



Pre-Licensure BSN Clinical Learning Absence Policy

Table of Contents

Policy:	3
Purpose:	3
Scope:	3
Policy	4
Definitions:	4
Expectations:	4
Procedure for Clinical Absence:	5
Procedure for Clinical Tardiness:	6
Revision History	6

Pre-Licensure BSN

Clinical Learning Absence Policy

Policy:

All nursing students will complete the required clinical hours for the undergraduate nursing program, per policy, as established with the Oklahoma Board of Nursing as designated in the course syllabus. Attendance and active participation in all clinical learning activities are required to meet course and program outcomes. Students are expected to attend all scheduled clinical learning activities, including simulation, skills lab, hospital-based, community, and precepted experiences. Failure to complete required clinical hours may result in inability to meet course objectives and may lead to course failure.

Purpose:

The Pre-Licensure BSN Clinical Learning Absence policy and procedure are intended to:

- Assure all students complete the designated clinical time to meet course objectives-
- Assure all students complete the clinical hours of the nursing program as approved by the Board of Nursing.
- Define expectations for attendance and participation in clinical learning activities
- Promote accountability and professional responsibility
- Ensure consistent management of clinical absences and tardiness
- Support student progression by maintaining required clinical hour standards
- Provide guidance for students, faculty, and preceptors in managing absences

Scope:

This policy applies to all pre-licensure BSN students and all clinical learning activities contributing to required clinical hours, including skills lab, simulation, hospital-based, community, interprofessional, and precepted experiences.

It applies to pre-licensure BSN students, instructors of record, clinical coordinators, preceptors, and program leadership involved in clinical education and oversight.

Policy

Definitions:

- **Clinical Absence:** A clinical absence is defined as a failure to attend a scheduled clinical learning activity that counts towards the student's clinical hour requirement.
- **Unavoidable & Unplanned Clinical Absence:** Refers to absence from a clinical learning activity where a student is unexpectedly absent without prior notice or approval. These unavoidable, emergency absences will be handled on an individual basis between the student and Primary and/or Secondary Instructor of Record. Documentation may be requested to provide support for the absence.
- **Clinical Tardiness:** Clinical tardiness is defined as a failure to arrive at a clinical learning activity by the scheduled start time. Clinical faculty will communicate arrival time during orientation with students. Clinical tardiness may vary based on associated hospital policies.
 - A student is considered tardy if they arrive 1 – 15 minutes late to a scheduled skills lab, simulation, or clinical activity.
 - Arrival more than 15 minutes late at a scheduled skills lab, simulation, or clinical activity will be recorded as an absence and the student will not participate in the scheduled activity. The student will be required to makeup the missed activity if opportunities are available.
- **Clinical Learning Activity:** Clinical learning encompasses a variety of activities including skills lab, simulations, interprofessional activities, community clinical, and hospital learning experiences. These activities count towards a clinical course and program hour requirements necessary for progression and graduation.
 - **Observational Clinical Learning Activities:** An activity where the student can observe professionals/practitioners but not perform skill-based nursing care.
 - **Supervised Clinical Learning Activities:** Any Clinical Learning Activity where the student is supervised by an OU College of Nursing faculty member.
 - **Precepted Clinical Learning Activities:** A Clinical Learning Activity where the student is supervised by a qualified preceptor. An active Clinical Affiliation Agreement (CAA) must be in place prior to a student completing any clinical hours at a facility. Preceptors must sign a Preceptor Agreement prior to the start of clinical hours.

Expectations:

- **Student Clinical Attendance:** Attendance at clinical learning activities is mandatory and expected. Failure to complete required clinical hours will result in a failure in the clinical course (i.e., a grade maximum of 69% will automatically be applied to the overall course grade).
- **Makeup Clinical Experiences:** Availability of makeup clinical experiences are dependent on clinical slot opportunities and clinical faculty availability. The nature of the makeup clinical learning activity is at the discretion of the student's Primary and/or Secondary Instructor of Record and the campus clinical coordinator. Makeup experiences cannot be guaranteed. Missed clinical activities may result in failure.

Procedure for Clinical Absence:

In the event a clinical absence cannot be avoided, the following procedure should be implemented:

Supervised Clinical Learning Activities:

- **Student Responsibilities:**
 - The student is responsible for communicating absence in writing to the Primary and/or Secondary Instructor of Record.
 - When possible, clinical absences deemed excused will require written communication prior to the experience.
 - The communication should include the clinical date and appropriate details around the nature of the absence.
 - Documentation may be requested to provide support for absence.
- **Primary and/or Secondary Instructor of Record Responsibilities:**
 - The Primary and/or Secondary Instructor of Record is required to notify the learning site clinical/lab/simulation/course coordinator of the absence within one university business day to document the clinical absence, type of experience missed, clinical hours missed, and the nature of the clinical absence.
 - The Primary and/or Secondary Instructor of Record should ensure the student's attendance within clinical scheduling systems accurately reflects clinical hours attended.
 - The Primary and/or Secondary Instructor of Record will review OUHS policy regarding student professional behavior, document professionalism concerns accordingly, and apply grade penalties appropriately.

Precepted Clinical Learning Activities:

- **Student Responsibilities:**
 - Clinical absences should be communicated to the preceptor and Primary and/or Secondary Instructor of Record as soon as possible. Students are responsible for ensuring precepted clinical hours are scheduled around events that would cause them to be absent. Additionally, students are responsible for ensuring they have satisfied the clinical hours requirement outlined in the course.
 - Documentation may be requested to provide support for absence.
 - The student is responsible for satisfying clinical hour requirements.

- Preceptor/Primary/Secondary Instructor of Record Responsibilities:
 - The Preceptor/Primary/Secondary Instructor of Record is responsible for routinely monitoring student professional conduct including timeliness and clinical presence.
 - Preceptor/Primary/Secondary Instructor of Record should communicate clinical tardiness to the Clinical Course coordinator via OUHS email.
 - The Preceptor/Primary/Secondary Instructor of Record is required to notify the learning site clinical/lab/simulation/course coordinator of the absence within one university business day to document the clinical absence, type of experience missed, clinical hours missed, and the nature of the clinical absence.
 - The Primary and/or Secondary Instructor of Record should ensure the student's attendance within clinical scheduling systems accurately reflects clinical hours attended.
 - The Primary and/or Secondary Instructor of Record will review OUHS policy regarding student professional behavior, document professionalism concerns accordingly, and apply grade penalties appropriately.

Procedure for Clinical Tardiness:

In the event a clinical tardiness cannot be avoided, the following procedure should be implemented:

- Student Responsibilities:
 - Students will provide written and verbal communication regarding clinical tardiness to the clinical faculty member as soon as possible.
- Clinical Faculty Responsibilities:
 - The Primary and/or Secondary Instructor of Record should ensure the student's attendance within clinical scheduling systems accurately reflects clinical hours attended.
 - The Primary and/or Secondary Instructor of Record will review OUHS policy regarding student professional behavior, document professionalism concerns accordingly, and apply grade penalties appropriately.

Revision History

Revision	Effective Date	Description of Changes	Requested By	Approved By
1.0	TBD	Initial Release	SEP/Outcomes Coordinator	Faculty Assembly Committee

2.0	2/3/2012	Added 'undergraduate' to name of policy. Added specific information; changed wording. Addressed issue of missing clinical hours due to cancellation of classes due to inclement weather. Grammatical changes.	Baccalaureate Faculty	Assistant Dean of Clinical and Community Affairs
3.0	1/25/2015	Reviewed per cycle and approved as is.	Sandra Fix	Assistant Dean for Clinical and Community Affairs
4.0	4/19/2018	Updated Associate Dean title.	Sandra Fix	Interim Associate Dean for Undergraduate Education and Student Affairs
5.0	5/1/26	Updated name to match current policy in place: Pre-Licensure BSN Clinical Learning Absence Policy Updated Clinical Make Up Policy to match current Pre-Licensure BSN Policy put in place 9/3/25	Academic Affairs	Assistant Dean of Academic Affairs and BSN Program Director BacFac Committee