

**POLICY NUMBER:** III-I

**POLICY TITLE:** Attendance

**LEGAL AUTHORITY:** Miami Dade College Manual of Procedures (MOP) **IV-10 Student Attendance** and **IV-20 Student Records**; [Miami Dade College ASN Student Handbook](#); Florida Statutes on Nursing Education; Federal Guidelines per U.S. Department of Education, including **Title IV** and **Title IX** compliance.

**DATE OF LAST REVIEW:** 9/2025

### **III-I Attendance Policy**

#### **Policy Statement:**

Attendance in the Associate of Science in Nursing (ASN) program is critical for student success, professional development, and compliance with both state and federal regulations. This policy is designed to meet the requirements of Miami Dade College (MDC), the Florida Board of Nursing, and the U.S. Department of Education (DOE). Federal guidelines, including Title IV financial aid provisions and Title IX of the Education Amendments of 1972, apply to student participation, attendance, and accommodations within the program.

#### **General Attendance Policy (MDC MOP IV-10):**

Consistent with MDC's Manual of Procedures IV-10, students must attend all scheduled instructional activities, including clinical rotations, lectures, and labs. Attendance records will be maintained in compliance with the U.S. Department of Education's Title IV regulations, which require tracking attendance for students receiving federal financial aid. Failure to maintain adequate attendance may affect a student's eligibility for federal financial aid programs, such as Pell Grants and student loans.

#### **Procedure:**

##### **1. Notification of Absence:**

Students must notify faculty no later than one hour before the clinical or class start time for general absences. In line with Title IX, which prohibits discrimination based on sex, pregnancy, or related conditions (including childbirth and recovery), absences related to hospitalization, pregnancy, childbirth, or other medical conditions cannot count against a student without offering reasonable accommodations. Extended leave options should be presented to the student. Students must provide appropriate medical documentation and clearance before making up a missed clinical day or classwork. For Title IX-related accommodations, students should work with the MDC Title IX office to ensure compliance with federal requirements and necessary adjustments to their academic schedule."

##### **2. Documentation of Absence:**

Faculty must document all student absences using the anecdotal form, following the policies outlined in MOP IV-20 (Student Records). Documentation for absences,

including medical or Title IX-related circumstances, must be retained in accordance with MDC and federal record-keeping requirements under Title IV. This ensures proper documentation for financial aid compliance and protects student rights under Title IX for any absences due to pregnancy, childbirth, or other protected conditions.

**3. Make-up Assignments and Course Completion:**

In accordance with Title IX and federal guidelines, students who miss clinicals due to pregnancy, childbirth, or other Title IX-protected reasons must be given the opportunity to make up missed work. Course objectives must be met without compromising academic standards, but reasonable accommodations should be made to ensure no discriminatory impact on the student's academic progress, in compliance with the Florida Nurse Practice Act (§464.019 F.S.).

Students who miss clinicals or classes due to the death of a family member must be given the opportunity to make up missed work, in accordance with best practices and federal guidelines. Faculty should work with students to develop a reasonable timeline for completing assignments and meeting course objectives, including using simulation environments where appropriate. Per the Florida Nurse Practice Act (§464.019 F.S.) and MDC policies, all course objectives must be met by the end of the following major semester.

***The student cannot continue the nursing program until the assignments/alternative assignments are completed on time and the student has successfully passed the course.***

**4. Limits on Absences:**

MDC's School of Nursing policy stipulates that no absences are allowed during clinical rotations. Any absence, regardless of the duration of the rotation, will result in an unsatisfactory grade and course failure, unless covered under Title IX protections. Title IX allows for absences related to pregnancy, childbirth, or other related medical conditions, which will not count against the student. In such cases, reasonable accommodations, including extended leave, will be provided. Additionally, in the event of a family death, absences beyond the allowed limit may be considered for make-up if appropriate documentation is submitted. All other absences, regardless of reason, will result in an unsatisfactory grade and course failure.

**5. Tardiness and Clinical Participation:**

A student is considered tardy if they arrive after the designated start time. Per MDC's Manual of Procedures, excessive tardiness can result in an unexcused absence and disciplinary action. However, per Title IX, tardiness or absences due to pregnancy-related medical appointments or other related conditions must be reasonably accommodated, and such instances will not negatively affect the student's academic standing.

**6. Medical, Psychiatric, and Title IX-Protected Conditions:**

Students are required to disclose any medical or psychiatric conditions that may impact attendance or performance, including conditions protected under Title IX. In cases of pregnancy or other related conditions, students are entitled to reasonable accommodations. Students must provide written medical clearance before resuming clinicals in compliance with MDC and federal guidelines.

## **7. Bereavement (Death of a Family Member):**

In the event of the death of a family member, Miami Dade College follows best practices for bereavement by allowing students to take a reasonable amount of time to process their loss and complete missed coursework.

### **a. Eligibility for Bereavement Leave:**

Students who experience the loss of an immediate family member (i.e., spouse, parent, sibling, child, grandparent) are eligible for excused absences. The amount of leave will be determined by the faculty in consultation with the student, based on the student's circumstances and academic progress.

### **b. Documentation Requirements:**

Students must provide appropriate documentation to support their request for bereavement leave, such as an obituary, death certificate, or other forms of evidence. Faculty members must file this documentation in accordance with MOP IV-20 (Student Records) to ensure accurate record-keeping and compliance with federal Title IV requirements.

### **c. Make-up Work and Extensions:**

Students must provide appropriate documentation to support their request for bereavement leave, such as an obituary, death certificate, or other forms of evidence. Faculty members must file this documentation in accordance with MOP IV-20 (Student Records) to ensure accurate record-keeping and compliance with federal Title IV requirements.

## **References:**

- Miami Dade College Manual of Procedures, IV-10 (Student Attendance)
- Miami Dade College Manual of Procedures, IV-20 (Student Records)
- Miami Dade College ASN Student Handbook
- Florida Nurse Practice Act, §464.019
- Title IX of the Education Amendments of 1972
- Title IV, U.S. Department of Education (Student Financial Assistance)