

**ATTENDANCE/DRESS CODE FORM**  
**College of Health Care Sciences**  
**2012-2013**

As you prepare for your experience in the Nova Southeastern University College of Health Care Sciences, we want to make you aware of some important information. For more detailed information about CHCS policies please visit

[https://www.nova.edu/publications/chcs/chcs\\_student\\_handbook/index.html](https://www.nova.edu/publications/chcs/chcs_student_handbook/index.html)

to view the online version of the Student Handbook.

**Attendance**

In the College of Health Care Sciences, attendance is regarded as an obligation as well as a privilege, and students are expected to attend all classes regularly and punctually. Class schedules are issued from time to time as an aid to faculty members and students, but the administration reserves the right to make changes, assign Saturday hours, or deviate from published schedules without notice.

In general, students are graded on the basis of intellectual effort and performance, not on class attendance. It is recognized, however, that in some classes a student's grade may be based wholly or in part on class participation (e.g., laboratory sessions), and thus absences may lower the student's grade. In such cases, each course instructor will provide the course attendance policy, as well as any policy for making up missed assignments, in the course syllabus. Students are instructed to refer to their college's individual program policies/syllabi regarding attendance, as exceptions or additional restrictions may apply.

**Clinical Rotations**

Attendance while on clinical rotations follows different procedures and they are noted in the policy and procedures Clinical Rotation Handbook or Clerkship/Externship Manual distributed prior to your going on rotations.

**Promptness**

Promptness is another trait a proper health care practitioner must display. Additionally, tardiness in class disturbs both the lecturer and other members of the class and is thus markedly inconsiderate and rude. University class hours are from 8:00 a.m. to 10:00 p.m. daily, Monday through Friday. Class schedules are issued from time to time as an aid to faculty members and students, but the administration reserves the right to make changes, assign Saturday hours, or deviate from published schedules without notice. Classes generally begin at 10 minutes after the hour unless otherwise specified by a particular department or degree program. Any student not seated in his or her assigned seat by the time class begins will be marked absent. Classes finish on the hour. If the student arrives within 20 minutes after the start of the class, the absence will be reduced to half absence. Students will await the instructor's arrival until at least 20 minutes after the specified starting time, unless notified otherwise by an authorized person.

**Religious Holidays**

Absences for major religious and ethnic holidays may be excused at the discretion of the program. Students are required to obtain approval for their absences one week prior to the holiday.

**Dress Code**

Students must maintain a neat and clean appearance befitting students attending a professional program. Therefore, attire should convey a professional appearance whenever the student is on campus or at any off-campus educational site. The dress code is to be maintained at all times in the Administration Building, classrooms, laboratories, and all areas involved in providing patient care. Additionally, the dress code is in force Monday through Friday from 8:00 a.m. until 5:00 p.m. in the library and in other areas not mentioned above. The dress code is to be observed at all times including midterms and examination periods. ***Students are expected to consult their specific program handbooks for compliance with any program specific-supplemental dress code policies.*** Those failing to comply may be dismissed from the classroom and/or campus. A written warning describing the infraction will be entered into the student’s file.

**The following constitutes acceptable and professional attire:**

- white clinical jackets at all times for students enrolled in all entry-level programs
- matching scrub sets and shoes
- shirts, tie, slacks, and regular shoes for men
- professional business dress, which includes slacks, pants, or skirts with blouses, or dresses, and appropriate shoes for women
- No institutional scrubs may be worn by any College of Health Care Sciences student at any time while on campus. Institutional scrubs are those that have the identification symbols or lettering from the institution that owns or issues them. Those scrubs are marked in locations that are easy to identify as being part of the inventory of that institution.

**Students may not wear the following:**

- shorts or cutoffs
- mini-skirts (higher than mid-thigh)
- jeans (all colors),
- see-through clothing or halter tops
- sandals
- flip-flops
- T-shirts (as the outer shirt)
- Jogging or exercise clothing
- inappropriately mismatched garments
- hats, or caps

*\*Students must wear their approved NSU ID badges while on campus.*

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Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date