

**ATTENDANCE/DRESS CODE FORM**  
**2009 Entering Class**  
*Form due on Orientation Day*

Dear Matriculating Student:

Please be aware that the following are two important policies that all matriculated students must abide by:

**Attendance**

AT NOVA SOUTHEASTERN UNIVERSITY - HEALTH PROFESSIONS DIVISION,  
ATTENDANCE AT ALL SCHEDULED INSTRUCTIONAL PERIODS IS MANDATORY.

Failure to consider this requirement is considered in the evaluation of a student's academic performance and professional attitude and may result in a failing grade for the course. Students shall report to the office of the individual college's Office of Student Affairs in writing the reasons for all absences within 24 hours of each occurrence.

Students whose reasons are unacceptable will be subject to disciplinary action. In the event of an emergency absence, requests for an excused absence must be made to the individual Office of Student Affairs for a decision.

1. Excused Absences

a. Illness

The Division must be notified as soon as possible of all absences due to illness, or at the latest, on return to school. For unusual or prolonged illness, the appropriate Office of Student Affairs must be notified as soon as possible. These absences will be evaluated on an individual basis.

b. Special Circumstances

Unusual circumstances resulting in absences, e.g., death in the immediate family, must be cleared with the appropriate Student Affairs Office on an individual basis, preferably before the student is absent from class.

2. Unexcused Absences

Absences not falling into the first category are unexcused absences. The Administration realizes that special circumstances may arise on rare occasions leading to an unexcused absence. However, unexcused absences are neither a right nor an entitlement of the student.

Unexcused absence or absences may result in a written reprimand from the Dean with a copy to be placed in the student's permanent file, plus a loss of 10 percentage points in the course or failure in the course.

Each laboratory, assignment or examination missed must be made up at the discretion and convenience of the instructor.

If, in the judgement of the Dean, a pattern of absences appears to surface, action may be taken, up to and including failure in the courses involved or dismissal from school.

### 3. 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.

### 4. 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 and students, but the administration reserves the right to make changes, assign Saturday hours or deviate from published schedules without notice.

Classes begin at 10 minutes after the hour. Any student not seated in his/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.

### 5. Religious Holidays

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

## Dress Code

1. Student must maintain a neat and clean appearance befitting students attending professional school. Attire should convey a professional appearance whenever the student is on University grounds, in classes or laboratory, or on an experiential rotation or program.
2. All students must have two short, white consultation jackets with their names and appropriate college designation embroidered over or on the left breast pocket. A white jacket is to be worn daily over the prescribed attire.
3. Identification badges will be issued through the registrar's office and must be worn at all times when the student is on campus or clinical rotation.
4. Professional attire for men includes trousers, shoes and socks, shirt, necktie and white consultation jacket. Professional attire for women includes dresses of appropriate length, or slacks, skirts with blouses and white consultation jacket and shoes.
5. Students may not wear the following:
  - a. Shorts
  - b. Cut-offs
  - c. Mini-skirts (higher than mid-thigh)
  - d. Dungarees
  - e. See-through clothing or halter-tops
  - f. Sandals, thongs, flip-flops or sneakers
  - g. T-shirts (as the outer shirt)
  - h. Jogging or exercise clothing

These guidelines apply from 8:00 A.M. - 5:00 P.M., Monday through Friday.

6. Students inappropriately dressed or groomed may be requested to leave the campus. In this circumstance an unexcused absence will be recorded until the student returns properly attired. Questionable or disputed cases of dress or grooming shall be presented to the Dean, whose decision shall be final. Repeated violations will be considered improper professional behavior and may result in disciplinary action. When a class requires special dress (such as the wearing of scrubs in anatomy lab) it will be the only exception to the dress code allowed during that time.

I have read over the above dress code and attendance policy, and if accepted I agree to adhere to it.

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**Student Name (Print)**

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**(Signature)**

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**(Date)**

**IF YOU HAVE ALREADY SUBMITTED THIS FORM YOU DO NOT HAVE TO SUBMIT IT AGAIN!**