

MARIAN UNIVERSITY

Memorandum

To: Marian University Traditional BSN Students

From: Marian University Nursing Department Committee

Date: December 18, 2025

Re: Amendments to the 2025-2026 Nursing Department Student Handbook

This memorandum serves as official notification of three policy amendments to the 2025-2026 Nursing Department Student Handbook. These changes were approved by the Nursing Department Committee on the dates specified below.

1. Removal of the Coordinator Roles (Approved Aug 20, 2025)

The department has voted to eliminate the “Clinical Coordinator” and “Level Coordinator” release time positions. Consequently, all references to these roles have been removed to reflect the current organizational structure.

Impacted Policy: 10.1.04 Chain of Communication (p. 35)

10.1.4. *Chain of Communication:* If your concern isn't resolved at the initial level, please follow this communication order:

- a. Instructor/Professor
- b. Undergraduate or Graduate Nursing Program Director
- c. Associate Dean of Nursing

2. Policy 22.1.1 Extracurricular Activities (Approved Dec 12, 2025)

This update clarifies the definition of extracurricular activities and the requirements for missing class time (p. 52)

22. Pre-Licensure Course Policies

22.1.1. *Extracurricular Activities (Athletics, Field Trips, ROTC, etc.):*

- a. You must provide each of your instructors with a copy of your full practice, competition, or event schedule as soon as it is available.
- b. You are responsible for all materials and assignments covered during any class time you miss. Instructors are not responsible for re-teaching missed material due to extracurricular conflicts.
- c. Failure to notify the instructor in advance of a class absence due to an extracurricular activity will result in an unexcused absence. Unexcused

absences count toward the 20% absence limit for the course.

- d. Attendance is mandatory for all lab, clinical, simulation, and HESI activities (or equivalent high-stakes assignments/sessions). Excused absences will not be granted for these specific required activities, even for extracurricular events. Refer to the clinical attendance policy 23.1 for full details.

3. Policy 23.1: Clinical Attendance (Approved Dec 12, 2025)

This update clarifies clinical attendance requirements (p. 54)

23. Pre-Licensure Clinical Policies

Clinical experiences encompass orientations, observations, simulations, laboratories, off-site experiences, and agency-based experiences. Throughout this section, the term “clinical” refers to any and all of these experiences.

23.1 Attendance

23.1.1. *100% Attendance is Mandatory:* You must attend 100% of all scheduled clinical experiences, defined as: orientations, observations, simulations, laboratories, off-site experiences, and agency-based experiences. Successful completion of clinical objectives requires your presence at every session to meet clinical objectives.

23.1.2. *First Day Absence:* Absence on the first day of clinical or clinical orientation will result in removal from the course (administrative withdrawal).

23.1.3. *Extraordinary Absences and Make-up:* If you must be absent due to extraordinary circumstances (e.g., documented illness, emergency, or legal requirement), you must follow these procedures:

- a. *Notification:* You must notify the faculty as outlined in the course syllabus or as specified by the clinical instructor during orientation.
- b. *No excused absences for athletics:* You will not be excused from clinical experiences for athletic activities (e.g., games, practices).
- c. Switching clinical groups is not allowed.
- d. Nursing Department faculty and staff will attempt to reschedule your missed clinical hours, but rescheduling is not guaranteed
- e. If you're unable to make up a missed clinical experience during the semester, you will receive an incomplete (I) grade for the course. You will then be required to successfully complete the make-up simulation, including all pre- and post-assignments, as scheduled by the Nursing Department.

- f. *Consequence of No Notification:* Failure to notify the instructor of a clinical absence may result in failure of the clinical course. Exceptions due to extreme hardship may be made at the discretion of the faculty if you provide written documentation.

- g. Only one total missed clinical, lab, or simulation experience is allowed throughout the semester, and it must be made up. A second missed experience (clinical, lab, or simulation) will result in failure of the clinical course.

Additional Updates

- Corrected Numbering: Formatting errors in policy numbering starting at Policy 21 have been fixed.
- Contact Info: The phone number on the handbook cover has been updated.

These changes are reflected in the updated handbook **2025-2026 Nursing Department Student Handbook v2 FINAL 12182025**. This handbook and memorandum will be emailed to all traditional BSN students and posted in the MO2 resource pages for the BSN, RN-BSN, and MSN programs.