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DATE: March 21, 2025

TO: All WWCC Nursing Students

FROM: Jennifer Clayton Dean of Nursing and Allied Health

RE: **Addendum to WWCC Nursing Student Handbook (NSH), 2024-25,**
Nursing Policy Change for Test Tardies

Dear Nursing Students,

Policy Change: The nursing faculty have changed the policy relating to tardies on scheduled test days.

Rationale for the changes:

Test Tardy:

During Winter Quarter 2025, a policy was implemented to address excessive absences; however, it did not specifically address excessive tardiness. Recently, there have been instances of students arriving late for tests, which disrupts their peers. To maintain a focused and professional testing environment, students are expected to begin exams at the designated time, whether in the classroom or in the Testing Center on their respective campus.

Punctuality is a fundamental professional expectation, not only for testing but also for theory courses, lab sessions, and clinical experiences. Adhering to scheduled times demonstrates professionalism and respect for fellow students.

Re-scheduling a missed test due to a tardy

As noted in the **NSH (p. 26)**, students who miss a test due to tardiness have **two days** to complete the missed exam. The rescheduled test time will be provided to the student, and it is their responsibility to make the necessary arrangements to attend at the designated time.

Details regarding test rescheduling will be outlined in the course syllabus. Failure to attend a rescheduled test will be considered a **test absence**.

Policy Change

Test Tardies

Effective Spring Quarter, upon the third excused absence **or** tardy, whichever comes first for a scheduled test in a quarter (and for any subsequent absence or tardy from a scheduled test), a 5% deduction (of the possible test score) will be applied to the student's earned test score. Absences and tardies will be counted as a single category. Additionally, absences and tardies apply to all theory and practicum nursing courses collectively. This means that an absence from skills testing will also count toward the total test absences. Any absence or tardy from a retake or rescheduled test will also be included.

Respectfully,

Jennifer Clayton (e-signature, jmc)