**THE UNIVERSITY OF ALABAMA**

**CAPSTONE COLLEGE OF NURSING**

**Professional Development Participation by Upper Division Nursing Students**

**I. Purpose**

To provide Capstone College of Nursing Faculty and Upper Division Students with guidelines and approval procedure for student participation in off-campus, extra-curricular professional development activities related to the nursing profession.

**II. Policy**

The Capstone College of Nursing has the authority to excuse Upper Division students from class and clinical learning experiences to participate in off-campus, extra-curricular professional development activities related to nursing. Student eligibility is based on academic performance at a grade of 81 percent or higher in the theory portion of all courses and satisfactory performance in any clinical components of all courses in the semester. Course Leaders, in cooperation with other course faculty, will review requests to attend off-campus, extra-curricular professional development activities and determine whether the student may be excused from theory and/or clinical experiences to participate in the proposed activity. Excused clinical absences for attendance at a professional development activity are limited to one (1) day per semester. An elected student officer of Capstone Association of Nursing Students, American Assembly for Men in Nursing Capstone Chapter, Nurses Christian Fellowship, Alabama Association of Nursing Students, or the National Association of Nursing Students may be excused for up to three (3) days of clinical during their annual term of office upon recommendation of the course faculty and approval of the Course Leader(s).

**III. Assumptions**

1. Participation in pre-professional nursing organizations at the local, state, and national levels is a primary teaching method for the professional development of the baccalaureate nursing student.
2. Active professionalism requires interaction across academic disciplines in interprofessional learning activities related to health care policy and the health system environment.
3. The development of a leadership skill set is fostered in the baccalaureate nursing student by interaction with professional nurses who exemplify good leadership and active participation in professional organizations.
4. Any advance approval of an excused absence is contingent upon continued satisfactory clinical performance and maintenance of a grade of 81 percent or higher at the time of the planned activity.

**IV. Procedure**

1. The Upper Division student who wishes to be absent from class or clinical learning experiences to participate in off-campus, extra-curricular professional development activities related to nursing must complete the form, “Request for Excused Absence for Professional Development”.
2. The student submits a completed form to the Course Leader of each course in which an absence is requested. The form must be submitted at least one month prior to the activity.
3. The Course Leader(s) will confirm the student’s eligibility based on the course grade at that time and calculate any required clinical make-up hours based on the student’s previous participation in professional development activities for the year.
4. Each Course Leader will then verify with other course faculty that the student’s performance in clinical is satisfactory and discuss any requirement for clinical make-up hours. Every Course Leader in the semester must approve the absence in their course for the student to attend the activity.
5. If approval is deemed in the student’s best interest, the Course Leader will sign the request form, retain a copy of the form for the student’s ONSS file until the event is over, and return the original to the student.
6. If not approved, the Course Leader(s) will write the rationale for the denial of the request, sign the form, provide a copy to the course faculty, retain a copy for the Course Leader’s files, and return the original to the student.
7. If the student’s grades drop after conditional approval, the student must cancel their participation in the activity and/or seek the guidance of the Course Leader before attending the scheduled activity. Clinical faculty should fully inform both the Course Leader and the student of clinical status one week before the event.

**THE UNIVERSITY OF ALABAMA**

**CAPSTONE COLLEGE OF NURSING**

**Request for Excused Absence for Professional Development Activity**

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Data of Application\_\_\_\_\_\_\_\_\_\_

Event Name\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NUR \_\_\_\_\_\_\_\_\_\_\_\_learning experiences that will be missed:

Class:

Clinical:

Date(s) and time:

Course faculty:

Class:

Clinical:

Date(s) and time:

Course faculty:

Class:

Clinical:

Date(s) and time:

Course faculty:

\_\_\_\_\_\_\_Denied\_

\_\_\_\_\_\_\_Conditional approval with\_\_\_required clinical make-up hours

Rationale:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Course Leader Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disposition: Return original to student.

 File copy in student folder in the Office of Nursing Student Services (after the absence) \*

Attach written information/program related to the event.