

**Goldfarb School of Nursing (GSON) at Barnes-Jewish College
Student Experience and Development Policies/Procedures**

TITLE: Jury Duty Policy – GSON Students

SUBMITTED/REVIEWED BY: Edward Gricius, MS
Associate Dean of Student Experience and Development

LAST REVIEWED/REVISION DATE: February 22, 2023

Policy Statement

Goldfarb School of Nursing at Barnes-Jewish College (GSON) supports students' civic and legal responsibilities if called to serve on a jury while enrolled at GSON. Within this context, students who are called to serve on a jury should consult with their faculty and academic advisors about the impact of their jury service on their academic progress. In appropriate cases, students may ask the court to defer their service to a later term. In the event a student serves on a jury, the student is responsible for reporting her/his service and expected absences to instructors as soon as possible.

In support of this service, GSON faculty should not penalize students who have provided verification of their jury duty assignment under course attendance policies. Additionally, faculty are expected to offer reasonable compensatory experiences to ensure that students' academic progress in the course will not be unduly compromised.

Procedure

- A. Students requesting an excused absence due to a summons for jury duty must submit written notice at least two-weeks in advance of the date requested or as soon as reasonably possible.
- B. The student must complete the "*Request for Jury Duty*" form and obtain the signatures of the faculty member of each course or activity impacted by the absence.
- C. Students who miss class for required jury duty may be granted the opportunity to make up work missed. It is the student's responsibility to make arrangements with their course leader(s) to fulfill their obligations.
- D. In the event the absence falls on a simulation or clinical day, it is especially important the student adheres to the recommendations of the instructor. Certain policies may apply to clinical absences and these will be clearly stated to the student who must miss a clinical experience.
- E. If there are questions or details that must be clarified related to the absence that cannot be worked out with the instructor(s), the matter should be referred to the Director of the respective program for resolution. Additional consultation may be sought with the Associate Dean of Student Experience and Development.
- F. The College will require documentation of a student's jury duty obligations which should be signed by the appropriate officer of the court.

Request for Jury Duty Student Absence Form

Students requesting an excused absence from class/clinical/simulation lab for jury duty must complete this form and request to be excused from class/clinical/simulation lab at least two-weeks in advance of the date requested or as soon as reasonably possible. Please note that a form must be obtained and signed from each class/clinical/simulation lab in which the student will be absent. Once complete, the student must present the completed form to their Academic and Student Support Advisor for filing in the student's records.

Today's Date: _____

Student Name: _____

Requested Date(s) of Absence: _____

Reason for request: _____

Course Leader Sign Off

By signing below, both the instructor and student are confirming that expectations for making up missed work have been clearly communicated and documented.

Class/Clinical/Simulation Lab: _____

Course Leader(s): _____

Date: _____

Course Leader signature: _____

Student signature: _____ Date: _____

Specific Instructions/Comments
