

POLICY TITLE: CLASSROOM, LAB, AND CLINICAL ATTENDANCE POLICY

Classroom

For successful course completion, all course objectives must be met, and absences may prohibit a student from meeting the objectives. When absent, the student is responsible for contacting the faculty member.

When a class absence(s) prohibits a student from meeting one or more course objectives, the absence(s) must be made up. Depending upon the nature and extent of the absence(s), a faculty member may require a make-up assignment. If family difficulties, financial concerns, work obligations, or life stressors are barriers to class attendance, the student should seek assistance from the University Counseling Center.

Clinical, Lab, and Simulation

Extenuating circumstances may prevent a student from attending a clinical assignment. It is the responsibility of the student, with aid from the clinical instructor, to meet the clinical course objectives. All assigned clinical hours shall be met.

An excused absence is an absence from the scheduled clinical experience, which is the result of illness of the student or an immediate family member, a religious holiday, or the result of an unforeseen catastrophic event. The student must be excused directly by the clinical instructor. If so directed by the instructor, the student must bring a written excuse from the health care provider.

In the event of an imminent absence, the student will:

1. Call the specific assigned area in the clinical facility or follow the policy set by the agency for notification of absence.
2. Notify the agency at least one (1) hour prior to the scheduled clinical experience.
3. Notify the clinical faculty according to written instructions in course syllabi.
4. Leave a telephone number where the student can be reached during the absence.
5. Contact the faculty immediately upon returning to the clinical area for clearance and further directions.
6. An unexcused absence will be considered unprofessional clinical performance.
7. All absences must be made up so that the total clinical hours are met.

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	4/5/13	Initial version
1	9/5/14	Updated: Title changed to Classroom, Lab and Clinical Attendance Policy; Clinical, Lab and Simulation section added; University Counseling center added in place of UHV Student Solutions; Sentence deleted in third paragraph -- refer to the UHV class attendance policy: "A student whose absences are determined by the instructor to be excessive shall; "may" added after objectives in third paragraph.

Approved by SON Faculty Council, 9/5/14

Approved by Dean Kathryn Tart Kathryn Tart Date 9-15-2014