

Page 1 of 1	CLASSROOM, LAB, AND CLINICAL ATTENDANCE	Policy Number:	S104
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POLICY TITLE: CLASSROOM, LAB, AND CLINICAL ATTENDANCE

Classroom

For successful course completion, all course objectives must be met, and absences may prohibit a student from meeting the objectives. It is the responsibility of the individual professor to set attendance guidelines for a course. Most, but not all, professors will drop students from the class roll if the student has an excessive number of absences. Non-attendance may also result in a grade of F. Unavoidable absences should be reported to the instructor immediately after, if not before, the absence occurs. Any absence may place a student in academic jeopardy. ([See S137 Academic Jeopardy Notification](#))

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.

Approved by CON Faculty: 09/15/2020

Approved by Dean Kathryn Tart: 09/15/2020