

Policy Title: Student Absence From Clinical Assignment

Background

Extenuating circumstances may prevent a student from attending a clinical assignment. It is the responsibility of the student to meet the objectives of the clinical courses.

Policy

Specified clinical hours shall be completed. An excused absence is an absence from the scheduled clinical experience that 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 a health care provider.

All clinical absences require make-up. The clinical instructor will determine make-up assignments. For any absences, the student must contact the clinical instructor regarding continuance in the clinical course.

Procedure

In the event of an unforeseen or last minute absence, the student will:

1. Call the specific assigned area in the clinical agency or follow the policy set by the agency for notification of absence.
2. Notify the clinical agency at least one (1) hour prior to the scheduled clinical experience.
3. Notify the clinical instructor according to his/her stated directions.
4. Leave a telephone number where the student can be reached during the absence.
5. Contact the clinical instructor immediately upon returning to the clinical area for clearance and further directions.

An unexcused absence will be considered unprofessional clinical performance (see Policy U4952 Unprofessional Clinical Performance and U4400 Professional Behavior) and a make-up will not be allowed.