ATTENDANCE POLICY

Attendance affects the quality of a student's academic performance. Punctual and regular attendance of lectures and lab sessions are expected for all students. All absences from class or labs could affect clinical competence.

Each student is allotted a bank of 10 personal days (80 hours) to use for personal and sick time over the course of the 12-month program. It is the responsibility of the student to inform the school of an absence, scheduled or unscheduled.

Unscheduled – Text the program director (at least one hour prior to the scheduled class/clinical):

 • If a student is ill and is unable to attend class or clinical.

 • If a student is running late to class or clinical.

 • If a student needs to leave early from class or clinical

 Missed time will be subtracted from personal hours

Scheduled – Email the program director and coordinator (at least 72 hours in advance):

 • If a student plans and will be absent from class or clinicals and will use bank hours for all or part of the day

 • Requested dates require approval from Program Director

Failure to comply with the program's attendance policy may result in corrective action.

HOLIDAYS

Students are scheduled off of clinical and class on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Students are not permitted to be at a clinical site during scheduled holidays.

SCHEDULED BREAK WEEKS

Students have two scheduled break weeks over the length of the program as indicated by the academic calendar. Students who wish to vacation should utilize break weeks for this purpose

MAKE-UP TIME POLICY

Any days missed from the clinical education over and above the allotted number of personal days must be made up within the next 30 days. Make-up time must be coordinated by the student with the clinical Site Supervisor of their current rotation and approved by the Clinical Coordinator. The Clinical Coordinator has the authority to determine which days are acceptable as make-up days.