

## Attendance

- A student is required to attend all scheduled clinical days. If applicable, a student is permitted a total of three excused absences during their 3rd year upon request and with appropriate documentation. These three days include both anticipated and unexpected absences for the entire 3rd year. A missed day for taking the NPTE early is not counted in this total. The student may be required to make up any missed days by working Saturdays, Sundays, extended hours, or by extending the length of the clinical education experience. The academic program and/or the clinical education site reserves the right to require the student to complete all missed hours. The program may require the student to make up any missed days, even if the clinical education site does not. If the student misses more than three clinical days, the Co-DCE will implement appropriate steps of remediation, additional assignments, and/or grade reduction if necessary. Absences of clinical days will be remediated in the clinic as outlined below in Student Responsibilities.

### Student Responsibilities

- Anticipated absences must be communicated with the assigned Co-DCE as soon as the student becomes aware. The student must request approval of anticipated absences from the assigned Co-DCE through the EXXAT Leave Request Form. Students must include the date(s), details and reasoning for missing; absences are recorded in half and full day increments only. Similar to the didactic portion of the program, this request will then be reviewed by a committee and the student will be notified of the decision. Requests will be reviewed twice a month; at the beginning and approximately halfway through the month (within 2 weeks). Those requests submitted by the 15th will be reviewed and a response given before the 1st of the next month. Requests submitted between the 15th and the 1st will be notified by the 15th of the following month. It is the responsibility of the student to submit their requests with enough time to be processed in advance. If the request is approved, the student will receive confirmation of approval through EXXAT and the student may then request approval of the absence from the clinical site. Once a final decision is made, the student will communicate with the assigned Co-DCE the designated plan.
- Unexpected absences must be communicated to both the Co-DCE and clinical site as soon as the student is able to do so. These absences will be recorded through the EXXAT Leave Request Form.

### Academic Program Responsibilities

- The Co-DCE will monitor the attendance of students during each clinical education experience and will be available to assist the CI in determining the necessity of making up any missed clinical hours. The program will also assist the student and the clinical education site in coordinating the hours to be completed.
- A committee will meet bi-monthly to discuss clinical education absence requests and will notify students by the 1st or 15th of each month, depending on submittal date.