

Policy Number:	U4840
Faculty Approved:	5/1986
Effective Date:	5/1986
Reviewed Date:	4/2018
Revision Date:	4/2018
Dean Approved:	7/2018

Policy Title: Student Absence from Clinical Assignment

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### **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 (see HOOP Policy 112), 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. Provide a telephone number where the student can be reach during the absence.
5. To return to the clinical setting after an absence, the student must contact the clinical instructor for clearance and further directions