

# Clinical Education Attendance Policy

Students are expected to attend all Clinical Education assigned days. A record of absence and tardiness will be kept by the student and Clinical Coordinator. All time absent from the Clinical Education Centers must be made up before the end of each term. Regular attendance is extremely important in this program. To emphasize this significance and to avoid confusion, program personnel will follow the guidelines listed below. If a student must be absent from clinical assignment, he/she must personally notify:

1. The Clinical Coordinator
2. The Clinical Education Facility

The student is responsible for making arrangements to make up these absences. No Radiology student will be assigned or allowed to make-up clinical education during holidays that are observed by the sponsoring institution which is Wallace College. Refer to Wallace College's calendar for recognition of holidays.

Make-up time must be pre-approved by the Clinical Coordinator. Such sessions will be treated as assigned time and must not be arranged on days or times when the student has scheduled classes.

A student must report an intended absence within 30 minutes of the assigned reporting time. A student who does not notify the Clinical Coordinator within the stated 30-minute time frame will be recorded as Absent Without Leave (AWOL). The Clinical Coordinator will counsel the student, using the appropriate form, upon his/her return to the Clinical Education Facility. The importance of reporting in and out will be emphasized at that time. Infractions will result in:

- NOTE:
1. 5 percentage points for each infraction up to maximum of 25% of final clinical grade
  2. Written counseling
  3. Repeated infractions will result in recommendation for dismissal from the Program