

PTA Attendance/Tardiness

(Additional attendance policies for general academic classes can be found in the college catalog.)

- A. Students are expected to attend all classes and clinical assignments as scheduled unless there is a serious, contagious illness or an emergency occurs. If absence or tardiness is unavoidable due to any of the above, the student **must** notify the PTA program prior to the start of class or the workday; **and if applicable**, the clinical site to which he/she is assigned.

Students are expected to be in their seats, ready to start class at the assigned time. This means textbooks and notebooks open and ready to start.

Students should remember that instructors often serve as references for prospective employers. Dependability in terms of attendance is a big issue for employers. Performance in this area is an excellent indicator for future employers.

- B. Students are responsible for any material missed due to any type of absence. Students will be required to make up all work (quiz, exam, homework, etc.) in order to receive a final course grade. Failure to make up or turn in all work will result in an "incomplete" or "I" being issued for the course. Students will not be allowed to progress in the program if all work has not been completed. Each course syllabus will outline grading procedures and penalties.
- C. The program is evaluated based on the number of hours that students spend in supervised clinical practice. For this reason, students will be required to complete and submit weekly time sheets to the Clinical Education Coordinator while in clinic. Clinical education courses are professional courses and the motivated student will strive for perfect attendance during all clinical affiliations. Students are granted one professional leave day during PTA 268, Clinical Practicum if approved by the clinical instructor and/or Clinical Education Coordinator. Professional leave days are designed for students to use if they need to attend a job interview or if a travel day is needed for the affiliation. Students are permitted one sick day (8 hours) during PTA 263, Clinical Affiliation I, and PTA 268 (Clinical Practicum). Program policy for absences during clinical affiliations must be followed. All missed clinical hours, including permitted absences, must be made up prior to the start of the next semester. Missed clinical hours must be done at the convenience of the clinical instructor and the Clinical Education Coordinator. Any clinical absence will be penalized according to course syllabi. Students will receive an "Incomplete" in the course until the hours are made up. If the hours are not completed prior to the start of the next semester, students will be unable to progress in the program.