

**Bon Secours Health System, Inc.**  
 Richmond Region  
 St. Mary's Hospital  
 Policy/Procedure

Policy Manual: School of Medical Imaging  
 Section: Student/General

Title: Attendance

Policy No: 23

Rev.: 8/2009

Areas Affected: Students

Page 1 of 3

## Classroom Attendance

### General Policy

A student who must miss a class is responsible for personally notifying the instructor.

In the event of an absence, a student is responsible for all material covered in class.

Planned absence: A student who knows in advance of an absence that will result in a missed test or assignment turn in, should inform their instructor as soon as possible so arrangements can be made to take a test or turn in an assignment prior to the due date.

Unplanned absence: A student who has an unplanned absence on a test day, must take the test within **48 hours (or two (2) school days, not didactic days) of the student's return to school.** It is the responsibility of the **student** to schedule a test make-up time with the instructor of the course. A grade of zero may be given if the test is not taken within the 48 hour timeframe.

### Test days

A student who is on campus, for any reason, but fails to arrive for a scheduled test time will forfeit their right to test, and will receive a zero, unless prior notification with arrangements have been made with the instructor.

If the student misses only a portion of the test day (arrives on campus for a later class after the testing time), then the student must meet with the test instructor to take the test that day or forfeit their right to test, and they will receive a zero

A student is allowed 2 unplanned absences on test days per semester; the 3<sup>rd</sup> and all subsequent unplanned absences on test days will result in a zero for that test.

### Assignments

**Assignments are due within 48 hours (or two (2) school days, not didactic days) of the student's return to school. A grade of Zero may be given if class work and assignments are not made up within 48 hours or 2 school days.** If the student misses only a portion of the day, then assignments are due on that day.

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A student missing over **20% of classes** for a didactic course can be withdrawn from the course by the instructor unless prior arrangements have been made. Students should refer to each individual course syllabus to determine the number of classes that will meet during the semester.

Student faced with extended absences will be withdrawn from didactic courses. The School does not have a leave of absence policy for didactic courses.

**Tardiness in classes will not be tolerated.** Instructors have the right to deny entry to students who are tardy. Excessive tardiness can lead to disciplinary action and possibly dismissal.

Students will be granted 3 days of funeral leave without penalty. Funeral leave may be used for immediate family, in-law, and guardians.

### **Clinical Attendance**

#### **Clinical Hours:**

8:00 am to 4:30 pm

1:00 pm – 9:30 pm (4<sup>th</sup> & 5<sup>th</sup> semesters only)

#### **Clinical Attendance:**

Because the basic premise of clinical education is gaining experience, attendance at clinical assignments is essential. Students are expected to attend all clinical assignments as scheduled; time should be missed only due to illness and/or emergency. Because illness or emergency situations occasionally make it impossible to attend clinical assignments, time missed up to 24 hours does not incur a penalty.

Time missed **beyond 24** hours will impact your clinical grade as follows:

1. There is no penalty for time missed up to and including 24 hours.
2. 24.1 hours through 31.9 hours for time missed, student incurs a drop of one letter grade and a written letter of warning is placed in the student file.
3. 32 hours through 39.9 hours for time missed, student incurs another drop of one letter grade and is placed on probation for the remainder of the semester.
4. 40 hours or greater, the student will automatically earn a grade of F for clinic.

Please note that the attendance policy applies **regardless of the reason** for any short-term absences (2 consecutive clinical days or less).

Unusual or extraordinary circumstances which result in a long-term absence (i.e. more than 2 consecutive clinical days) will be considered by the director on a case-by-case basis. **Students in this situation should contact the program director for guidance as soon as they know they will have such an absence. A leave of absence for clinic may not exceed 6 weeks.**

#### **Planned absences:**

**If you know in advance** that you will be unable to attend a clinical assignment (i.e. unable to reschedule an appointment), a **Leave Request Form** should be filled out and submitted as soon as possible to provide notification of the absence. These forms are available on the clinical notebook cart during seminar.

#### **Unplanned absences:**

~~If you are going to be absent from a clinical assignment and have not filled out a Leave Request Form, (i.e. woke up sick) you must call:~~

**1. School office (627-5408)**

If you reach an answering machine in the **School office**, clearly identify:  
Your full Name  
That you will be absent  
Your clinical assignment

**2. Affiliate clinical site Clinical Instructor**

Leaving a message with someone other than the CI or on a machine is not acceptable.

**Leaving early:**

The only reason for leaving early from a clinical assignment is an illness or emergency. If you need to leave in this situation, you must call the School office to inform of the absence.

Any failure to follow proper procedure for notifying the School or clinical site will result in an unexcused absence.

**Unexcused absence:**

An unexcused absence has occurred when the student fails to notify the school & CI of an absence by the prescribed call-in policy.

1. First occurrence; a letter of warning will be given to the student and the student will be placed on probation for the remainder of the semester.
2. Second occurrence; required meeting with Program Director and 5 points will be deducted from the final clinical grade.
3. Third occurrence; student automatically earns a grade of F for the clinical course.

**Tardiness:**

If a student arrives after 8:05 am, this time will be deducted from the 24 hour bank of time. Late arrival will also result in a documented tardy. Any tardiness beyond 3 occurrences in one semester is considered excessive and the student will receive a written letter of warning. Six tardies in one semester will result in one letter grade drop for the final clinical grade. Seven tardies in one semester will result in automatically earning a grade of F for the clinical course.

**Perfect Clinical Attendance:**

Students that successfully complete 4 semesters without missing **any** clinical time may take a maximum of 12 clinical days off during the fifth semester only if the following criteria have been met: the student has not missed one hour of clinical time for 4 semesters, completed all mandatory and elective clinical competencies, completed all clinical assignments, and current clinical grade of "A".

**RESPONSIBLE PERSONS:** Program Faculty and Administration

**Approved by:**

Jody D. Crane, M.A.Ed., RT(R) (BD)

Program Director

August 14, 2009

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Signature

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Title

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Date

**Approval History:**

Committees and Dates:

Faculty and administrative review in  
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