

# NOTIFICATION OF MISSED CLINICAL TIME

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## Notification of Missed Clinical Time

A Notification of Missed Clinical Time is a written document, prepared by a faculty member who is responsible for the course, and sent to the student, the student's Academic Advisor(s), the Director of the program, and additional course faculty who are working directly with the student or course.

A Notification of Missed Clinical Time is given to a student who is not present for any portion of scheduled clinical time in a course. Clinical time also includes laboratory and simulation. Accurate documentation of clinical hours in the program is required for every student. Missed clinical time includes the following:

- the entire clinical time is missed
- the student arrives late for clinical (arrival time is identified by the Clinical Instructor)
- the student leaves clinical before the group is dismissed.

At the discretion of the Clinical Course Coordinator in conjunction with the Clinical Instructor, a clinical make up assignment may be given to a student who misses clinical time. All Make Up Assignments must be completed prior to Finals Week. Students may provide documentation of illness or other excuses for missing time, which will be noted. Even with documentation, a Notification of Missed Clinical Time will be sent to the student.

The student must also complete and submit an Incomplete Grade Request form through SIS prior to the last day of the semester. All grades will be submitted after missed clinical time is completed and appropriate documentation is finalized (i.e. Clinical hours).