Objective:
To provide students who are absent from required or substituted practicum/clinical courses with a policy for notifying clinical faculty/facility prior to absence and procedures for clinical make-up.

Policy:
Students are required to participate in all regularly scheduled or substituted practicum/clinical/laboratory experiences as they strive to meet course objectives/outcomes. Failure to complete all regularly scheduled or substituted practicum/clinical/laboratory experiences places the student at risk for not meeting course objectives. Students absent from more than 20 percent of scheduled practicum/clinical/laboratory experiences (up to 10 percent in some courses with a restricted number of practicum/clinical experiences) will either receive a failing grade, be allowed to withdraw according to IUSON Policy VI-A-12, or take an incomplete according to University policy as dictated by the timing and circumstances surrounding the absences.

Procedure:
1. Students are responsible for notifying their clinical instructor prior to a scheduled practicum/clinical/laboratory experience when there is an illness or personal crisis preventing them from safely and effectively participating in the learning experience. Designated notification times will be published in course material and may differ from course to course. Clinical attendance is not allowed if student has symptoms of upper respiratory infection such as fever, coughing, and rhinorrhea or abdominal symptoms including vomiting or diarrhea in the past 24 hours.

2. Students are also responsible for notifying the appropriate person(s) on the clinical unit and/or in other care settings by the published designated time prior to a scheduled experience if they will be unable to meet their commitments.

3. During the practicum orientation, course faculty are responsible for providing the method of contact for students in case of an unexpected circumstance where the student needs to be absent from a scheduled practicum/clinical/laboratory experience.

4. Students who do not notify course faculty and appropriate agency contacts as outlined in procedures one and two may fail the course and receive a grade of “F”.

5. Students who are absent from a required, regularly scheduled or substituted practicum/clinical/laboratory experience must contact the course faculty within 24 hours of the absence to determine the consequence of the absence.

If the clinical course schedules make-up days, these will be listed on the practicum schedule and students are instructed during orientation that these days are to be kept open as needed for
clinical make-up. These clinical make-up days are not alternative options for your regularly scheduled clinical. Make-ups are for illnesses, snow days, and unexpected circumstances that may occur preventing students or faculty from coming to clinical.

6. Course faculty will determine the most appropriate consequence of missing required regularly scheduled or substituted practicum/clinical/laboratory experiences according to published course expectations. Faculty may determine and schedule substitute learning opportunities for students who are absent. Consideration for this option is defined by course objectives/outcomes, student learning needs and available resources.

7. Students must also be on time to their clinical units. On time means that students are fully prepared and on location at the facility. Start time is to be determined by the instructor. Course faculty will determine the most appropriate consequence in regards to clinical tardiness. Excessive tardiness (3 or more occurrences) may result in a documented absence for that day and could result in failure of the clinical course.

8. Students will not be able to make-up unexcused absences, which will result in a course failure. Examples of unexcused absences would include, but are not limited to, non-compliance with immunization policies, job commitments, planned trips or taking the day off. If a student has a special circumstance for requesting an excused absence from a clinical day, the student is responsible for contacting the clinical instructor and course leader at the beginning of the semester. The clinical instructor and course leader, with input from department leadership, will discuss the situation and decide whether the absence would be excused or unexcused.

9. Missing clinical orientation could result in the student needing to withdraw from clinical if there are pre-requisites to clinical that cannot be replicated (such as facility computer training that is only offered on orientation day).