

### **Clinical/Laboratory /Community/Simulation**

1. Clinical/ laboratory/community clock time is credited as a 1:1 ratio. One clock hour of activity equals one clock hour of time. Simulation clock time is credited as a 2:1 ratio. One clock hour spent in simulation is equivalent to 2 clock hours of clinical/laboratory/community time. Make-up assignments and/or penalties for missed simulation will be based on the 2:1 ratio.
2. In the event of a clinical absence or tardy, students are required to notify the clinical instructor 1 hour PRIOR to the clinical/lab/community/simulation start time. Method of contact with the instructor will be at the discretion of the individual clinical/ lab instructor.
3. Missing clinical/lab/community/simulation for anything other than extraordinary circumstances will be considered an unexcused absence. Examples of extraordinary circumstances may include personal illness, hospitalization of an immediate family member, birth of a child, death in the immediate family, court appearance, military duty, ETSU/CON sponsored activities. (**Definitions** Immediate family - shall be deemed to include 1) spouse; 2) child, step-child; 3) parent, step-parent, foster parent, parent-in-law; 4) sibling(s); 5) grandparents and grandchildren and: 6) other members of the family who reside within the home.)
4. If possible, time missed for extraordinary circumstances will be made up with additional clinical/lab/community/simulation experience. If another clinical/lab/community/simulation experience is not feasible, it is at the discretion of faculty to determine the time, location, and format of the make-up hours. During the make-up activity, the student will have the opportunity to earn the prep and participation points allotted for the missed experience. If the student chooses not to make up the hours, the allotted prep and participation points linked to the activity will be forfeited. Make-up assignments may not be completed in a way that conflicts with other scheduled courses/activities.
5. Time missed for an unexcused absence cannot be made up; prep and participation points linked to the activity will be forfeited and a percentage penalty will be applied to the student's final course grade. The following situations are not considered extraordinary circumstances: work responsibilities, employment interviews, personal vacations, family or personal events other than those listed above. In addition, students may earn unexcused clinical absences for
  - a) failing to notify instructor of intent to be absent 1 hour prior to start time.
  - b) arriving after the designated start time on 2 occasions (2 tardies = 1 unexcused absence).
  - c) missing clinical for expired clinical health requirements.
  - d) arriving unprepared as directed by course requirements or instructor.
6. Occurrences, tardies, or absences will be penalized based upon the overall percentage of clinical/lab time missed in relation to the total clinical/lab hours allotted to the course. The percentage of clinical/lab/simulation missed will be deducted from the final course grade.

Clinical/Lab Example: Student misses 8 hours of clinical/lab/community in a 120-hour course

- a) Excused absence – an 8-hour make-up activity will be assigned
- b) Failure to complete make-up assignment – forfeiture of prep and participation points linked to the missed experience
- c) Unexcused absence -  $8/120 = 0.066 = 7$  percent reduction in final course grade

Simulation Example: Student misses 4 hours of simulation in a 120-hour course

- a) Excused absence – an 8-hour make-up activity will be assigned
- b) Failure to complete make-up assignment – forfeiture of prep and participation points linked to the missed experience
- c) Unexcused absence -  $8/120 = 0.066 = 7$  percent reduction in final course grade

- 7. Unexcused absences that equal or exceed 25% of the assigned clinical clock hours in a course may prevent the student from progressing forward in the program of study.

Reviewed 1/10/19, 1/14/19, 2/7/19

Approved Academic Standards 12/12/16, 02/25/19

Revised Undergraduate Programs Faculty 12/12/16

Approved Undergraduate Programs Faculty 01/04/17, 05/03/19

Revised Undergraduate Programs Faculty 11/13/17, 12/17/19