

## 1. Attendance Policy

1. 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.