

CONCORDE CAREER INSTITUTE

RESPIRATORY THERAPY PROGRAM

Student Clinical Attendance

Students are expected to arrive on time for clinicals and to stay the entire shift.

Tardy arrivals and early departures are included in the student's clinical attendance record of absences. **Four (4) tardy arrivals or early departures in any combination equal an absence.** Students who exceed 10% clinical absences will be placed on attendance probation for the following term.

Each student's clinical attendance record will be reviewed on a weekly basis and at the end of each grading period. **The first time a student has a "no show/no call" absence (there must be a call to the clinical site and a call to the Director of Clinical Education), they will be removed from the clinical site and reassigned to a different clinical site. The second time a student has a "no show/no call" absence, they will be withdrawn from the program.**

A student may not miss in excess of 10% of the scheduled clinical days of a grading period. At the end of any grading period, if a student has missed in excess of 10% of the grading period, he/she will be placed on **ATTENDANCE PROBATION** beginning with the next grading period.

While on **ATTENDANCE PROBATION**, a student may not miss in excess of 10% of the scheduled clinical days. Each student's clinical attendance record will be reviewed on a weekly basis and at the end of the grading period. **If during a clinical rotation the student misses in excess of 10%, they will be removed from the clinical site and reassigned to a different clinical site. If during the clinical rotation at the second site the student misses in excess of 10%, they will be withdrawn from the program.**

If the student on **ATTENDANCE PROBATION** does not exceed the 10% rule during the grading period, the student will be removed from **ATTENDANCE PROBATION**.

Additionally, any student who misses ten (10) consecutive scheduled clinical and class days and does not return on the 11th day will be withdrawn, regardless of their attendance status. If the student returns on the 11th day, the attendance record will be reviewed at the end of the grading period for appropriate action, per this policy.