

Clinical Medicine I Syllabus

Course Policies:

Grading/Evaluation

All tests, quizzes, and assignments are graded on the basis of percentages:

Letter Grade	Numerical Percent	GPA
A	90-100%	4.00
B	80-89%	3.00
C	75-79%	2.00
D	70-74%	1.00
F	0-69%	0.00

****EXAMS ARE ALL COMPREHENSIVE****

Unit test failure will result in attendance at “review and retest” sessions and retesting. The student will be allowed **5 days** to remediate a lesson failure. A retest score will only raise the lesson grade to a maximum of 75%.

Term failures will result in review and retesting.

All students are required to pass written final and practical examinations in order to progress in the program. The student will be allowed to review and retest a term failure. If the student is not successful, the student will not be allowed to progress in the program and will be withdrawn or set back on a space available basis. At no time will a student be allowed to retake any test more than once.

Any absence on test day will result in a 0% for that test. If the student is able to provide documentation of a compelling reason for the absence **and** notifies the instructor prior to the exam, the student will be allowed to retest for full credit. If the student is unable to provide documentation **or** notifies the instructor prior to the exam the student will be allowed to retest for a maximum of 75%.

Students are required to pass the final written examination and the practical examination to graduate from the program. Any person who is unsuccessful on the final examination will review and retest the final examination. If still unsuccessful the student must repeat the final term.

Homework assignments are graded. Homework must be turned in on the due date. ***Failure to submit homework on the due date will result in a ZERO for that homework. Late homework assignments will not be accepted.***

To maintain satisfactory academic progress, credit hours attempted cannot exceed 1.5 times the credit hours the program requires for graduation.

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Attendance

Each student's attendance record will be reviewed periodically during the course. A student may not miss in excess of 20% of the scheduled class days of the course. At the end of any grading period, if a student has missed in excess of 20% 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 20% of the scheduled class days of the grading period. If during the grading period for which a student is on Attendance Probation, the student violates the terms probation, the student will be withdrawn from the program.

If the student on Attendance Probation does not exceed the 20% rule during the grading period, the student will be removed from Attendance Probation at the end of the grading period.

Additionally, any student who misses ten (10) consecutive scheduled 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 course for appropriate action, per this policy.

Students are allowed to appeal an unsatisfactory attendance withdrawal because of extenuating circumstances. A student must make the appeal under the guidelines published in the school catalog.

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Clinical Attendance -

Students must arrive on time for clinical rotations and stay the entire shift (including 30mins of break time e.g., 12 hr shift is 6am-630pm = 12 hr clinical time). Late arrivals or early departures are recorded in the student's clinical attendance record.

Tardiness or leaving early four times will equal an absence.

Students who exceed **10%** assigned clinical hours will be placed on attendance probation for the following term. Student's clinical attendance records are reviewed on a weekly basis.

If for any reason you are unable to attend a clinical day it is required you call the clinical site, the Director of Clinical Education and your assigned clinical instructor. The first time a student has a no show/no call absence 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.* In addition, the absentee must provide an excusable note to the DCE to be approved as excusable. If a note is not provided or a note was provided but deemed inexcusable by the DCE, a 1050 word report is assigned to the absentee by the DCE or the clinical instructor. All reports must be completed prior to completion of class. Make sure to cite sources used for your research paper (bibliography).

A student may not miss in excess of 10% of the scheduled clinical hours 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.

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 any time they will be withdrawn from the program.*

Clinical attendance time sheets are due on Mondays following the scheduled clinical rotation. (Unless, Monday falls on a holiday then it will be Tuesdays.)

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

Additionally, any student who misses ten (10) consecutive scheduled clinical/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.