

A.T. Still University of Health Sciences
Arizona School of Health Sciences
Physical Therapy Department
Attendance Policy – excerpt from Physical Therapy Clinical Education Manual

A student is required to attend all scheduled clinical days. Absences of clinical days will be remediated in the clinic as outlined below in Student Responsibilities.

Student Responsibilities

The student must notify the assigned Co-DCE whenever absences from the facility are necessary. Anticipated absences must be reported as soon as the student becomes aware. The student must request approval of anticipated absences from the assigned Co-DCE through EXXAT. If the request is approved, the student will receive confirmation of approval through EXXAT and the student may then request approval of the absence from the clinical site. The student will then communicate with the assigned Co-DCE the final decision. Unexpected absences must be reported (to the Co-DCE and through EXXAT) as soon as the student is able to do so. The student may be required to make up any missed days by working Saturdays, Sundays, extended hours, or by extending the length of the clinical education experience. The academic program and/or the clinical education site reserves the right to require the student to complete all missed hours. The program may require the student to make up any missed days even if the clinical education site does not.

Academic Program Responsibilities

The Co-DCE will monitor the attendance of students during each clinical education experience and will be available to assist the CI in determining the necessity of making up any missed clinical hours. The program will also assist the student and the clinical education site in coordinating the hours to be completed.