

ABSENCE OR TARDINESS

Students are expected to be ready for class or clinical duty at the specific time assigned. In the case of illness or extreme personal emergency, the student must notify the faculty member in charge of the rotation **and the Department Office** (785-532-4890) that they will be absent from duty.

Make-up of clinical assignments missed because of absence may be required by the faculty member in charge of the rotation. Personal leave will not be approved for more than one day during a 2-week rotation or more than 2 days during a 3-week rotation without making up missed work days at a later time. Personal leave will not be approved during 2-week rotations that include official holidays without making up missed work days. Personal leave will not be approved for 3-week rotations in which the total absence (official holiday(s) and personal leave) exceeds 2 days without making up missed work days at a later time. Grades will not be reported until make-up days are completed. In some instances, an Incomplete may appear on a semester transcript.

Persistent tardiness or absenteeism will be reviewed by the Department Head and faculty, and may result in suspension from Hospital assignment. Persistent tardiness or absenteeism will result in either an incomplete (I) or failing (F) grade for the rotation.

Senior students are expected to report to assigned areas, in uniform, in accordance with Section schedules.

Approval Date: 4/21/2017