

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 ACCE/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 ACCE/DCE by telephone or email. If the request is approved, the student will receive written confirmation and the student may then request approval of the absence from the clinical site. The student will then email the assigned ACCE/DCE and the clinical instructor to provide the ACCE/DCE with the final decision. Unexpected absences must be reported by phone call **only**. The student may be required to remediate **any** missed days by working Saturdays, Sundays, extended hours, or by extending the length of the clinical experience. The program and/or the clinical site reserves the right to require the student to complete all missed hours. The program may require remediated missed days even if the clinical site does not.

Program Responsibilities

The ACCE/DCE will monitor the attendance of students during each clinical experience and will be available to assist the CI in determining the necessity of remediation of any missed clinical hours. The program will also assist the student and the clinical site in coordinating the hours to be completed.