



Department of Occupational Therapy

Policy 15.0. *Student Attendance*

POLICY PURPOSE

To clarify attendance requirements for optimal learning outcomes.

POLICY STATEMENT

Student attendance is expected at all classroom, laboratory, and fieldwork assignments. When unavoidable, students are to notify faculty of any absences in a timely and appropriate manner.

PROCESS + PROCEDURES

1. Attendance and promptness are expected in order to gain the full educational growth expected of a professional health care provider. Students must realize that material missed from class discussions and guest speakers cannot be made up.
2. Students are to communicate all absences as required in the professional work environment. Students are expected to notify the course instructor by phone or email no later than the morning of an absence to communicate the absence and the general reason. Absences need to be excused with included documentation (i.e. funeral notice, MD's noted). Students are to limit outside appointments to avoid excessive classroom, laboratory, and fieldwork absences.
3. Excused absences include extenuating circumstances such as illness, death of a family member, medical emergency, or other unexpected circumstances. Excused absences may also include other prior approved circumstances (at least four weeks prior to the absence) with written documentation of the event and signed approval from the course instructor/s.
4. Students are responsible for all missed assignments and educational content. Absences during exams, quizzes, presentations and in-class activities may result in the loss of points on the assignment.
5. Students are required to submit the outstanding work assignments within the next class period.
6. A physician's note is required for extended illnesses and for returning to class. Repeated absences on dates of practicals, exams, or group presentations may require physician notes.
7. Failure to submit missed work assignments within a specified time period will result in the work not being accepted and a grade of 0 will be assigned. Students must complete the work, with a late date assigned by the course instructor, but the assigned grade will remain a 0. Assignments not turned in by the late date will be referred to the Departmental Progression Committee for unprofessional work behavior.



8. If a student does not communicate the absence as appropriate, the event will be considered unprofessional. Points may be deducted on the course grade to reflect the lack of compliance and the lack of professional communication. Reduction in the final grade by 0.1 for each unexcused absence may be implemented (i.e. 4.0 to 3.9 for one unexcused absence).
9. Students are expected to meet for all group assignments with peers. Failure to coordinate personal and professional assignments and workloads may result in failed educational outcomes.
10. Students will need to make up all absences from Level I fieldwork experiences. Due to the nature of fieldwork scheduling, make up dates for FW may occur after the semester, on weekends, or during semester breaks. Students must complete make-up fieldwork experiences prior to the start of the following semester.
11. Absences on Fieldwork Experiences II are monitored according to AOTA guidelines. Students are not awarded vacation time on these educational experiences. Up to two days may be missed for illness, family emergency or scheduled holidays (national holidays where clinic is closed). No absences for personal reasons will be approved by the ACFWE. All FW absences must be reported to the ACFWE according to the above departmental policies. Absences will need to be made up by extending the FW dates, or on weekend hours as approved by the clinic. Any absence for personal reason must be made up.

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