

1. ATTENDANCE POLICY

Class Attendance and Absences

One aspect of professional behavior involves punctual attendance to all classes and labs and timely notification of unavoidable absences. This requires a fundamental commitment to the qualities of honesty, trust, fairness, respect, and personal responsibility, all of which are embraced by the Physical Therapy Program. Class attendance and punctuality are expected of all learners during their time in the program, which includes all didactic and clinical learning experiences. Punctuality demonstrates respect and courtesy to everyone and is expected in all settings. Learners are expected to attend all face-to-face, virtual, or community-based class sessions. If a learner must miss a class session due to an emergency or sudden illness, they **must notify the course coordinator and course instructor personally by phone or e-mail, as soon as possible.** In the rare event of an absence, the learner is responsible for obtaining the necessary skills and knowledge to meet established proficiency requirements.

Tardiness is a disruption to the course instructor and fellow colleagues. Learners are considered tardy if they arrive for class ***after the instructor has begun class activities.*** Please see the following implications related to excessive tardiness:

- a. First and second instance - verbal warning with email follow-up
- b. Third instance - points may be deducted from the professionalism grade
- c. Excessive tardiness will result in a meeting with the course coordinator and possible referral to the program director and/or chair for professionalism remediation

In the event of multiple absences, a learner's course grade may be reduced and they may be denied the opportunity for mastery support. The faculty retains the right to require attendance at all scheduled academic offerings as a condition for continuing in the program or for special activities. Learners who are absent for two or more consecutive days must provide a documented excuse. Specific attendance requirements for clinical education experiences are contained in the Clinical Education Section of this Student Handbook.

The Department acknowledges the following as examples of reasonable absences: (a) serious illness, (b) illness or death of a family member, (d) major religious holiday, (e) military service, (f) jury duty, and (f) other circumstances found to fit "reasonable cause for nonattendance" by the course coordinator. Learners anticipating an absence are responsible for notifying the course coordinator in writing no later than the second day of class in the course. Learners are responsible for regular communication with the program director and/or chair regarding extended absences.

In the event of documented mandatory training related to military service, learners should inform the course coordinator by the second day of class to accommodate missed assignments or examinations. Accommodations will only be made for the actual days of the training. Learners should plan to meet deadlines and attend scheduled exams around the required travel and training. Adjustments to scheduled class assignments and assessments will only be made for the specific days of training that occur during the school week.