

NORTHWOOD TECHNICAL COLLEGE  
MEDICAL LABORATORY TECHNICIAN  
STUDENT POLICIES

## ABSENCES

Learning experiences in the Medical Laboratory Technician Program progress from simple to complex and build on one another; therefore, it is essential that students be present during class and clinical to be successful in achieving course competencies and to ensure the ability to provide safe, proficient patient care.

Any tardiness or absence that was not approved by the instructor or clinical site supervisor prior to the start of class/clinical will be met with a warning. More than one unapproved tardiness/absence in any class/clinical will result in an improvement plan.

Students will receive a warning after two approved absences occur. Approved absences that exceed three class periods in any one program course may result in failure of that course.

- Students are expected to attend all assigned classes and clinical experiences.
- Students unable to attend classes/clinical must communicate with the specified individual(s) to give notice of impending absence.
  - For Class Attendance, the student must tell the instructor of tardiness or absence prior to the start of class via Northwood Tech email. Email is the main form of communication between student and instructor.
  - For Clinical Attendance, the student must contact the instructor and the clinical site supervisor prior to the arranged clinical start time. Use Northwood Tech email. It is also good practice to call the clinical site. There needs to be a paper trail that the student contacted the facility before the start of the clinical time for the day.
- All clinical absences will be made up as arranged with the instructor and the clinical site.
- When classroom absences are anticipated, make-up work should be done in advance.
- Students will assume responsibility for arranging make-up work, obtaining handouts, notes, assignments, etc. when absent.
- Making up a missed exam:
  - If a student is not able to come to class to take an exam at the designated date and time, the student must contact the instructor using Northwood Tech email prior to the start of the exam.
  - The student and the instructor will find a mutually agreeable time to take the makeup exam. The student may not return to class until the exam is completed unless the instructor allows the student to return and the date and time for the make-up exam has been established.