ATTENDANCE REQUIREMENTS and ABSENCES

Clinical or Skills-based courses

Clinical or skills-based courses include: Medical Assistant Clinical I and II, Medical Assistant Laboratory Procedures I and II, Medical Assistant Administrative Procedures and Medical Office Insurance and Finance

1. Attendance in clinical or skills-based courses is required. If a student must be absent, each instructor must be notified prior to the scheduled class time, as stated in the course syllabus. Failure to meet the notification requirement may result in dismissal from the course.

2. If an absence is anticipated, make-up work should be done or planned in advance. Students will assume responsibility for arranging make-up work, obtaining handouts, notes, assignments, etc. when absent.

3. Missed demonstrations and/or procedure checks may have to be scheduled outside of regular class hours (lunch hours, after class day, etc.).

4. Absences that exceed ten hours of class time in any program clinical or skills-based course may result in course failure. Students will receive a warning after five hours of absence. At eight hours, they will be required to sign a written warning. Doctor's certificates do not necessarily excuse absences. Since learning experiences in health occupations proceed from the simple to the complex, regular attendance is necessary for safe, proficient patient care.

Theory courses

Theory courses include: Medical Terminology; Human Body in Health and Disease; Pharmacology; Medical Law, Ethics and Professionalism; and Digital Literacy for Healthcare

1. Attendance in theory courses is expected and regular attendance contributes to a student's success in theory courses.

2. Excessive absences may result in the student's inability to achieve course competencies.

Medical Assistant Practicum

1. Attendance is required in Medical Assistant Practicum. Students must make up clinical experiences missed, regardless of the reason. Absences will be made up as arranged with the instructor and clinic supervisor.

2. Students who cannot avoid an absence from Medical Assistant Practicum must notify the training agency and the instructor before the time they were to have arrived. Failure to make proper notification will result in course failure.

3. A student's diploma will not be issued until all absences have been made up, and the evaluations from the clinical training agency have been received by the instructor.

4. Tardiness at clinical will not be tolerated and may be treated as an absence. Excessive tardiness may result in removal from the clinical site and/or failure of the clinical course.

5. A student will be dismissed from the MA program if the Clinical Manager/Practicum Coordinator dismisses the student from the clinical site.

Missed Tests:

1. If a student is not able to take an exam at the designated date and time the student must contact the instructor using college email prior to the start of the exam so that the instructor will be aware of the student's inability to attend class for the exam.

2. The student may also call the instructor and leave a voicemail to ensure that the instructor has received the email, but the phone message would be in addition to the email using the instructor's college email account.

3. If the student does not notify the instructor of not taking the exam as described in the preceding paragraph, the student will not be able to make up the exam and will receive a zero (0) for the exam. Exceptions to this process will only be for emergencies and are at the discretion of the faculty member.

4. To make up the missed exam, the student and the instructor must find a mutually agreeable time to take the exam. All make-up exams are to be taken the same week of the scheduled exam unless other arrangements are made with the instructor.

Missed assignments

All assignments must be submitted to the instructor on the date and time designated. Assignments submitted late may be lowered in points off per day(s) late as described in the assignment guidelines.