

CLARKE UNIVERSITY ATHLETIC TRAINING PROGRAM ABSENCE APPROVAL FORM

ABSENCE POLICY

As Athletic Training Students are being prepared for a professional vocation, it is expected that the Athletic Training Student treat each clinical rotation as they would a job. See the Program Director or online resources for absence approval form.

Excused Absences

All excused absences must be conveyed prior to the day of absence, in a non-emergency situation. Both the Clinical Faculty/Preceptors and Athletic Training Program Director must be notified in writing by phone/text or email, as well as submit a completed absence approval form. In an emergency situation notification must take place within a 24 hour time period of each absence. The Athletic Training Program Director will make the final determination of whether or not an absence is excused. All absences can affect the grade of an individual. If there is a grievance, refer to section XI, grievance policy and procedures. Examples of excused absences would be: sickness (more than two days of sickness requires a doctor's note); family member death; class time or required lab or additional course work; etc. Ordinarily, four (4) excused absences are allowed without make-up; excused absences beyond 4 days require make-up as allowed by the Clinical Education Faculty (CEF) and Athletic Training Program Director (ATPD).

Unexcused Absences

All unexcused absences will be documented by the Clinical Faculty/Preceptor in writing and given to the Athletic Training Program Director within 1 working week. A written statement by the student is required within 2 working weeks, stating the reason for absence and the action(s) the student will take to make up any missed time, competencies, etc. Unexcused absences during the semester will result in at least the following:

- 1 = grade lowered 1/3 (example A to A-)
- 2 = grade lowered a full letter grade (example A to B)
- 3 = grade lowered two full letter grades (example A to C) and probation
- 4 = must redo entire rotation, probation, and can result, if determined by the Athletic Training Faculty, in dismissal from the Program.

Any Athletic Training Student who accumulates more than six unexcused absences in his/her career at Clarke University will be dismissed from the ATP. The Athletic Training Program Director, in consultation with others if necessary, can decide to take additional actions for unexcused absences, if they feel it is warranted.

Student Name _____

Date(s) of absence _____

Reason for Missing Athletic Training Duties

Plan to Make Up Missed Experiences

Excused or not excused (Preceptor/Clinical Faculty member please circle one)

Clinical Faculty Signature _____ Date _____

Comments:

Athletic Training Program Director Signature _____ Date _____

Comments: