

CYTO HANDBOOK: STUDENT ATTENDANCE POLICY

Purpose

The Diagnostic Cytology Student Attendance Policy defines acceptable attendance requirements.

Policy

The student's presence in class is essential to understand the content, structure, and testing rationale of Diagnostic Cytology Program coursework. Attendance is, therefore, considered critical for the successful completion of all courses.

Aside from holidays and scheduled breaks, students are required to attend all live lectures, group discussions, assigned in-person activities, and assigned microscope time periods. During all zoom activities (example but not limited to lectures, group discussions etc.) of the program, students are required to turn on and keep their video on unless requested in writing and approved in advance by the section coordinator.

If a student is not able to complete any scheduled in-person activity at the clinical placement location, that day (8 hours) will be considered an absence even if they connect via Zoom from another location for lectures and/or group discussion. During the clinical rotation, students must be present at their assigned laboratory 40 hours per week (8 hours per day not including lunch).

Absences

Diagnostic Cytology students are allowed no more than 8 days (64 hours) leave during the entire 16-month program as explained below. If a student exceeds these days, a written warning will be placed in the student's file.

1. Foundational Clinical Practicum (I-IV) part of the program

1A. Time off/Absences:

Students are allowed no more than 4 days (32 hours) time off during the Foundational Clinical Practicum portion of the program,

- All planned time off must be requested in advance via UNMC email to the Section Coordinator. The Program Director and the Clinical Placement Location coordinator must be copied in email.
- Any unexpected time off such as but not limited to sudden sickness should be notified to the Section Coordinator, and the Clinical Placement Location Coordinator as soon as possible. The Section Coordinator should be presented with the documentation if applicable.
- All absences must be made up by the date (outside of time allotted for the classroom) determined by the section coordinator in discussion with the clinical placement location coordinator.
- If a student does not turn in makeup work by the assigned date, they will receive a "0".

2. Clinical Rotation part of the program

2A. Time off/Absences:

Students are allowed no more than 3 days (24 hours) time off/ absences during the clinical rotation portion of the program.

- All planned time off must be requested in advance via UNMC email to the Course Coordinator. The clinical rotation lab preceptor and the Program Director must be copied in the email.
- Any unexpected time off such as but not limited to sudden sickness should be notified to the course coordinator, and clinical rotation lab preceptor as soon as possible.
- All time off / absences must be made up by the date determined by the course coordinator.
- If a student fails to make up time missed during the clinical rotation (above the time allowed, see above) during the designated time frame, they will not receive the diploma from the program until the makeup time is completed.

2B. Interview absences:

Cytology students are allowed no more than 1 day (8 hours) time off for interview purposes. This will not be considered as "absence" and therefore missed hours are excused. The students must however, provide proof of interviews.

Excessive absences will be directed to the Program Director by the Section Coordinator and result in a required meeting. Appropriate documentation for the excessive absences should be provided by the students during this meeting. If the Program Director and the section coordinator determine that a student's cumulative absences have substantially interfered with the student's education, the student may be required to take a leave of absence from the program, be recommended for academic dismissal, or be subject to other corrective action.

Tardy

Tardiness is not acceptable. Students should make every effort to be at the admitted location for required in-person clinical activities and for the distance synchronous didactic activities such as lectures and group discussions. If a student realizes they will be late, the section coordinator and the location coordinator should be contacted immediately. Tardies will reflect in the student evaluation.