



VERA Z. DWYER
COLLEGE OF HEALTH SCIENCES
School of Rehabilitation Sciences

MS-SLP Clinician Absences and Cancellations

Policy # SLP-CL-06-B

About This Policy:

Faculty Approval: 05/31/23

Effective Date: 06/05/23 (Original version 06/29/2020)

Scope

This policy is for all students enrolled in the MS-SLP program within the Vera Z. Dwyer College of Health Sciences.

Policy Statement

If you are ill when you have a clinical obligation, it is your responsibility to contact the appropriate parties as soon as possible. Scheduled clinical sessions cannot be canceled for any reason other than illness without prior approval of the supervisor and/or Clinical Director.

Procedures

For on-campus clinical opportunities, student clinicians must contact your supervisor, the administrative assistant, and your clinical partner (if you have one). For off-campus clinical placements, you must contact your supervisor and your clinical partner (if you have one). All absences from a clinical obligation are to be submitted to the Clinical Director as instructed at the start of the placement.

For on-campus clinical experiences, a substitute may be arranged but must be approved by the supervisor.

Unless a site has a different policy, students on full time externship are allowed two personal days for the duration of Fieldwork I and three personal days for the duration of Fieldwork II, but this must be communicated and

arranged ahead of time. Absences are permitted ("excused") for illness, educational activities appropriate to the externship, or extenuating circumstances such as a death in the family. There are no unexcused absences allowed. Please refer to policy SLP-CL-23-A Professionalism in Academic and Clinical Experiences for procedures in the event of an unexcused absence.

Absences or cancellations by a student clinician may impact your ability to obtain clinical hours and experiences and may negatively impact your grade. Any unexcused / unreported absences from a clinical obligation will result in a meeting with the Clinical Director. If a student clinician reaches three absences and/or cancellations in a semester that were properly reported and were excused in nature (e.g., illness, death in the family, etc.), he/she/they will be required to meet with the Clinical Director to discuss progress toward learning objectives and potential need for support. Extenuating circumstances that may require multiple clinician absences should be brought to the attention of the Clinical Director as soon as possible.