

## **Policy Regarding Missing Classes in MS Clinical Program**

It is the policy of the MS Clinical program that graduate students are required to attend all classes as scheduled.

### ***Illness and Health Issues***

Given this policy, it is understandable that students may miss one class meeting during the semester for unanticipated reasons including illness, family emergencies, or other health related issues. Students are expected to contact the course instructor before missing the class, and when that is not possible to contact the instructor as soon as possible.

Incomplete or missing coursework will be arranged with completion dates if this is possible. Not all missing coursework may be able to be completed if a class is missed.

### ***Internship Demands***

Faculty members in the MS Clinical Program appreciate the challenges faced by students on internship trying to balance the schedule set by the graduate program and that set by the agency. Sometimes these schedules conflict, particularly around trainings that occur early in the semester.

Overall, it remains the policy of the program that students must prioritize course attendance and MS Clinical program obligations above schedules set by agencies. Course times cannot be changed to accommodate agency scheduling.

Typically, students and agencies work these issues out without a problem. Often agency supervision times can be adjusted, and when they cannot, students can be reassigned to another supervisor.

In many cases, students can miss one class per semester for training with the prior approval of the instructor before the class is missed and before the student commits to missing that day of class. It is rarely the case that students can miss more than one class for agency related trainings, as that represents a substantial absence from the curriculum for that semester.

### ***Outside Employment***

Outside employment does not constitute an acceptable reason to miss classes while a graduate student in the MS Clinical program. Class work missed when absent for this reason may not be able to be made up (subject to instructor discretion).

### ***Program Response to Missing Several Classes***

Missing more than one class in a semester can make it difficult to successfully pass a graduate level course. When students miss more than one class, the instructor will discuss this with the student and may bring the issue to the Clinical Committee for discussion and further action depending on the number or absences, the content missed, and the reasons for missing class.