

WISCONSIN INDIANHEAD TECHNICAL COLLEGE  
PHLEBOTOMY  
STUDENT HANDBOOK

## ABSENCES

1. Students are expected to attend all assigned classes/clinical experiences.
2. Students who are unable to attend classes/clinical must call the specified individual(s) to notify of impending absence. During **class** all students are expected to let the instructor know of a tardiness or absence prior to the start of class via WITC email (email is the main form of communication between student and instructor). During **clinical** the student is responsible for contacting (again via WITC email – you may also want to call the clinical site, but there needs to be a paper trail that you did contact them before the start of the clinical time for that day) both instructor and clinical site supervisor prior to the arranged clinical start time.

Any tardiness or absence that was not approved by the instructor/clinical site supervisor prior to the start of class/clinical will be met with a warning. More than one unapproved tardiness/absence in any class/clinical will result in dismissal from the program and will prohibit the student from being allowed to retake the class/clinical. This behavior implies an inability to follow expectations of professionalism and show respect.

*\*\*In addition, learning experiences in the Phlebotomy Program progress from simple to complex and build on one another; therefore, it is essential that students be present during class and clinical to be successful at achieving course competencies and to ensure they have the ability to provide safe, proficient patient care. Students will receive a warning after two approved absences occur, however approved absences that exceed three class periods in any one program course may result in failure of that course. Although a Doctor's excuse may be beneficial; it will not automatically excuse the absence. All absences will be left to the discretion of the instructor.*

3. All clinical absences will be made up as arranged with the instructor and the clinical site.
4. When classroom absences are anticipated, make-up work should be done or at least planned in advance.
5. Students will assume responsibility for arranging make-up work, obtaining handouts, notes, assignments, etc. when absent.
6. Making-up a missed exam:

If a student is not able to come to class to take an exam at the designated date and time the student must contact the instructor using **WITC 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. 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 WITC email account**.

In the event that the student does not notify the instructor of not attending class to take 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.

In order to make-up the missed exam, the student and the instructor must find a mutually agreeable time to take the exam. The student may not return to class until the exam is completed unless the instructor allows the student to return **and** the date and time for the make-up exam has been established.

If the student is not able to come to take the scheduled make-up exam, the student must follow the originally established process to communicate with the instructor. If the make-up exam is missed, however, the student may not return to class until the exam has been made-up.

The first make-up exam will receive full points earned. If a second exam needs to be made up there will be a 10% reduction in points (highest possible score 90%). A third missed exam will be reduced by 20% (highest possible score 80%). After that the student would have missed three exams, resulting in a failure of that course.