

**Bryan College of Health Sciences
School of Nursing
Charges and Fines for Schedule Adjustments, Rescheduling
or Makeup of Clinical Experiences**

Student: _____

Course: _____

Please indicate either clinical absence or request for clinical reschedule in the space below.

Clinical Absence:

Date(s) missed: _____

Clinical experience(s) missed: _____

Reason: _____

Did the student report the absence appropriately? ___Yes ___No

Request for Clinical Reschedule:

Date(s) requested to be rescheduled: _____

Clinical experience(s)/sites to be missed: _____

Reason: _____

After two absences or requests for change during the academic year (academic year starting in May), the student will be charged \$50 for each additional clinically related course experience that requires schedule adjustments. This includes student requests, rescheduling of student missed experiences, and makeup of student clinical experiences. This is not two per course, but two per total clinical experiences during the designated time. This does not excuse the absence in terms of requirements for makeup, but rather provides two non-charged misses or schedule changes in one academic year.

A \$100 fee will be charged to any student who is a *no-show or does not call to report an absence* for any clinical experience, regardless of the number of absences incurred.

The above charges and fees will relate to clinical experiences within the nursing courses. Clinical experiences include, but are not limited to; direct patient care in a hospital setting, outpatient and community clinical, observations, preceptored/mentored experiences, service learning, class field trips/in-services, skills lab and simulation lab.

Military obligations will not be charged, but the student is expected to communicate needs to faculty upon receiving notice from the military.

Total Charges: \$_____

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Office only: ___Recorded in spreadsheet ___Submitted to Registrar