

Student Request to Makeup Missed Clinical Hours

Please Print Clearly

Name	Phone
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Email

Date(s) of Absence(s)	Clinical Hours Missed
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I understand that:

1. For all students in clock hour programs, all absences from clinicals, excused and unexcused, must be made up equal to the number of hours absent.
2. All excused and unexcused clinical absences must be made up by the end of the quarter in which the absence occurred in order to progress to the next quarter.
3. Students cannot advance to the next quarter without making up missed clinical time.
4. Makeup classroom, clinical and lab time will be at the expense of the student.
5. Financial arrangements must be made prior to scheduling student makeup session(s).
6. The cost for clinical makeup hours is **\$300.00 per clinical day**.

Class	Clinicals Missed	X \$300.00 /clinical day	Total Due \$
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Student Signature

Date

Financial Office Signature:

Date

To be completed by Instructor

Scheduled Clinical Makeup Date	Clinical Hours Completed
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Instructor Signature

Date