

**Revised Policy for Make-up Time for Clinical Absences
(Revised November 12th, 2014, replaces section on page 27 of Radiologic
Science Program Student Handbook 2014)**

All absences accrued during clinical education must be made up. All make-up hours must be approved in advance by both college faculty and the clinical instructor. Students must use the Make-Up Agreement form to obtain the required signatures before arriving at the clinical site to make up time. Make-up hours performed prior to approval by the college and clinical instructor will not be accepted. According to JRCERT requirements, weekly classroom and clinical hours may not exceed 40 hours (combined total). Students may not work more than 10 hours in a single day. Students will not be permitted to make up hours in excess of the 40 hour per week limit. Hours may be made up between 7:00 AM and 10:00 PM on weekdays, and 9:00 AM to 6:00 PM on Saturdays with approval. First year students are usually not approved to work past 6:00 PM on weekdays or at all on Saturdays due to decreased staffing at those times.