



Diagnostic Medical Sonography Program

Attendance and Coursework Policy

Effective Date: September 11, 2026	Review Cycle: Reviewed annually by the DMS Program Director and Health Sciences leadership.
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1. Purpose, Scope, and Student Responsibility

The Diagnostic Medical Sonography (DMS) Program is a sequential, hands-on, competency-based health sciences program. Consistent attendance, punctuality, preparedness, timely completion of coursework and clinical documentation, professional communication, and active participation are essential to student success, patient safety, competency development, clinical readiness, and program progression.

This policy applies to all DMS students and all required program activities, including:

- lectures;
- laboratories;
- simulations;
- scan labs;
- clinical rotations;
- exams and quizzes;
- competency assessments;
- remediation activities;
- required meetings;
- coursework;
- clinical documentation; and
- program-related communication.

Students are responsible for:

- attending all required learning activities;
- arriving on time and prepared;
- remaining for the full scheduled session;
- actively participating;
- submitting coursework and clinical documentation by established deadlines;
- monitoring and using their PPSC student email for program communication;
- notifying required personnel of absences, tardiness, early departures, or unforeseen incidents; and
- following all applicable college, program, course, laboratory, simulation, and clinical-site requirements.

An absence, tardy, or early departure does not automatically extend a deadline, excuse a missed competency, remove a clinical requirement, or guarantee a make-up opportunity.

This policy establishes the program-wide minimum standard. A course syllabus or clinical site may impose stricter requirements when those expectations are communicated in writing. When requirements conflict, the stricter requirement applies unless otherwise clarified by the DMS Program Director.

Students must also follow applicable PPSC policies and procedures, including academic integrity, student conduct, HIPAA, safety, accessibility, and other college requirements.

2. Definitions

For purposes of this policy:

Term	Definition
On Time	Present, prepared, and ready to begin at the scheduled start time.
Tardy	Arrival more than 5 minutes after the scheduled start time but less than 30 minutes after the scheduled start time.
Absence	Failure to attend; arrival 30 minutes or more after the scheduled start time; or departure 30 minutes or more before the scheduled end time.
No Call, No Show	Failure to notify all required personnel before the scheduled start time.
Proper Notification	Notification provided to all required personnel within the established notification timeline.
Documented Unforeseen Incident	A sudden, unexpected, and verifiable circumstance that may affect attendance, notification, coursework, clinical documentation, or participation.
Unprepared	Failure to meet required academic, laboratory, clinical, safety, dress code, equipment, or documentation expectations.
Program Review	Formal review of a student's status, conduct, clinical eligibility, performance, or progression.
Professionalism Documentation	Written documentation of a professional concern maintained in the student's program record according to college procedures.
Business Day	A weekday on which the college is officially open.

3. Attendance and Punctuality

Attendance is mandatory for all scheduled DMS learning activities. Students must be present, prepared, and ready to begin at the scheduled start time and remain for the full scheduled session.

Attendance Conversion

Attendance Event	How It Counts
Arrival more than 5 minutes but less than 30 minutes after the scheduled start time	1 tardy
Arrival 30 minutes or more after the scheduled start time	1 absence
Departure 30 minutes or more before the scheduled end time	1 absence
2 tardies	1 absence equivalent

Failure to attend	1 absence
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Automatic Course Failure Threshold

Reaching any of the following attendance thresholds results in an automatic course grade of F.

Attendance Pattern	Consequence
3 absences	Automatic course failure
2 absences + 2 tardies	Automatic course failure
1 absence + 3 tardies	Automatic course failure
6 tardies	Automatic course failure

A student who reaches an automatic attendance-failure threshold will receive a course grade of F, even when the student's numerical course average is otherwise passing.

There are no additional progressive grade deductions for tardies or absences before the automatic attendance threshold is reached unless another provision of this policy applies.

Attendance Warning

The course instructor will notify the student through PPSC email when the student reaches:

- 2 absences;
- 4 tardies; or
- any combination equivalent to 2 absences.

The notice will identify the student's current attendance status and the next threshold that results in automatic course failure.

Failure to receive a warning notice does not eliminate the attendance requirement or automatically waive a course-failure consequence. A student who believes an attendance record is inaccurate may request administrative review.

Students may request a written summary of their attendance record from the course instructor at any time.

Illness

Students should not attend class, lab, simulation, or clinical when ill or when their presence may create a health or safety risk.

Illness-related absences remain subject to the attendance policy unless the circumstances are reviewed under the Unforeseen Incidents section of this policy.

Students experiencing a temporary medical condition or change in their ability to participate should notify the DMS Program Director and contact PPSC Accessibility Services when appropriate.

Online Attendance

DMS lectures are conducted in person unless an alternative format is approved.

When synchronous online attendance is approved, students are expected to:

- keep their camera on;
- remain visibly present;
- actively participate;
- respond when prompted; and

- remain engaged in the scheduled course activity.

Leaving the session, failing to respond, obscuring one's presence, or otherwise failing to participate may result in the student being recorded as absent when participation cannot be verified.

On-campus attendance for examinations is required unless an alternative arrangement is approved in writing by the course instructor or DMS Program Director.

4. Notification and No Call, No Show

Students are responsible for timely professional communication regarding attendance concerns.

For an absence, late arrival, early departure, missed required activity, or unforeseen incident, students must notify the course instructor; and for a clinical absence or clinical-related incident, the student must also notify the clinical site according to the site's established procedure.

Notification Timeline

Notification must be provided as soon as possible and, when circumstances allow, no later than 2 hours before the scheduled start time.

If an unforeseen incident makes advance notification impossible, the student must notify the appropriate individuals as soon as safely possible.

Students must use their PPSC student email unless circumstances prevent them from doing so.

Notification should include:

- student name;
- course;
- date and scheduled activity;
- reason for the absence, delay, or incident;
- whether clinical responsibilities are affected;
- anticipated return date, if known; and
- any request for review or consideration.

Failure to notify all required personnel before the scheduled start time is considered a no call, no show, unless the instructor determines that an unforeseen incident prevented timely notification.

No Call, No Show Consequences

Event	Consequence
No call, no show for lecture, lab, simulation, scan lab, exam, quiz, competency, or remediation	Counts as 1 absence and results in professionalism documentation
Clinical no call, no show	Student may not return to clinical until a mandatory meeting with the instructor and DMS Program Director has occurred. Following the meeting, the incident may result in dismissal from the clinical course for the semester.

Note: Unforeseen circumstances will be handled on a case-by-case basis.

5. Clinical Attendance, Eligibility, and Documentation

Clinical education is an essential component of the DMS Program and includes patient care, required clinical hours, competencies, evaluations, documentation, and site-specific expectations.

Students must complete all required:

- clinical hours;
- competencies;
- procedure logs;
- clinical documentation;
- evaluations; and
- clinical-site requirements.

Specific clinical requirements are identified in the applicable course syllabus, clinical handbook, and clinical-site requirements.

Failure to complete required clinical hours, competencies, documentation, evaluations, or other clinical requirements may result in clinical or course failure even when the student has not reached the attendance-failure threshold.

Clinical Eligibility

Students must maintain all requirements necessary for clinical participation. Requirements may include:

- attendance compliance;
- required health or eligibility documentation;
- background-check requirements;
- drug-screening requirements;
- immunization or approved exemption documentation;
- CPR certification;
- clinical-site onboarding;
- safety requirements;
- professional conduct; and
- program documentation.

Clinical sites may impose requirements that are stricter than DMS Program requirements.

Failure to maintain clinical eligibility may prevent a student from participating in clinical education. If required clinical outcomes cannot be completed, the student may fail the clinical course.

The DMS Program does not guarantee an alternate clinical placement when a student is removed from, denied participation at, or otherwise unable to continue at a clinical site.

Clinical Documentation

Clinical documentation must be accurate, complete, and submitted by the assigned deadline.

Clinical documentation may include:

- clinical or procedure logs;
- time records;
- competency forms;
- patient-related logs;
- image-review forms;
- evaluations;
- reflections; and
- site or program paperwork.

Late clinical documentation is not accepted.

Clinical documentation not submitted by the assigned deadline will receive a score of 0, unless an exception is approved under the Unforeseen Incidents section of this policy. Incomplete clinical documentation may result in a point deduction.

Falsified clinical documentation will receive a score of 0, and student will be required to meet with Instructor and Program Director.

Falsification includes knowingly providing false information regarding clinical hours, procedures, signatures, patient-related information, competency records, or clinical participation.

Falsification is considered a serious violation and will be addressed through applicable PPSC academic integrity or student conduct procedures.

6. Coursework Submission

All coursework must be submitted by the posted deadline.

Late coursework is not accepted.

A student who fails to submit an assignment by the established deadline will receive a score of 0, unless an exception is approved under the Unforeseen Incidents section of this policy.

This requirement applies to all required coursework.

Students are responsible for planning ahead and submitting work with enough time to address technical or access issues before the deadline.

7. Missed Lab/Competencies

Students remain responsible for all missed course content, announcements, assignments, competencies, and schedule changes.

Make-up opportunities are not guaranteed.

Missed lectures, laboratory activities, competencies, examinations, quizzes, or remediation activities may be made up only when approved and when the requirement can be completed safely, appropriately, and within the applicable course timeline.

An approved make-up opportunity does not automatically remove the associated attendance event.

Laboratory/Competencies

Missed laboratory activities may be made up only when approved and when appropriate resources are available.

Availability may depend on:

- faculty or instructor availability;
- laboratory availability;
- equipment availability;
- supervision;
- patient availability; and
- scheduling.

The DMS Program does not guarantee alternate laboratory sessions or other make-up opportunities.

Exams/Quizzes

Makeup of missed exams/quizzes may be considered only if:

- You have an emergency,
- You contact instructor before the assignment is due and
- You make up the assignment within 24 hours of the original exam/quiz due date (discussion of circumstances will determine the exact amount of time allowed).

NOTE: You will only be allowed 1 (one) make up exam/quiz per semester. It will be subject to a 10% penalty. Exams and quizzes are included in this.

8. Unforeseen Incidents

The DMS Program recognizes that sudden and unexpected circumstances may occur.

A documented unforeseen incident is a sudden, unexpected, and verifiable circumstance that significantly affects a student's ability to:

- attend a required activity;
- provide timely notification;
- submit coursework;
- complete clinical documentation; or
- participate in a required program activity.

The instructor will review the unforeseen incidents on a case-by-case basis.

The instructor may consult with Program Director and the college leadership team as needed.

Any flexibility provided will be determined on a case-by-case basis and must maintain the integrity, safety, learning outcomes, and progression requirements of the course.

When the circumstances are significant, repeated, affect program progression, or cannot be resolved at the course level, the instructor may refer the matter to the DMS Program Director for further review.

Approval of flexibility or an exception does not guarantee successful course completion if required competencies, learning outcomes, attendance expectations, or other essential course requirements cannot be met.

Technical Difficulties

Technical difficulty is not automatically considered an unforeseen incident or an excuse for missing a deadline.

Students are expected to submit coursework early enough to address common technical problems before the deadline.

When a technical problem may interfere with submission, the student should:

- notify the course instructor before the deadline when possible;
- describe the problem;
- provide evidence of the issue when available;
- contact the appropriate technical-support resource; and
- submit the work as soon as access is restored.

Forgotten deadlines, poor planning, scheduling conflicts, or failure to use available technical-support resources are not considered technical emergencies.

9. Preparedness and Professionalism

Preparedness, participation, and professionalism are part of the overall course grade and account for **10% of the student's final course grade**.

Students are expected to arrive prepared and meet all participation and professionalism expectations for each scheduled learning activity.

Participation/professionalism points are awarded on an **all-or-nothing basis**.

Preparedness/Professionalism Standard	Consequence
Student meets all required preparedness, participation, and professionalism expectations	Receives full participation/professionalism points for the activity
Student does not meet the required preparedness, participation, or professionalism expectations	Receives 0 participation/professionalism points for the activity
Repeated concerns	May result in professionalism documentation and further review

Examples of unpreparedness may include failure to complete required pre-work, bring required materials or equipment, meet dress or safety requirements, complete required documentation, or otherwise be prepared to participate in the scheduled activity.

Receiving 0 participation/professionalism points does not replace any other consequence that may apply under the attendance, safety, competency, or conduct requirements of the course or program.

10. Academic Integrity and Professional Conduct

Refer to the [Institutional Syllabus](#)

11. Accessibility

Accessibility and Accommodations

Students who require disability-related accommodations must work with PPSC Accessibility Services.

Approved accommodations will be implemented according to applicable college procedures.

Refer to [Accessibility Services](#) if there is a need for accommodation(s).

12. Student Acknowledgment

Students are responsible for reading, understanding, and following this policy throughout enrollment in the Diagnostic Medical Sonography Program.

By signing below, the student acknowledges understanding that:

- attendance and punctuality are required;
- clinical participation is essential to program completion;
- attendance limits may result in automatic course failure;
- required clinical hours and competencies must be completed;
- late coursework is not accepted;

- late clinical documentation is not accepted;
- coursework and clinical documentation submitted after the deadline will receive a score of 0 unless an approved unforeseen-incident exception applies;
- absences and other attendance concerns must be properly reported;
- make-up opportunities are not guaranteed;
- clinical sites may establish requirements that are stricter than program requirements;
- unforeseen incidents are reviewed individually and do not automatically waive essential program requirements; and
- failure to meet academic, clinical, attendance, safety, professionalism, or program requirements may affect course or program progression.

Student Name: _____

Student Signature: _____

Date: _____

Program Contact

Questions regarding this policy should be directed to:

DMS Program Director

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