



**DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES  
POLICY**

<b>POLICY NAME:</b>	<b>ATTENDANCE POLICY</b>						
<b>RESPONSIBILITY For Development/Review:</b>	<input checked="" type="checkbox"/> <i>University Admin</i>	<input checked="" type="checkbox"/> <i>Dept. Chair/ Program Director</i>	<input checked="" type="checkbox"/> <i>Academic Director</i>	<input checked="" type="checkbox"/> <i>Clinical Director</i>	<input checked="" type="checkbox"/> <i>Faculty</i>	<input checked="" type="checkbox"/> <i>Medical Director</i>	<input checked="" type="checkbox"/> <i>Administrative Secretary</i>
<b>APPROVED BY:</b>	Faculty						
<b>DATE CREATED:</b>	5/17/2013						
<b>DATE REVISED:</b>	2/26/2025						
<b>REVIEWED: Annually</b>	2/26/2025						
<b>SUPPORTIVE DOCUMENTS:</b>	<i>DPAS Student and Policy Handbooks DPAS Preceptor Handbook</i>						
<b>OCCURANCE:</b>	<input type="checkbox"/> <i>Daily</i>	<input type="checkbox"/> <i>Weekly</i>	<input type="checkbox"/> <i>Monthly</i>	<input type="checkbox"/> <i>Quarterly</i>	<input checked="" type="checkbox"/> <i>Yearly</i>	<input checked="" type="checkbox"/> <i>As Needed</i>	
<b>PURPOSE:</b>	To define and publish expectations of didactic and clinical attendance policy.						
<b>POLICY:</b>	<p><b>DIDACTIC</b></p> <p>The DPAS curriculum is rigorous, therefore classroom attendance and participation is mandatory. The program expects that students will be on time and plan their schedules in accordance with the course schedules. In the event of an emergency or illness, students are expected to notify the professor and the Program Director as soon as possible. The first communication can be voicemail or email, but must be followed with direct personal communication within 24 hours.</p> <p>Extended absences due to illness must be excused by a health care provider. Extended absences are defined as two or more days. Missed work must be completed and the student remains responsible for all class content. In cases of an extended absence, the Student Affairs Committee will determine if a cease enrollment is necessary. Personal emergencies will be dealt with by the course faculty and if needed the Department Chair/Program Director.</p> <p>Requests for an excused absence from a didactic course are required to be submitted in writing to the course faculty and the Department Chair/Program Director at least two weeks in advance for consideration.</p> <p>Examinations that are missed due to an excused absence must be made up in two weeks' time and the course faculty has the right to require an alternate testing format for any missed examination. Examinations that are missed due to an unexcused absence will result in a grade of zero.</p> <p>Due to the credit load and time frame of delivery of courses, consequences for unexcused absences will be addressed in each individual course syllabus.</p>						

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	<p>Tardiness is considered unprofessional behavior and grounds for disciplinary action, such as grade consequences and/or professional probation.</p> <p><b>CLINICAL</b></p> <p>Students are expected to be on time and plan their schedules in accordance with rotations. In the event of an emergency or illness that results in a missed rotation day, students are required to notify the Preceptor and Clinical Director as soon as possible. The first communication can be voicemail or email, but must be followed with direct personal communication within 24 hours.</p> <p>Extended absences due to illness or injury must be excused by a health care provider. Extended absences are defined as two or more days. Missed time must be remediated and extended absence may require repeating the rotation. Personal emergencies will be dealt with by the Clinical Director and as needed the Department Chair/Program Director.</p> <p>Students who have an unexcused absence while on a rotation will have grade consequences resulting in a dropped letter grade for the final grade. Repetitive unexcused absences and tardiness is unprofessional behavior and grounds for disciplinary action, failure of the rotation and/or dismissal from the program.</p> <p>Requests for an excused absence while on a rotation are required to be submitted in writing to the Clinical Director at least two weeks in advance for consideration.</p> <p>Recall day attendance is mandatory. An unexcused absence will result in failure of the rotation.</p>
<p><b>OTHER NOTES:</b></p>	