



# Student Attendance, Participation, and Inclement Weather Policy

## Background and Purpose:

Due to the rigorous nature of PA education, all academic activities are considered to be an important aspect of the educational experience. Consistent attendance, punctuality, and participation also reflect a student's professionalism. However, there may be circumstances when a student is not able to attend a required activity. This policy defines the expectations for attendance, participation, and inclement weather.

## Policy Statement:

### Didactic Phase

1. Consistent attendance is a component of professional behavior. As such, attendance is expected for all program activities.
2. In the event of an absence, students must email and/or call the PA program office and the course director prior to the scheduled activity.
3. The student is responsible for contacting the course directors to discuss make-up work.
4. Faculty expect students to use good judgment when taking an absence. These guidelines have been established to make provisions for student absences. The following are examples of occurrences when an absence may be excused:
  - a. Personal illness
  - b. Family Emergencies
  - c. Death in the immediate family
  - d. Observance of a religious holiday
5. Family obligations, employment, travel, and previous plans are not accepted as excused absences. Special circumstances will be reviewed by the faculty.

6. Refer to the missed examination section of the Student Assessment policy.
7. An excused absence requires appropriate documentation, including but not limited to a health care provider's excuse, obituary or death certificate, etc.
  - a. Students are allowed two days during the didactic phase in which appropriate documentation is not required. This does NOT apply to an exam, which always requires appropriate documentation of the excuse in order to make up the missed exam.

## Clinical Phase

1. Consistent attendance is a component of professional behavior. As such, attendance is expected at rotations per the agreed upon schedule determined by the clinical site.
2. In the event of an absence, students submit the absence in Exxat for approval. Students must also notify the preceptor. Notification of the absence should be done prior to the absence.
3. Faculty expect students to use good judgment when taking an absence. These guidelines have been established to make provisions for student absences. The following are examples of occurrences when an absence may be excused:
  - a. Personal illness
  - b. Family Emergencies
  - c. Death in the immediate family
  - d. Observance of a religious holiday
4. Family obligations, employment, travel, job interviews, study time, and previous plans are not accepted as excused absences. Special circumstances will be reviewed by the faculty.
5. An excused absence requires appropriate documentation, including but not limited to a health care provider's excuse, obituary or death certificate, etc.
  - a. Students are allowed two days during the clinical phase in which appropriate documentation is not required. This does NOT apply to an exam, which always requires appropriate documentation of the excuse in order to make up the missed exam.

- i. The absence must still be considered excused and is not meant to be used as a personal day.
6. Students are expected to be at their assigned clinical site an average of 40 hours per week.
7. Absences will be made up per the discretion of the Director of Clinical Education and the clinical site.
8. Attendance at the WVAPA or AAPA conference is required in the Spring semester in which clinicals begin.

## Unexcused Absences

1. An absence is determined to be excused or unexcused by the course director during the didactic phase, except in the case of a missed examination, in which the entire faculty makes the determination. An absence during the clinical phase will be determined to be excused or unexcused by the Director of Clinical Education.
2. Unexcused absence in either the didactic or clinical phase is considered unprofessional and may result in formal evaluation of a student's professionalism and remedial action.

## Participation

1. Multiple modalities are utilized by the program to ensure program outcomes are being met. To maximize learning, students must actively participate in all learning activities, such as required readings and other preparation needed before class, class discussions, class assignments, team-based case studies, and laboratory skill sessions. Failure to actively participate in program requirements is considered unprofessional behavior.
2. Students are required to participate as a patient model during laboratory sessions and skills assessments.

## Inclement Weather

1. When snow, floods, power outages, or similar events force the temporary closing or postponement of classes at the University of Charleston, students should listen to the local radio stations, watch for details on the local television stations, or call 304-357-4700 for a recorded message regarding postponement/cancellation information. Students should register for the University's Emergency Alert System for notifications and check emails for updates.
2. In the event that program activities are being held, students should not attempt to travel under unsafe conditions or to take unnecessary risk due to inclement weather. The program office, course director, and/or Director of Clinical Education should be notified if the student is unable to attend class or other activity due to the weather.

### **ARC-PA Associated Standards:**

A3.17 The program must define, publish and make readily available to students upon admission academic performance and progression information to include:

- a) any required academic standards