



POLICY: Attendance Policy

All scheduled academic and non-academic program activities require mandatory attendance. Part of being a professional involves not only being in the correct place at the correct time, but involves active and engaged participation. Attendance, punctuality, and active participation are all program expectations and will be reflected in the professional components of class and rotation assessments.

Didactic Phase:

Bryant University PA Program classes are scheduled **Monday through Friday**, between the hours of **8 am-5 pm**. Students are expected to be available for *all* Program activities during these hours. There will be occasions when mandatory activities will be scheduled during *evening or weekend hours*. Students will be notified regarding such occasions with as much forward notice as possible.

Attendance is mandatory at *all* Bryant University PA Program scheduled activities. Unexcused absence from, or late arrival to, a class or event is considered a violation of the program's professionalism expectation for students and will negatively affect the professionalism component of the course grade for each course involved. Students who will miss class will require official documentation regarding the absence for the absence to be excused.

In the event a student will be absent from a program activity they *must* notify the Program Staff by phone or voicemail as soon as possible by calling (401) 232-6556. The program will review all events of student absence to determine whether the absence will be excused.

Students may accrue no more than **3 excused** class absences during the didactic phase of the program. More than 3 excused absences may result in mandatory remediation, deceleration, or dismissal as determined by the program. Examples of excused absences include acute medical conditions that cannot wait for non-class times (medical emergencies) or death/critical health concerns in an immediate family member. Students are highly encouraged to schedule routine appointments outside of designated class time to ensure that there is no conflict between class and personal affairs.

Examples of absences that **will not** be considered excused are weddings, graduations, vacations, family reunions, etc. The program does not recognize "personal days," and individuals without an authorized absence will be counseled on missed class. Missed class material, whether due to excused or unexcused absences, is the responsibility of the student.

Unexcused absences will be documented in the student record and the student will be subjected to remediation, professionalism grade reduction, deceleration, or dismissal from the program. Unexcused absences reflect poorly on the student's professionalism and often suggest a potential lack of commitment. Repeated violations of the attendance policy may lead to dismissal under the Professionalism Policy.

Clinical Phase:

Supervised Clinical Practice Experiences vary in start times, duration, finishing times, and call requirements. Students are expected to be present during all days and times a scheduled rotation is open, or as outlined by the preceptor. Students must attain at least an average of 35 hours per week of clinical time.

Students should never decline to work outside of normal work times, weekends, nights, and on call if that is part of the rotation. There is no maximum number of hours a PA Student may work.

Students are prohibited from requesting time off from preceptors during a rotation. In the event a student will be absent from a program activity, they *must* notify the Program Staff or DCE by phone or voicemail as soon as possible by calling (401) 232-6556. The program will review all events of student absence to determine whether the absence will be excused.

Students may accrue no more than **3 excused** absences during the clinical phase of the program. More than 3 excused absences will result in mandatory remediation, deceleration, or dismissal as determined by the program. Examples of excused absences include acute medical conditions that cannot wait for non-rotation times (medical emergencies), or death/critical health concerns in an immediate family member.

Students are highly encouraged to schedule routine appointments outside of designated rotation time to ensure that there is no conflict between learning and personal affairs. Examples of absences that **will not** be considered excused are weddings, graduations, vacations, family reunions, etc. Accruing excused absences for appointments and personal affairs will not waive this requirement should the student become sick or injured later in the clinical year and each incident will be evaluated individually.

The program does not recognize “personal days” and individuals without an authorized absence will be counseled on missed class. Missed class material, whether due to excused or unexcused absences, is the responsibility of the student.

Unexcused absences will be documented in the student record and the student will be subjected to remediation, professionalism grade reduction, deceleration, or dismissal from the program.

If a student fails to meet the attendance requirements of the rotation, the student will be required to repeat the entire rotation.

Examinations and Assessments:

Students are expected to be present for every exam. Missing an examination is a **serious event**.

If a student is absent on the day of an exam or assessment, the student must contact the program, as noted above, **prior to the start** of the scheduled event. Students granted an excused absence will be allowed to make up missed exams or activities immediately upon their return. The make-up exam will cover the same content as the original exam, however may be comprised of different questions and/or question formats.

Students who have an unexcused absence (or fail to notify the program prior to the start of the exam), are required to complete the missed exam, however, they will receive a grade of **zero (0)**. Students arriving late for an examination will only be allotted the time remaining in the examination to complete their exam. Quizzes will not be made up regardless of reason for absence.

Students shall not request to alter the program or examination schedule. Emergent requests should be directed to the Student Curriculum Representative, however, they will likely not be considered.

Participation:

Active participation in all class, clinical, and required events is expected. Students should be fully engaged in all program related activities and not otherwise distracted. If a student is using electronic devices during classroom, lab, or clinical rotations it must be for evaluating content directly related to the current learning experience. Students using material not related to the class may be subjected to reduction in professionalism and participation grades, loss of ability to use computers/phones/tablets in class, or further disciplinary action. Repeated violations of this policy will result in dismissal from the program.

Standard: 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

ANNOTATION:

Review: 12/13/17

Medical Director

Director of Clinical Education

Forwarded for Approval: 12/14/17

Associate Program Director

Approved: 12/14/17

Program Director