



Didactic Attendance Policy

APPLIES TO: Students

BACKGROUND:

The PA program is very rigorous and therefore requires students to be extremely disciplined in their study habits to succeed. Part of their success depends upon seeing and hearing the materials taught; therefore, attendance in all courses is paramount to that success.

PURPOSE:

To ensure students fully engage with all instructional content and receive the comprehensive training necessary for their academic and professional success.

ARC-PA standard:

A3.01
Program policies are <i>published, readily available</i> , and consistently applied to all students, <i>principal faculty</i> , staff, and the program director regardless of their location.

POLICY:

Classroom attendance is mandatory for all courses. This may occur virtually when a professor is not present or when the professor records a presentation. During such times of virtual presentations, students are still mandated to sign in online showing their full attendance. Missing classes may result in point deduction and or further discipline depending upon the frequency and reason for the absences. All in person instruction will require students to be in person, in the classroom, unless there is an excused absence.

To verify attendance at all mandatory instructional sessions and ensure compliance with ARC-PA Standard *A3.01, a sign-in sheet will be used for all PHA courses. Faculty will provide access to the sign-in sheet prior to the start of each class. Students are required to sign in for every session and must not sign in on behalf of another student or misrepresent their attendance. For additional information, refer to the CMU Policy on Academic Integrity in the CMU Graduate Bulletin. [CMU Bulletins - CMU Bulletins](#)

PROCEDURE:

Attendance is required for all PA program courses, whether in person or virtual, as outlined in the Student Handbook. If a student must miss a class, they must submit a written request via email to the instructor of record, with a copy to the Program Director.

If the absence is excused, no further action is required. Unexcused absences may result in a grade deduction per the course syllabus and a written warning placed in the student's file. A second unexcused absence may lead to additional grade deductions, a formal professionalism citation, and a meeting with the Program Director and appropriate faculty.

More than two unexcused absences will result in referral to the Student Progress Committee for review of professionalism and attendance noncompliance and may lead to dismissal from the program. Students arriving after the published class start time or once instruction has begun will be considered tardy and must wait until the next scheduled break to enter.



HEALTH PROFESSIONS

PHYSICIAN ASSISTANT

CENTRAL MICHIGAN UNIVERSITY

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Unexcused tardiness may result in a grade deduction as outlined in the course syllabus. The first unexcused tardy will result in a warning. A second unexcused tardy will result in a formal professionalism citation. More than two unexcused tardies in a course will result in referral to the Student Progress Committee and may lead to further disciplinary action, including possible dismissal from the program.

Approved by Program Faculty May 6, 2026

Kathleen Flannery PA-C

5-6-2026

Signature

Date

Kathleen Flannery, DMSc, PA-C
CMU PA Program Director