



Didactic Year Attendance Policy

Applies To: Students

Date of Revision: April 11, 2023

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 the courses is paramount to that success.

PURPOSE:

To ensure that students do not miss any materials presented by professors thus getting the full experience of their training to assure their success.

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.

PROCEDURE:

The student handbook outlines the mandating of attendance in all courses in the PA program either virtual or in person. Upon the need to miss a class, a written request via email must be sent to the instructor of record with copies to the **Academic Coordinator, Associate Program Director, and the Program Director**. If the absence is excused, no further action will be needed. If unexcused, a grade deduction will occur according to the course syllabus. Further unexcused absences will result in further grade deductions, a written warning, followed by a meeting with the instructor of record, the Academic Coordinator, the Associate Program Director, and the Program Director. If the unexcused absences become more than one, the student will be referred to the Student Affairs Committee and Office of Student Conduct for further discipline. More than three unexcused absences from the classroom could result in dismissal from the program.

Tardiness will also be addressed, if you are tardy (enter the classroom while instruction is ongoing) you will need to wait until the next break. If you are tardy for a class (unexcused), it will result in a 5% reduction in your overall grade. If you encounter more than 2 tardies for a course, you will be referred to the Student Progress Committee for further discipline.

Approved by Faculty Executive Committee on August 22, 2023

Signed copy on file

Signature

Debra Kimball-Christie, M.S., PA-C
CMU PA Program Director

Date

8/22/23