

GVSU PAS Program Student Attendance Policy

1. Attendance on all class days and clinical days is mandatory.
2. Tardiness includes, but is not limited to, arriving after the scheduled start time, leaving early without approval, logging into a virtual session after instruction has begun, or being unprepared to participate at the scheduled start time.
 - a. Tardiness that disrupts the learning environment or patient is considered unprofessional behavior and will be addressed in accordance with the PAS Program Student Professionalism Policy.
 - b. Students are expected to arrive on time, prepared, and ready to participate in all required learning activities, including, didactic sessions, laboratories, simulation activities, small-group discussions, interprofessional education activities, and examinations, whether in person or virtually, without disrupting instruction or patient care.
3. A student admitted to the Grand Rapids campus must attend classes in Grand Rapids, and a student admitted to the Traverse City campus must attend classes in Traverse City. Exceptions may be considered by the Instructor of Record (IOR). Students must submit written requests in advance to the IOR, Program Director, and site director.
3. Students should utilize semester breaks for vacations, weddings, and other travel.
 - a. Vacations are not permitted during required learning days, defined as 6:00 a.m. Monday through 7:00 p.m. on Friday, unless otherwise approved.
 - b. Unless otherwise designated, semester breaks begin after 7:00 p.m. on Friday and end on Monday at 6:00 a.m.
 - c. The first four semesters follow the GVSU academic calendar, which is printed in each GVSU catalog and is available on the GVSU website (<https://www.gvsu.edu/registrar/academiccalendar.htm>).
 - d. The schedule during the final three semesters (Clinical Year) differs from the GVSU academic calendar. The Clinical Year Calendar (excluding individual schedules) is provided to students approximately one year in advance of the start of the clinical year. Students should use this calendar to plan vacations, weddings, and travel during the clinical year.
4. In the event of an unanticipated absence during the didactic phase of the program, students must notify the IOR via email by 9:00 a.m. or at least one hour before class. The IOR will determine if further notification to the PAS Program Director, Department Chair, or Site Director is necessary. Students are responsible for any missed material, assignments, or assessments due to their absence.
5. In the event of an unanticipated absence during the clinical phase of the program, students must notify the clinical coordinator and the preceptor as soon as possible but no later than 9:00 a.m. on the day of the absence, preferably by phone.
 - a. If the clinical coordinator or preceptor cannot be reached by phone, the student must leave a voice message and/or send an e-mail indicating the absence, the reason for the absence, and a contact number where the student can be reached.
 - b. Students may be required to provide documentation from a treating medical provider for absences during the clinical year (i.e., for prolonged illness, absences immediately before or after a break, absences immediately before an exam, patterns of recurrent illness, etc.).
 - c. Students must meet the minimum threshold of an average of 32 clinical hours per

week for each clinical rotation. If students do not meet the minimum threshold for clinical experience, they are required to make up the clinical time which may delay graduation.

6. Students may apply for a Leave of Absence by contacting the PAS Program Director and/or Department Chair. Requests should be submitted to the PAS Program Director and/or Department Chair. (See [PAS Program Student Leave of Absence Policy](#)).
7. Students attending the **annual Michigan Academy of Physician Assistant (MAPA) or the American Academy of Physician Assistant (AAPA) meetings** are excused from clinical rotations and/or classes whenever feasible.
 - a. A student must submit an attendance request to the PAS Program Director and/or Department Chair and all instructors one month **prior to the conference**. Students who fail to submit a written request are not permitted to attend the meeting.
 - b. Students are excused to attend the Student Academy of the American Academy of Physician Assistants (SAAAPA) activities at the AAPA conference for a maximum of three days plus one day of travel before and after.
 - c. Requests for additional conference time is reviewed on an individual basis by the PAS Department Chair and/or Program Director.
 - d. Clinical year students must meet the minimum threshold of an average of 32 clinical hours per week for each clinical rotation. If students do not meet the minimum threshold for clinical experience, they are required to make up the clinical time which may delay graduation.
 - e. Students are asked to provide a reflection on the CME activities attended.
8. Students are expected to attend all didactic and clinical exams.
 - a. Students must notify the instructor by phone or e-mail at least one hour prior to the scheduled exam time if they are unavailable due to illness or personal tragedy.
 - b. **Absence due to illness immediately prior to an exam or the day of an exam requires a note from the treating healthcare provider, which must be submitted within 24 hours of the missed examination, unless otherwise approved by the Department Chair and/or Program Director.**
 - c. Failure to notify the instructor, absent extenuating circumstances, results in a grade of zero (0) for the exam, and the student is ineligible for a retest examination.
 - d. Makeup examinations will be scheduled at the discretion of the instructor of record and will be scheduled as soon as possible.
9. Students are provided up to three bereavement days (class and/or working days) for the death of an immediate family member or an individual with whom the student has a significant relationship, at the discretion of the PAS Program Director and/or Department Chair. Additional absences may be approved based on extenuating circumstances.
10. Requests for anticipated absences during the didactic phase may be approved in extenuating circumstances and will be reviewed by the PAS Department Chair and/or Program Director.
 - a. Students should meet with their advisor to discuss their options.
 - b. After the discussion with the student's advisor, the absence request must be approved in advance by the PAS Program Director and/or Department Chair.

- c. Absence requests for days with examinations, meetings, and other mandatory events (laboratory events and small group discussions are considered mandatory) will not be granted.
 - d. Students are responsible for referring to the syllabus for further information regarding missed classes.
11. Students are allowed two **excused** absence days during the **clinical year**.
- a. Any absences above the two excused absences may decrease the grade for the course and/or extend clinical time.
 - b. Students may use up to one absence day per rotation.
 - c. Excused absence days may not be used for end-of-rotation meetings, examinations, or other mandatory events, such as an interprofessional education event.
 - d. Excused absences must be arranged and approved in advance by the clinical coordinators.
 - e. Requests for excused absences are considered on a case-by-case basis.
 - f. Students are responsible for the material and assignments missed for any excused absence.
 - g. Students must still meet the minimum threshold of an average of 32 clinical hours per week for each clinical rotation.
12. Additional excused absences may be granted for the following circumstances:
- a. Participation in an intercollegiate event
 - b. Religious holidays
 - c. Military duty
 - d. Jury duty or appearance in court
 - e. Birth or adoption of a child
 - f. Clinical Year Advocacy Day
- at the discretion of the PAS Program Director and/or Department Chair. Any granted absences may be subject to makeup work.
13. Absenteeism not reported as outlined above is considered unexcused regardless of cause. Unexcused absences and tardiness are unprofessional behaviors that may result in a grade reduction, loss of excused absences (during clinical year), and/or referral to the PAS Program's Student Academic Life Committee for disciplinary action. Refer to the [PAS Program Professionalism Policy](#) and the [PAS Program Policy and Procedure for Disciplinary and Professionalism Review](#).