## Attendance Policy

Consistent attendance and punctuality are expected of all students during enrollment in the program due to the intensive nature of physician assistant education. All academic activities are considered to be an important part of the overall educational experience.

Each absence will be considered on a case by case basis.
For excused absences that include missing an exam, refer to the Exam Policy.

In the event of absence from the program or a rotation, students are to e-mail (paregistrar@wakehealth.edu) and/or call (336-716-7068) the PA Program Registrar or designee. Notification of absence should be done prior to the anticipated absence or as soon as possible. For absence from a rotation, students must call and inform their preceptor in addition to the PA Program Registrar.

### *Preclinical Year*

Excused Absences (Up to 72 Hours in Length) will be determined on a case by case basis. Valid reasons for requesting an excused absence include personal illness, family emergencies, bereavement (see table below), and the need to participate in the observance of religious holidays. Personal illness lasting longer than 3 days may require documentation by a medical provider.

Extended or accumulated excused or unexcused absences which affect the student's ability to acquire the necessary knowledge to successfully advance in the program as determined by the faculty may result in referral to the Promotions Committee for consideration of appropriate action including dismissal from the program.

### *Clinical Year*

You are expected to be in daily attendance unless prior arrangements have been made with your preceptor and the Director of Clinical Education. This includes attendance at all scheduled clinics, conferences, and rounds on the rotations. At times, this may include evening and weekend work or even some on-call sessions at the sites. Absences include but are not limited to: illness, personal or family emergencies, inclement weather conditions, and car or other transportation problems. Absences will be handled on an individual basis. Unexcused absence may jeopardize your ability to complete the rotation(s) or even your enrollment in the Program. All absences detract from your clinical experience and every effort should be made to make up for missed time. Note that in almost all cases leaves of absence will delay completion of the Clinical Year and graduation.

### *Bereavement Chart*

| **Death of:** | **Number of Excused Days** |
|---|---|
| Parent, Spouse, Child | **up to 5** |
| Brother or Sister (including half or step sibling), Grandparent, Grandchild, Step-Parent, Step-Child, Mother-in-Law, Father-in-Law, Sister-in-Law, Brother-in-Law, Son-in-Law, Daughter-in-Law | **up to 3** |
| Aunt, Uncle, Niece, Nephew | **up to 1** |

All reports of absences will become a part of the student file. In the case of unexcused absences, faculty will make a note of the date(s) and nature of the absence and place such documentation in the student's file.

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