

Below is excerpted from the **Physician's Assistant Student Handbook** and will be discussed at orientation.

Attendance

The Joint MSPAS/MPH Program is an intensive program. Because important information is presented only once, the Program expects all students to attend all lectures, laboratory activities and preceptorship assignments. The Program requires all students to be available for class and instructional activities from 8 AM – 9 PM Monday through Thursday and 8 AM – 3 PM on Friday regardless if classes are scheduled. Due to the nature of the Program, courses, lectures and exams may need to be moved on short notice. Students are not permitted to take “time off” during academic semesters unless they are University defined holidays. Attendance at all classes is considered an aspect of professional responsibility and individual dependability.

Since attendance is required of all students, formal attendance will be taken in all PA and PH courses. Students will be granted one unexcused absence without penalty. Any additional absences require that the student notify the course coordinator in advance by telephone and email. Students who seek excused absences are also required to notify the course coordinator in advance. The course coordinator will determine if the student is granted an excused absence. Failure to properly notify the course coordinator as stated in the aforementioned will result in an unexcused absence. More than one unexcused absence will be addressed in a meeting with the course coordinator, documented in the student's academic file as an incident of unprofessional behavior, and a lowering of the student's final course grade by 5 percent. Any additional unexcused absences will result in the aforementioned penalty and placement on program probation for professionalism. It may result in placement in the category for dismissal with referral to the Joint MSPAS/MPH Student Promotions Committee. Please see the sections on Academic Probation and MSPAS Dismissal.

Absence from instructional periods for any reason does not relieve the student from the responsibility for the material covered, and such absences must be for substantial reasons such as illness or emergencies. Students in the clinical year must attend all rotations and adhere to the rotation's schedule.

Tardiness

Students are expected to arrive promptly to class as this reflects professionalism and demonstrates respect not only to instructors but also to peers. Tardiness will be addressed individually by the course coordinator. Repetitive tardiness (defined as being late 2 or more times) will be addressed in a meeting with the course coordinator and documented in the student's academic file as an incident of unprofessional behavior. A third occurrence of tardiness in the same class will result in the aforementioned penalty, placement on academic probation, and/or placement in the category for dismissal with referral to the Joint MSPAS/MPH Student Promotions Committee. Please see the sections on Academic Probation and MSPAS Dismissal.

Absent and/or late students are fully responsible for the material covered during the time period missed.

In addition to timely attendance of classes, students are expected to participate actively and respectfully in class discussions and all activities. This includes completion of reading and other pre-class assignments. Students are expected to contribute in a non-judgmental manner, and in a "give and take" dialogue about sensitive subjects. The student will demonstrate this skill by active discussion, contribution, appreciation and understanding of the subject.