

**Master of Health Science in Anesthesia Program  
Bluefield University – Edward Via College of Osteopathic Medicine**

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**MHSA Attendance Policy**

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## 1. PREAMBLE

The Graduate Level Anesthesia Education Program at [Institution Name] is dedicated to fostering a culture of academic rigor, professional development, ethical integrity, and collaborative excellence within the field of anesthesia. Recognizing the intrinsic relationship between consistent engagement, active participation, and successful educational outcomes, this preamble outlines the guiding principles, values, and objectives that underpin our Attendance Policy.

This preamble serves as a foundational framework that underscores our institutional commitment to promoting punctuality, accountability, responsibility, and academic excellence among our students. Grounded in the principles of educational efficacy, professional readiness, and holistic development, our Attendance Policy aims to cultivate a structured, supportive, and conducive learning environment that maximizes student success, engagement, and fulfillment.

Acknowledging the unique demands, complexities, and opportunities associated with graduate-level education in anesthesia, our policy emphasizes the critical role of regular attendance, active participation, and consistent engagement in achieving programmatic goals, mastering essential competencies, and preparing for future professional roles. By establishing clear expectations, guidelines, and consequences related to attendance, we seek to empower students to prioritize their educational commitments, foster collaborative learning environments, and contribute meaningfully to academic discourse, clinical practice, and research endeavors.

Furthermore, this policy reflects our unwavering dedication to fostering a culture of responsibility, professionalism, and continuous improvement. By aligning attendance expectations with accreditation standards, programmatic goals, and best practices in graduate medical education, we endeavor to prepare students for the rigors, responsibilities, and rewards associated with professional practice, lifelong learning, and leadership roles within the anesthesia profession.

In essence, this preamble reaffirms our program's commitment to upholding the highest standards of academic integrity, accountability, and excellence within the Graduate Level Anesthesia Education Program. As stakeholders in this esteemed educational community, we collectively embrace the principles, responsibilities, and values articulated in this policy, fostering a culture of trust, respect, collaboration, and shared commitment to academic and professional excellence in anesthesia education and practice.

## 2. PURPOSE

The purpose of the MHSA's Attendance Policy is to establish firm guidelines as to appropriate attendance, circumstances in which students can request an excused absence for those learning activities that are mandatory, and to describe the ramifications if said policy is not followed.

The MHSA Program recognizes that professional development occurs in the classroom, laboratory, and clinical environments. Duty and professional interaction with colleagues; faculty, including medical professionals; and the public is required to develop a dutiful attitude and commitment to the profession. These attributes are also required to be successful in practice as an Anesthesiologist. The attention to a culture of duty, professionalism, integrity, and medical knowledge is just one reason for the success of the MHSA students who will follow. The MHSA Program strives to be the top AA educational program for students receiving first choice of employment and the commitment to duty and work ethic are among the top attributes that will distinguish MHSA students and graduates. These are the professional reasons for the MHSA attendance requirements.

### 3. ATTENDANCE REQUIREMENTS FOR FOUNDATION PHASE STUDENTS

The MHSa Program at VCOM facilities creates a variety of venues to support high quality learning and teaching, which the attendance policy strives to support by honoring students' varied learning styles and by allowing faculty and Course Directors to maintain the integrity of the curriculum.

While all lectures are recorded and are available on BluefieldTV for flexible viewing, the MHSa Program offers many required academic activities that are not captured on BluefieldTV including class discussion, interactive sessions, iClicker quizzes, flipped classroom experiences, group discussions, laboratory experiences, and skills development activities. Participation in many of these activities; therefore, requires regular attendance in order to benefit from the full academic program.

Learning activities at for the Foundation Phase have been designated as either Mandatory Learning Activities or Asynchronous Learning Activities and will be identified as such on the block calendars. It is the student's responsibility to be aware of the designations of learning activities to ensure proper attendance.

Most Mandatory Learning Activities require a minimum acceptable attendance of 80% in each block; however, some Mandatory Learning Activities require 100% attendance. 100% attendance is required for laboratory sessions or other clinical laboratories or activities (anatomy lab, clinical procedural skills lab, ECEs, SGLs, student presentations, and case-based learning) and all examinations.

For the Mandatory Learning Activities that require a minimum of 80% attendance per block, the 20% of allowable absences is calculated by multiplying .20 by the number mandatory lectures in the block.

Students must request approval for a planned or unplanned excused absence of a Mandatory Learning Activity that requires 100% attendance. All absences (excused and unexcused) are included in the 20% of allowable absences.

In addition, there are individual requirements that exist for certain classes, lectures, or symposiums that are marked as mandatory.

#### 3.1 Mandatory Learning Activities

Mandatory Learning Activities may include:

- **Presentations/Lectures**  
Presentation of curricular topics utilizing a lecture format. Students will have the opportunity to engage in an interactive dialogue designed to foster explanation and clarification of critical concepts.
- **Simulation-Based Sessions**  
Faculty led demonstrations and interactive sessions, including partial task training and immersive high-fidelity simulation scenarios.
- **Clinical Skills Laboratories**  
Faculty supervised demonstrations and practical training of history and physical examination skills, clinical simulations, and clinical procedural skill laboratories.
- **Case-Based Learning**  
Faculty facilitated clinical application discussions of course materials self-studied in advance by the students.
- **Small-Group Learning**  
Faculty facilitated small group learning activities to solve various common basic science and clinical challenges.

- **Examinations and Quizzes**  
Assessment sessions including cognitive and psychomotor testing.
- **Early Clinical Experiences**  
Students will be assigned to a variety of clinical venues to gain insights into medical practice in the community and practice acquired skills.
- **Additional classes and labs** may be designated as mandatory from time to time.

### 3.2 Asynchronous Learning Activities

Asynchronous Learning Activities are those that students can complete on a flexible schedule to fit the student's individual learning needs; however, students must complete these activities prior to scheduled assessments. Although students are encouraged to attend Asynchronous Learning Activities on-campus, it is not required; however, students are required to complete Asynchronous Learning Activities through online or virtual methods.

Students are encouraged to attend the following curricular activities that are designated as Asynchronous Learning Activities as follows:

- **Lectures**  
Faculty presentation of routine curricular topics utilizing a lecture format. Students will have the opportunity to engage in an interactive dialogue designed to foster explanation and clarification of critical concepts. Many lectures are considered Mandatory Learning Activities and students are responsible for knowing whether a lecture is or is not a Mandatory Learning Activity that requires 80% attendance.
- **Student Directed Learning**  
Learning activities designed to encourage self-instruction and exploration of a topic. MHSA Program lectures are digitally recorded for flexible viewing to meet the student's individual learning needs and schedule, to supplement learning, and for student review of information provided during the class. As technical difficulties do occur, there is no guarantee that every lecture will be recorded or that the lecture recording will be of a quality that can be utilized for primary learning.

### 3.3 Mechanism to Verify Attendance – Foundation Phase Students

The MHSA Program will record attendance for all Mandatory Learning Activities and may utilize different forms of recording attendance including I-Clicker, lecture hall cameras, sign in sheets, check offs, and other attendance measures, especially for laboratory or early clinical experiences.

### 3.4 Foundation Phase Excused Absences from Mandatory Learning Activities

Excused absences apply only to Mandatory Learning Activities that require 100% attendance. Excused absences are those that may be expected or unexpected and that meet the criteria for an excused absence as outlined below.

Excused absences fall into two categories:

- Planned Excused Absences
- Unplanned Excused Absences

Students must request approval for a planned or unplanned excused absence of a Mandatory Learning Activity that requires 100% attendance. Excused absences for Mandatory Learning Activities requested after the activity occurs, may or may not receive approval by the Associate Dean for Academic Affairs and is considered on a case-by-case basis.

Foundation Phase students who are granted an excused absence will not be penalized for missing a class, laboratory, or exam but will be required to make-up all Mandatory Learning Activities on the dates required by the Program Director or Assistant Program Director for Academic Affairs. Faculty are expected to make reasonable accommodations for make-up exams, assignments, etc. where excused absences have been granted.

### **3.4.1 Planned Excused Non-Medical Absences for Foundation Phase Students**

Planned excused non-medical absences are those that a student is aware of a minimum of 15 days prior to the absence and requires an absence from a Mandatory Learning Activity for a pre-approved non-medical event.

Reasons for planned excused non-medical absence includes the following: conference attendance, court appearance, weddings requiring participation, and other qualifying planned excused absences.

Students requesting a planned excused absence; whereby, the absence meets the criteria in the bullet points above must complete and submit the “Request for a Planned Excused Absence” form and submit all required documentation a minimum of 15 days (when possible) prior to the requested absence to assure all curricular requirements can be met upon returning. Students may obtain the form from the Office of Medical Education or the MHSA website and must return the form and required documentation to the Director of Medical Education. The student may be required to submit additional documentation upon returning from the planned excused absence. Examples of required documentation include proof of conference attendance, subpoena, proof of court appearance, wedding announcement, and other required verification as requested. Final approval may or may not be granted by the Program Director.

Planned excused non-medical absences will not be granted after the fact.

#### **3.4.1.1 Foundation Phase Conference Attendance**

Foundation Phase students requesting to attend a conference must follow the policy and procedures for requesting a planned excused non-medical absence. Those who are granted permission to attend a conference are only allowed to attend one conference per academic year of not greater than three consecutive days. All conference attendance must be pre-approved by the Dean and those conferences that qualify for consideration for excused absence will be determined annually by the Dean.

Only students who do not have any conditional or failing grades can request a planned excused absence for a conference and/or national meeting provided an absence from class does not interfere with the academic work of other students and does not result in the student missing a class assignment that cannot be remediated (as determined by the Associate Dean for Academic Affairs).

For Foundation Phase students who hold national leadership positions or for student officers who are required to attend greater than one conference per year, appeals to exceed the one conference per academic year may be made through the Director of Medical Education (who verifies the student’s leadership position and occurrence of the required conference), Program Director (who assures the requirements of the academic program are met), and the Dean. Such appeals should occur at the beginning of the year so appropriate planning can occur to assure the student has a successful clinical learning experience.

### **3.4.2 Planned Excused Medical Absences for Foundation Phase Students**

Planned excused medical absences are those that a student is aware of a minimum of seven (7) days prior to the absence and requires an absence from a Mandatory Learning Activity for a pre-approved medical procedure.

Reasons for planned excused medical absences include medical procedures known in advance. When a planned excused medical absence is for a medical procedure that does not require immediate attention and safely be planned for another date, the procedure should be scheduled so not to interrupt the student's Mandatory Learning Activities or testing schedule. Students should, wherever possible, plan these procedures to be done during block breaks.

Students requesting a planned excused absence; whereby, the absence meets the criteria in the bullet points above must complete and submit the "Request for a Planned Excused Absence" form and submit all required documentation a minimum of seven (7) days (when possible) prior to the requested absence to assure all curricular requirements can be met upon returning. Students may obtain the form from the Office of Medical Education or the MHSA website and must return the form and required documentation to the Office of Medical Education. The student may be required to submit additional medical documentation upon returning from the planned excused absence. Final approval may or may not be granted by the Associate Dean for Academic Affairs and/or the Dean.

### **3.4.3 Unplanned Excused Absences for Foundation Phase Students**

Unplanned excused absences are those that are unexpected that a student has no advance knowledge of and requires an absence from the Mandatory Learning Activities of the academic program.

Reasons for unplanned excused absences include the following: sudden illness or medical emergency of the student, non-medical emergency, or medical emergency of an immediate family member.

Students who are absent from the academic program for an unplanned absence; whereby, the absence meets the criteria in the bullet points above must complete and submit the "Request for an Unplanned Excused Absence" form and submit all required documentation within three (3) days of returning to class. Students may obtain the form from the Office of Medical Education or the MHSA website and must return the form and required documentation to the Office of Medical Education. Examples of required documentation include: the physician section of the "Request for an Unplanned Excused Medical Absence" form, obituary and/or funeral literature, and other required verification as requested. Approval for an unplanned absence to be recorded as an excused absence may or may not be granted by the Associate Dean for Academic Affairs and/or the Dean.

#### **3.4.3.1 Sudden Illness or Medical Emergency of the Student**

The MHSA Program recognizes that absences related to sudden medical illness, or an emergency do occur. If the student has a medical illness or emergency where he or she is physically able to call, the student must contact the Office of Medical Education by 8:00 AM of the day they will be absent to notify them of the illness or emergency. If the student is physically unable to notify the Program of the illness or medical emergency, they must call as soon as they are able.

Within three (3) days of returning to class, the student must submit the "Request for an Unplanned Excused Absence" form and any other required documentation. Students may obtain the form from the Office of Medical Education or the MHSA website and must return the form and required documentation to the Office of Medical Education. Approval for an unplanned absence to be recorded as an excused

absence may or may not be granted by the Program Director and/or the Dean.

### **3.4.3.2 Non-Medical Emergency or Medical Emergency of an Immediate Family Member**

The MSHA Program also recognizes that absences related to a non-medical emergency or medical emergency of an immediate family member does occur. If the student has a non-medical emergency or medical emergency of an immediate family members where he or she is physically able to call, the student must contact the Office of Medical Education by 8:00 AM of the day they will be absent to notify them of the emergency. If the student is physically unable to notify the Program of the emergency, they must call as soon as they are able. Upon being contacted by the student, the Office of Medical Education will immediately notify the Program Director of the emergency. The Assistant Program Director for Academic Affairs will contact the student and the student and Program Director will agree upon the number of excused absence days needed for the situation.

Within three (3) days of returning to class, the student must then submit the “Request for an Unplanned Excused Absence” form and submit all required documentation. Students may obtain the form from the Office of Medical Education or the MHSA website and must return the form and required documentation to the Office of Medical Education. Approval for an unplanned absence to be recorded as an excused absence may or may not be granted by the Program Director and/or the Dean.

## **3.5 Foundation Phase Unexcused Absences**

An absence that is taken but is not granted as a planned or unplanned excused absence is considered unexcused.

Students who have unexcused absences for Mandatory Learning Activities that require 100% attendance for the block must make-up the academic requirement, as determined by the Associate Dean for Academic Affairs and the Course Director, by attending an equal number of days missed during a Remediation Week (block break or Theme Week). Additional coursework will be assigned for these days by the Assistant Program Director for Academic Affairs and the Course Director. If a student misses a clinical experience in the Foundation Phase where the experience opportunity is not repeated during that year, the student may be required to return to campus the following year to make-up the academic requirement. In addition to the academic requirement, students who have unexcused absences for the block may be required to complete a professional development requirement for the remediation days. This requirement occurs to enrich the student’s professional growth and includes, but is not limited to, Program service or community clinical service in a professional environment.

If a student has unexcused absences for the block, he or she will be brought before the Honor Code Council and/or the Progress & Promotions Committee as determined by the Program Director, Associate Dean for Academic Affairs, or the Dean.

## **3.6 Consequences for Not Meeting the Requirements of the Attendance Policy**

The Office of Medical Education maintains all attendance data. Students who have repeated requests for excused absences for Mandatory Learning Activities are required to meet with the Program Director and/or the Associate Dean for Academic Affairs. If a student is believed to be abusing the excused absence policy, they may be evaluated for an Honor Code violation.

If a student has unexcused absences for the block, he or she will be brought before the Honor Code Council and/or the Progress & Promotions Committee (PPC) as determined by the Associate Dean for Academic Affairs. The student should be aware that if found guilty by the Honor Code Council or PPC, the findings will become part of the permanent record of the student as reported on the

### Comprehensive Anesthesia Student Performance Evaluation.

Students should also be aware that excessive unexcused absences may be presented as evidence during a Progress & Promotions Committee hearing.

The MHSA Program follows the Department of Education withdrawal policy guidelines, which require that a student must be withdrawn from the academic program after missing 14 consecutive calendar days (including weekends and holidays) after the student's last date of known attendance.

## 4. ATTENDANCE REQUIREMENTS FOR INTEGRATIVE PHASE STUDENTS

Students in the Integrative Phase are expected to attend all clinical rotation days, didactics, case presentations, simulation sessions, and workshops with 100% attendance.

The clinical site will determine the assigned days and hours to be worked within the rotation period. Students are required to attend any orientation the clinical site sets as mandatory prior to any rotation or the clinical year. The orientation sessions vary by site and are required to maintain assignment to the site. Although the clinical site determines the assigned days and hours to be worked, the MHSA Program has established the following guidelines:

- 4-week rotations may not be less than 20, eight-hour days for a total of a minimum of 160 hours and often average 180 hours or greater.
  - Students may be required to work up to 24 days in a 4-week period or 25 days in a 1-month rotation, including call and weekends at the discretion of the clinical site.
  - If the clinical site requires longer daily hours or shift work, the student may complete the required hours in less than 20 days with the following specifications:
    - Students should not work greater than 12 out of every 14 days
    - Student should not work more than 12 hours daily, exclusive of on-call assignments.
    - If on-call hours are required, the student should not be on duty for greater than 30 continuous hours.
    - Students may be required to work weekends but in general should have 2 weekends per month free and 2 of 7 days per week free.
- 2-week rotations may not be less than 10, eight-hour days for a total of a minimum of 80 hours and often average 100 hours or greater.
  - If the clinical site requires longer daily hours or shift work, the student may complete the required hours in less than 10 days with the following specifications:
    - Students should not work greater than 12 out of every 14 days.
    - Students should not work more than 12 hours daily, exclusive of on-call assignments, and may not complete the 2-week rotation in less than 1 week.
    - If on-call hours are required, the student should not be on duty for greater than 30 continuous hours.
    - Students may be required to work weekends but in general should have 2 of 7 days per week free.

It should be noted that preceptors will have final determination of the distribution of hours, which may vary from this policy but should not in general be less than 160 hours for a 4-week rotation or less than 80 hours for a 2-week rotation. The institution's Clinical Site Coordinator and assigned clinical faculty determine clinical duty hours. Students are responsible to the assigned clinical faculty and are expected to comply with the general rules and regulations established by the assigned clinical faculty, and/or the core hospital(s), or facility associated with the rotation.



The average student clinical day begins at 6 am and ends at 6 pm. Students are expected to work if their assigned clinical faculty is working. Some rotations assign students to shifts and in such cases the student may be required to work evening or night hours. If on-call hours are required, the student must take the call; however, the student should not be on duty for greater than 30 continuous hours. Students may be required to work weekends, but in general should have two weekends per month free and two of seven days per week free. Student holidays are determined by the clinical site and follow those of other students and/or residents from the clinical site. Students must be prompt and on time for the clinical rotation.

#### **4.1 Didactic, Case Presentations, and Workshop Attendance**

Students are required to attend MHSA and clinical site didactics, case presentations, simulator-based assessments, and workshops as scheduled by the Program. It is the student's responsibility to be aware of this schedule and attend all required activities. The Program will publish a monthly didactic calendar. Responsibilities to the precepting faculty do not take precedence over required didactics unless so determined by the Assistant Program Director for Clinical Affairs. Students must be prompt to all didactics as well as rotations. In addition to the MHSA sponsored didactics, each rotation may have specific requirements such as case presentations, morning reports, etc. These also may vary by site. Students should complete all requirements set by their site.

#### **4.2 Mechanism to Verify Attendance – Integrative Phase Students**

Clinical site coordinators and preceptors document attendance on the student's rotation evaluation form. This information is reviewed by the Director of Clinical Rotations, the Medical Directors, and the Assistant Program Director for Clinical Affairs.

#### **4.3 Integrative Phase Excused Absences**

Excused absences are those that may be expected or unexpected and that meet the criteria for an excused absence as outlined below.

Excused absences fall into two categories:

- Planned Excused Absences
- Unplanned Excused Absences

Students must request approval for a planned or unplanned excused absence for 1 or more days absent from the rotation. Regardless of whether an excused absence is granted, students must still complete a minimum of 160 hours for a 4-week rotation and 80 hours for a 2 week rotation in order to pass the rotation.

Excused absences will not be granted after the fact, except in emergencies as verified by the Assistant Program Director for Clinical Affairs or the Medical Directors.

Students should be aware that preceptors are not required to allow a student to make-up time missed during a rotation and therefore, the make-up requirement is at the discretion of the Medical Directors and the Assistant Program Director for Clinical Affairs. Any time missed must be remediated during the rotation for credit to be issued. Students may remediate up to four missed days or 48 hours missed during any rotation period by working on normal days off.

### **4.3.1 Planned Excused Absences for Integrative Phase Students**

Planned excused absences are those that a student is aware of a minimum of 30 days prior to the absence and requires an absence from the academic program for 1 or more days absent from the rotation.

Reasons for planned excused absences include the following: conference attendance, court appearance, medical procedures known in advance, weddings requiring participation, and other qualifying planned excused absences.

Students requesting a planned excused absence must complete and submit the “Integrative Phase Request for a Planned Excused Absence” form and submit all required documentation a minimum of thirty (30) days prior to the requested absence. Students may obtain the form from the Office of Clinical Affairs or the MHSA website and must return the form and required documentation to the Director of Clinical Rotations. The student may be required to submit additional documentation upon returning from the planned excused absence. Examples of required documentation include proof of conference attendance, subpoena, proof of court appearance, wedding announcement, and other required verification as requested. Final approval may or may not be granted by the Medical Directors or the Assistant Program Director for Clinical Affairs.

Planned excused absences will not be granted after the fact.

#### **4.3.1.1 Integrative Phase Conference Attendance**

Integrative Phase students requesting to attend a conference must follow the policy and procedures for requesting a planned excused absence. All conference attendance must be pre-approved by the Dean. Only students who do not have any conditional or failing grades can request a planned excused absence for a conference and/or national meeting provided an absence from a rotation does not interfere with the academic work of other students and does not result in the student missing an assignment that cannot be remediated (as determined by the Assistant Program Director for Clinical Affairs).

Integrative Phase students are not allowed to miss core specialty rotations to attend conferences unless required to do so by student government or other high-level position in a student, AAAA, or ASA organization. Those who are granted permission to attend a conference are only allowed to attend one conference per year of not greater than three consecutive days. Any time missed for the conference must be made up by the same number of clinical days that were missed by the student.

For Integrative Phase students who hold national leadership positions that require conference attendance, appeals may be made through the Director for Clinical Affairs of Clinical Rotations (who verifies the student’s leadership position and occurrence of the required conference), Assistant Program Director or Medical Directors (who assures the requirements of the clinical rotation are met, including minimum number of days for that rotation and that the clinical site can accommodate the alternate schedule), and the Dean. Such appeals should occur at the beginning of the year so appropriate planning can occur to assure the student

has a successful clinical learning experience. Integrative Phase students requesting to attend a conference must follow the policy and procedures for requesting a planned excused absence. All conference attendance must be pre-approved by the Dean. Only students who do not have any conditional or failing grades can request a planned excused absence for a conference and/or national meeting provided an absence from a rotation does not interfere with the academic work of other students and does not result in the student missing an assignment that cannot be remediated (as determined by the Assistant Program Director for Clinical Affairs).

### **4.3.2 Unplanned Excused Absences for Integrative Phase Students**

Unplanned excused absences are those that are unexpected that a student has no advance knowledge of and requires an absence from the academic program for one (1) or more days absent from the rotation.

Reasons for unplanned excused absences include the following: sudden illness or medical emergency of the student, non-medical emergency, or medical emergency of an immediate family member.

Students who are absent from the academic program for an unplanned absence must complete and submit the “Integrative Phase Request for an Unplanned Excused Absence” form and submit all required documentation within three (3) days of returning to the rotation. Students may obtain the form from the Director of Clinical Rotations or the MHSA website and must return the form and required documentation to the Director of Clinical Rotations.

Examples of required documentation include: the “Integrative Phase Request for an Unplanned Excused Absence” form, obituary and/or funeral literature, and other required verification as requested. Approval for an unplanned absence to be recorded as an excused absence may or may not be granted by the Assistant Program Director for Clinical Affairs or the Medical Directors.

#### **4.3.2.1 Sudden Illness or Medical Emergency of the Student**

The MHSA Program recognizes that absences related to sudden medical illness, or an emergency do occur. If the student has a medical illness or emergency where he or she is physically able to call, the student must contact the Director of Clinical Rotations, the Director of Anesthesia Student Education (DASE), and clinical preceptor by 6:00 AM of the day they will be absent to notify them of the illness or emergency. If the student is physically unable to notify the required parties of the illness or medical emergency, they must call as soon as they are able.

Within three (3) days of returning to class, the student must submit the “Integrative Phase Request for an Unplanned Excused Absence” form and any other required documentation. Students may obtain the form from the Director of Clinical Affairs or the MHSA website and must return the form and required documentation to the Director of Clinical Rotations. Approval for an unplanned absence to be recorded as an excused absence may or may not be granted by the Assistant Program for Clinical Affairs or Medical Directors.

#### **4.3.2.2 Non-Medical Emergency or Medical Emergency of an Immediate Family Member**

The MHSa Program also recognizes that absences related to a non-medical emergency or medical emergency of an immediate family members does occur. If the student has a non-medical emergency or medical emergency of an immediate family members where he or she is physically able to call, the student must contact the Director of Clinical Rotations, the Clinical Site Coordinator, and clinical preceptor by 6:00 AM of the day they will be absent to notify them of the emergency. If the student is physically unable to notify the required parties of the emergency, they must call as soon as they are able. Upon being contacted by the student, the Director of Clinical Rotations will immediately notify the Assistant Program Director for Clinical Affairs or the Medical Directors of the emergency. The Assistant Program Director for Clinical Affairs or the Medical Directors will contact the student and the student and Assistant Program Director will agree upon the number of excused absence days needed for the situation.

Within three (3) days of returning to class, the student must then submit the “Integrative Phase Request for an Unplanned Excused Absence” form and submit all required documentation. Students may obtain the form from the Director of Clinical Rotations or the MHSa website and must return the form and required documentation to the Director of Clinical Rotations. Approval for an unplanned absence to be recorded as an excused absence may or may not be granted by Assistant Program Director for Clinical Affairs or the Medical Affairs.

#### **4.4 Integrative Phase Unexcused Absences**

An absence that is taken but is not granted as a planned or unplanned excused absence or that exceeds the allowable absences for the rotation is considered unexcused.

#### **4.5 Consequences for Not Meeting the Requirements of the Attendance Policy**

The Office of Clinical Affairs maintains all attendance data. Students who have repeated requests for excused absences on exam or required curricular days or whose total number of absent days is deemed excessive, are required to meet with the Assistant Program Director for Clinical Affairs or the Medical Directors. If a student is believed to be abusing the excused absence policy, they may be evaluated for an Honor Code violation.

If a student has absences that cause him/her not to meet the hours required by the rotation for multiple rotations, even if approved as an excused absence, has unexcused absences for the rotation he or she will be brought before the Honor Code Council. The student should be aware that if found guilty by the Honor Code Council or the Progress & Promotions Committee, the findings will become part of the permanent record of the student as reported on the Comprehensive Anesthesia Student Performance Evaluation.

Students should also be aware that excessive unexcused absences may be presented as evidence during Progress & Promotions Committee Hearing.

The MHSa Program follows the Department of Education a withdrawal policy guideline, which require that a student must be withdrawn from the academic program after missing 14 consecutive calendar days (including weekends and holidays) after the student’s last date of attendance.

## 5. TARDINESS

### 5.1 Foundation Phase Tardiness

Tardiness is defined as arriving after the scheduled time the class or other educational activity/exam begins or is scheduled to begin. Tardiness or late arrival is disruptive to other students who arrived on time and who are already engaged in the academic activity.

Regarding timely arrival to exams, students should be in the designated secure testing space 5 minutes prior to the scheduled exam start time. A student who arrives more than 5 minutes after the scheduled start time will be treated as tardy and must report to the Office of Medical Education prior to entering the lecture hall or other testing space and may be denied entry into the classroom/testing space. The student will be required to make up the exam at a date and time of Director of Medical Education's choosing. Students who are not permitted to complete the exam during the designated time will be required to submit a request for an unplanned excused absence; however, submission does not guarantee approval and the absence may be documented as unexcused.

Repeated tardiness will be referred to the Honor Code Council. Students must be in their assigned seat to receive credit for attendance, if they are not present in their seat at the time the picture is taken, they will be marked as absent.

Repeated tardiness in regard to mandatory learning activities and exams will be defined as:

- Two or more tardy incidences in a block
- Three or more tardy incidences in consecutive blocks

### 5.2 Integrative Phase Tardiness

Tardiness is defined as arriving more than 5 minutes after the scheduled time the preceptor designates as the expected arrival time. Students are expected to arrive on time to all clinical rotations. If a student is late, he/she must notify the Clinical Site Coordinator and the preceptor prior to arrival. Students must have a reason for being late such as illness or vehicle issues, and it is not anticipated that this would occur on more than one occasion. Repeated tardiness is considered as unprofessional behavior and is a reason for dismissal from a rotation. Students with repeated tardiness will be referred to the Honor Code Council.

## 6. DURATION OF POLICY

This Policy on Attendance for the Master of Health Science in Anesthesia Program established by MHSA Program Administration and is effective as of the date above and shall remain effective until amended or terminated by the President and Provost.

### A. Publication

This policy shall be widely published and distributed to the Program community to ensure publication and distribution thereof. The Office of the Dean of Anesthesiologist Assistant Programs will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the MHSA Program community within 14 days of approval by the Program Advisory Council

- Submit the policy for including in the online *MHSA Program Student Handbook* within 14 days of approval by the Program Advisory Council
- Post the policy on the appropriate audiences on the policy’s content, as necessary; and
- Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary.

Failure to meet the publication requirements does not invalidate this policy.

**B. Review Schedule**

List the following:

<b>Next Scheduled Review Date:</b>	11/01/2025
<b>Ratified by, Date:</b>	Program Oversight Board, March 30, 2023
<b>Revision History:</b>	11/01/2022. 12/29/2023.
<b>Supersedes:</b>	Not applicable

**C. Related Documents**



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Michael S. Nichols, CAA, MBA  
Dean, Anesthesiologist Assistant Programs