

 Northwest UNIVERSITY Northwest University College of Health Care School of PA Medicine	School of PA Medicine	School of PA Medicine Absenteeism Policy Student Handbook ARC-PA 5TH Edition	Policy #	PP004
			Effective Date	08/2025
			Review Date	07/2025
			Revision Date	08/2025

Item	Previous	Change	Date of Notification
Updated policy	PP004 03/2024	Categories of absences simplified to remove “excused” absences.	08/08/2024

Absenteeism

Effective 08/2025

Attendance is mandatory for all lectures, classes, and academic-related activities. Absences will be reported to the Didactic or Clinical Education Manager. Attendance is a demonstration of professionalism and is a criterion used for recommendation for promotion to the clinical year and graduation. It is required that students observe the following policy:

Tardiness

If a student is late for a class, they will be marked as tardy.

Absence Due to Tardiness:

Students who arrive late and fail to notify or discuss this with the course director/instructor by the end of the class period, or who fail to attend class, will be marked as absent.

Unanticipated Absences

All unanticipated absences due to illness, accident, or other unexpected events must be reported to the program within 24 hours by phone or email. Students are also expected to communicate with the instructor directly regarding their absence. For medical illnesses resulting in two or more days of absence, a note from a medical provider is required.

The possibility of making up missed examinations and assignments will be at the instructor's discretion.

Total Allowed Absences

Due to the intense nature of the curriculum, students are strongly encouraged to schedule personal appointments outside of class activities whenever possible to avoid conflicts with class activities. Students are responsible for the missed content covered in class. Up to two (2) absences are allowed per semester. Further absences will be considered on a case-by-case basis.

Absences for university or program-approved functions may be permitted only after the activity sponsor has received authorization. This approval does not excuse students from fulfilling

assignments and tests in the course, but authorizes them to receive reasonable accommodations from the instructor in fulfilling the assignments. It is the student's responsibility to contact the instructor prior to the event to plan for any information make-up requirement.

The program has an important obligation to maintain a positive rapport with guest speakers, clinical sites, preceptors, and other healthcare professionals who make essential contributions to the program's curriculum. The relationships are vital to the ongoing success and development of the program, as well as its ability to provide quality didactic and clinical education. Prompt attendance at all program activities is a minimum demonstration of this commitment. Attendance and preparation for all seminars, small group discussions, lectures, and clinical activities designated by the program faculty and preceptors is expected.

This Absenteeism Policy is effective immediately upon approval and supersedes any previous policies or guidelines related to absenteeism within the School of PA Medicine at Northwest University. Signature below signifies the student's agreement to follow the policy.

Student Name: _____

Student Signature: _____

Date: _____