

**INSTITUTIONAL POLICY: E-09**

**CATEGORY:** Education

**SUBJECT:** Attendance

**EFFECTIVE DATE:** December 20, 1994

**LAST REVISION DATE:** March 22, 2006

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Modification of this general policy for a specific course or activity may occur. Students will be notified of those modifications in the course syllabus distributed at the beginning of the course. The course coordinator retains the right to modify the syllabus. All modifications to the syllabus must be approved by the appropriate associate dean with reasonable notice (written, including e-mail) to students.

Students are expected to attend and are responsible for all material presented in lectures, handouts, and assigned readings. Attendance and participation at any required activities (i.e. demonstrations, laboratories, small group sessions, lectures, exams, Objective Structured Clinical Exams, Hospital Day, or conferences) is mandatory. If a student anticipates an absence from a required activity, or if an emergency arises, the student shall contact the instructor involved, when possible, in advance of the scheduled activity. The student must also contact the office of the appropriate associate dean who will, with the input from the instructor and with the appropriate documentation from the student, determine if the absence is to be excused. In the event that the student is excused from the required activity, the activity must be made up in a manner determined by the instructor. In the circumstances where the approved absence is due to illness, the appropriate associate dean may require an excuse from the student's physician concerning the date of absence or referencing an ongoing illness before the student will be eligible for a make-up of the required activity. For on-going or chronic absences, the appropriate associate dean may require the student to be evaluated at the Robert C. Byrd Clinic. Penalties for unexcused absences are defined in the course syllabi.

Attendance is a vital part of the clinical training experience; therefore, attendance is required for the entire duration of each clinical rotation. Failure to report on time, attend orientations, be present during a rotation, or departure prior to the end of a rotation may result in a grade of 65 (F) being issued for the rotation. If the student anticipates an absence from any of these clinical activities, or if an emergency arises, the student must contact the preceptor, and the WVSOM Predoctoral Clinical Education Office, who has the authority to decide whether the absence is excused. Penalties for unexcused absences are defined in the clinical education training handbook. In addition, failure to attend required didactic programs will result in sanctions described in the students' clinical education training handbook.