

## **ATTENDANCE POLICY:**

You are expected to attend all sessions for PCM. Perhaps the most critical physician behavior is to be present when and where others expect you for professional tasks. Thus, we place heavy emphasis on attendance. If an emergency arises and you are unable to attend a session, contact course administration (Ryan or Emily). If this is determined to be an excused absence, then you are still responsible for making up this content. Contact the Leadership Team to define the required make up exercise. Make-up assignments will be due in a week from the day they are assigned. If you feel you will have difficulty making this deadline, please contact course administration to discuss other options.

You are permitted to miss no more than one day of PCM per year to attend an academic conference. All of your PCM instructors must first agree to this and course administration must be notified prior to the planned absence. You are still responsible for making up this content. Contact the Leadership Team to define the required make up exercise. Any missed preceptorship due to an academic conference must be made up. It is the responsibility of the student to reschedule with his/her preceptor.

If you have an unexcused absence, or if you fail to contact the course administration, you will have one point reduced per small group missed from your total quarter score. [e.g. You miss a 1-3 PM small group session and it is unexcused. You receive a total of 62 points for the quarter from all sources (exams, essays, preceptor, etc.). This will be reduced to 61.].

If more than two sessions are missed in any term (excused or unexcused), for any reason, this will be brought to the attention of the Associate Dean for Student Affairs. The Associate Dean will deal with these situations on a case by case basis.