

DMS:01 - ATTENDANCE POLICY

I. PURPOSE

DMS faculty believe there is significant benefit to attendance and active participation in all program activities. Engaged learners and active participation in the classroom build a collaborative spirit and positive learning environment. This Attendance policy is necessary to ensure students are present and engaged for these required program activities.

II. POLICY STATEMENT

Attendance is required and will be monitored for all synchronous course components (e.g., video conferencing sessions, medical conference, scholarly work presentations, etc.). Credit for attendance is dependent on verification of both video and audio components, as well as observed engagement. Further, students are responsible for all course materials presented both synchronously and asynchronously, regardless of attendance.

In the event a student is unable to attend a synchronous activity, they must contact the Course Director, Curriculum Coordinator, and Program Director at least 24 hours before the scheduled activity and provide notification of, and the reason for, their absence. If an emergency occurs or the student experiences connectivity issues within 24 hours of the scheduled activity, students must contact the Course Director, Curriculum Coordinator, and Program Director within 24 hours of the absence. The Program Director will determine if the absence is considered excused or unexcused.

Video conferencing (Zoom) attendance

- Video conferencing sessions are a virtual classroom; all students should dress appropriately, and their location should be professional (e.g., professional static background with limited noise disturbances).
- Excused absences
 - Points associated with an excused video-conferencing absence will be excused in the Canvas gradebook. No make-up assignments are permitted.
 - Only one (1) excused absence is permitted in the Clinical Modules (DMS 820/821/822/823/824/825/826/828/829). Any further absences will be considered unexcused.
 - Only three (3) excused absences are permitted in the Clinical Application courses (DMS 930/930I/930E). Any further absences will be considered unexcused.
- Unexcused absences
 - Students will receive 0 points for unexcused video-conferencing absences. No make-up assignments are permitted.

Medical Conference I (DMS 812) attendance

- In-person participation is required. Under exceptional circumstances, the DMS Program Director may grant permission for a student to attend virtually. Such exceptions are rare, must be requested in advance, and are reviewed on a case-by-case basis. Students must be present and engaged for the full duration of the course.
- Due to the condensed one-week format of this course, absences are generally not permitted. We do recognize that exceptions may be necessary. If you anticipate missing a class, please contact the program director to discuss the situation and explore potential accommodation.

III. DEFINITIONS

Excused Absences: An excused absence is an absence due to personal emergency or incapacitating illness of a student or their dependent or immediate family. Individuals outside of these categories will be considered on a case-by-case basis. Students must make every reasonable attempt to schedule routine appointments outside of synchronous class time. Extenuating circumstances will be considered at the discretion of the Program Director.

Unexcused Absences: Any absence not meeting the criteria for an excused absence as detailed above shall be considered an unexcused absence.

IV. AUDIENCE

This policy applies to all Doctor of Medical Science students.

V. COMPLIANCE

An excess of one (1) unexcused absence during a course will result in the reduction of the final course grade by one (1) full letter grade and referral to the Student Progress and Promotions Committee.

VI. ROLES AND RESPONSIBILITIES

The Doctor of Medical Science Program Director is the Responsible University Officer for revising and updating this policy.

VII. CONTACT INFORMATION

For more information regarding this policy, please contact the Doctor of Medical Science Program Director.

VIII. DOCUMENT HISTORY

Effective Date: January 2025

Revised Date: December 2025