

Student - Policy on Class Attendance and Excused Absence in Phase 1 of the MD curriculum

Policy Number: 100.1131.102

Policy Revision Date: 2022-2-22

Policy Category: General Administrative

Policy Owner: Vice Dean for Medical Education

Policy Audience: Students, Associate Dean Student Affairs

1. Definitions:

Attendance: Students are responsible for regular attendance and participation, for completion of assignments, and for thorough preparation for examinations. Students are expected to arrive for learning activities fully prepared to learn (preparative work complete, bringing appropriate learning materials and technology, etc.).

All students must participate in and contribute to group learning activities (workshops, case-based learning, etc). Activities involving direct patient care and simulation are mandatory. Each course syllabus will list additional learning activities that are mandatory.

Excused Absence: pre-approved and monitored days allow for sicknesses or emergencies, to attend to personal or family matters.

Unexcused Absence: With the exception of emergencies, unexcused absences from any course are considered a breach of professionalism. Unexcused absences will be reviewed by the Associate Dean for Student Affairs, or their designee.

**2. Medical Curriculum
Committee**

Date of last review/approval: February 22, 2022

3. Introduction / Purpose:

LCME Standard 8 Element 8: Monitoring Student Time

The medical school faculty committee responsible for the medical curriculum and the program's administration and leadership ensure the development and implementation of effective policies and procedures regarding the amount of time medical students spend in required activities, including the total number of hours medical students are required to spend in clinical and educational

activities during clerkships.

4. Governance and Enforcement:

Associate Dean Student Affairs (ADSA)

5. Policy:

Recognizing the importance of personal health and wellbeing, students may be excused from class or clinical activities to seek medical and or mental health services.

Students are also allowed to request 4 days of excused absences per semester during Phase 1 curriculum. These days require one-week prior notification except in emergencies to the curriculum manager and faculty. These excused absence days are meant to allow students to attend to personal or family matters including weddings, graduations, personal (non-medical appointments), and other similar circumstances. Certain critical learning experiences will be designated in the course syllabus and cannot be used as personal days (medical and mental health appointments are not included in this restriction).

If the student is unable to contact the Curriculum Manager due to extenuating circumstances, i.e. hospitalization or emergency medical treatment, the absence will be initially registered as an unexcused absence. Once the student returns to the curriculum and provides documentation to Student Health Services regarding the absence, an excused absence will be facilitated through Student Affairs or the Curriculum Manager. Approval for an excused absence may also be given when there are conflicts with a major holiday for the religion that the student practices.

Students presenting academic work at national meetings are generally allowed two days away from course activities), with the appropriate permission from the Curriculum Manager who can seek direction from the Associate Dean for Student Affairs (ADSA), if needed. Funding request for conference presentation must follow the procedures outlined in that separate process.

Regardless of the absence, students are responsible for meeting the learning objectives for the missed sessions. Students should contact the Course Director and Curriculum Manager to learn how they are to complete the learning objectives. Failure to complete the work may result in a course failure.

Examinations:

An excused absence from a scheduled examination will be granted only for serious personal illness, death in the immediate family or other similar extenuating event, or religious holidays that occurs within 48 hours of the scheduled exam. Students should refer to the Policy on Examinations for details and instructions related to attendance of examinations.

Bereavement Guidelines:

Students will be allowed 3 working days of bereavement leave as an excused absence. Although

the duration of bereavement leave is typically 3 days, the duration will be determined as necessary according to the loss and the individual student's personal need in the event of a death of a spouse, domestic partner, parent, child, grandparent, sibling, and in-law. Please note that if a student utilizes bereavement leave, any missed coursework must be made up.

If travel is required, students will be granted the following additional days of excused absences to account for travel considerations:

- Verified funeral services within 150 miles of the campus 0 days
- Verified funeral services between 150-300 miles from the campus 1 day
- Verified funeral services over 300 miles from the campus 2 days
- Verified funeral services outside of North America 3 day

Except in very unusual circumstances, bereavement time must be utilized within 10 days of the date of death. In the event that a death occurs to a family member or friend that is not specifically covered by this policy, the student can communicate the circumstances to the ADSA (or their designee) in the Phase 1 years for review and determination. Please note that the student may be asked to provide appropriate documentation if necessary.

Inclement Weather:

When weather conditions become extreme, these procedures and principles are in effect for pre-clinical students. Regular day classes will meet as normally scheduled or may be delayed, dismissed early, or scheduled remotely. On an individual basis, classes may be canceled, postponed or moved to a remote format if a faculty member is unable to get to GCSOM safely. Faculty members should notify the appropriate Course Director a minimum of two hours prior to the scheduled start time.

If extreme weather occurs or is predicted, the Dean, or his/her designee, will make the final determination regarding classes.

Emergency Procedure for Students with Unexcused Absences:

If a student has accumulated three consecutive days of unexcused absences, this absence is reported to the ADSA. The ADSA or their designee will reach out to the student to determine the barriers for their attendance. Initially an email will be sent. If the student does not respond to the email within 24 hours, a phone call will be initiated, and a text will be sent to their designated phone number. If the text is not responded to within 8 hours, the student's emergency contact will be notified.

6. Key Stakeholders:

Students, Associate Dean Student Affairs, Faculty