

Attendance Policy

During your years at the TTUHSC Paul L. Foster School of Medicine, attendance and participation in all scheduled activities is expected. This is part of the professional commitment to medicine that you assume as a medical student. Our curriculum has many laboratory and small group experiences that would be hampered if members of the group choose not to come to class. As a member of the learning community, your absence can impact your fellow students through your lack of participation, and may adversely affect your own success in medical school. Each course may have specific experiences that require your attendance so each course or clerkship will establish their own attendance policy.

No credit will be given for any graded exercise missed without a valid excuse. See the *Missed Graded Activities Policy*.

During the third and fourth year of medical school, attendance to clinical duties and didactics is mandatory. Unexcused absences will not be tolerated and could require a student to repeat a clinical block or rotation. The students have allotted institutional holidays as stated in the student handbook. Excused absences would be for illness, family emergency or a death in the family.

For the **third year**: a student may have up to **five (5)** excused absences during a 16 week block without having to make up that time. However, if the clerkship directors of the block feel that the absences have compromised the student's ability to attain the necessary competencies, they may require make up days or assignments even if the student has not exceeded the five days allotted. If the student does exceed five days, they may have to use vacation time to make up those days or complete an assignment as decided by the block directors. Excessive absences, tardiness or unexcused absences can have a negative impact on the student's final grade or professionalism evaluations and may necessitate remediation of the block. Each block syllabus will have the contact information for a student when they are absent.

In the **fourth year**, a student may have up to **three (3)** excused absences during a four week experience. This is to allow time for interviews as well as the times that students are ill. If a student exceeds three days, they may be required by the course director to make up the time or complete an additional assignment at the course director's discretion. Excessive absences, tardiness or unexcused absences can have a negative impact on the student's final grade or professionalism evaluations and may necessitate remediation of the rotation. Each rotation syllabus will have the contact information for a student when they are absent.

In the event of **personal or family emergency**, the student shall notify by email the College Master, appropriate Course Director, Clerkship Director, or the Office of Student Affairs if possible prior to leaving town. If this is not possible, he/she shall ask a classmate to call as soon as possible. Along with this notification, the Student will be required to leave a telephone number where the student can be contacted. Students who miss an exam must make arrangements with the course or clerkship director to make up the exam within one week. NBME examination make up in the third or fourth year should be arranged with the Office of Student Affairs and will require more than one week.

If a student wishes to be excused from class or clerkship responsibility to attend a professional meeting or other school-related function, he/she must first obtain permission from the Course or Clerkship Director as far in advance of that absence as possible. If permission is granted, the student must then notify their College Master and then the Office of Student Affairs. Occasionally seniors on electives will need a day for an interview that cannot be scheduled at another time. In that case, the student should make the request directly to the Course or Clerkship Director. It remains the prerogative of the course/clerkship director to grant or to deny the request for absence and to set the conditions for making up work that is missed.

Summary of absence policy:

1. Year 1 and 2 – as directed by individual course directors in their syllabi
2. Year 3 – up to 5 excused days in a 16 week block
3. Year 4 – up to 3 excused days in a 4 week block

Proposed 6.18.10

Religious Holy Days (See TTUHSC OP 77.12)

- a. A student who intends to observe a Religious Holy Day should provide written notice, at the earliest possible date prior to the absence, to the following: (1) the course directors of classes that will be missed and (2) the Associate Dean for Student Affairs. A student will be excused from attending class(es), examinations, or other required activities for the observance of a Religious Holy Day, including travel for that purpose. A student whose absence is excused under this section will be allowed to take an examination or complete an assignment within a reasonable time and as determined at the sole discretion of the instructor of record and/or the Associate Dean for Student Affairs before or after the absence.
- b. A student who is excused under the above provision may not be penalized for the absence; however, the instructor may appropriately respond if the student fails to satisfactorily complete the missed assignment or examination within the time frame set by the instructor.
- c. Any disputes regarding this policy should be submitted in writing to the TTUHSC President or his/her designee. Any decision by the President or his/her designee regarding the dispute shall be final.
- d. This policy does not apply to any student absence for a Religious Holy Day which may interfere with patient responsibilities or patient care.