

Attendance. The School of Medicine does not have an overall attendance requirement in Years 1 and 2. However, the individual courses may have attendance requirements for some or all course components. **All students are required to be present for all exams.** In Years 3 and 4, students are required to be present each day and for all exams to be present and carry out all clerkship duties and responsibilities as scheduled. **See the policy section of this Handbook for the Policy Regarding Illness or Personal Emergency on Exam Days for Basic Science Courses.**

A third or fourth year student who is seriously ill or has an emergency at the time of an examination or at any time he/she has clerkship responsibilities shall call the Office of Student Affairs in Lubbock (806/743-3005) or the Office of Medical Education in Amarillo (806/354-5417) or El Paso (915/545-6517) as appropriate **EVEN IF ABSENT FOR ONLY ONE DAY.** For seniors on electives, the preceptor shall be notified directly. In the event of personal or family emergency, the student shall notify the appropriate office if possible prior to leaving town. If this is not possible, he/she shall ask a classmate to call as soon as possible. In either event, it is necessary to leave a telephone number where the student can be contacted.

Third year students who miss department oral or written exams will make arrangements with the clerkship director to schedule a make-up exam. Students shall contact the Office of Student Affairs regarding an NBME make-up exam.

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 Office of Student Affairs/Medical Education as far in advance of that absence as possible. If permission is granted, the student shall contact the course or clerkship directors to request permission for leaving and for making up work missed. 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 preceptor. **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.**

Per consensus of the Clerkship Directors, the following guidelines will be in effect for Years 3 and 4:

1. Years 3 and 4 are professional years and at times may require seven days a week plus nights.
2. There are **no unexcused absences** for clerkship or electives.
3. Any absence for any reason must be reported to the Clerkship Director. If an absence for illness if for more than one day, documentation of the illness and/or a diagnosis from the student's physician must be given to the Clerkship Director/Preceptor and forwarded to the student's campus Student Affairs Office for inclusion in the student's file.
4. Any other absence must be cleared in advance with the Clerkship Director/Preceptor and the absence shall be documented in the campus Student Affairs Office for inclusion in the student's file.
5. In the event of an emergency, the student must contact the campus Office of Student Affairs as soon as possible.
6. If a student misses more than 6 working days in a twelve-week clerkship, more than 4 working days in a six-week clerkship, more than 2 working days in a four-week clerkship or elective, or more than 12 working days during the year, then the student will meet with the Clerkship Directors to discuss the circumstances for the missed days. As a result of this discussion, it is possible that a student could:
 - A. be dismissed; OR
 - B. be required to repeat the year; OR
 - C. be required to repeat a clerkship or elective
7. Absences will be reported as part of the final clerkship grade.

If a student disagrees with a decision regarding absences or missed days, he/she may appeal in writing to the Associate Dean for Educational Programs who will convene the Student Affairs Committee to hear the grievance and to make a determination. If the student disagrees with the Student Affairs Committee's decision, the student may appeal in writing to the Dean who will make a final determination.