



Pre-Clerkship Attendance Policy

Effective Date: *September 19, 2019*

Last Updated: *May 8, 2026*

Authority: *Curriculum Committee*

Responsible University Office: *Academic Affairs*

Responsible University Administrator: *Assistant Dean of Pre-Clerkship*

Review/Revision Schedule: *Annually in June*

Indexed as: *Attendance Policy, Pre-Clerkship Attendance Policy, Student Policies, COM Policies*

Applies to: Faculty Students Staff Other, replace with the group, like residents.

Policy System Process/Procedure Guideline/Standard

Introduction

Historical/Contextual Overview

In response to increased absences and late arrivals during AY2018-2019, a committee was formed to revise the existing policy. That revision was approved on September 1, 2019.

Reason for the Policy/Process

This policy is intended to support learning while recognizing life events may affect attendance, and regular attendance of mandatory events has a positive effect on academic achievement and professional identity formation. This policy aligns with TAMU Rule 7, LCME 3.5 Learning Environment/Professionalism, and LCME 12.4 Access to Healthcare Services.

Scope

This policy applies to medical students in the Pre-Clerkship phase, including Semesters 1, 2, 3, and the first part of Semester 4, and relates to mandatory learning events, those events requiring attendance, as designated in course syllabi, the student calendar, and Canvas announcements.

Policy/Process Statement:

As part of professional identity formation, medical students are expected to attend mandatory sessions, arriving on time, fully prepared, ready for active participation, and staying through the completion of the learning event. Students must be in attendance for scheduled examinations.

Procedure

For all planned absences from mandatory learning events, students are required to complete a Pre-Clerkship Attendance Form, provide appropriate documentation, and submit these a minimum of two weeks prior to the scheduled learning events. In the event of an unplanned absence, students are required to contact the course coordinator as soon as possible and to submit a Pre-Clerkship Attendance Form, along with appropriate documentation within 48 hours of returning to school. The Assistant Dean of Pre-Clerkship or designee will make decisions regarding the status of an absence, whether it is for an acceptable or unacceptable reason.

Compliance

The Office of Academic Affairs, specifically the Assistant Dean of Pre-Clerkship or designees, will track student



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attendance through sign-in of mandatory events and submissions of the Attendance form, required in the event of an absence from a mandatory learning event.

Resources, References, & Related Policies

Name of Resource	Purpose/Relationship	Location
LCME 3.5 Learning Environment/Professionalism	For reference	https://lcme.org/standards-and-rules/
LCME 12.4 Student Access to Healthcare Services	For reference	https://lcme.org/standards-and-rules/
Pre-Clerkship Attendance Form	For reference	Pre-Clerkship Student Manual, Pre-Clerkship Students site, Canvas
Student Handbook for Vashisht College of Medicine Students	For reference	https://medicine.tamu.edu/policies/index.html
TAMU Rule 7	For reference	https://student-rules.tamu.edu/rule07/

Definitions

- Absence — Failure to attend a mandatory event, failure to sign in, or arriving/ signing in 11 minutes or more past the scheduled start time. Absences are tracked for professionalism. Late Arrival — Arriving or signing-in late for a mandatory event, defined as 1 to 10 minutes after the scheduled start time of the event.
- Mandatory Events — Learning events when attendance is required. These events are designated as mandatory in the course syllabus/schedule and on the student calendar. Attendance is recorded at all mandatory events. Students are expected to arrive on time, to sign in on time, and to attend learning events to their completion.
- Non-mandatory Events — Learning events when attendance is not required, yet highly encouraged and expected as part of a professional education program. Students are responsible for learning the content of all non-mandatory/optional events, as this may be testable material.
- Graded Activity — Evaluated task, part of the grading component as noted in a course syllabus.
- Semester:
 - Semester 1: July – December
 - Semester 2: January – May
 - Semester 3: July - December
 - Semester 4: January – April

Revision History

Date of Change	Authority	Summary of Changes	Document Location
Sept 1, 2019	Academic Affairs	Updated to include access to healthcare and converted to new format	https://medicine.tamu.edu/policies/index.html



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Draft, June 29, 2022	Academic Affairs	Revised and converted to new format	https://medicine.tamu.edu/policies/index.html
July 2, 2024	Academic Affairs	Approved with the AY2024-2025 Pre-Clerkship Student Manual	PC student site, Onboard, AA Teams drive
May 5, 2026 CC approved 5/19/26	Academic Affairs	Changed Semester 4 to reflect Pre-Clerkship extension through April; transferred policy to new template	https://medicine.tamu.edu/policies/index.html