Pre-Clerkship Attendance Policy

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
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 Google calendar, and Canvas announcements.

Policy 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 and designees, will track student 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.

Exceptions
NA

Non-compliance
NA
Pre-Clerkship Attendance Policy

Resources, References, & Related Policies
(List any applications, tools, or forms required and where they can be located. List any policies processes, guidelines, etc.)

<table>
<thead>
<tr>
<th>Name of Resource</th>
<th>Purpose/Relation</th>
<th>Location</th>
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<tbody>
<tr>
<td>LCME 3.5 Learning Environment/Professionalism</td>
<td>For reference</td>
<td>COM LCME Accreditation Drive in Google</td>
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<tr>
<td>LCME 12.4 Student Access to Healthcare Services</td>
<td>For reference</td>
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<tr>
<td>Pre-Clerkship Attendance Form</td>
<td>For reference</td>
<td>COM Policies and Procedures Team Drive in Google</td>
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<tr>
<td>Pre-Clerkship Attendance Policy Guideline</td>
<td>For reference</td>
<td>COM Student Handbook; COM Class Student Manuals; Office of Pre-Clerkship</td>
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<tr>
<td>School of Medicine Handbook</td>
<td>For reference</td>
<td>COM Policies and Procedures Team Drive in Google</td>
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<tr>
<td>School of Medicine Student Manuals</td>
<td>For reference</td>
<td>COM Policies and Procedures Team Drive in Google</td>
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<tr>
<td>TAMU Rule 7</td>
<td>For reference</td>
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Definitions
- **Absence** — Failure to attend a mandatory event, arriving past the scheduled start time for a mandatory event by more than 10 minutes, or **failure to sign-in to a mandatory event**. 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. 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. These events are designated as non-mandatory or optional in a course syllabus/schedule. For these events, students may choose to view the recording later, if available. Students are responsible for learning the content of all non-mandatory/optional events, as this may be testable material. Because recordings may take up to 72 work-day hours to be released, students should plan on attending each learning event during a test week. It is also important to note that not all sessions will be recorded and recording a session is at the discretion of the course director(s).
- **Graded Activity** — Evaluated task, part of the grading component as noted in a course syllabus.
- **Semester** — There are 3.5 semesters in the Pre-Clerkship phase:
  - Semester 1: July – December
  - Semester 2: January – May
  - Semester 3: July - December
  - Semester 4: January – February

Revision History

<table>
<thead>
<tr>
<th>Date of Change</th>
<th>Authority</th>
<th>Summary of Changes</th>
<th>Document Location</th>
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<tbody>
<tr>
<td>Sept 1, 2019</td>
<td>Academic Affairs</td>
<td>Updated to include access to healthcare and converted to new format</td>
<td>COM Policies and Procedures Team Drive in Google</td>
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<tr>
<td>Draft, June 29, 2022</td>
<td>Academic Affairs</td>
<td>Revised and converted to new format</td>
<td>COM Policies and Procedures Team Drive in Google</td>
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Curriculum Committee Subcommittees Approval Date: Pre-Clerkship Subcommittee – 06.21.2022, EnMed Curriculum Subcommittee – 06.22.2022
Curriculum Committee Approval Date: 06.30.2022