



Pre-Clerkship Attendance Policy

Effective Date: July 25, 2022

Last Updated: June 15, 2022

Authority: Curriculum Committee

Responsible University Office: Academic Affairs—Pre-Clerkship

Responsible University Administrator: Assistant Dean, Pre-Clerkship

Review/Revision Schedule: Annually, in June

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

Applies to:	<input type="checkbox"/> faculty	<input type="checkbox"/> students	<input checked="" type="checkbox"/> staff	<input type="checkbox"/> Other, replace with the group, like residents.
	<input checked="" type="checkbox"/> Policy	<input type="checkbox"/> System	<input type="checkbox"/> Process/Procedure	<input type="checkbox"/> 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

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.)

Name of Resource	Purpose/Relationship	Location
<u>LCME 3.5 Learning Environment/Professionalism</u>	<i>For reference</i>	COM LCME Accreditation Drive in Google
<u>LCME 12.4 Student Access to Healthcare Services</u>	<i>For reference</i>	COM LCME Accreditation Drive in Google
<u>Pre-Clerkship Attendance Form</u>	<i>For reference</i>	COM Policies and Procedures Team Drive in Google
<u>Pre-Clerkship Attendance Policy Guideline</u>	<i>For reference</i>	COM Student Handbook; COM Class Student Manuals; Office of Pre-Clerkship
<u>School of Medicine Handbook</u>	<i>For reference</i>	COM Policies and Procedures Team Drive in Google
<u>School of Medicine Student Manuals</u>	<i>For reference</i>	COM Policies and Procedures Team Drive in Google
<u>TAMU Rule 7</u>	<i>For reference</i>	COM Policies and Procedures Team Drive in Google

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

Date of Change	Authority	Summary of Changes	Document Location
<u>Sept 1, 2019</u>	<i>Academic Affairs</i>	<i>Updated to include access to healthcare and converted to new format</i>	COM Policies and Procedures Team Drive in Google
<u>Draft, June 29, 2022</u>	<i>Academic Affairs</i>	<i>Revised and converted to new format</i>	COM Policies and Procedures Team Drive in Google