



## POLICY TITLE

Foundation Phase Attendance Policy

## PURPOSE AND SCOPE

This policy outlines the Attendance Policy for the Foundation Phase as well as the procedure for students to obtain an excused absence. The policy also states the thresholds for reporting absences to the Medical Science Course Directors, Progress Committee, and/or Office of Academic Excellence.

## RESPONSIBLE PARTY AND REVIEW CYCLE

Foundation Phase Committee will review this policy in odd-numbered years and Education Committee will approve final and amended policy.

## LCME REFERENCE(S)

LCME 12.4: Student Access to Healthcare Services

## HISTORY OF APPROVALS AND UPDATES

Approved by the Education Committee April 2018.

## POLICY

The professional standards and expectations in medical school are similar to residency and beyond. Attendance to clinical assignments and required course activities is a full-time commitment and measure of professionalism. Students must make every effort to attend required activities, using off days for personal activities to the greatest extent possible.

### Attendance Requirement by Course

- **Patient-Centered Care (PCC) and Social and Health Systems (SHS) Courses:** Attendance is required to all PCC and SHS sessions. Staff track and record attendance for these events in the school's evaluation system and to include in final course grades. Students are expected to make up any work required by the course directors.
- **Medical Science Large Group Events:** Attendance to large-group events, such as lecture, is strongly encouraged but not required. Occasionally, the Block/Course Directors specify that a specific large-group event requires attendance, such as patient or panel interviews. In the event that Block/Course Directors require attendance to a large-group event, the calendar in the school's learning management system will indicate required attendance and staff will record attendance by scanning UNC One Cards. It is a student's professional responsibility to attend events where patients, their families, physicians, experts dedicate time to an educational experience. Lecture Capture records all large-group lectures unless a lecturer specifies otherwise. Large-group events that involve patient presentations or protected health



information (PHI) are not recorded.

- **Medical Science Small Groups:** Attendance to small-group activities and simulations is **required** and tracked through sign-in sheets. If a student misses a small group without an excused absence, he/she is not eligible to make up a graded component, such as a quiz, and will receive a zero for the assignment.
- **Medical Science Exams:** Refer to the Foundation Phase Exam Policy.

Students may obtain an excused absence at the discretion of Student Affairs and its campus liaisons. Excused absences are not guaranteed except for medical reasons. Reasons for excused absences include:

- **Medical:** Includes illness and medical appointments. There is no limit on absences for medical reasons. Students with chronic illness that involve multiple absences are encouraged to contact the Associate or Assistant Dean for Student Affairs and their College Advisor.
- **Personal/Family Emergency:** Students must provide a brief explanation when requesting an excused absence. Examples include but are not limited to funerals and medical emergencies of family members.
- **Professional meeting:** An excused absence is only granted when the student is a presenter. Student must submit conference documentation when requesting an excused absence.
- **Jury Duty:** Students must provide a copy of the summons to the Office of Student Affairs and/or School of Medicine Registrar.
- **Religious holidays:** Per University policy, students are authorized up to two excused absences each academic year for religious observances required by their faith. [See University Policy](#)
- **Weddings:** Students must request an administrative excuse for a wedding as soon as possible, no later than two weeks prior to the event. Students must also submit a copy of the wedding invitation. Students must use their professional judgement to minimize absences to weddings, and prioritize attendance to only the most significant weddings.
- **Required Training:** Students must provide details of the required training. Foundation Phase autopsy experience is noted and does not count toward the student's total number of absences.

Being or feeling unprepared is not an acceptable reason to request an excused absence for an exam or small group. When seeking an excused absence, students must submit requests in advance or as soon as possible. If granted the excused absence, it is the student's professional obligation to notify small group members, small group facilitators, and block directors without disclosing the reason for the absence.

**Recordation and Monitoring of Excused and Unexcused Absences:** Staff record all unexcused and excused absences with accompanying reasons on a daily basis in the school's evaluation system, one45. Staff never document the specific health in the evaluation system for medical absences. Students can check the number of absences in one45 at any time by clicking on Vacation/Leave in the To Do list.



Foundation Phase Co-Directors and the Assistant and Associate Dean for Student Affairs receive weekly absence reports and Faculty respond in the following ways:

- Medical Science Course Directors will contact by email any student who has accrued two unexcused absences in the Medical Science Course, Patient-Centered Care Course, and Social Health Systems Course during a single semester. The student's advisor will also be notified.
- After a combined three or more excused and/or unexcused **for all courses** in a single semester, the student is referred to Student Affairs who reserves the right to refer the student to the School's Student Progress Committee and/or Office of Academic Excellence. The Student Progress Committee reserves the right to recommend that a student's lack of attendance be noted in the Medical Student Performance Evaluation (MSPE). Referral to these resources due to excessive absenteeism does not include absences for medical reasons.

#### PROCEDURE(S)

Students must submit a request for an excused absence to <http://tinyurl.com/AdminExcuse>. Any required documentation can be uploaded at the time of the request via the electronic link above. The Associate or Assistant Dean for Student Affairs will grant or deny the request, and a staff member will inform the student of the decision and record it in the school's evaluation software, one45. Excused absences are not guaranteed. If granted the excused absence, it is the student's professional obligation to notify small group members, small group facilitators, and block directors without disclosing the reason for the absence. Students can check the number of excused absences in One45 at any time by clicking on Vacation/Leave in the To Do list.

#### DEFINITION(S)

NA