

**UNIVERSITY OF HOUSTON
COLLEGE OF MEDICINE
ADMINISTRATIVE MEMORANDUM**

SUBJECT: Attendance and Absence Policy

I. PURPOSE AND SCOPE

- A. To inform faculty, staff, and students of the student attendance requirements, processes, and procedures at UH College of Medicine

II. BACKGROUND

During your years at the University of Houston College of Medicine, attendance and participation in all scheduled learning activities is required. This is part of the professional commitment to medicine that you assume as a medical student. As a member of the UH College of Medicine, you are responsible to participate in all learning activities, which will include laboratory, clinical exercises both simulated and real, large and small group activities, team-based learning, case-based learning, integrated case discussions, patient encounters, and invited (guest) speaker presentations. These interactive experiences will positively impact your learning as well as the learning of your fellow classmates.

III. POLICY

A. Student Attendance

1. Student attendance will be recorded by UH College of Medicine for all curricular activities
2. It is the responsibility of students to ensure that their attendance is accurately recorded.
3. Records for student attendance may be used by UH College of Medicine for the following:
 - a. Determination of professionalism
 - b. Determination of awards and accolades
 - c. Determination of student ability to obtain necessary course material
 - d. Determination of student ability to obtain clerkship knowledge or competencies
 - e. Any processes or practices deemed appropriate by the UH College of Medicine
4. Students with a chronic or recurring medical condition or other circumstances may contact the Office of Student Affairs to document their condition or situation and needs in a preemptive manner.
5. See *Missed Examination Policy* for policies and procedures concerning missed summative examinations, including comprehensive final, midterm, and OSCEs.

B. Absence Report Form

1. Students **MUST** report any absence using the online Absence Report Form.
2. Students must submit an Absence Report Form within 24 hours of any absence. Students must also communicate with the contact person listed on the course or clerkship syllabus if the absence occurs on the day of a summative exam or patient care duties **PRIOR** to the exam or patient duties if possible.

C. Approved Absences

1. Approved absences may include illness or accident, personal or family emergency, death or critical illness of an immediate family member, or any other unexpected

SUBJECT: Attendance and Absence Policy

circumstances that keep students from attending a UH College of Medicine scheduled curricular activity.

2. Other approved absences may include Religious Holidays (see UH Graduate Catalog for policy concerning Religious Holidays <http://publications.uh.edu/content.php?catoid=33&navoid=11969>; however, this policy does not apply to patient care), presentation at a local or national medical/science meeting, interviewing for residency (M4 year only), legal proceedings, and healthcare appointments.
 - a. Students must obtain approval from the Office of Medical Education at least 2 weeks prior to any of these for any of these to be considered an approved absence.

D. Attendance and Professionalism Issues

1. Failure to submit an absence report form and/or having unapproved absences will be considered a breach of professionalism (see the policy Code of Professional Conduct and Academic Honesty) and will be reported to the Learning Community Mentors and the Associate Dean for Student Affairs, Admissions, and Outreach.
2. Reoccurring issues may be referred to the Student Performance and Advancement Committee.

E. Student Documentation for an Absence

1. Students are required to provide and upload documentation into the Absence Report Form in the following circumstances:
 - a. Absence from a summative course or clerkship assessment
 - b. Absence from patient care
 - c. More than two (2) consecutive days for any reason
 - d. More than two (2) consecutive days due to illness
 - e. Chronic absences
 - f. Absence from UH College of Medicine New Student Orientation
 - g. When interviewing for residency (MS4 only)
 - h. For legal proceedings
 - i. When requested
2. Confidential information may be redacted from absence documentation

IV. MONITORING OF THIS POLICY

- A. The Office of Medical Education will monitor student attendance and student absence report forms for adherence and approving absences for summative exams.
- B. Faculty and the Offices of Medical Education and Student Affairs will monitor individual trends in absences and any of these entities can refer a student to Student Affairs for attendance that violates the Student Code of Conduct.

Approval History		
<i>Approver</i>	<i>Status</i>	<i>Date</i>
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Curriculum Committee	Approved	April 8, 2020
Review by UH Office of General Counsel	Pending	

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Stakeholder Communication Method and Date	
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