UNIVERSITY OF HOUSTON
TILMAN J. FERTITTA
FAMILY COLLEGE OF
MEDICINE

SUBJECT: Preclerkship Attendance and Absence Policy

I. PURPOSE AND SCOPE
To inform faculty, staff, and students of the student attendance requirements, processes, and procedures at the Tilman J. Fertitta Family College of Medicine

II. BACKGROUND
Participation, attendance, and timeliness are fundamental professional behaviors and curricular responsibilities that are expected of all medical students as they prepare to enter a profession in which conscientiousness and accountability are of primary importance. As such, attendance and participation in all scheduled learning activities is required of all students at the Tilman J. Fertitta Family College of Medicine. Attendance and participation in interactive and group learning activities allows students to learn from and teach classmates, function as an effective team member, and enhances the learning experience for all involved.

III. POLICY
A. Student Attendance
1. Attendance at all scheduled preclerkship sessions is mandatory. Attendance is being present for all of each scheduled session.
   a. Records for student attendance may be used by Tilman J. Fertitta Family College of Medicine for the following:
      i. Determination of professionalism
      ii. Determination of student ability to master necessary course material
      iii. Determination of student ability to master clerkship knowledge or competencies
      iv. Any processes or practices deemed appropriate by the Fertitta Family College of Medicine
   b. Student attendance will be audited by Fertitta Family College of Medicine for all curricular activities
2. Students are allowed 4 absences per semester for MS1 and Fall MS2 and 1 absence in Spring MS2.
   a. Absence Request Forms must be submitted to the Office of Medical Education for each absence so that absences can be accurately recorded and tracked.
   b. Students should submit the request form as soon as they know they will miss class (timely = as soon as they know they will be absent but not later than 24 hours of the occurrence).
   c. It is the responsibility of students to ensure that their attendance is accurately recorded.
   d. Absences of more than 2 consecutive days must have documentation
   e. Two or more absences in any course each semester must have documentation and/or will require meeting with the respective course director(s)
   f. Any absences in a semester beyond the first 4 (or 1 for MS2 spring) as a result of illness or emergency must have some means of documentation. Students will be required to:
      i. Complete and submit an Absence Request Form once the
absence is known

ii. Provide documentation as appropriate, such as a doctor’s note
   • Relevant details for absence requests must be provided for all circumstances, including personal illness or healthcare appointments.
   • Confidential information should not be included in absence documentation.

iii. Contact the Course Director/Clerkship Director at the earliest opportunity

g. Any absences in a semester beyond the first 4 for any other reason must be approved by the Office of Medical Education at least 2 weeks before the absence will occur. Shorter notice must be brought about by a very serious circumstance. Approved absences may include, but are not limited to, the following:
   i. Religious Holidays (see UH Graduate Catalog for policy concerning Religious Holidays however, approved absences for Religious Holidays may not apply to clinical rotations for patient care)
   ii. Presentation at a local or national medical/science conference/meeting
   iii. Legal proceedings
   iv. Healthcare appointments.

3. Tardiness. If a student arrives to class more than 10 minutes late or misses more than 10 minutes of a session thereafter this is considered a tardy.
   a. If tardy, it is the student’s responsibility to submit an Absence Request Form to the Office of Medical Education.
   b. Three tardy arrivals in one semester will be counted as an absence.

4. Students with a chronic or recurring medical condition may contact the Office of Academic Support and Justin Dart, Jr. Student Accessibility Center for assistance in seeking accommodations if they anticipate prolonged or recurrent absences. See also SAM 01.D.09 - Student Academic Adjustments/Auxiliary Aid Policy

5. See Missed Examination and Simulation Activity Policy for policies and procedures concerning missed summative examination and simulation-related activities.

6. See the LPC, HCC, LIC, Advanced Clerkship or Electives syllabi/policies concerning absences from clerkship activities and/or activities involving patients.

B. Attendance and Professionalism Issues

1. Failure to submit a timely Absence Request Form and/or having unapproved absences (beyond the allowed absences described above) are considered a breach of professionalism (see the policy Code of Professional Conduct and Academic Honesty).
   a. Level 1 (1st absence beyond allowed limit): Mandatory meeting with student’s learning community mentor.
      i. This meeting will serve as an opportunity to check in with the student to determine the reason for the absence(s), discuss concerns, resources (such as the DART center for accommodations) and to remind the student of their professional responsibilities regarding attendance.
      ii. An Early Concern Form may be generated depending on the nature of the situation and sent to the student, their learning community mentor, the Associate Dean for Medical Education and the Assistant
Dean for Student Affairs
b. Level 2 (2nd absence beyond allowed limit): Mandatory meeting with the Assistant Dean for Student Affairs
   i. Will trigger the generation of an Early Concern Form which will be sent to the student, their learning community mentor, the Associate Dean of Medical Education and the Assistant Dean for Student Affairs.
   ii. Will also be reported to the Student Performance and Advancement Committee
c. Level 3 (3+ absences beyond allowed limit): Mandatory meeting with the Student Performance and Advancement Committee
   i. Could result in a professional notation in the MSPE for the pre-clerkship phase, at the discretion of the Student Performance and Advancement Committee, depending on the circumstances

2. In addition to the aforementioned levels, at any time reoccurring issues, such as chronic tardiness, delayed absence report submissions, or pattern of absences may be referred to the Student Performance and Advancement Committee.

IV. MONITORING OF THIS POLICY
   The Office of Medical Education will monitor this policy.

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<td>Reviewed approved by CC 3/11/2020</td>
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