

**UNIVERSITY OF HOUSTON
COLLEGE OF MEDICINE**

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| SUBJECT: Attendance and Absence Policy |
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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. UH COM is preparing you for a profession in which conscientiousness and accountability are of primary importance. Participation, attendance, and timeliness are fundamental professional behaviors and curricular responsibilities that are expected of all students. 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. Your attendance and participation in interactive and group learning activities allows you to learn from and teach your classmates, function as an effective team member, and enhances the learning experience for all involved.

III. POLICY

A. Student Attendance

1. Student attendance may be audited 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 student ability to master necessary course material
 - c. Determination of student ability to master clerkship knowledge or competencies
 - d. Any processes or practices deemed appropriate by the UH College of Medicine
4. Students who anticipate conditions or circumstances that may necessitate absences may contact the Office of Student Affairs to discuss a plan in a preemptive manner. *See also* [SAM 01.D.09 - Student Academic Adjustments/Auxiliary Aid Policy](#)
5. See *Missed Examination Policy* for policies and procedures concerning missed summative examinations, including comprehensive final, midterm, and OSCEs.

B. Absence Request Form

Students must submit an Absence Request Form as soon as reasonably feasible and 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.

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C. Approved Absences

1. Approved absences may include illness, accident, personal or healthcare appointments, or any other unexpected circumstances that keep students from attending a UH College of Medicine scheduled curricular activity.
2. Bereavement Guidelines: Students will be allowed 3 working days of bereavement leave as an excused absence. If a student needs additional time, they should discuss with the Associate Dean for Student Affairs, Admissions & Outreach for available options. Please note that if a student utilizes bereavement leave, any missed coursework must be made up and that the student may be asked to provide appropriate documentation.
3. Other approved absences may include, but are not limited to, the following:
 - a. 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);
 - b. Presentation at a local or national medical/science conference/ meeting
 - c. Interviewing for residency (M4 year only)
 - d. Legal proceedings
4. Students should obtain approval from the Office of Medical Education at least 2 weeks prior to the absence in order to be considered an approved absence, unless the absence is unexpected.

D. Attendance and Professionalism Issues

1. Failure to timely submit an absence request form and/or having unapproved absences may 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, such as chronic tardiness or absences, 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 Request Form in the following circumstances:
 - a. Any absence from a summative course or clerkship assessment
 - b. Any absence from patient care
 - c. More than two (2) consecutive days for any reason
 - d. Chronic absences
 - e. Absence from UH College of Medicine New Student Orientation
 - f. When interviewing for residency (MS4 only)
 - g. For legal proceedings
 - h. When requested
2. Confidential information may be redacted from absence documentation

IV. MONITORING OF THIS POLICY

The Office of Medical Education will monitor this policy.

| Approval History | | |
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| <i>Approver</i> | <i>Status</i> | <i>Date</i> |
| Transitional Curriculum Committee | Approved | September 19, 2018 |
| Curriculum Committee | Approved | March 11, 2020 |
| Review by UH Office of General Council | Approved | October 29, 2020 |

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| Document History | |
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