

Attendance Requirements for Courses, Clerkships and Exams



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Effective: *May, 2008 (6/6/08)*

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Responsible University Officer:

Senior Associate Dean for Undergraduate Medical Education

Policy Owner:

Office of Undergraduate Medical Education

Policy Contact:

Brad Clarke, Curriculum Specialist, clark772@umn.edu

Policy Statement

Students are expected to attend all scheduled classes and examinations, either in person or online, and to participate fully in small group sessions, laboratory exercises and service learning experiences. In accordance with that policy, attendance is required at the following Medical School educational activities unless the course director has otherwise exempted students with advance notification:

- All course and clerkship quizzes and examinations
- All clinical activities, including orientation, as specified by each course/clerkship
- Small group and laboratory sessions
- Community service projects

Reason for Policy

An excellent and comprehensive medical education requires in-person, active engagement among students, patients and faculty. It is important to provide unambiguous expectations for active student participation in the educational program in a manner that is respectful of and adaptable to unexpected events and faculty responsibilities, and allows students to plan their schedules responsibly.

Procedures

- "Attendance" is defined as presence during the entire scheduled activity, or until the student has completed a quiz or examination.
- It is the responsibility of the Course or Clerkship Director to specify the activities to which this policy applies within their particular course.

- Students are expected to obtain specific approval from the course director for planned absences:
 - If a student is not able to attend a required activity, it is the student's responsibility to discuss their reasons with the course director well in advance of the required session, unless the absence is due to an emergency, in order to obtain the Course Director's approval.
 - If the absence is due to an emergency, the Course Director should be notified as soon as possible.
 - The Course Director and student should determine the following:
 - Alternative learning experiences, where appropriate
 - How much credit (how many points) will be lost if student is not in attendance OR
 - How this credit can be obtained by an alternative experience

- The Medical School will provide the students and faculty with a schedule of courses in August of each year; however, schedules for specific required sessions may change. Students are expected to keep themselves informed of such changes and to adjust their attendance accordingly.

- **Excused Absence Restrictions:** The following are the only reasons for which an excused absence will be supported by the Office of Medical Education, and where make-up work will be provided (course directors have the discretion to allow excused absences for other reasons but are under no obligation to do so, nor to provide make up work)
 - *Religious holidays and restrictions*—Students will be allowed to change exam date for significant religious holidays and other days with work restrictions.
 - *Illness, personal crisis or family emergency*—Students are allowed to reschedule exams due to their own illness, the illness of a family member or another family emergency, or personal crisis. Documentation from a health care provider is required in the case of illness, documentation from appropriate sources will be required for emergency/crisis situations.
 - *Examination days for Step 2CK and Step 2CS* (including one travel day for Step 2CS), although students are encouraged to schedule these exams during their weeks off.

*Previous update approvals:
September 30, 2008*