Policy Title
M1 and M2 Student Attendance Policy

Identifier
USCSOMG – ACAF – 1.00

Prepared by: Office of Academic Affairs  Date: 06/29/2018
Reviewed by: Assistant Dean of Academic Affairs  Date: 07/09/2018
Approved by: USCSOMG Policy Review Committee  Date: 07/10/2018
Communicated to: USCSOMG Students  Date: 07/16/2018
Effective Date: 07/16/2018

LCME Standards

Scope
University of South Carolina School of Medicine Greenville (USCSOMG) students

Policy Statement
Enrollment in the USC School of Medicine Greenville obligates students to complete all assigned course work promptly. Students are encouraged to attend all regular class sessions. Absences do not absolve the student of these responsibilities.

Individual courses may have specific attendance requirements. Refer to the course syllabi for these specific requirements (i.e. EMT and Integrated Practice of Medicine).

Reason for Policy
The purpose of this policy is to establish the expectations for attendance, for notification of unavoidable absences, and the reasons for which an absence may be excused. It is intended to provide consistency among students and faculty.

Procedures
Notification of the Office of Student Affairs - Any student who finds it necessary to be absent from a summative examination due to an emergency situation or illness is required to notify the Office of Student Affairs and the affected module director(s) of the reason for the absence prior to the absence, or as soon as possible thereafter. For a quizzes or other required academic experiences, students should notify the module director. Notification should be in the form of a phone call, voice message, or email to the Office of Student Affairs and the module director(s). When requested, the student will provide written verification of the reason for the absence from the treating physician or other professional to the Office of Student Affairs. Within the guidelines of University of South Carolina policy, the Office of Student Affairs will determine whether or not an absence shall be excused. Under these guidelines, absences from examinations, structured laboratory assignments, or other academic requirements may be made up at the discretion of the module director.

Failure of Notification - Any student who does not provide appropriate notification to the Office of Student
Affairs and/or who does not provide written verification of the reason for the absence when requested to do so may forfeit the opportunity to make up missed examinations and/or other academic experiences.

**Sanctions**
Referral to the Honor and Professionalism Council (HPC) and/or Student Evaluation and Promotions Committee (SEPC) for failure of appropriate notification

**Additional Contacts**
Office of Student Affairs
Office of Academic Affairs

**Related Information**

**History**
- Date of Change: 07/10/2018
- Change: Move to standardized template
- Reason for Change: LCME CQI