Policy Title
M1 and M2 Student Attendance

Identifier
UofSCSOMG – ACAF – 1.00

| Prepared by: Office for Academic Affairs | Review Date: 07/09/2019 |
| Reviewed by: Associate Dean for Curriculum | 
| Approved by: UofSCSOMG Policy Committee | Approval Date: 07/09/2019 |
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| Effective Date: 07/15/2019 |

LCME Standards
12.4 - Student Access to Health Care Services

Scope
University of South Carolina (UofSC) School of Medicine Greenville faculty, staff, and students

Policy Statement
Enrollment in the UofSC 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 modules 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
Any student who finds it necessary to be absent from any required academic experience must notify the affected module director(s), Manager of Student Affairs, and course coordinator of the reason for the absence prior to the absence. Notification should be in the form of an email. The Module Director will determine if the absence should be excused. Reasons for an excused absence include a scheduled healthcare appointment, presentation of original work at national meetings, family wedding or participation in a wedding party, religious holidays, death in the family, personal or immediate family illness, graduation ceremony for immediate family member or significant other. If requested, the student will provide written verification of the reason for the absence to the Office for Student Affairs.
For an emergency situation on the day of a summative exam, please see the Exam Tardiness and Attendance Policy for notification procedures.

Absences from academic requirements may be made up at the discretion of the module director. Coordination of date and time for make-up exams/experiences will be determined by the Office for Academic Affairs.

**Sanctions**
Any student who does not provide appropriate notification as specified above 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.

Students may also be referred to the Honor and Professionalism Council (HPC) and/or Student Evaluation and Promotions Committee (SEPC) for failure of appropriate notification

**Additional Contacts**
Office for Student Affairs
Office for Academic Affairs

**Related Information**
UofSCSOMG – STAF – 5.05 Exam Tardiness and Unscheduled Absence

**History**

<table>
<thead>
<tr>
<th>Date of Change</th>
<th>Change</th>
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<tbody>
<tr>
<td>July 2019</td>
<td>Clarified communication process and included course coordinator in notification. Editorial changes made due to branding updates and titles.</td>
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<tr>
<td>July 2018</td>
<td>Policy formalized into standardized template, LCME CQI</td>
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