



### **Policy Title**

M1 and M2 Student Attendance

### **Identifier**

UofSCSOMG – ACAF – 1.00

<b>Prepared by:</b> Office for Academic Affairs	
<b>Reviewed by:</b> Curriculum Committee	<b>Review Date:</b> 06/09/2022
<b>Approved by:</b> UofSCSOMG Policy Committee	<b>Approval Date:</b> 06/13/2022
	<b>Effective Date:</b> 07/15/2022

### **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 submit a [webform](#) for approval. The Assistant Dean for Pre-Clerkship Education will determine if the absence should be excused and communicate approved absences to the student, Manager of Student Affairs, Module Director and the course coordinator.

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 Assistant Dean for Pre-clerkship Education. Coordination of date and time for make-up exams/experiences will be determined by the Office for Medical Education.

### **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 – RSCH – 1.02 Student Research Travel  
UofSCSOMG – STAF – 5.05 Exam Tardiness and Unscheduled Absence

### **History**

<b>Date of Change</b>	<b>Change</b>
June 2022	Created webform to streamline communications and routing requests through Assistant Dean
July 2019	Clarified communication process and included course coordinator in notification. Editorial changes made due to branding updates and titles.
July 2018	Policy formalized into standardized template, LCME CQI