Policy Title
Integrated Practice of Medicine Attendance Policy

Identifier
USCSOMG – ACAF – 1.03

Prepared by: IPM Faculty  Date: 12/03/2018
Approved by: Office of Academic Affairs  Date: 12/06/2018
Reviewed by: USCSOMG Policy Review Committee  Date: 12/14/2018
Communicated to: USCSOMG Students  Date: 12/21/2018
Effective Date: 06/01/2019

LCME Standards
N/A

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

Policy Statement
Integrated Practice of Medicine (IPM) is an interactive, hands-on curriculum that achieves the best results with student preparation and engagement. Small group interaction is fundamental to this course, and untoward absence(s) unduly burden teammates and negatively impact the learning environment. As a result, attendance at IPM is required for all sessions at all levels (M1-M4), including the Behavioral, Social, and Population Health sessions.

Excused absences are generally related to a personal or family health care emergency. Other absences will be considered as excused on a case by case basis in light of their relation to educational and professional activities (e.g. approved presentations at conferences), the student’s well-being, and the student’s ongoing preparation, engagement, and performance

Students will not be considered for Honors nomination if they have an unexcused absence.

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 - To seek permission for an absence, students should complete the IPM Absence Notification Form.
1. Anticipated absences must be submitted at least 2 weeks ahead of time, with the exception of acute illness for the student or a family member or a death in the family.
2. In the event of an acute illness, students should submit the IPM Absence Notification Form and contact their faculty group leader and the module director as soon as possible to notify them of the absence.
3. For medical absences to be excused, a written note from the provider is needed. This requirement may be waived, at the discretion of the module director, during times of widespread illness.
4. Please follow M1 and M2 Student Attendance Policy (USCSOMG- ACAF-1.00) for all summative exams absences.

**Failure of Notification** - Any student who does not provide appropriate notification as 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.

**Absences and Academic Evaluation** - If a student elects to be absent on a scheduled IPM day, they are responsible for the content missed and, if unexcused, should note that faculty will assess them on their group participation and professionalism accordingly.
   1. After review of missed material, the use of the optional Friday afternoon sessions is encouraged, noting that they are not staffed for initial delivery of content.

**Unexcused Absences**
   1. One unexcused absence removes a student from Honors consideration.
   2. Two or more unexcused absences may be reflected in the Medical Student Performance Evaluation (MSPE) and/or referred to the Honor and Professionalism Council.
      a. If remediation is satisfactorily completed for two or more absences, at the discretion of the module director, a student may receive a final grade of Pass with Remediation instead of Pass on their official transcript.
   3. Three or more unexcused absences may result in automatic failure.
   4. Unexcused absences may forfeit the opportunity to make up missed examinations and/or other academic experiences.

**Sanctions**
Failure to adhere to this policy may result in referral to the Honor and Professionalism Council (HPC) and disciplinary action up to, and including, dismissal.

**Additional Contacts**
Office of Academic Affairs
IPM Coordinator
IPM Module Director(s)
IPM Team Leader(s)
Office of Student Affairs
Greenville HealthCare Simulation Center

**Related Information**
USC School of Medicine Greenville Student Handbook
M1 and M2 Student Attendance Policy
M3 and M4 Student Attendance Policy
Inclement Weather Policy
USCSOMG Exam Tardiness and Unexcused Absence Policy
IPM Absence Notification Form: [https://greenvillehealthsystem.formstack.com/forms/ipm_absence_notification_form](https://greenvillehealthsystem.formstack.com/forms/ipm_absence_notification_form)

**History**
- Date of Change: 06/01/2019 (effective date)
- Change: Move to standardized template
- Reason for Change: LCME CQI