 COMMITTEE ON EDUCATIONAL POLICY (CEP)

IOR RESPONSIBILITY FOR INFORMING STUDENTS OF CLASS ATTENDANCE POLICIES FOR COURSES IN THE YEAR 1 AND 2 (PRECLERKSHIP) CURRICULUM

**Objective 1:** Clarify responsibility and procedures for defining and informing students about course-specific attendance policies for courses.

**Objective 2:** Define a standard procedure for excused absences that can be modified by individual Instructors of Record.

**Policy**

1. Individual Instructors of Record define the attendance policy for learning activities in their course.
2. The policy is published in the course syllabus and on Sakai course pages no later than the first day of the course. The policy is also reviewed verbally in the course introduction.
3. The policy describes the procedure, contacts, and deadlines for approval of absences (excused absences) and assignment of make-up work (if applicable). See “procedure for excused absences” below for a standard policy. The standard policy can be modified by the IORs to fit the needs of an individual course.
4. The policy describes the procedure for swapping and rescheduling of required activities.
5. If attendance at required exercises contributes to the grade in the course, the weight of this component is included in the grading criteria that are published in the syllabus and course web page.
6. Individual sessions with “required attendance” are identified on the schedule in the course resources page.
7. Attendance at required sessions should be monitored using a method that accurately documents attendance by individual students (sign-up sheet, submission of written exercise, notation by small group leader, etc).
8. Policies on examinations in Years 1 and 2 are defined in a separate document.

**Procedure for Excused Absences**

It is the responsibility of the student to take the following steps to obtain approval for absences from a required learning activity in Years 1 and 2.

A. In the event of illness or family emergency:

   1) Notify the Course Coordinator by pager or telephone as soon as possible.

   2) Upon return, complete a “Notification of Absence Form” and submit the form to the Course Coordinator.

   3) Meet with the Instructor of Record or designee to arrange for make-up assignments.
B. In the event of a planned absence such as presentation of a paper at a research conference, family event such as a wedding, or religious holiday:

1) Submit a “Request for Planned Absence Form” to the Course Coordinator and Instructor of Record at least 4 weeks in advance of the event, sooner if possible. Individual small group leaders or lecturers are generally not authorized to approve absences.

2) Meet with the Instructor of Record or designee to discuss the request and arrange for make-up assignments.

There are several important limitations to excused absences:

1) As part of the advance communications, students are responsible for determining any contributions to missed session(s) that might be required in advance, or work that will need to be made up.

2) The curriculum contains several categories of unique sessions that are not feasible to recreate (PBL, TBL, preceptorships, simulator sessions). The Instructor of Record makes the ultimate decision regarding support and approval of swapping and/or rescheduling.

The Instructor of Record makes the ultimate decision regarding approval of unplanned or planned absences. The Instructor of Record will attempt to assign make up work for missed sessions, where feasible. Completion of these assignments is mandatory but will not remove the absence from the student’s record. A record of unexcused absences or tardiness is maintained by the Course Coordinators and may affect the overall assessment of a student's professional behavior in evaluations. A pattern of unexcused absences and repeated tardiness is documented and the student is referred to the Associate Dean for Student Affairs.

Approved by the Committee on Educational Policy
November 10, 2009