

Attendance and Participation Policy

Purpose

Enrollment in The Pritzker School of Medicine is a full-time commitment requiring sustained focus and concentration. Medical Students at the Pritzker School of Medicine are both required and expected to engage fully with the MD curriculum but it is understood that planned and unexpected events may take priority ahead of medical school at times during their training.

Overview

Pritzker School of Medicine students are expected to demonstrate commitment to their professional responsibility by participating in the full educational experience, including attending classes, required orientations and seminars; completing assignments and requirements in a timely manner; participating in the course evaluation process; demonstrating respectful behavior towards patients, staff, students, faculty and others. It is recognized there may be circumstances that will require students to miss parts of a day or entire days.

Related LCME Standards:

- 12.4 Access to Healthcare

Principles

1. Pritzker School of Medicine students are expected to commit to their studies full-time, and should prioritize all academic training.
2. Punctual attendance and vigorous participation will enhance the educational landscape for all learners and allow for markers of student progress towards indicated competencies.
3. Pritzker School of Medicine supports students when planned or unplanned events have the need to take priority which may affect attendance, but students should take responsibility for:
 - a. Managing their time spent both in and out of class during the academic quarters
 - b. Engaging fully with course work, faculty and peers
 - c. Reporting absences to appropriate faculty, including course or clerkship directors
 - d. Pursuing support if personal situations interfere with punctual attendance and participation

Policy

1. Attendance at lecture sessions is not mandatory, unless indicated in the course schedule, but highly encouraged. Students may view lecture recordings via Canvas, however students should be aware that because technology is not always reliable, these recordings are not guaranteed.

2. Course and clerkship directors may, at their discretion, choose not to record lectures if the session meets one of the following criteria:
 - a. Involves patients and/or sensitive patient information
 - b. Includes discussion of sensitive or controversial topics where recording may inhibit free faculty or student participation.
3. Small group activities or laboratory sessions may be recorded and made available to students for review at the discretion of the course director(s).
4. Students are required to attend structured learning activities including:
 - a. All sessions where patients or standardized patients are physically present including clinical skills sessions
 - b. Clinical activities
 - c. Any other session listed as required by course/clerkship director or syllabus

Procedures

1. Students should notify their course or clerkship director well in advance when a planned absence will occur, and as soon as possible when an unplanned absence must occur.
2. Excused Absences: Approved absences for one of the following circumstances:
 - a. Emergent Absences: absences of at least one full day that result from significant healthcare issues or family events (family emergency, etc.)
 - b. Planned Absences: absences of at least one full day that are requested in advance to participate in planned activities such as attendance at a national meeting, family celebratory event, and religious observances.
 - c. Planned Absences because of Accommodations for Protected Disabilities: Institutionally approved alterations in the conduct of a rotation to allow students with protected disabilities to fulfill their educational requirements, including the need to excuse oneself from the clinical environment for ongoing health care needs
 - d. Preventative or Other Health Care Absences: This includes absences of less than ½ day to address preventative, ongoing, or routine health care issues

Excused absences language adapted from UCSF School of Medicine:
<https://meded.ucsf.edu/policies-procedures/foundations-2-attendance-policy>

Accountable Dean or Director: Dean of Students, Associate Dean for Medical School Academics

Related Policies: Policy for Academic Resources

Approval Date and Governing Body: December 13, 2019; Education Executive Committee