



## Attendance and Participation Policy

### Purpose

Enrollment in the Pritzker School of Medicine is a full-time commitment. Students are required and expected to engage fully with the curriculum and career development sessions to ensure academic progress and professional development. It is also understood that occasional planned and unexpected events may require absence from medical school responsibilities. This policy provides guidance in managing necessary absences while fulfilling curricular obligations.

### Overview

Active engagement in educational sessions in the classroom, through simulation, and in the clinical environment is a crucial component of the curricular program at the Pritzker School of Medicine. Learner presence and participation is necessary for the acquisition of medical knowledge, refinement of critical reasoning, skill development as a member of a learning and patient care team and, ultimately, attainment of the medical education program objectives. Furthermore, the Pritzker School of Medicine provides significant and critical guidance and support for student professional development outside of the context of specific courses or clerkships. The school has established standards for attendance and participation. These standards are in place to ensure that students have sufficient opportunity to learn and apply knowledge and develop the professional skills that will be required of them in their careers in medicine while allowing for necessary and appropriate absences. Students must meet the standards below to successfully complete the medical school program and demonstrate achievement of the medical education program objectives. This policy and procedure document outlines standards for *anticipated absences and unanticipated absences of full days* but does not include *planned absences because of accommodations for protected disabilities or preventative or other health care absences*.

### Related LCME Standards:

- 6.1 Program and Learning Objectives
- 6.2 Required Clinical Experiences
- 6.4 Inpatient/outpatient Experiences
- 6.7 Academic Environments
- 6.8 Education Program Duration

- 7.2 Patient Care
- 7.4 Communication and Interprofessional Collaborative Skills
- 8.6 Monitoring of Completion of Required Clinical Experiences
- 8.8 Monitoring Student Time
- 11.2 Career Advising
- 12.1 Financial Aid/Debt Management Counseling/Student Educational Debt
- 12.4 Student Access to Healthcare Services

## Terms

*Anticipated Absence* – an absence of at least one full day that is requested in advance to participate in planned activities such as attendance at a national meeting, family celebratory event, and religious observances.

*Unanticipated Absences* - absences of at least one full day that result from significant healthcare issues or life events (family emergency, etc.)

*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, specifically including the need to excuse oneself from the clinical environment for ongoing health care needs.

*Preventative or Other Health Care Absences* - This includes absences of less than ½ day to address preventative, ongoing, or routine health care issues.

## Principles

1. Pritzker School of Medicine students are expected to commit to their studies full-time and prioritize academic training.
2. Engagement with peers, faculty, and staff allows students to accrue the experience, practice, assessment, and feedback necessary to promote growth and achieve competency across program objectives.
3. Punctual attendance and active participation enhance not only the educational experience for individuals but also the educational environment for all learners.
4. While student attendance and participation is universally important across the medical school program, specific requirements may vary depending upon the nature of the activity, course, clerkship, or phase of training.
5. Pritzker School of Medicine supports students when circumstances, anticipated or unanticipated, require an absence.
6. Allowed absences from curricular session allow students to engage in high priority personal and professional obligations but are not intended to shorten courses or educational threads and/or extend scheduled breaks in the curriculum.
7. Regarding absences, students are expected to take responsibility for:
  - a. Reporting absences to faculty and staff as necessary and appropriate, following the procedure of the Phase of the curriculum that they are in.

- b. Managing and monitoring total number of absences for required medical school sessions.
- c. Pursuing support if situations arise that prevent expected attendance and participation.

## Policy

1. Phase 1 lecture attendance is highly recommended but not generally required. Attendance may be taken in non-required lectures to monitor engagement in this aspect of the curriculum. Lectures are typically recorded and may be viewed asynchronously. Course and clerkship directors may elect not to record and/or to require attendance at a lecture session if it:
  - a. includes guest or visiting faculty.
  - b. includes patients or sensitive patient information.
  - c. involves sensitive topics where recording may inhibit participation.
  - d. involves discussion or content where the learning objective(s) cannot be achieved without synchronous (AKA in-person) participation.
2. Phase 1 small group learning and laboratory session attendance is required. Each student must fulfill the following to successfully complete a given course:
  - a. Attend and participate in 85% or more of required small group learning and laboratory sessions in the course.
  - b. In the circumstance where a student attends between 75% and 85% of required sessions:
    - i. The student will be required to meet with a Dean from both the Education and Student Affairs and Programs teams at the Pritzker School of Medicine to discuss necessary support to ensure fulfillment of the attendance and participation standard.
    - ii. Course directors may elect to allow the student to complete a comparable compensatory assignments to fulfill the attendance and participation requirement for the course rather than issuing a grade of "fail."
  - c. In the circumstance where a student does not fulfill the attendance and participation requirements for the course or fails to address the above:
    - i. The student will receive a grade of "fail" for the course, or;
    - ii. If there are circumstances that merit a Leave of Absence or Extended Curriculum Option, the student will be given the opportunity to petition the Committee on Academic Promotions for this change of status. If granted, the Committee may grant an "incomplete" for the course provided the student has not failed the course by virtue of failure on initial and remediation attempts of course assessments.
  - d. Absences across courses will be tracked. Patterns that suggest a violation of the principles of this policy, particularly absences in the first or final

weeks of required small group learning & laboratory sessions for a given course, may be grounds for a professionalism feedback or concern report.

3. Attendance is required at all Phase 1 clinical and patient (standardized or actual) care encounters.
  - a. Anticipated absences which conflict with clinical and patient care encounters require that the clinical/patient care encounters are to be rescheduled or switched into an alternative session prior to the date of original assignment.
  - b. Unanticipated absences must be communicated to the clinical preceptor (as appropriate), Clinical Performance Center staff (as appropriate), and course directors as soon as feasible given the circumstance.
  - c. Unanticipated missed sessions must be rescheduled (if possible) or an alternative experience coordinated with course director(s) completed by the date established by the course director.
4. All summative assessments are required.
  - a. Anticipated absences from an assessment must be requested 4 weeks prior to the scheduled assessment to Pritzker School of Medicine education team, who will work in collaboration with Course/Clerkship Directors to determine the status of the approval of anticipated absence.
  - b. Unanticipated absences (illness or emergencies) must be communicated to Pritzker School of Medicine education team and the course/clerkship directors as soon as feasible given the circumstance.
  - c. Failure to present to an assessment without satisfying these requirements will result in a failing grade for that assessment attempt and receipt of a Professionalism Concern Report for all Phases.
5. Clerkships and sub-internships require attendance every day of the experience, with a minimum of 1 day off in 7 (see *Duty Hours Policy*). Each student must fulfill the following to successfully complete these clinical experiences:
  - a. Attend and participate in 95% or more of days.

- i. Maximum number of absences per clerkship is based upon clerkship length, as follows:

| Clerkship/Sub-I Length | Max Days Missed |
|------------------------|-----------------|
| 2 weeks                | 1 day           |
| 4 weeks                | 1 day           |
| 5 weeks                | 2 days          |
| 6 weeks                | 2 days          |
| 8 weeks                | 2 days          |
| 10 weeks               | 3 days          |

- ii. Anticipated absence notifications should be submitted through clerkship-specific notification process to allow scheduling that will be least disruptive to the educational and patient care team.
  - iii. Anticipated absence notifications in Phase 2 must be communicated 4 weeks prior to the start of the quarter in which the student is requesting the absence and directed to the specific clerkship director/coordinator.
  - iv. Anticipated absences may NOT include mandatory clerkship orientation days or assessments (e.g. shelf examination, OSCE, oral exams, etc.).
  - v. Anticipated absences should be communicated by the student as soon as possible directly to the clinical team of which they will be a part when the absence occurs.
  - vi. Anticipated and unanticipated absences should be logged in the Phase 2 clerkship absence reporting system.
  - vii. Unanticipated absences should be communicated by the student as soon as possible directly to their clinical team.
  - viii. All Phase 3 students registered for clinical electives, including sub-internships and ICU rotations, must provide 7 (seven) days notice before unenrolling (dropping) the clinical experience in question. Failure of notification will result in a Professionalism Feedback Report; repeated instances may result in a Professionalism Concern Report.
- b. In the circumstance where a student attends between 85% and 95% of required sessions:
  - i. The student will be required to meet with a Dean from both the Education and Student Affairs and Programs teams at the Pritzker School of Medicine to discuss necessary support to ensure fulfillment of the attendance and participation standard.
  - ii. Clerkship and sub-internship directors may elect to allow the student to complete compensatory days contiguously to fulfill the attendance and participation requirements.
- c. In the circumstance where a student does not fulfill the attendance and participation requirements for the course:
  - i. The student will receive a grade of “fail” for the clerkship or sub-internship, or;
  - ii. If there are circumstances that merit a Leave of Absence or Extended Curriculum Option, the student will be given the opportunity to petition the Committee on Academic Promotions for this change of status. If granted, the Committee may grant an “incomplete” for the course provided the student has not failed the course by virtue of failure on initial and remediation attempts of course assessments.

- d. Absences across clerkships will be tracked. Patterns that suggest a violation of the principles of this policy, particularly absences in the first or final weeks of a clerkship, may be grounds for a professionalism feedback or concern report.
6. Clinical electives in Phase 3 require attendance every day of the experience, with a minimum of 1 day off in 7 (see *Duty Hours Policy*). Each student must fulfill the following to successfully complete these clinical experiences:
- a. Attend and participate in 90% or more of days.
  - b. Anticipated absences should be communicated to the clinical elective director, sub-internship director or Phase 3 Director if no identifiable specific supervisor is readily identifiable.
    - i. All Phase 3 students registered for clinical electives, including sub-internships and ICU rotations, must provide 7 (seven) days notice before unenrolling (dropping) the clinical experience in question. Failure of notification will result in a Professionalism Feedback Report; repeated instances may result in a Professionalism Concern Report.
  - c. In the circumstance where a student attends between 80% and 90% of required sessions:
    - i. Clinical elective directors may elect to allow the student to complete compensatory days to fulfill the attendance and participation requirements
  - d. In the circumstance where a student does not fulfill the attendance and participation requirements for the course:
    - i. The student will not receive credit and the course will be dropped.
    - ii. The student will receive a Professionalism Concern Report.
7. Non-clinical electives in Phase 3 are governed by the relevant Phase 1 lecture and small group policies listed above.

## **Procedures**

1. Phase 1 students are responsible for managing attendance and participation as follows:
  - a. Understanding the attendance and participation policy.
  - b. Monitor attendance to ensure that they will fulfill requirements of each course or educational requirement.
  - c. Proactively engage course directors, faculty deans, or education team members when they need assistance in fulfilling requirements for a given course or educational requirement.
  - d. If the student is not assigned to present material or help lead a small group learning or laboratory session, there is no need to seek approval for

missing the sessions. The student is encouraged to inform small group or lab group members of their absence.

- e. If the student is assigned to present material or help lead a small group learning or laboratory session;
    - i. Anticipated absences should prompt rescheduling or switch of responsibility with another student that is approved by the course and/or small group facilitator.
    - ii. Unanticipated absences should be communicated as soon as possible to allow the group to adjust the session as possible.
  - f. Communicating anticipated absences, with groups mates and course directors as applicable, consistent with professional expectations of medical students.
  - g. Communicating and rescheduling clinical and patient care encounters consistent with policy above.
  - h. Petitioning for anticipated absences from summative assessments at least 4 weeks prior to the assessment.
  - i. Communicating unanticipated absences from a summative assessment as soon as possible.
2. Phase 2/3 students engaged in clinical work are responsible for managing attendance and participation follows:
- a. Understanding the attendance and participation policy.
  - b. Monitor attendance to ensure that they will fulfill requirements of each clerkship or course.
  - c. Proactively engage course/clerkship/elective directors, faculty deans, or education team members when they need assistance in fulfilling requirements for a given course or educational requirement.
  - d. Petition for all anticipated absences through schedule request process for the course/clerkship/elective.
  - e. Inform course/clerkship/elective directors and clinical team members (as appropriate) of all absences as soon as possible.
  - f. Communicating unanticipated absences from a summative assessment as soon as possible.
  - g. Communicating dropping of Phase 3 clinical experiences in a timely fashion, as outlined above.
3. Students who are not fulfilling attendance and participation requirements will be required to meet with a Dean from both the Education and Student Affairs and Programs teams to ensure appropriate support is provided and/or corrective action taken. Students may be referred as appropriate to the Academic Progress Committee and/or the Committee on Academic Promotions.

4. Course and clerkship directors will provide opportunities for compensatory assignments or make-up clinical experiences as outlined in the policy within a reasonable timeframe to allow academic progress.

*Term definitions adapted from UCSF School of Medicine:*

<https://meded.ucsf.edu/policies-procedures/foundations-2-attendance-policy>

Accountable Dean(s) or Director(s): Dean of Students, Associate Dean for Medical School Academic Advising and Advancement, Associate Dean for Undergraduate Medical Education, Assistant Dean for Medical School Education

Related Policies: Policy for Academic Resources, Duty Hours

Approval Date: February 12, 2026

Reviewed August 2026

Approval Body: PSOM Curriculum & Education Policy Committee