

University of Illinois College of Medicine



PHASE 1 ATTENDANCE & LATE ARRIVAL POLICY

Approved by CCIA on 08-01-2018, Revised on 7/29/2018

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Professional Engagement

Attendance and punctuality are expected of physicians in practice as part of an overall expectation that physicians will fully engage with their professional responsibilities. The MD Program at the University of Illinois College of Medicine maintains firm attendance policies for several reasons:

- Your punctuality and participation during medical school instill good habits that you will need in practice;

- The majority of your time in the classroom is spent in active learning formats, where your participation is not only essential to your own learning but also to the learning of your peers;
- In many of your learning activities, specific resources (e.g., cadavers) or the services of others (patient instructors, patients) have been provided and scheduled to be available to you during class.

The faculty therefore consider your presence at required class sessions to be a fundamental part of the academic expectations of the MD program. As in professional practice, tardiness and unexcused absences are not acceptable.

Learning activities with required attendance

Attendance at Block course sessions is required, including Team-based Learning (TBL), Core Case, Health Illness & Society (HIS), Healthcare Systems (HCS), Evidence-based Medicine (EBM), and Lab sessions. Absence may be permitted if a request for an excused absence has been submitted and approved in advance. Similarly, all Synthesis, Doctoring and Clinical Skills (DoCS) and Medical Colloquia course sessions are required unless a request for an excused absence has been submitted and approved.

Sessions that require in-person attendance are listed as **mandatory** in the schedule. Sessions that are not listed as mandatory in the schedule do not require attendance; however, students remain responsible for all material covered.

Excused absence

Examples of absence requests that are *often approved* at the discretion of the academic advisor*(Written documentation of the reason for absence may be required.)*

- o Illness of student, significant other or immediate family member
- o Funeral of a family member
- o Healthcare provider appointment for student
- o Religious holidays *
- o Own wedding
- o Jury Duty
- o Court Date
- o Student representative on a College of Medicine Committee

** Documentation of attendance at services is **not** required. See section below on Religious Holidays.*

Examples of absence requests that *may be approved* at the discretion of the academic advisor *(Written documentation of the reason for absence may be required.)*

- Illness of extended family member or friend
- Healthcare provider appointment for significant other, immediate family member
- Funeral of friend
- Wedding of a family member or participation in a wedding of a non-family member
- Presenting at or attending a medical conference or other professional organization meeting with prior approval by campus-designated curricular authority.
- Other circumstances of an extreme, unanticipated, and compelling nature

Unexcused absence

Reasons for *Unexcused* Absences may include:

- Employment conflict
- Missed ride
- Missed bus/train
- Overslept
- Out of town
- Listed wrong date on personal calendar
- Travel booked before schedule is finalized
- Attendance at a wedding of a non-family member
- Time off request not made in advance or absent after request disapproved

Failure to obtain prior permission or provide satisfactory written documentation within seven days (or as soon as feasible) following an absence will result in an *unexcused* absence.

Examples of Proper Written Documentation for Excused Absences:

- Healthcare provider's note
- Death Certificate, Obituary, Memorial Program, etc.
- Police Report
- Traffic Ticket
- Jury Duty Summons

Religious Holidays

Per UIC Senate Policy on Religious Holidays

<https://dos.uic.edu/docs/UIC%20Senate%20Policy%20on%20Religious%20Holidays.pdf>

students who wish to observe their religious holidays shall notify the course coordinator by the tenth day of the semester of the date(s) when they will be absent unless the religious holiday is observed on or before the tenth day of the semester. In such cases, the student shall notify the coordinator at least five days in advance of the date when he/she will be absent. The full policy and a list of religious days of special observance can be found on the Office of Access and Equity web site at: <http://oae.uic.edu/religious-calendar/> (The posted list is NOT all-inclusive and customs may use a variation of the dates listed. If a holiday is not listed, that does not mean the

holiday is not observed.)

Request process for your campus

To submit requests by campus:

Peoria: A request for an excused absence or related issues must be communicated in advance by emailing UICOMP-Absence@uic.edu. This request for excused absence will be communicated to the Course Director by the coordinator. If email is not available, the student should call the Office of Preclinical Education at 309 671-3438, and the call will be directed to the appropriate Coordinator. The Preclinical Coordinator will then facilitate all communications about the absence request and will serve as the point of contact about all decisions and other information.

To: UICOMP-Absence@uic.edu

Subject: (Course/Block Name) - Absence Request

Within the body of the email, please include the following:

- 1) Full name
- 2) Academic year (ie class of 2022)
- 3) Date for which the request is being made.
- 4) Reason for Absence

NOTE: A request for an “excused absence” does not guarantee acceptance. The student is responsible for following up and confirming whether the absence is excused or unexcused. No expectation of prior notification will apply in the case of an emergency. As soon as feasible, the student should contact UICOMP-Absence@uic.edu. The absence will be deemed **excused** or **unexcused by** the academic advisor.

Multiple Absences

If a situation leads to missing multiple class sessions (TBL, EBM, Core Case, Lab, Synthesis, DoCS, or Medical Colloquia) and completing the course becomes difficult, the student should contact their academic advisor as soon as possible to explore options such as a make-up plan, remediation plan, leave of absence, etc. The time period for this make-up will be consistent with UI-COM Academic Policies.

NOTE: Both excused and unexcused absences are tracked across the curriculum. Students with repeated absences may be asked to provide a higher level of documentation. Such absences may affect the student’s professionalism evaluation and grade (please see the Assessment Policy on Professionalism) and may lead to review through the student promotions committee process. Please see the **Statement on Professional Behavior** contained in the [Academic Policies and Professional Standards](#) document posted on the [Educational Policies](#) web page.

- Course directors and others may notify the campus student promotions committee of a student’s pattern of late arrivals or unexcused absences for review in relation to the college’s statement on professional behavior.

Late Arrival to an Exam for any course in Phase 1

- Students are expected to arrive at or before the scheduled start time of an exam. Late arrival to exams is disruptive to faculty, staff, and classmates and will be noted. Patterns of late arrival to exams will result in a meeting with curricular administration.
- Students who arrive late but within 20 minutes of the scheduled start of an exam are still eligible to sit for the exam.

Example: An exam is scheduled to start at 8:00am. A student whose arrival was delayed may sign in at the check-in table as late as 8:20am and sit for the exam.

- Students who arrive more than 20 minutes late will be directed to **Dean for Preclinical Curriculum**. Students without an excused absence will receive a score of zero for the exam.

A pattern of not meeting punctuality expectations may impact a student's ability to progress through the program. Curricular administration will meet with students to address these areas of concern.

Absence implications for Doctoring and Clinical Skills (DoCS) Sessions

DoCS is a clinical course and the same level of professionalism is expected in this course as is expected in clerkships. Assessment in DoCS is based on observation of students' practice of clinical skills and attitudes. Punctual attendance is required at all DoCS sessions. **Failure to attend an activity will affect your overall DoCS grade.**

Absence: A request for an excused absence must be communicated in advance by contacting UICOMP-Absence@uic.edu.

If an absence for a DoCS session is considered *excused*, the student is responsible for making arrangements with the course coordinator to make up the session, which will be determined on an individual basis. Requests for excusal should be made in advance, or as soon as feasible in the case of emergency.

If the absence for a DoCS session is considered *unexcused*, the student will receive a score of zero for the quiz (if scheduled), will lose points related to professional engagement (please see [Assessment Policies and Procedures](#) on Professional Engagement), and will be responsible for all material covered. **Unexcused absences will affect a student's overall DoCS grade if the problem persists or is sufficiently serious.** Due to the clinical nature of the DoCS course, students may be required to make up the missed session(s) to avoid further penalty. As this is also considered a professionalism issue, the student may be required to meet with the academic advisor or course director.

Leaving Early: Leaving a session prior to its completion is considered an *unexcused* absence. The student will receive a score of zero for the quiz (if scheduled) regardless of points originally earned, and will be responsible for all material covered. Due to the clinical nature of the DoCS course, students may be required to make up the missed session to avoid further penalty. As this is also considered a professionalism issue, the student may be required to meet with the academic advisor or course director.

If a student must leave a session due to an emergent issue, or if the situation meets the criteria for excused absence, the student should contact the UICOMP-Absence@uic.edu as soon as feasible. The academic advisor will deem the absence to be *excused* or *unexcused*.

Late Arrival: Since the ultimate goal of a DoCS session is to learn and contribute to the team, students are expected to go to the session even if they will be arriving past the posted start time. Students should contact the UICOMP-Absence@uic.edu immediately following the session to explain the reason for the late arrival. The academic advisor will deem the late arrival to be *excused* or *unexcused*. Late arrivals will follow the same protocol for excused or unexcused absence in the paragraphs above. **The course coordinator will begin tracking late arrival 10 minutes past the posted start time for the session.**

Absence Implications for Block Course Sessions: Team Based Learning (TBL)

Absence: A request for an excused absence must be communicated **in advance by contacting UICOMP-Absence@uic.edu**. If a TBL absence is considered **excused**, the student must make arrangements with the [see campus-specific version of this policy on the campus website] to make up the Individual Readiness Assurance Test (IRAT). To receive credit, a student must complete the IRAT within one week of the TBL session. The student's grade for the TBL will be the average of their IRAT score and the team's score from the Team Readiness Assurance Test (TRAT). TBLs' application exercises do not have make-up sessions, but students are responsible for all material covered in the session.

If a TBL session absence is **unexcused**, the student will not be allowed to make- up the IRAT and will receive a score of 0 (zero) for both the IRAT and TRAT for that TBL session. The student will also lose a point in Professional Engagement. The student will be responsible for all the material covered. As this is also considered a professionalism issue, the student may be required to meet with the academic advisor. Please see the [Assessment Policies and Procedures](#).

Leaving Early: Leaving a TBL session prior to the completion of the application exercise is considered an **unexcused** absence and will result in a score of 0 (zero) for the IRAT and TRAT regardless of points originally earned. As this is also considered a professionalism issue, the student may be required to meet with the academic advisor.

If a student must leave a session as a result of an emergent issue or if the situation meets the criteria for excused absence, the student should contact the UICOMP-Absence@uic.edu as soon as feasible. The academic advisor will deem the absence to be **excused** or **unexcused** after consultation with the Assistant Dean for Preclinical Curriculum.

Late Arrival: Since the ultimate goal of a TBL session is to learn and contribute to the team, students are expected to go to the session even if they will be arriving past the posted start time.

- Late arrivals will be handled as follows: **A student who arrives late for the IRAT** may still receive any points gained within the remaining minutes allowed for the IRAT, and participate as usual in the TRAT and Application Exercise.
- **A student who completely misses the IRAT and shows up late for the TRAT** may still participate in the remaining minutes of the TRAT and receive the full amount of points gained by the group for the TRAT. The student will receive 0% for the IRAT.
- **A student who arrives after both the IRAT and TRAT portions have ended** will participate in the application exercise. The student will receive 0% for the IRAT and 0% for the TRAT regardless of points earned by the team for the TRAT. The student should contact the UICOMP-Absence@uic.edu immediately following the session to explain the reason for the late arrival. The academic advisor will deem the late arrival to be **excused** or **unexcused** after consultation with the Assistant Dean for Preclinical Curriculum. A late, unexcused arrival when both the IRAT and TRAT have been missed will follow the same protocol regarding professionalism as noted above above.

Absence implications for Block Course Sessions: Core Case Sessions not in TBL format (Unfolding Case Sessions), HIS Sessions, HCS Sessions, EBM Sessions, Lab Sessions and Absence Implications for Longitudinal Course Sessions: Synthesis and Medical Colloquia

Absence: A request for an excused absence must be communicated **in advance** by contacting the UICOMP-Absence@uic.edu.

If an absence for a session is considered *excused*, the student is responsible for all of the material covered in the session. The student is responsible for contacting the UICOMP-Absence@uic.edu in advance, or as soon as feasible in the case of emergency.

If the absence for a Block course session is considered *unexcused*, the student will lose points related to professional engagement and is responsible for all material covered. As this is also considered a professionalism issue, the student may be required to meet with the academic advisor. Please see the Assessment Policy on Professional Engagement: [Assessment Policies and Procedures](#).

If the absence from a Synthesis or Medical Colloquia course session is considered *unexcused*, the student may fail the course for a term (please see the [Assessment Policies and Procedures](#)). Synthesis Weeks and Medical Colloquia do not include graded assessments; course expectations are based on attendance, participation, and completion of assignments. Unexcused absences are considered a professionalism issue and the student may be required to meet with the academic advisor.

Leaving Early: Leaving a session prior to its completion is considered an *unexcused* absence. The student will lose a point in Professional Engagement (please see the [Assessment Policies and Procedures](#).) and is responsible for all material covered. As this is also considered a professionalism issue, the student may be required to meet with the academic advisor.

If a student must leave a session due to an emergent issue, or if the situation meets the criteria for excused absence, the student should contact the UICOMP-Absence@uic.edu as soon as feasible. The academic advisor will deem the absence to be *excused* or *unexcused*.

Late Arrival: Since the ultimate goal is to learn and contribute to the team, students are expected to go to the session even if they will be arriving past the posted start time. Students should contact the UICOMP-Absence@uic.edu immediately following the session to explain the reason for the late arrival. The academic advisor will deem the late arrival to be *excused* or *unexcused*. Late arrivals will follow the same protocol for excused or unexcused absence in the paragraphs above. **The course coordinator will begin tracking late arrival 10 minutes past the posted start time for the session. As chronic lateness is considered a professionalism issue, the student may be required to meet with the academic advisor.**