

Attendance Expectations-DO

Policy Information			
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1. Purpose

- 1.1. To clarify attendance expectations in the pre-clinical phase (Years 1-2) of Baptist Health Sciences University College of Osteopathic Medicine (BUCOM)
- 1.2. To clarify attendance expectations in clinical years 3-4
- 1.3. To define and describe processes involving excused and unexcused absences

2. Policy

- 2.1. Pre-clinical years 1-2
 - 2.1.1. Socialization into the medical profession is an important aspect of medical education. This is learned through interactions with peers, faculty and staff beginning early in the educational process.
 - 2.1.2. As such, students are strongly encouraged to attend all live educational sessions in person unless class is pre-recorded or offered remotely through an online platform (e.g., Teams™ or Zoom™).
 - 2.1.3. Due to the number of mandatory learning activities during the pre-clinical years, students are strongly encouraged to live within a 30-mile radius of the BUCOM facility.
 - 2.1.4. Students should generally plan to be available between the hours of 8AM and 6PM Monday through Friday.
 - 2.1.5. The attendance policy for each course is specified in the course syllabus. Questions should be addressed to that specific course director.
 - 2.1.6. Students are expected to take all integrated course assessments and laboratory practicals as scheduled.
 - 2.1.7. When BUCOM is officially closed for holidays or specified breaks, students are not expected to be on campus.
 - 2.1.8. In situations of inclement weather, if Baptist Health Sciences University is closed, BUCOM is also closed for pre-clinical activities.
- 2.2. Clinical years 3-4
 - 2.2.1. Students on clinical rotations work as assigned by the course director.
 - 2.2.2. Students are generally expected to be available Monday through Friday 7AM-7PM unless the rotation involves specified shifts. In this case, students are responsible to be present and actively participating during all assigned shifts.
 - 2.2.3. Students should discuss any weekend, call, or holiday assignments with the course director at the start of the rotation. As many inpatient clinical services run 24/7, students should not

automatically assume they are off for any holiday or have the same schedule as the pre-clinical students. This should be discussed with the course director.

- 2.2.4. In situations of inclement weather, students should contact their course director for instructions regarding work.
- 2.2.5. Students will adhere to the BUCOM duty hours policy while on clinical rotations.
- 2.2.6. During the fourth year, students may be given a specified number of days for official residency interviews. Students are responsible for clearing any planned absence with the rotation director as soon as they are invited for that interview. Last minute requests may not be able to be honored.

2.3 Presentation of research

- 2.2.7. Students may have the opportunity to present their original research as a paper or oral presentation at a local, national, or international meeting. The student must be listed as a formal presenter in the official conference program and not just attending the conference.
- 2.2.8. Requests to attend a meeting to present a student's original research should be made no later than ninety (90) days prior to the conference. A formal written request should be sent to the Assistant Dean of OMS 1 and 2 for the preclinical years or the Assistant Dean for Years 3 and 4 in the clinical years. The Senior Associate Deans (Academic and Clinical) will be kept informed through reports from their respective assistant deans.
- 2.2.9. Students are excused for one day to present their research. Depending on the location of the conference, one day may be granted for travel to the venue with a second day permitted for travel back from the conference. The number of days granted will be determined by BUCOM once a formal request to attend the meeting is submitted.
- 2.2.10. The student is responsible for working with any course director whose activities may be missed regarding make-up work.
- 2.2.11. Make-up activities must be completed following the course director's instructions, but no later than 2 weeks following the event.

3. Definitions

- 3.1. Excused absence: absence for which make-up of assignments is permitted.
- 3.2. Unexcused absence: absence for which make-up of assignments is not permitted.
- 3.3. Mandatory learning activities: activities where attendance is required.

4. Procedure

4.1. Pre-Clinical

- 4.1.1. If students know of an upcoming significant life event that may impact their training, they are encouraged to discuss this well in advance with the Assistant Dean of OMS 1 and 2 or the Senior Associate Dean for Academic Affairs to see if any arrangement is possible. As the first two years offer limited flexibility in terms of repeating or making up courses, substantial life events may necessitate taking a leave of absence and returning the following year.
- 4.1.2. Excused absence includes, but is not limited, to:
 - 4.1.2.1. Personal illness or healthcare appointment that cannot be scheduled at another time; doctor's note is required for any mandatory learning activity/event missed;
 - 4.1.2.2. Serious illness in immediate family member (parent, sibling, child, grandparent);
 - 4.1.2.3. Death in immediate family (parent, sibling, child, grandparent, aunt, uncle, first-cousin);
or
 - 4.1.2.4. Invited research presentation for student's original research (see Section 4.3).
- 4.1.3. Students should notify the involved course director and include the Assistant Dean for OMS 1 and 2 on the communication if they are absent from a mandatory learning event.

- 4.1.4. If the absence is determined to be excused, the student is responsible for arranging make-up work through the course director.
- 4.1.5. Make-up work must be completed and turned in as specified by the course director, but no later than 2 weeks following the absence. If make-up work is not completed by that time, the student will receive a zero on the assignment.
- 4.1.6. In the case that work cannot be made up for an excused absence, the student's final grade will be tallied without including the points for that assignment. It is the student's responsibility to check back with the course director at the end of the term to ensure that the denominator recalculation is correctly done.
- 4.1.7. Students are expected to attend all exams or lab practicals at the time they are scheduled. In the rare case that a student must miss an assessment due to an emergency, an email should be sent to the Assistant Dean for OMS 1 and 2 and cc: to the Senior Associate Dean for Academic Affairs. This should be followed up with a phone call to discuss the emergency and plans for making up the assessment.
- 4.2. Clinical
- 4.2.1. Students should try to schedule their rotations in consideration of significant life events (e.g., wedding). If students have a significant life event, they are encouraged to discuss this with the appropriate third- or fourth-year assistant dean well in advance.
- 4.2.2. Reasons for excused absence are listed in 4.1.2 above.
- 4.2.3. Requests for time away for interviews must be cleared with the specific course director of that rotation using the appropriate request form.
- 4.2.4. Students are expected to attend all standardized testing for end of clerkship exams (COMAT) as scheduled. In the rare circumstance that an emergency precludes a student taking an exam, the student must email the appropriate third or fourth year dean and include the Senior Associate Dean for Clinical Affairs on the communication. The email should also be followed up by a phone call to discuss the specifics of the emergency. The exam must be made up as soon as practically possible.
- 4.3. Presentation of original research
- 4.3.1. Requests to attend a meeting to present a student's original research should be made no later than ninety (90) days prior to the conference. A formal written request should be sent to the Assistant Dean of OMS 1 and 2 for the preclinical years or the Assistant Deans in the third and fourth year.
- 4.3.2. Students are excused for one day to present their research. Depending on the location of the conference, one day may be permitted for travel to and one day allowed for travel back from the conference. This will be determined by BUCOM once the original request to attend the meeting is submitted.
- 4.3.3. The student is responsible for working with any course director whose activities may be missed regarding make-up work.
- 4.3.4. Make up assignments must be completed no later than 2 weeks following the missed event.

5. Related Information

- 5.1. COCA (Commission on Osteopathic College Accreditation) Pre-accreditation standard 9.2

6. Publications

Yes	Publication	Yes	Publication
	University Academic Catalog		University Website
	University Student Handbook		MyCampus
	University Faculty and Staff Handbook		Other University Publication:



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