



## Attendance and Participation

### Roles and Responsibilities

Policy Contact(s)	Associate Dean for Student Affairs, Associate Dean for Medical Education and the Student Experience
Responsible	OSA, OME
Accountable	Clinical Affiliates, Course and Clerkship Directors, and Associated Faculty
Consulted	UMB Student Health Resources, UMMS
Informed	Course and Clerkship Directors, Associated Course and Clerkship Faculty, OME and OSA Staff, Residents, and Medical Students

### LCME Standards

#### 3.5 Learning Environment/Professionalism

A medical school ensures that the learning environment of its medical education program is conducive to the ongoing development of explicit and appropriate professional behaviors in its medical students, faculty, and staff at all locations. The medical school and its clinical affiliates share the responsibility for periodic evaluation of the learning environment in order to identify positive and negative influences on the maintenance of professional standards, develop and conduct appropriate strategies to enhance positive and mitigate negative influences, and identify and promptly correct violations of professional standards.

#### 12.4 Student Access to Health Care Services

A medical school provides its medical students with timely access to needed diagnostic, preventive, and therapeutic health services at sites in reasonable proximity to the locations of their required educational experiences and has policies and procedures in place that permit students to be excused from these experiences to seek needed care.

### Purpose and Scope

In-person attendance and participation are critical to the development of the competencies necessary to be successful as a licensed physician. The nature of the profession demands dependability and accountability to both employers and/or patients. The policy is designed to ensure medical students fully comprehend the importance of learning, engagement, and contributions to the development of self and one's peers or colleagues, and to fully meet the goals and objectives for courses and clerkships. The policy applies to all students who are enrolled in the MD program for the duration of their enrollment.

## Policy and Procedures

### Pre-clerkship attendance

Students are expected to attend all formal educational activities, both lecture and non-lecture sessions, in all courses during the pre-clerkship curriculum. Although students are not required to attend lectures, these are designed to provide foundational information that is augmented by a variety of non-lecture educational opportunities. The interactive nature and group dynamics of non-lecture components depends on the attendance and participation of all students. Each course in the pre-clerkship curriculum will indicate (in advance) those sessions at which attendance will be mandatory and documented. Students cannot switch their assigned meeting times or locations without permission from the course director.

Any student absent for two or more consecutive days must notify the Office of Student Affairs and the course director. Students are responsible for material covered during missed sessions. Students must attend a minimum of 85% of required sessions to pass the course. Students with accommodations (allowing for exceptions to the stated attendance policy) are required to attend a minimum of 75% of all required sessions in person to pass the course. The Office of Student Affairs in conjunction with the Office of Medical Education may waive the 85% requirement of attendance in extenuating circumstances. The 75% threshold for in-person attendance cannot be waived by OSA. Any students at risk of falling below this threshold must meet with OSA to discuss possible leave of absence. Participation will count for no more than 15% of the final grade. Participation opportunities are delivered during the session and cannot be completed at other times, except for religious observances, as noted below. The components of the participation grade will be determined by the course director in conjunction with the Office of Medical Education and made known to the students no later than the first day of the course. Potential ways to evaluate participation include, but are not limited to:

- Individual Readiness Assurance Tests (iRAT) for TBL (Team-Based Learning) sessions
- Audience response questions during sessions
- Quizzes reviewing content from assigned pre-work
- Quizzes, questions, short answers or reflections at the conclusion of a session to assess what was learned
- Faculty evaluations of participants where possible (e.g., dissection project)
- Peer evaluations
- Completion of required evaluations

The participation grade component of the final course grade will be earned by tabulating the top 85% of scored participation. Each required session will be worth a maximum of 2 (two) participation points. A student who misses a required session will earn 0 (zero) points for that session. The bottom 15% of each student's accumulated participation points will be discarded. Earning less than 85% of all available points will decrease one's participation grade proportionally.

#### *Religious Observances*

Religious observances that occur during a course are covered by the 15% allowed absences for the first two holidays. If there are more than 2 days of religious observances in a course, participation credit for the additional religious observances can be earned through a) an attestation that the student has performed self-review of the assigned material and b) submission of missed educational activities on the next allowable day.

Practice of Medicine has exceptions to this policy, and students should review the course materials for course-specific requirements.

## Clinical Attendance

Students should review all respective clerkship, elective, and sub-internship requirements when they receive course materials. Students are expected to attend every scheduled day. Students must notify the clerkship, elective, or sub-internship director in writing in advance of any anticipated absence or promptly for an emergency absence. The written request should include at a minimum the date of the request, the time requested off, a reason for the request, and any appropriate documentation. Anticipated absences should be preceded by consultation with the clerkship/rotation director to discuss appropriateness and the urgency of the request. Students must also follow this procedure to request time off for regular healthcare appointments, accommodations for exceptions to the attendance policy, or religious observances which may occur during scheduled clerkship blocks.

Students may be required to remediate any missed time. Makeup time for clinical experiences may be scheduled during weekends. Absences will be documented and monitored by the Office of Student Affairs. Absences deemed by the clerkship director to interfere with the goals and objectives of the rotation may require withdrawal from or repeating the rotation in its entirety. Any student that does not complete 75% of their rotation according to the initial schedule will be required to withdraw from and repeat the rotation. Recurrent absences or any unexcused absences will be discussed by the Advancement Committee and may result in individualized educational plans or generation of a Professional Conduct Evaluation (see Professionalism Policy).

### *Religious Observances*

All requests for absences or accommodations for religious observances during clinical rotations should be made to the rotation director at the time of the clerkship preference survey (clerkship phase) or at least 3 weeks prior to the scheduled start of each rotation (clinical electives and sub-internships).

### Exceptions

Courses two weeks or less in duration may have exceptions to this policy. Students should review the course materials for more details.

Any exceptions to this policy would be determined by the Office of Student Affairs. Exceptions would need to stem from extenuating circumstances and would be determined on a case-by-case basis, and as supported by the available evidence.

### Sanctions

Breaches of professionalism, including signing in for others, signing in without physically attending, or signing in and leaving (without permission) before completion of a small group or other activity requiring sign in are violations of the School of Medicine Statement of Ethical Principles, Practices and Behaviors and as such are reportable to the School of Medicine Judicial Board.

Sanctions from the Judicial Board become a permanent part of the student academic record and will be included in the portions of the Medical School Performance Evaluation (MSPE) dealing with professionalism and adverse actions by the medical school.

### Forms

Professional Conduct Evaluation

## Related Policies

Advancement, Dismissal, and Graduation

Withdrawal Policy

Statement of Ethical Principles, Practices, and Behaviors

Leave of Absence

[UMB Policy Concerning the Scheduling of Academic Assignments on Dates of Religious Observance; Campus Space for Faith-Based or Religious Practices - University of Maryland, Baltimore \(umaryland.edu\)](#)

UMB Notice of Nondiscrimination

## History

Approved: CCC, August 10, 2020

Revised: CCC, May 18, 2021; CCC, January 16, 2024; CCC, October 15, 2024