

Attendance and Participation

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.

Scope and Purpose

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.

As an integral part of the healthcare team, medical students are expected to fulfill their educational responsibilities and their patient care responsibilities for all clinical experiences during the clerkship phase of the MD program.

Attendance and Professionalism

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 <http://www.medschool.umaryland.edu/osa/handbook/School-Policies/Statement-of-Ethical-Principles-Judicial-Review-System--By-Laws-of-the-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 dealing with professionalism and adverse actions by the medical school.

The School of Medicine has a zero-tolerance policy regarding academic dishonesty in any form. If a student is found by the Judicial Board to have engaged in academic dishonesty (cheating, plagiarism, misrepresentation of attendance/participation, etc.) in any class, for any reason, that student will receive an automatic grade of “F” for the course/activity in question per Judicial Board by-laws. The Judicial Board and/or Advancement Committee may recommend additional penalties, such as disciplinary probation or dismissal, to the Dean. There will also be a permanent notation in the student’s academic record and MSPE that an “F” was given because of academic dishonesty.

Policy Statement

Pre-Clerkship Phase

Each course in the pre-clerkship curriculum will indicate in advance those sessions which are required and at which attendance will be mandatory and documented. Students cannot switch their assigned meeting times or locations without permission from the course director.

Students must attend a minimum of 85% of required sessions to pass the course. If a student is absent for two or more consecutive days, they must notify the Office of Student Affairs and the course director. The Office of Student Affairs may waive the 85% requirement of attendance in extenuating circumstances. Students are responsible for material covered during missed sessions.

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. 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 prior to the course. Potential ways to evaluate participation include:

- 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.

Practice of Medicine has exceptions to this policy. Please refer to the respective course guidelines.

Clinical Attendance

Students are expected to attend every scheduled day. Students must notify the clerkship/rotation 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 urgency of the request.

Students may be required to remediate any missed time. Absences will be documented and are monitored by the Office of Student Affairs. Absences deemed to interfere with the goals and objectives of the rotation may require withdrawing from or repeating the rotation in its entirety (see Withdraw Policy and Incomplete Policy). Recurrent absences will be discussed by the Advancement Committee and may result in individualized educational plans or generation of a Professional Conduct Concern (see Professionalism Policy).

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.

COVID and other Public Health Concerns

Students instructed by a public health official (including the UMB COVID team or Student Health) to isolate/quarantine during instructional time, may request remote learning accommodations. To receive full attendance/participation credit for remote courses, students must request to participate remotely prior to the scheduled start of the session and must fully participate in the session and all required elements. Students are required to request this accommodation through the Office of Student Affairs if no specific method is outlined in the course syllabus or materials.

History

Approved: CCC, August 10, 2020

Approved: CCC, May 18, 2021 (Clinical Attendance)

Revised: CCC, April 2023