

Attachment 9.2.2



Class Attendance Policy

DOCUMENT TITLE:	Class Attendance Policy
APPROVAL DATE:	TBD
NEW OR REVISION	New
EFFECTIVE DATE:	TBD
SCOPE/APPLICABILITY:	College of Osteopathic Medicine
RESPONSIBLE OFFICE:	Department of Academic Affairs
LAST AUDITED:	

PURPOSE:

To establish attendance standards and procedures for students enrolled in the Doctor of Osteopathic Medicine program at IllinoisCOM, ensuring a high level of professional standards and commitment to the program and profession.

SCOPE:

This policy applies to all students enrolled in the Doctor of Osteopathic Medicine program at IllinoisCOM, including pre-clinical (OMSI and OMSII) and clinical (OMSIII and OMSIV) students.

DEFINITIONS:

- **Excused Absence**
An absence approved through the submission of an Excused Absence Request and appropriate documentation.
- **Anticipated Absence**
An absence with advance notice, such as scholarly activities, leadership requirements, civic responsibilities, military duties, significant personal obligations, or the observance of an approved religious holiday.
- **Unanticipated Absence**
An absence with little to no advance notice, such as illness, significant personal events, or other circumstances outside the student's control.
- **Unexcused Absence**
An absence resulting from a denied Excused Absence Request, failure to submit an Excused Absence Request within 24 hours of the absence, or failure to attend a required activity as scheduled.
- **Wellness Day**
One day per semester for pre-clinical students to use for personal well-being, with exceptions.

POLICY:

- Attendance at scheduled classes and other curricular events is encouraged, while attendance at laboratories, assessments, and clerkships is mandatory.



- Students must submit a Absence and Scheduling Request Form when missing a required curricular event (instructions regarding the submission process will be provided on syllabi, Canvas announcements and/or email instructions).
- Excused Absence Requests for anticipated absences must be submitted at least seven working days prior to the absence, while requests for unanticipated absences should be submitted within 24 hours of the absence.
- Failure to submit a timely request may result in denial of request and assessment of an unexcused absence.
- Unexcused absences may result in:
 - forfeiture of the ability to make-up, reschedule, or complete associated assignments or assessments,
 - forfeiture of coursework points associated with the missed required activity,
 - the grade of zero (0) for exams and assessments and may lead to a referral to the Assistant Dean of Student Affairs for a lapse in professionalism.
- Pre-clinical students with three or more missed required activities in a single semester will be referred to the Office of Student Affairs for review.
- IllinoisCOM supports absences related to religious observations in accordance with state and federal laws and regulations and policy outlined by The Chicago School.
- OMSI and OMSII students who need to miss a class meeting, examination, or other course or program requirement due to religious observance or practice must request an accommodation using the Religious Reasonable Accommodation Request form.
- OMSIII and OMSIV students are subject to the holiday schedules of the site(s) at which they are rotating and as such should expect to report for duty on most holidays without exception.
- Attendance requirements for pre-clinical students (OMSI and OMSII) will be communicated through the appropriate channels (e.g. Canvas, course syllabi and IllinoisCOM curricular calendar) and clinical students (OMSIII and OMSIV) are outlined in the Clerkship Manual.
- The Department of Academic Affairs may require individual students to attend some or all in-person classroom sessions as directed by the Academic Performance and Promotion Committee.
- OMSI and OMSII students will be afforded one “Wellness Day” per semester to use with the following stipulations:
 - Wellness days may not be used on scheduled exam or assessment days or on days with required service-learning activities (i.e. early clinical experiences).
 - Students must submit an excused absence request form as described above indicating the use of a Wellness Day.
- OMSIII and OMSIV students are required to attend all clerkship and clinical activities.
- Any absence requires submission of an Excused Absence Request and relevant documentation.
- Failure to notify the Clerkship Coordinator and the clerkship site staff or preceptor of any absence, regardless of reason or duration of absence, may result in a referral to the Senior Associate Dean of Clinical Affairs for review and to address the lapse in professionalism.
- The Office of Clinical Affairs reserves the right to issue a failing clerkship grade requiring remediation.
- There are no exceptions to this policy and failure to follow the process will result in the assessment of an unexcused absence.
- Orientation and Commencement attendance are required for all students.
- Exceptions are only granted with documented extenuating circumstances after review and approval by the Office of Student Affairs.



- Tardiness may be considered an unexcused absence and result in refusal to be admitted to a learning activity, examination or assessment at the discretion of the faculty or staff in charge of the event in alignment with expectations outlined in the course syllabus. Furthermore, tardiness may result in a referral to the appropriate Senior Associate Dean for review and to address the lapse in professionalism.

PROCEDURE:

- Student submits a Absence and Scheduling Request Form with appropriate documentation.
- The Office of Academic Operations (OMSI or OMSII) or the Office of Clinical Affairs (OMSIII or OMSIV) reviews the request and supporting documentation.
- If necessary, the request may be forwarded to the Office of Student Affairs for review and decision.
- Staff will communicate the final decision on approval or denial within 48 hours of submission.
- The Office of Academic Operations will communicate details pertaining to make-up or rescheduling of missed required sessions for OMSI and OMSII students.
- The Office of Assessment and Outcomes will contact OMSI and OMSII students directly to reschedule missed exams or assessments.
- The Clerkship Coordinator will work with OMSIII and OMSIV students regarding rescheduling of necessary activities in the clerkship years.

RESPONSIBLE PARTIES:

- Students: Responsible for submitting Excused Absence Requests and attending required curricular events.
- Office of Academic Operations: Responsible for reviewing requests for OMSI and OMSII students and communicating make-up or rescheduling details.
- Office of Clinical Affairs: Responsible for reviewing requests for OMSIII and OMSIV students and communicating with the Clerkship Coordinator.
- Office of Student Affairs: Responsible for reviewing requests when necessary and addressing lapses in professionalism.
- Office of Assessment and Outcomes: Responsible for rescheduling missed exams or assessments.
- Clerkship Coordinator: Responsible for working with OMSIII and OMSIV students to reschedule necessary activities in the clerkship years.

REFERENCES:

- IllinoisCOM Program Handbook
- IllinoisCOM Clerkship Manual
- The Chicago School Student Handbook and Academic Catalogue

