

Nova Southeastern University
Dr. Kiran C. Patel College of Osteopathic Medicine

Policy Update:	Attendance
COM Program/Degree:	Osteopathic Medicine Program/D.O.
Effective Date Issued:	October 27, 2017
Student Handbook Issue:	2017-18 Academic Year

The Attendance policy has been changed. The original policy, which can be found on pages 62-63 of the 2017-2018 COM Student Handbook, is updated with the following, with the added/changed information in red:

B. Attendance

For M1 and M2 Courses of Study

Attendance is mandatory for all laboratories, small group learning activities, interactive learning activities, clinical activities, and other special announced events.

Whether attendance is mandatory or only strongly recommended for course lectures is left to the discretion of the individual course directors and will be spelled out in the course syllabi.

If a student is absent for a mandatory class session, it is the responsibility of the student to contact the Assistant Dean of Student and Alumni Affairs either prior to the session or within 24 hours of the missed session. The student must supply the assistant dean of Student and Alumni Affairs with written documentation for the reason the student was not in attendance at the session.

The Assistant Dean of Student and Alumni Affairs will notify the student and the course director as to whether the absence is excused or unexcused. Make-up work may be assigned for absences whether they are excused or unexcused. The make-up requirements will be spelled out in the course syllabi.

The college reserves the right to require attendance at other designated lectures and presentations, as well as the dean's hour. Students will be notified via NSU email of any announced mandatory class or meeting no less than one school day prior to any mandatory session, whenever possible.

If a student is absent for a required session that is not a part of an existing course, it is the responsibility of the student to contact the Assistant Dean of Student and Alumni Affairs either prior to the event or within 24 hours of the missed event. The student must supply the Assistant Dean of Student and Alumni Affairs with written documentation for the reason the student was not in attendance at the outside-of-class event.

The Assistant Dean of Student and Alumni Affairs will notify the student as to whether the absence is excused or unexcused and what make-up assignment, if any, is required. Failure to complete any assigned make-up work in the time frame given may result in the student being referred to the Student Progress and Professional Behavior Committee.

The following are considered excused absences for required sessions:

- a. death and funeral in the immediate family (spouse, partner, parent, grandparent, in-law, sibling, child, aunt, uncle, niece, or nephew)
- b. personal illness, only when diagnosed and documented in writing by the physician who evaluated and treated the student at the time of the absence
- c. university sanctioned travel or function, documented no less than two weeks in advance by the Office of Student and Alumni Affairs (The Office of Student and Alumni Affairs will be responsible for ensuring that the course directors receive the appropriate documentation.)
- d. other extenuating circumstances, which must be approved by the Assistant Dean of Student and Alumni Affairs, with the appropriate documentation for the reason

ALL absence documentation must be approved by the Assistant Dean of the Office of Student and Alumni Affairs.

The Office of Student and Alumni Affairs will keep track of unexcused absences for outside-of-class mandatory events. An unexcused absence from any mandatory event may result in disciplinary action.

The Office of Clinical Education conducts two mandatory M2 student events during the academic year. The events are as follows

1. annual M2 Track Day held in January
2. annual M2 Pre-Clerkship Seminar held in April

Attendance at the above two events is considered critical for the dissemination of important information and training of the OMS2 students. Attendance will be monitored by an official student sign-in sheet that is maintained by the Office of Clinical Education. Absences may be excused for reasons such as illness, personal issues, etc., but only when the student communicates those reasons directly to personnel in the Office of Clinical Education within five business days of becoming aware of such reasons, unless otherwise permitted by the dean or his/her designee. Students who fail to attend without an excused absence will receive a letter of reprimand in their academic file and their medical student performance evaluation (MSPE).