

Virginia Tech Carilion School of Medicine (VTCSOM)

Statement: Class Attendance and Excusing Students from Class or Clinical Activities

Subject: Student Affairs

Administrator: A. Knight

Rev.: 2

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1 Purpose

The Patient Centered Curriculum at VTCSOM requires active student participation which will be assessed by the faculty in various Domains on a regular basis.

2 Policy

Lectures in the various Domains are limited in number and can utilize multiple and varied teaching approaches to help the students learn the material. It is the intent of the faculty to make lectures as interactive as possible and may include audience response devices, student participation assessment and quizzes linked to the block grades for that Domain. Attendance at these sessions is expected and inasmuch as student participation is considered a part of student assessment essential in completing the Patient Centered Curriculum. Students are required to attend all Problem-Based Learning (PBL) cases in their small groups. Students are also required to attend all laboratories and workshops, and all group learning exercises in the Research, Interprofessionalism, and Clinical Sciences Domains, including the LACE clinical experiences, unless excused from attendance.

Tardiness to required class or clinical activities is defined as being more than ten (10) minutes late to a required session. Tardiness is noted on the evaluation forms by faculty and can result in an unsatisfactory grade.

3 Procedures

Excuses from required activities are automatic when the health and safety of the student and/or the student's classmates might be adversely affected. The student should notify, via e-mail, the appropriate facilitator and a member of their PBL group, faculty leading a given session, and the block director/clerkship director acknowledging their absence due to illness. In addition, the student should notify the Associate Dean for Student Affairs and Director of Student Affairs and complete the Time Away Request found on Blackboard and the Student Affairs page on the VTC website. In the case of potentially transmittable infectious disease, the VTCSOM policy on Infection Control Surveillance requires evaluation by Carilion Employee Health before attending class or having contact with patients. If a faculty member has a concern that a student might be a health risk to other students and/or patients and this is not recognized/acknowledged by the student, the faculty member should make a request to the Associate Dean for Student Affairs that a health evaluation be mandated prior to the student returning to class. For absences of greater than 1 day, the student should notify the persons listed above each day, and should also notify the Associate Dean for Student Affairs.

For elective health-related issues and for non-health related issues, such as family emergencies, students should contact the Associate Dean for Student Affairs to request the absence as soon as they are aware of the need for it. Except for emergency issues, this should happen in advance of the absence. The Office of Student Affairs will notify the block director or clerkship director. If the absence is determined to be unexcused by the Associate Dean for Student Affairs, the Associate Dean for Student Affairs will inform the student and the Senior Dean for Academic Affairs. If the length of absence is long enough to adversely affect the student's academic performance, the Leave of Absence Policy will take effect.

If a student misses a required experience without having received an excuse before the absence, he/she have the opportunity to explain the absence to the facilitator, faculty or clerkship director. If the excuse is felt to be inadequate, the absence will be considered a lapse in the expected professional behavior, and a violation of the Standards of Ethical and Professional Conduct Policy. The faculty member will refer the matter to the Senior Dean for Academic Affairs to make a decision about whether the violation is serious enough to send a written report to the Medical Student Performance and Promotion Committee for consideration (see policy regarding Violations of the SEPCP and/or Teacher-Learner Compact).

Students who miss five consecutive unexcused days of instruction are automatically withdrawn from VTCSOM unless an exemption is granted by the Senior Dean for Academic Affairs and the Associate Dean for Student Affairs.

Planned Absences

In the case of planned absences (VTCSOM-related meetings, conferences, family events such as weddings, etc.), students must obtain permission from the Senior Dean for Academic Affairs and the Associate Dean for Student Affairs by completing a time away request at least 4 weeks prior to the planned absence. These requests will be considered on a case-by-case basis. If approved, it is the responsibility of the student to notify all appropriate faculty members of the impending absence. The Office of Student Affairs will notify the block director/clerkship director.

Observance of Religious Holidays

Students shall be excused from required academic activity to observe a religious holy day of their faith, and should follow the notification process for planned absences. Students who ask to be excused from class or clinical responsibilities for religious reasons will not be required to provide verification. A student who believes that he or she has been unreasonably denied an educational benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

Make-Up Work

Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. This will be determined by the appropriate course director or clerkship director in consultation with the Senior Dean for Academic Affairs.