

# Attendance & Absentee Policy - Foundations Phase

**CHANGE TO ATTENDANCE POLICY FOR 2020-2021 academic year ONLY.**

This policy has been adjusted for the 2020-21 Foundation Phase as in-person activities have been impacted by the COVID-19 pandemic.

Sessions will be delivered in-person or remotely depending on the requirements of the specific site.

## Policy Statement

As part of professional development as physicians-in-training, students are expected to make the medical school schedule their highest priority. We expect all students to contribute to group learning and participate in problem solving. Preparation prior to class and active participation during class are critical not only to each individual's success, but to the success of one's fellow students. Ultimately, active participation in groups will better prepare all students for their work in clinical settings.

### Required sessions in Foundations blocks and courses:

- Labs except when health and/or safety concerns exist
- All lectures/sessions where patients are present
- Small group sessions
- Group learning activities listed as required at the discretion of the block, thread or theme leader
- Class meetings

Foundations coursework takes priority over elective coursework. You must not sign up for non-clinical electives, preceptorships or shadowing experiences which conflict with your Foundations classes and/or Foundations of Clinical Medicine, Hospital tutorials, and Primary Care Practicum (PCP).

## Requirements, Procedures and Guidelines

### Examinations

Students must be present for scheduled examinations (including anatomy pin tests) except in the event of personal illness or personal/family emergencies. Permission must be granted for rescheduling an exam. The student must contact the Foundations Dean (In Seattle: Assistant Dean for Student Support) to reschedule an examination. Students must not schedule make-up exams during any scheduled curricular activity, and it is the student's responsibility to ensure that exams are not in conflict with a scheduled activity. The block/course director and/or block/course site leader cannot provide permission for an exam reschedule.

Examinations cannot be rescheduled or moved to a different foundation campus for personal events or research presentations.

### Attendance in Foundations of Clinical Medicine (FCM), Primary Care Practicum (PCP) & Hospital Tutorials

Attendance is required for all FCM activities. If you are ill or have an emergency and are unable to attend a session, please contact the appropriate people as soon as possible.

<b>Curricular Component</b>	<b>Who do I ask for permission?</b>
Orientation & FCM: Immersion	Foundations Dean & FCM course director(s) at your Foundations site
FCM: Clinical Skills Workshops	FCM course director(s) at your Foundations site
FCM: Primary Care Practicum	PCP director at your site and your PCP faculty
FCM: Hospital Tutorials	Your College mentor/hospital tutorial faculty

Students unable to attend a session must complete assigned makeup activities. Failure to communicate about an absence will result in a Notice of Concern (NOC). Absences due to personal events and research presentations will not be excused.

Last Updated: 7/28/2020