

Attendance and Excuse Policy and Procedures**Policy Statement:**

SJBSM is fully committed to ensure an adequate learning environment conducive to the development of the students' academic knowledge, and the appropriate professional. To achieve our goal, students are expected to attend all scheduled hours of didactic / clinical instruction, and comply with the corresponding responsibilities as stated in each course/clerkship syllabi. This policy seeks to ensure students comprehension regarding the importance of their engagement with the learning environment, contribute to the professional development of self, and fully meet the didactic / clinical objectives; define the conditions that may be officially authorized as an absence; and the appropriate avenues for students to request an official excuse from the Deanship of Student Affairs for an absence to didactic / clinical activities.

Attendance Policy

- Biomedical sciences - student attendance is mandatory for all didactic /clinical sessions in Biomedical Sciences where interactive learning, clinical reasoning, group learning or teamwork activities are required. If a student is absent more than 15% of the time assigned for academic activities without an official excuse, the student will fail the course.
- Clinical Sciences - student attendance is mandatory for all clerkship activities. Students will start their clinical rotations at the time determined by the site and/or preceptors. Unreliable or undependable behavior is considered unprofessional behavior. Scheduled activities and/or clinical rotations may take place on any day of the week (including weekends and holidays) and may take place during day or night hours. Students must maintain sufficient flexibility to respond to schedule changes and unexpected patient care demands. Unauthorized absences in excess of three (3) days for (six) 6-week clerkships, or six (6) days for a twelve (12) week clerkship, or two (2) days for a four (4) week clerkship may result in a failure of a clerkship.
- Tardiness and early departures are not permitted and considered highly unprofessional. Three (3) delays will be equal to one (1) absence.
- Students that are absent without authorization will be referred to the Deanship of Student Affairs for disciplinary action.
- Students that do not comply with receive an unsatisfactory professionalism evaluation score on the clerkship final grade report, which will result in the repetition of the clerkship.

Authorized Absences

SJBSM is aware that special conditions may arise that inhibit the student from fulfilling their academic responsibilities. The following conditions are considered valid reasons for excusing a student from academic activities:

- Medical appointments
- Illness or accident of certain degree of severity that may require hospitalization, emergency room evaluation, and/or to remain bedridden at home
- Illness or accident that may not require hospitalization, emergency room evaluation, and/or to remain bedridden at home, but is of such magnitude that prevents the student from participating in said activity
- Normal and/or complications in pregnancy, childbirth, and postpartum
- Paternity leave
- Religious observations
- Court citations
- Residency interviews
- Participation in the armed forces of the United States of America
- Official participation in academic or university state, national or international forums
- Death or funeral of a close family member
- Illness or accident of a close family member that occurs on the same date of the academic activity
- Significant catastrophe or event that causes severe stress such as household destruction by fire, atmospheric events, floods, landslides, or other

Required Actions to Authorize an Absence

In the event that a student may need an excuse for a valid absence, they must visit the Deanship of Student Affairs to obtain one. Students must provide evidence of the reason that justifies their absence in order to be excused. If the event occurs unexpectedly, the student must notify the Course / Clerkship Coordinator. Once the event is resolved, the student must submit evidence to the Deanship of Student Affairs in order to be excused. Examples of valid excuses are:

- Medical excuse NOT issued by a relative, SJBSM faculty or Attendings
- Funeral certification in case of death
- Official document and /or certification in case of armed forces, court citations, etc.
- Travel request form for

NOTE: Failure to comply with any component of the above instructions will result in unexcused absent. Faculty or residents cannot grant an official excuse for an absence.

Remediation for Approved Absences

- Biomedical Sciences - all pending academic work that will be completed during the time assigned for +pending academic tasks in the academic calendar.
- Clinical Sciences – all pending activities must be completed during the time of the clerkship. If any work is pending due to an approved excuse, the student must contact the Clerkship Director before the rotation ends. The pending work will be presented no more than one week after the end of the clerkship or as stipulated by the Clerkship Director.

Unauthorized Absences

Students are responsible for acknowledging schedules as posted in the academic calendar, Canvas, Medtrics, in the syllabus, and/or via email. All official communications from the school are sent to the student through the email account assigned by the institution. It is the student's responsibility to keep track of any changes in the schedule and make pertinent arrangements to comply.

As a member of a health care team, students are expected to abide by the demands of the profession regarding dependability and accountability. In-person attendance and participation are critical both for the student's professional development, as for patients well-being. Therefore, students are expected to make the necessary arrangements to participate in mandatory activities such as orientations, didactic, clinical or curricular sessions. Personal time off during school days for vacations, personal days or social events, including weddings, graduations or birthdays will not be authorized. If the student chooses to travel for personal reasons during a weekend off, it is expected that the student will return to their didactic / clinical responsibilities on time. Delays in return due to missed flights, bad weather, etc., will be considered an unexcused absence.

Responsibility for implementation

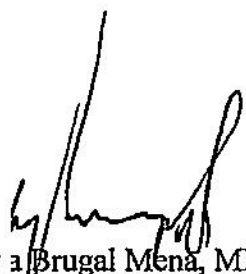
The final responsibility for the enforcement of this policy rests in the Deanship of Student Affairs, but responsibility for implementation and compliance with the policy is also shared by the programmatic curriculum committees, and department directors, coordinators. The policy and procedures will be reviewed by the "Policy Review Committee" and revisions will be submitted to the President/Dean for approval. The dispositions contained in this Executive Order will be effective immediately.

Related documents and legislation

LCME 3.5 Learning Environment/Professionalism
12.4 Student Access to Health Care Services

History

Adopted: October 8, 2024



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President/Dean