Attendance Policy for Instructional Sessions (MD)

I. Purpose

This Policy sets requirements for attendance for instructional sessions at Albert Einstein College of Medicine ("Einstein" or "College").

II. Scope

This Policy applies to all Einstein students.

III. Policy

III.A. Attendance

Attendance is not required at lecture sessions in first and second year courses but is strongly recommended.

Student attendance is mandatory at all laboratory, small group, and large group active learning sessions. These sessions are denoted with an (R) in Canvas. Student attendance is mandatory at sessions where a presentation by a patient to students tells or recounts the patient’s experience (e.g., Patient Presentation – Patient).

Attendance is required at all active learning sessions because collaborative participation occurs and it is expected that you will apply knowledge and practice skills during these educational activities. Social accountability is critical to the practice of medicine.

Course directors may not assign points for attendance to any instructional sessions.

III.B. Excused Absences

Excused absences are absences where the student notifies the course director beforehand and is given permission to miss the conference or lab. If permission is not given, the absence will be considered unexcused. Criteria for an excused absence may vary from course to course.

Typical criteria for excused absences include:

- Acute illness
- Established religious high holidays
- Scholarly presentation at a regional, national or international conference meeting*
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*Prior to requesting funding to attend a conference that occurs during a course, the student must first get approval from the course director to miss any required labs, instructional sessions or assessments.*

The source of the funding (e.g., OSA, OME, Global Health, Diversity Enhancement, Student Research, Department Chair, etc.) does not change this requirement to get course director approval first. If an exam is missed because of participation in a conference, a make-up will be given on a subsequent date that is pre-designated for each course by OSA and the Office of Educational Support (e.g., Teaching Office).

The method for remediation for excused absences from these events with required attendance is at the discretion of the course director. If a student has more than two excused absences in a course, the Office of Educational Support will notify the course director and the Office of Student Affairs.

### III.C. Unexcused Absences

Unexcused absences are student absences where the course director is not notified before the event which requires attendance.

Arrival later than 15 minutes post scheduled start time to a required attendance session would be recorded as an unexcused absence.

Any unexcused absence will be reported by the course director to the Office of Student Affairs.

Any student with an unexcused absence must contact the course director as soon as possible. If discussion leads to the course director deciding the absence was permissible, then the absence will be considered as excused. If the course director decides that the absence was not due to a permissible reason, then the student will be referred to the Office of Student Affairs.

The method for remediation for unexcused absences from these events with required attendance is at the discretion of the course director.

### IV. Definitions

None.

### V. Effective Date

Effective as of: 27 June 2018

### VI. Policy Management and Responsibilities

The Responsible Office under this Policy is the Office of the Medical Education. The Responsible Executive for this Policy is Einstein’s Executive Dean. The Responsible Officer under this Policy is Einstein’s Senior Associate Dean for Medical Education.

### VII. Approved (or Revised)

[Signature]

Responsible Executive

[Date]

Date