

Attendance Policy for Instructional Sessions and Assessments (MD)

I. Purpose

This Policy sets requirements for attendance for instructional sessions and assessments at Albert Einstein College of Medicine (“Einstein” or “College of Medicine”).

II. Scope

This Policy applies to all Einstein students.

III. Policy

III.A. Attendance for Instructional Sessions

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 (see page 2). 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.

The following instructional methods are classified as “active learning” versus “not active learning”:

Active Learning	Not Active Learning
Case-Based Instruction/Learning Clinical Experience - Ambulatory Clinical Experience - Inpatient Concept Mapping Conference Demonstration Discussion, Large Group (>12) Discussion, Small Group (<12) Games Independent Learning Journal Club Laboratory Mentorship Patient Presentation - Faculty Patient Presentation - Learner Patient Presentation - Patient Peer Teaching Preceptorship Problem-Based Learning (PBL) Reflection Research Role Play/Dramatization Self-Directed Learning Service Learning Activity Simulation Team-Based Learning (TBL) Team-Building Tutorial Ward Rounds Workshop	Lecture

III.B. Excused Absences

Excused absences are absences where the student notifies the course director beforehand and is given permission to miss the required-attendance event. 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*

*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. If the student will miss an assessment, see Section III.D.

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 (with OSA approval) 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. The method for remediation for excused absences from 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 for Instructional Sessions

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.

III.D. Requests to be Excused from an Assessment/Examination

For any conflict with an examination, students must contact the Office of Student Affairs with their request to postpone the examination. Only the Office of Student Affairs can grant such an excusal.

IV. Definitions

None.

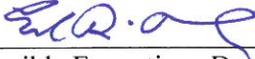
V. Effective Date

Effective as of: 8 October 2018

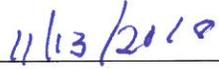
VI. Policy Management and Responsibilities

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)



Responsible Executive



Date