

 QUILLEN COLLEGE of MEDICINE EAST TENNESSEE STATE UNIVERSITY	Policy/Procedure/Process Name:	M1/M2 Attendance Policy
	MSEC/ADMIN Number:	MSEC 0418-21
	Approving Officer:	Ramsey McGowen, PhD/ MSEC Chair (2018)
	Agent(s) Responsible for Implementation:	Vice Dean for Academic Affairs M1-M2 Course Directors M1-M2 Course Support Staff
Original MSEC Approval Date: 4-17-18 Effective Date: 4-17-18; 2022-23 AY	Originator Name/Committee:	MSEC
<input checked="" type="checkbox"/> New Policy/Procedure/Process		<input type="checkbox"/> Revision of Existing Policy/Procedure/Process
Revision Date(s): 2/2/2022 - Administrative – Name of policy changed to M1/M2 Attendance Policy from M1/M2 Attendance/Leave Policy 6/30/2022 – Administrative – Changed Scope of Policy to reflect who policy currently applies to due to the new TRAILS curriculum.	LCME Required Policy/Procedure/Process: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> LCME Element(s) Number and Description: 12.4 STUDENT ACCESS TO HEALTH CARE SERVICES A medical school provides its medical students with timely access to needed diagnostic, preventive, and therapeutic health services at sites in reasonable proximity to the locations of their required educational experiences and has policies and procedures in place that permit students to be excused from these experiences to seek needed care.	
Exemption(s) to Policy through MSEC Action (date of meeting): <i>All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.</i>		
Administrative Review Date(s): 7/8/2020		

(A.) Policy/Procedure/Process Statement:

Students pursuing the MD degree at Quillen College of Medicine are physicians in training who must meet standards of professional conduct and responsibility to develop into effective physicians. Institutional Objective 5.0: Demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles. As a professional school, Quillen requires attendance and active participation in all components of the curriculum, as defined by course directors. Active participation in the School’s course activities indicates the student’s understanding and mastery of professional responsibilities.

The M1/M2 Leave Request Form is used to document the approval of Medical and/or Educational Leave/Quillen Activity and becomes part of this policy. See attached form.

(B.) Purpose of Policy/Procedure/Process:

The granting of the MD degree attests to the fact that the student has demonstrated a commitment to professional responsibilities through participation in all aspects of the curriculum as defined by the faculty. When it is necessary for students to be absent from a required MD program activity, students must approach such absences with the same standard of professional responsibility required of practicing physicians; professional responsibility extends to one’s patients and members of one’s team. This policy addresses the LCME requirements of Element 12.4 as stated above.

(C.) Scope of Policy/Procedure/Process:

Applies to the Class of 2025 and previous years medical students enrolled in the Quillen College of Medicine MD Program. This policy will dissolve after the 2022-23 academic year and be replaced with the TRAILS Pre-Clerkship Attendance Policy MSEC-0622-28.

(D.) Activities of Policy/Procedure/Process:

Vacation / Discretionary Leave:

Requests for time off from a required course or required course activity for vacation and/or discretionary activities will not be granted. Scheduled breaks are included in the M1/M2 academic calendar.

Requests for excused absences for major family activities that were scheduled prior to a course schedule release (e.g., a sibling's wedding) may be approved, but the student must contact the course director immediately upon publication of the course schedule to address the conflict between the course schedule/required activities and planned activity.

Medical Leave:

Students are expected to seek necessary health care to maintain their physical and mental well-being. Examples of necessary health care include preventive health services, visits for acute illness, ongoing care for chronic illnesses, physical therapy, and counseling and psychological services. Consistent with their rights under University policies and the law, students have a right to privacy when seeking care. Documentation of medical necessity may be required.

For planned absences related to health care, students must contact the course director or designated course staff support person in advance to coordinate time away from the course. Students need not disclose the reason for or the specific type of health care that is being sought. A student's decision to seek health care during a course should have no impact on their performance evaluation. Students are encouraged to coordinate the scheduling of routine visits so that they do not conflict with required curricular activities identified by the course director.

Unanticipated absences for an illness or emergency, including emergencies involving immediate family, must be communicated to the course director or designated course staff support person as promptly as possible. Documentation may be required. The make-up of missed activities/experiences is at the discretion of the Course Director. This policy is to be considered in conjunction with the expectations set forth of the QCOM Exam Administration Policy (MSEC-0515-11) if the absence involves missing an examination.

Students who miss required course activities or exams for an approved or unanticipated absence must complete course director approved makeup activities before course conclusion. Failure to do this will result in a grade of Incomplete. The student must fulfil the course director requirements for completion within one year or the Incomplete will convert to an F, per University and College of Medicine policy.

Education Leave/Quillen Activity (Official QCOM Committee / Other Teaching Activity):

Course Directors may identify course specific days, when absences will not be approved (i.e., first and/or last day of a course, guest presentations, clinical presentations, exams, etc.). It is the student's responsibility to coordinate the dates/times of a requested absence with the Course Director. Course Directors will identify to the student required make-up of missed activities/experiences.

- Time off from a required course of up to three (3) days (inclusive of travel time) MAY be granted by the Course Director for a student to:
 - Attend a conference if the student is presenting research at a conference and a completed request form is submitted and approved at least six (6) weeks prior to the conference. The conference agenda, the conference flyer or letter of invitation documenting presentation must be submitted with the completed request form.

Policy Name: M1/M2 Attendance Policy

- Attend a conference representing Quillen College of Medicine as an elected institutional representative for a regional or national organization. A completed request form must be submitted and approved at least six (6) weeks prior to the conference.
- Students may request time off to participate in an official QCOM committee / Other Teaching Activity. A completed request form must be submitted and approved at least one (1) week in advance.

Students will be granted holiday time for recognized dates identified by the East Tennessee State University’s Board of Trustees. Students will be released from their courses at the end of the day prior to a holiday and must return by the start of the course the next working day following a recognized holiday.

Consequences of Policy Violations:

Consequences for unapproved absences or violations of this policy will be specified in the syllabus. For example, course directors may deduct points for unapproved absences or specify other consequences. In addition, failure by the student to comply with the policy may result in a Professionalism form being submitted by the course director.

Approved by Name/Title: Ramsey McGowen, PhD, MSEC Chair Date: 4/17/2018	Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number): <i>(List only if a name change is involved)</i> M1/M2 Attendance/Leave Policy
Review/Revision Completed by:	Date
<input type="checkbox"/> Office of the Dean	
<input checked="" type="checkbox"/> Academic Affairs	February 2018; March 2018; April 2018; June 2022
<input type="checkbox"/> Student Affairs	
<input checked="" type="checkbox"/> Medical Student Education Committee	March 2018; April 2018
<input type="checkbox"/> Student Promotions Committee	
<input type="checkbox"/> Faculty Advisory Council	
<input type="checkbox"/> Administrative Council	
<input type="checkbox"/> M3/M4 Clerkship/Course Directors	
<input checked="" type="checkbox"/> M1/M2 Course Directors	February 2018; May 2018
<input type="checkbox"/> Student Groups/Organizations (describe):	

Notifications of New or Revised Policy	Method of Notifications and Date
<input type="checkbox"/> Medical Students	
<input type="checkbox"/> All QCOM Faculty	
<input type="checkbox"/> All QCOM Staff	
<input type="checkbox"/> Admissions Office (catalog)	

**EAST TENNESSEE STATE UNIVERSITY
QUILLEN COLLEGE OF MEDICINE**

M1-M2 Leave Request Form

It is the responsibility of the student to ensure that all required signature(s) are secured in advance as per MSEC Attendance Policy 0418-21

Name _____ Date _____

Course during which leave is requested _____

Date(s) of requested leave _____

➤ **Requests for time off from a required course are granted only for Medical or Educational Leave/Quillen Activity as defined below.**

Indicate the type of leave requested:

Medical Leave: Documentation of medical necessity may be required.
Number of hours if less than a full day _____

Education Leave: Up to three (3) days will be approved for each of the following if a written request form is **submitted and approved at least six (6) weeks prior** to the conference or the exam date to:

present research at a conference; attach conference agenda, the conference flyer or letter of invitation documenting presentation.

attend a conference as an elected institutional representative for a regional or national organization.

Quillen Activity: Official QCOM committee / other teaching activity.

Identify Activity Name _____ Number of hours if less than a full day _____

Approved

Disapproved

Course Director: _____ Date: _____

If approved, at the discretion of the course director, the following make-up of missed activities/ experiences is expected:

Submit to the Course Director and/or Course Support Staff Person