



Institutional Policy D9040 Attendance Policy, Years 1 & 2

Category: Students
Subject: Years 1 and 2 Attendance
Effective Date: January 3, 2025
Updated:

1 Authority

2 Purpose

2.1 The mission for the Niazee College of Osteopathic Medicine is to prepare students to become outstanding osteopathic physicians who uphold the values, philosophy, and practice of osteopathic medicine and who are committed to the whole-person approach to the patient. The program advances the profession and serves its students and society through innovative pre-doctoral and post-doctoral education, research, community service, and multidisciplinary and osteopathic clinical services. Therefore, all NCOM students will be held to the same academic standards.

2.2 The policy regarding absences from required pre-clinical experiences is intended to maximize the learning for each student and is aligned with the expectations for osteopathic physicians and physician-trainees. Absenteeism from the mandatory curriculum does not allow students the exposure, application, practice, and development of the knowledge, skills, professionalism, and attitudes necessary to become an osteopathic physician.

2.3 For the purposes of this policy, a *business* day is considered an NCOM business day, i.e., one in which NCOM is open for business.

3 Policy:

3.1 Pre-Clinical Years (OMS1 and OMS2):

All students will be held accountable for all required coursework to receive academic credit.

3.2 Students are expected to attend at least 80% of the mandatory curriculum (including but not limited to learning events such as lectures and labs deemed mandatory, as well as quizzes and

exams), as outlined in each course syllabus. Mandatory events are clearly defined in each course syllabus; these are required learning events necessary for each student's success. 80% attendance is calculated separately for each course.

3.2.1 For the purposes of this Policy, 80% attendance applies to an event in its entirety. That is, mandatory learning events – labs, lectures, etc. defined as mandatory in the course syllabus – must be attended in full as explained in this policy to count toward the 80% attendance.

3.3 Any student who is more than 15 minutes late for a mandatory learning event will be considered to have missed the event in full.

3.4 Exceeding the 20% absence threshold may result in the student being unable to continue in the course or progress to the next semester.

3.4.1 The student must meet with both the Student Promotions Committee (SPC) (as a grade of NP will be entered) and the Academic Integrity, Conduct & Professionalism Committee (ACP) for review and recommendation, which may include

3.4.1.1 Retaking the course or

3.4.1.2 Dismissal from the program.

3.5 Certain events, such as assessments, clinical experiences, and other mandatory activities outlined in the syllabus, do not permit absences.

3.6 If/When a make-up is offered for a mandatory event, the absence will still count toward the 20%.

3.7 Absences shall be categorized as follows:

3.7.1 EXCUSED ABSENCES. Documentation will be required for Excused Absences. Excused Absences shall consist of the following:

3.7.1.1 Medical illness;

3.7.1.2 Legitimate Emergencies and/or emergency medical appointments (poor planning is not an emergency);

3.7.1.3 Attendance at National, Regional, Local, or State professional meetings pre-approved by the Associate Dean of Academic Affairs;

3.7.1.4 Mandatory Court Appearances;

3.7.1.5 Funerals of immediate/first degree family members;

3.7.1.6 Military obligations on orders (National Guard/Reserve); and

3.7.1.7 Natural Disaster or severe weather that could not be predicted to interfere with NCOM educational or other business requirements.

3.7.2 UNEXCUSED ABSENCES. All other absences are considered Unexcused, including when a student fails, regardless of the reason, to provide documentation for what would otherwise be considered an Excused Absence.

3.7.2.1 An unexcused absence represents a lapse of professionalism and may be recorded in the Professionalism Competency for the course.

3.8 All absences, whether Excused or Unexcused, shall count toward the 20% absence threshold. Course-specific events requiring Excused Absences can be found in each course syllabus.

Signed by:



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Dean/CAO