

 QUILLEN COLLEGE of MEDICINE EAST TENNESSEE STATE UNIVERSITY	Policy/Procedure/Process Name:	M1-M2 Syllabus Identification of Lecture/ Non Lecture Attendance and Assessments
	MSEC/ADMIN Number:	MSEC 0219-26
	Approving Officer:	Ramsey McGowen, PhD / MSEC Chair (2019)
	Agent(s) Responsible for Implementation:	Executive Associate Dean M1-M2 Course Directors M1-M2 Course Support Staff
Original MSEC Approval Date: 8/20/2019 Effective Date: 2019-2020 Academic Year	Originator Name/Committee:	MSEC
<input checked="" type="checkbox"/> New Policy/Procedure/Process <input type="checkbox"/> Revision of Existing Policy/Procedure/Process		
Revision Date(s): 2/4/2022 - Admin change of M1/M2 Attendance/Leave Policy name to M1/M2 Attendance Policy.	LCME Required Policy/Procedure/Process: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> LCME Element(s) Number and Description:	
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): 7/13/2020		

(A.) Policy/Procedure/Process Statement:

All instructional sessions have educational merit and value and students are expected to attend. For some course sessions, attendance is mandatory. In addition, course assessments occur during regularly scheduled course sessions. The dates of any assessments that affect a student’s grade should be clear so that student attendance for those assessments is understood. Course directors will identify in course syllabi and/or on course schedules when mandatory attendance (lecture and non-lecture) is required and when graded assessments are scheduled. The preclerkship course lectures will be recorded and made available to students outside of class; however, exceptions can be made for technical issues and outside guest speakers, patients, or presentation of other confidential information. Lectures do not include sessions which are primarily interactive group discussions or review discussions.

Students are to follow the policies and established procedures to request approval for missing required sessions or assessments – see M1/M2 Attendance Policy MSEC 0417-21 and/or MSEC QCOM Exam Administration Policy 0515-11.

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

To enable student awareness of course dates with mandatory attendance (lecture and non-lecture) or graded assessments.

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

First and Second year medical students enrolled in the Quillen College of Medicine MD Program.

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

Sessions with mandatory attendance (lecture and non-lecture) will be identified in the course syllabus and/or on the course schedules at the outset of the course.

All required graded assessments will be noted in the course syllabus and/or course schedules at the outset of the course.

Policy Name: M1-M2 Attendance / Leave Policy

The preclerkship course lectures will be recorded and made available to students outside of class; however, exceptions can be made for technical issues and outside guest speakers, patients, or presentation of other confidential information.

Any course that deems the recording of lectures is not feasible for the majority of its lectures will request a waiver/exception to the policy from MSEC.

Graded assessments should not cover new material presented on the day of assessment.

Consequences of Policy Violations:

Consequences for unapproved absences or violations of this policy will be determined by the course director and 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 Dates: 1/8/2019; 2/19/2019; 7/16/2019; 8/20/2019	Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number): <i>(List only if a name change is involved)</i>
Review/Revision Completed by: <input type="checkbox"/> Office of the Dean	Date
<input checked="" type="checkbox"/> Academic Affairs	November 13, 2018; January 8, 2019; February 19, 2019; July 16, 2019, August 201, 2019, February 4, 2022
<input type="checkbox"/> Student Affairs	
<input checked="" type="checkbox"/> Medical Student Education Committee	November 13, 2018; January 8, 2019; February 19, 2019; July 16, 2019; August 20, 2019
<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	May 23, 2018; February 19, 2019; August 2019
<input type="checkbox"/> Student Groups/Organizations (describe):	

Notifications of New or Revised Policy	Method of Notifications and Date
<input checked="" type="checkbox"/> Medical Students	Email, August 2019
<input checked="" type="checkbox"/> All QCOM Faculty	Email, August 2019
<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/Leave Policy 0417-21

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