

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Academic

TOPIC: Attendance Policies

BCOM Policy 6002 (12/18)

Previously Numbered 3102

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Approved: Signature on File
Dean/Chief Academic Officer

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Attendance for Preclinical Courses – Years 1 and 2

Students are ***required to attend*** all curricular activities that are designated in the course calendar as follows:

- **Case-Based Learning**
Faculty will present clinical applications of course materials self-studied in advance by the students.
- **Basic Science Laboratories**
Faculty will lead demonstrations and interactive sessions including cadaveric dissection.
- **Clinical Skills Laboratories**
Faculty will supervise demonstrations and practical training of history and physical examination skills including osteopathic manipulative medicine and standardized patient practice.
- **Team-Based Learning**
Faculty will supervise students working in small groups to solve various common basic science and clinical challenges.
- **Examinations and Quizzes**
Assessment sessions including cognitive and psychomotor testing.
- **Early Clinical Practice Experience**
Students will be assigned to a variety of clinical venues to gain insights into medical practice in the community and practice acquired skills.

Students are ***encouraged to attend*** the following curricular activities:

- **Lectures**
Faculty will review course materials previously assigned for self-study. Students will have the opportunity to engage in an interactive dialogue designed to foster explanation and clarification of critical concepts.

Attendance for Clinical Courses – Years 3 and 4

The clinical curriculum includes the Introduction to Clinical Rotation course and all required and elective clerkships occurring in Years 3 and 4. Students are required to participate in all daily activities as described in the Clerkship Manual, the syllabus for each course, and as may be directed by their assigned preceptor(s).

Absence from any required activity without obtaining an excused absence approval may result in a finding of non-professional conduct. Students who are absent from any assessment activities and have not been excused may not be offered the opportunity to remediate that assessment.

Excused Absence

Students may be excused from activities that require attendance at the discretion of the Senior Associate Dean for Academic Affairs or her/his designee. A request to be excused must be submitted in advance of the activity. A determination will be made upon consultation with the course director and faculty. When absence from an activity was the result of an unexpected occurrence, students must submit a completed absence request as soon as possible but no later than the first date of return to the College. Submission of a request does not assure that the request will be approved. The excused absence form may be completed online at:

<http://bcomnm.org/students/student-life/student-affairs/excused-absence-request-form/>

http://bcomnm.org/academics/clinical-education-3rd-4th-year/forms_and_manuals/

Note Regarding Absence from Clinical Rotations

Students who are granted an excused absence from any activity during the Introduction to Clinical Practice course shall be required to remediate that activity to the satisfaction of the course director before beginning clinical rotations. Students who are absent more than four (4) days from any clerkship period for any reason may be required to repeat that clerkship. Additionally, any unexcused absence may result in a finding of non-professional conduct.