

## AE 011 Phase 1 Attendance Policy

**Policy Type:** Academic  
**Responsible Office:** Academic Affairs & Education  
**Responsible for Oversight:** Curriculum Oversight Committee (COC)  
**COC Approval:** March 12, 2025

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**Training Required:** No  
**LCME Required:** No

**Approved by:**



Alison Netski, MD, Interim Dean

Date: May 16, 2025

### Definitions

**Absence:** refers to a situation where a student does not attend a required educational activity, such as a class, lecture, lab, or other mandatory school-related event, regardless of the reason. This does not refer to a leave of absence ("LOA") as defined and set forth in the Student Handbook.

**Excused Absence:** refers to absence from a required educational activity that has been approved by the dean for student affairs and career services or other designated authority.

**Unexcused Absence:** refers to absence from a required educational activity that is not authorized or approved by the dean for student affairs and career services and career services or other designated authority.

### Statement of Purpose

The purpose of this attendance policy is to establish clear expectations regarding student participation in educational activities, ensuring alignment with the mission and academic integrity of the Kirk Kerkorian School of Medicine. Consistent attendance is vital for the professional development of future physicians, fostering accountability, teamwork, and excellence in patient care.

This policy defines attendance requirements and outlines the processes for excused absences. It is designed to ensure that students meet the rigorous standards of professional behavior expected by the Liaison Committee on Medical Education (LCME) accreditation standards, as well as the policies established by the Nevada System of Higher Education (NSHE) Board of Regents and the University of Nevada, Las Vegas (UNLV).

### Entities Affected by This Policy

This policy stipulates attendance in Phase 1: Foundations course activities.

This policy applies to all UNLV medical students enrolled in Phase 1: Foundations of the Medical Degree ("MD") program.

### Required Acknowledgement

This policy is posted in all required Phase 1: Foundations' course syllabi and the Student Handbook.

## Policy

### Attendance Requirement

Students are required to attend ALL scheduled courses during the Phase 1/Foundations curriculum. Phase 1 consists of three (3) semesters: Fall M1, Spring M1, and Fall M2. The faculty emphasize an active learning approach and consider most of the student learning experience as inherently active. Regardless of the format, in-person attendance is crucial in medical school education. In-person attendance provides a vital platform for acquiring the essential skills and knowledge integral to the academic development and professional formation of medical students.

Failure to attend a scheduled course session results in a professionalism citation being submitted to the Phase 1 Medical Student Progress Committee ("MSPC"), accompanied by a warning issued to the student. A subsequent missed session results in immediate course failure, with an additional citation for professionalism forwarded to the Phase 1 MSPC. Please note: Pre-approved/excused absences by student affairs are exempt from these consequences.

### Excused Absence(s)

Students are allowed a maximum of six (6) days per semester for excused absences from scheduled course activities. Requests for excused absences must be submitted through the request portal. Approval or denial of absence requests is determined by the dean for student affairs and career services or delegate.

Excused absences may be granted in certain circumstances. These may include, but are not limited to:

- **Health care.** In keeping with LCME Standard 12.4, medical students may seek timely access to needed diagnostic, preventive, and therapeutic health services at sites in reasonable proximity to the locations of their required educational experiences. This policy permits students to be excused from required educational activities to seek needed care. Students missing more than three (3) consecutive days of required course activities due to illness must obtain and provide documentation from a licensed physician to student affairs.
- **Religious obligation.** It is the policy of the Board of Regents and UNLV to be sensitive to the religious obligations of its students. Any student missing class, quizzes, examinations or any other class or lab work because of observance of religious holidays shall, whenever possible, be given an opportunity during that semester to make up the missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the dean for student affairs and career services in advance if the student intends to participate in a religious holiday that does not fall on state holidays or periods of class recess. This policy shall not apply if administering the assignment at an alternate time would impose an undue hardship on the School of Medicine that could not reasonably have been avoided.
- **Emergency of self or immediate family.** Medical students may seek an excused absence to address personal or family emergencies. The excused absence period will be determined by the dean for student affairs and career services.
- **Bereavement.** Students who experience the loss of an immediate family member or close relative may seek an excused absence for bereavement. The excused absence period will be determined by the dean for student affairs and career services.
- **Medical / Research Conference.** In keeping with LCME Standard 3.2, the SOM encourages students to participate in research and scholarship. Therefore, students may seek an excused absence to attend a medical conference if they are a primary author of a scholarly work (e.g., poster, abstract, oral presentation), or they hold a leadership position in a nationally affiliated

student organization. Pre-approval for conference attendance must be obtained from the director of medical student research before seeking an excused absence from the dean for student affairs and career services.

During **exam periods**, the only permissible excuses for absences are personal illness or emergencies involving oneself or immediate family members. Students are NOT excused to attend conferences during exam dates.

Course directors hold the authority to require make-up work for any absences as deemed necessary. If a student exceeds six (6) days of absence per semester or misses over 20% of sessions in any course block, the student will be referred to the Phase 1 MSPC. Students foreseeing an excess of six (6) days absence per semester due to exceptional circumstances must notify student affairs.

### **Process for Seeking Excused Absences**

When it is necessary for a student to be absent from a required component of the program, the student must approach such absences with the same standard of professional responsibility required of practicing physicians. This professional responsibility extends to one's patients and to members of the clinical care team.

To obtain an excused absence, an excused absence request form must be submitted to the dean for student affairs and career services at: <https://unlv.som.atlassian.net/servicedesk/customer/portal/15>.

See, planned and unplanned absences and unplanned emergencies in the Student Handbook for additional details and requirements for submitting a request for an excused absence.

If a request is approved, the office of student affairs will notify the appropriate individuals of the student's excused absence.

### **Unexcused Absence(s)**

Failure to adhere to this policy will lead to an unexcused absence. An unexcused absence is considered a violation of the Code of Professional Conduct. Violations will result in generation of a Report of Professionalism Concern and will be referred to the Student Progress Committee for review and possible sanctions. The Student Handbook fully describes processes that address student misconduct.

### **Monitoring Attendance**

Student absences are recorded through the absence request portal and attendance is audited regularly. Attendance is monitored by sign-in sheets and/or other digital methods determined appropriate by the faculty.

It is the responsibility of students to ensure their attendance is accurately recorded. Deliberately providing false attendance information, such as signing in for another student, falsifying signatures, or falsely claiming attendance, is a serious violation of academic conduct and professionalism standards. Should such misconduct be identified, the student will be subject to review by the Phase 1 MSPC. Possible consequences may include a professionalism citation, warning, probation, course failure, or expulsion from the MD program.

## **Review of Policy**

This policy is reviewed by the Curriculum Oversight Committee ("COC") every three (3) years per the previous date of approval.

## Related Documents

Student Handbook

## Contacts

Academic Affairs & Education  
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Student Affairs & Career Services  
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