



**NOORDA COLLEGE**  
of OSTEOPATHIC MEDICINE

Policy Name:	Attendance Policy
Approval Authority:	Dean
Responsible Executive:	Associate Deans for Academic and Clinical Affairs
Responsible Office(s):	Dean's Office
Effective:	May 2021
Expires:	January 2024
Last Revised:	July 2022
Next Review Date:	N/A

## Attendance Policy

### Policy Statement

According to a Title IV Program Review dated August 3, 2011, "All institutions eligible to receive Title IV, HEA funds from the U.S. Department of Education are required to have a method by which they can determine that a student commenced attendance in the educational coursework for which they are enrolled and will/have received any Title IV funding. 34 C.F.R. S 668.32(a)(2)." Confirmation of student participation in Orientation activities is not sufficient.

The Noorda College of Osteopathic Medicine's (Noorda-COM) blended curricular model is designed around proficiency in required core content defined by learning objectives. Content is delivered and achieved through didactic presentations, laboratory activities and clinical experiences. Successful completion of all Noorda-COM required core content and clerkships is mandatory for successful progression through the curriculum.

### Entities Affected by the Policy

Students  
Faculty  
Student Affairs  
Academic Affairs  
Clinical Affairs

### Policy Procedures

Attendance for registration purposes in OMS I and OMS II is identified by Academic Affairs. OMS III and OMS IV is identified by Clinical Affairs on specific dates and reported to the Registrar's Office. These specific dates include the following:

- The first scheduled day of each semester or clerkship
- September 1 or the first business day in September

### **Medical Students Years I & II**

Registration is identified by students on-campus attestation via Learning Management System for the first course content engaged by the student on required registration days. Attendance rosters are compiled by Academic Affairs and reported to the Registrar and Financial Aid for the purpose of acknowledging student registration for the term.

It is expected that students will engage with on campus curricular activities at a minimum of three (3) days in week one of a two (2) week cycle, and/ or a total of five (5) days in that two-week cycle. Completion of all required core content for the two-week cycle and clerkships is mandatory.

Recognized holidays will be taken into consideration for these requirements.

### **Absences**

Students: scan QR Code printed on the back of your ID Badge for resources.

All absences must be submitted using the Absence Request Form. Students who do not communicate in advance will be required to meet with PACC.

### **Unexcused Absences**

Failure to actively engage in content for three (3) consecutive business days or any two (2) week period, where failing to accomplish required content due to lack of logging into the Learning Management System, will be considered to be an unexcused absence from curricular responsibilities and subject to disciplinary action. Academic Affairs monitors student engagement and will notify students of the potential of a period exceeding allowable days.

Students with performance deficiencies are required to attend focused content presentations for designated review sessions. Failure to attend mandatory sessions will be considered an unexcused absence. Students with Unexcused Absences will be reported to PACC.

### **Excused Absences**

Students requiring excused absence for a planned event must submit the Excused Absence Request Form located from the QR Code on the back of the badge.

- A request for consideration of an Excused Absence Request form should be submitted and approved at least ten (10) business days, or two (2) weeks, prior to the requested date of absence.
- Students will be notified by e-mail as to the status of the request.
- After a request is approved, it is the student's responsibility to arrange for make-up assignment(s) to complete content and/or testing.

### **Examples of opportunities for excused absence include but are not limited to:**

#### **Civic Responsibilities**

- Students who are required to be physically present at citizenship hearings, court hearings or jury duty.

### **Family Emergency**

- Consideration will be given for significant illness or emergent life event of spouse, life partner, parents, siblings, children, in-laws or grandparents. Documentation supporting event may be required. Unless otherwise approved, allowable bereavement period is three (3) days.

### **Emergency**

- Consideration will be given for a serious, unexpected, and often dangerous situation requiring immediate action resulting in an absence.

### **Illness**

- Physical illness in excess of 72 hours requires notification and review by Clinical Affairs. A note from a licensed medical provider may be required. (See Health, Wellness, and Fatigue Mitigation Policy and/or Infectious and Environmental Hazards Exposure Policy)

### **Religious Holiday**

- Students may request an excused absence for a holiday of their faith. Such holidays should be considered a significant observance recognized by a majority of the faith.

### **Other**

- Additional extenuating circumstances, not covered by these guidelines, may be brought to the appropriate department for consideration. However, excused absences should not be requested for weddings, vacations, birthdays, non-family special events, etc.

### **Medical Students Years III & IV**

COM students in clerkship training must report on the first day of the clerkship block.

### **Absence from Clerkships**

Attendance at all clerkship related activities is **mandatory**; therefore, any absence requires an excuse and documentation.

Failure to notify both the Department of Clinical Education and/or the clerkship site/preceptor of any absence from a clerkship, regardless of the reason or number of hours absent, may result in a meeting with the Assistant Dean of Clinical Education regarding lack of professionalism and could result in a failing grade of the clerkship. Students may not miss the first day of any clerkships.

An Absence Request Form and supporting documentation must be submitted. All submitted absence forms must include detailed makeup plan in order for the absence to be considered. The request form can be accessed on Noorda-COM's Student Resources page via the QR code on the back of the student badge.

Decisions rendered through this process are final. There are no exceptions to this policy and failure to follow the process will be considered an unexcused absence. The student will be notified via email when a decision has been reached.

Absence Request Forms must be completed and submitted for all of the following:

- Discretionary Days:
  - Students are allowed two (2) discretionary days during OMS-III. Discretionary days MUST be approved by both the preceptor and Department of Clinical Education in writing in advance for the requested time off. Requests are submitted electronically via an Absence Request Form. (see excused absences examples)
  
- Sick Days:
  - Students will be allowed two (2) sick days annually. If more than two (2) sick days total are taken by a student, this may result in referral to PACC
  - Students must contact their clerkship site/preceptor as well as and submit the Noorda-COM Excused Absence form immediately if they are missing any clinical time due to illness (leaving early, arriving late, or missing a full day).
  - If two-four (2-4) hours of clinic time is missed, a half day will be documented. More than four (4) hours of missed clinic time = a full day of sick leave.
  - If an absence of greater than one (1) working day is necessary due to illness, that time must be made up.
  - Arrangements for missed time will be coordinated with their clinical site/preceptor as well as the Noorda-COM clinical coordinator.
  - If the student is absent from a single clerkship for two (2) or more days due to illness, the student is required to submit to the Department of Clinical Education a note from a licensed healthcare provider defining the number of days absent and the expected date of return.

#### **Family Emergencies/Death in Family:**

Due to the variability of circumstances, time off needed for family emergencies or death of a family member will be reviewed by the Assistant Dean for Clinical Education on a case-by-case basis.

#### **Leaves of Absence**

A leave of absence, from the College, may be granted for several reasons.

Examples:

- Medical emergency or illness
- Personal emergency
- Military service
- Maternity/ Paternity leave

Associate Dean for Student Affairs may grant a leave of absence for a designated period of time with or without conditions. Conditions are commonly prescribed in cases of academic deficiency or medical related issues. Students granted a medical leave of absence must have a licensed physician, approved by the Associate Dean for Student Affairs, certify in writing that their physical and/or mental health is sufficient to continue in a rigorous educational program before they may return to the College.

All leaves of absence should be requested in writing to the Associate Dean for Student Affairs, who is responsible for processing requests for leaves of absence. Students granted a leave of absence must follow the checkout process detailed in the College Catalog under Leaves of Absence.

Students approved for a leave of absence will retain their Noorda-COM email account and have access to the Learning Management System, but all other access to electronic services will be suspended until such a time that the student is officially reinstated to active status. Refer to the most current Academic Catalog and Student Handbook for additional information.

### **Employment**

Students are strongly discouraged from seeking employment during the academic year. All employment must be approved in advance. See Student Resources page for appropriate request form.

To be considered for employment, students must:

- Be in good academic standing
- Approval by Academic Affairs
- Demonstrate adequate proficiency on all required skills
- Have a letter of support from Docent

The College reserves the right to preclude employment should it be deemed to adversely affect the student's academic progress. Failure to comply with employment regulations can result in referral to Student Promotion and Graduation Committee (SPC) and potential grounds for dismissal.

### **Documentation**

Documentation of class/ clerkship/course attendance should be maintained for no less than four years from the date attendance was taken. On the dates when attendance reporting is mandatory (as specified earlier in this document), an electronic attendance/absence report should be forwarded to the Registrar. All attendance reports should describe the class; the names of any students absent, the date, and whether the students had an excused absence.

### **Policy Modifications**

Modifying the provisions related to institutional satisfactory academic progress policies and the impact these policies have on a student's eligibility for title IV, HEA program assistance

- Expanding the definition of *full-time student* to allow, for a term-based program, repeated coursework taken in the program to count towards a full-time workload;
- Clarifying when a student is considered to have withdrawn from a payment period or period of enrollment for the purpose of calculating a return of title IV, HEA program funds;
- Clarifying the circumstances under which an institution is required to take attendance for the purpose of calculating a return of title IV, HEA program funds;
- Modifying the provisions for disbursing title IV, HEA program funds to ensure that certain students can obtain or purchase books and supplies by the seventh day of a payment period;
- Disclosure on Web site and in promotional materials to prospective students, the on-time completion rate, placement rate, median loan debt, program cost, and other information for programs that prepare students for gainful employment.

## Definitions

### **Title IV Aid**

Title IV of the Higher Education Act of 1965, as amended in 1998, (Title IV, and HEA program) establishes general rules that apply to the student financial assistance programs.

For purposes of Return of Title IV Funds, these programs at Noorda College of Osteopathic Medicine (Noorda-COM) include: Federal Direct Loans; Federal Perkins Loans; and Federal GradPLUS Loans

### **Learning Objective Based Content**

Faculty presented course materials self-studied in by the students.

### **Biomedical Science Laboratories**

Faculty lead demonstrations and interactive sessions including cadaveric dissection.

### **Clinical Skills Laboratories**

Faculty supervise demonstrations and practical training of history and physical examination skills including osteopathic manipulative medicine, and clinical small group activities.

### **Team-Based Learning/Alternative Learning Activities**

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.

### **Mandatory Lectures**

Attendance in specific learning sessions may be required at the discretion of the course director. (For example, test reviews or guest lecturers).

### **Lectures**

Although these learning sessions are not considered mandatory, students are strongly encouraged to attend these curricular activities.

### **Self-Study**

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.

## Responsibilities

### **Students**

Attend all courses/sections/clerkships as scheduled.

- Requests for excused absences should be pursued as outlined in the Student Handbook and/or College Catalog.

### **Associate Dean of Academic Affairs**

Provide attendance/absentee rosters to Registrar's Office at key reference points throughout each term, specifically towards registration requirements:

- The first class, section or clerkship day of each semester.
- September 1 or the first business day in September (Census date).
- Determine attendance during each semester or course.
  - Keep any attendance/absence records for at least four (4) years from the time attendance was taken.

### **Department of Clinical Education**

- Ensure that students register for required clerkships each semester as required and provide enrollment details to the Financial Aid in an expedient manner.
- Immediately inform the Financial Aid Office of any student clerkship changes.
- Provide monthly reminders to preceptors regarding the necessity to immediately report to Clinical Education any students' failure to report to a clerkship and/or students with excessive absences.
- Provide the Financial Aid Office by April 1 of OMS III, a list of OMS IV students with their first five (5) scheduled clerkships.

**Registrar's Office** · Ensure that the Financial Aid Office and the Associate Dean for Student Affairs is aware of any student who is reported as not attending the first class or clerkship of each term and/or reported for excessive absences.

- Maintain attendance/absence reports for a minimum of four years from the time of receipt.

**Financial Aid Office** · Monitor eligibility for aid determination

- Manage loan origination, disbursement and delivery of financial aid funds.
- Report to NSLDS students who are no longer attending

## **Policy Violations**

### **Student**

Failure to comply can result not only in the delay of financial aid packaging and fund disbursement, the need for students to return disbursed aid for which the student was not qualified as a result of non-or-insufficient attendance, and/or ineligibility for future Title IV financial aid, but can also result in a reduction in final grade percentage, probation, suspension and/or dismissal.

### **College**

Noncompliance with Title IV administration regulations can result in citations, monetary fines and/or withdrawal of university federal aid eligibility.

## Interpreting Authority

Dean's Council

## Statutory or Regulatory References

U.S. Department of Education Title IV Administration – 2010-11 & 2011-12 FSA Handbook,  
Volume 1, Student Eligibility

## Relevant Links

## Policy Adoption Review and Approval

Dean's Council