### M1-M2 Syllabus Identification of Lecture/Non Lecture Attendance and Assessments

<table>
<thead>
<tr>
<th>MSEC/ADMIN Number:</th>
<th>MSEC 0219-26</th>
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<tbody>
<tr>
<td>Approving Officer:</td>
<td>Ramsey McGowen, PhD / MSEC Chair (2019)</td>
</tr>
<tr>
<td>Agent(s) Responsible for Implementation:</td>
<td>Executive Associate Dean M1-M2 Course Directors M1-M2 Course Support Staff</td>
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| Original MSEC Approval Date: 8/20/2019 |
| Effective Date: 2019-2020 Academic Year |

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<tr>
<th>Original Name/Committee:</th>
<th>MSEC</th>
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### New 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 ☐ No ☒

### Exemption(s) to Policy through MSEC Action (date of meeting):
- All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.

### 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.
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.
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