Large Group Events: Attendance to large-group events, such as lecture, is strongly encouraged but not required. Occasionally, the Block/Course Directors specify that a specific large-group event requires attendance, such as patient or panel interviews. In the event that Block/Course Directors require attendance to a large-group event, this will be indicated in the class schedule in the learning management system, and staff will record attendance by scanning UNC One Cards. It is a student’s professional responsibility to attend such events in which patients and their families, as well as physicians and experts, are dedicating time to the educational experience. Lecture Capture records all large-group lectures unless a lecturer specifies otherwise. Large-group events that involve patient presentations or protected health information (PHI) are not recorded.

Small Groups and Simulations: Attendance to small-group activities and simulations is required and tracked through sign-in sheets. Students can miss only one small group during each semester without seeking an official administrative excuse from Dr. Georgette Dent, Associate Dean for Student Affairs. If a student misses a small group without an administrative excuse, he/she is not eligible to make up any missed graded component, such as a quiz, and will receive a zero for the graded component.

Exams: Attendance to exams is required. If a student cannot attend an exam, he/she must request an administrative excuse. Students must make up any missed exams.

Conditions of Administrative Excuses: When seeking an administrative excuse, students must submit requests in advance whenever feasible to http://tinyurl.com/AdminExcuse. It is recognized that students may not be able to submit a request for an administrative excuse in advance. In these circumstances, students must submit a request as soon as possible. A staff member from the Office of Medical Education will contact the student to deny or grant the request. The student must receive an email message from the Office of Medical Education to have a valid administrative excuse. Once the administrative excuse is granted, it is the student’s professional responsibility to inform via email small group members, small group facilitators, and block directors of the absence. Students are not obligated to disclose the reason for the absence. By the third and all subsequent requests for an administrative excuse due to medical reasons, students are required to submit documentation from a physician. Students can attach the documentation to the electronic request for an administrative excuse.

Monitoring of Excused and Unexcused Absences: Medical Science Course Directors and Dr. Georgette Dent, Associate Dean for Student Affairs, regularly monitor the number of excused and unexcused absences that students accrue. Students also have the ability to track their absences through the school’s learning management/evaluation software.

- Medical Science Course Directors will contact by email any student who has accrued a total of two unexcused absences in the Medical Science Course, Patient-Centered Care Course, and Professional Development Course during a single semester. After the third unexcused absence in a single semester, the Medical Science Directors will meet with the student.

- At the fourth unexcused absence in a single semester, not only is Student Affairs is informed, but the student is also referred to the Progress Committee. Documentation of the unexcused absences is placed in a student’s official file.

- Student Affairs will contact any student who accrues a combined four or more excused and/or unexcused absences during a single semester, as well as contact the student’s advisor.