

Attendance Policy Graduate Studies SOM for Classes/Journal Clubs/Seminars.

Approved by Graduate Council 9 May 2023

Graduate students in the (OHSU) School of Medicine are *expected* to demonstrate professional behavior by attending all courses, journal clubs and seminars for which they are enrolled. Students should not assume they are permitted to be absent at their own discretion. This policy establishes the expectations for graduate student attendance and sets forth notification requirements in the event of a **Planned Absence or Unplanned Absence**.

This policy applies to all programs and courses in Graduate Studies in the School of Medicine, unless that program has an attendance policy in their handbook, or courses have a separate attendance policy included in their syllabus.

Attendance at all class sessions is required. Students must communicate in writing or by email with the course director regarding any absence. Students who are absent or late to a class should be aware it may be difficult or impossible to make up missed material or experiences and this may negatively impact grades and ability to successfully pass the course.

- 1) **Planned absence:** An absence that could reasonably be anticipated by a student.
 - a. These include approved accommodations, approved religious holidays (request for religious accommodations is here: <https://www.ohsu.edu/affirmative-action-and-equal-opportunity/accommodations>), conflicting educational activities*, attendance at a research conference*, or other professional development opportunities* (*these types of requests must be supported in writing, or email by their program director or, for PhD students, by their research mentor).
 - b. To count as an excused absence, planned absences must be arranged at least one week in advance with the course director by email; or they will count as unexcused absences.
- 2) **Unplanned absence:** An absence that could not reasonably be anticipated by a student.
 - a. These include personal illness or emergency, unforeseen childcare or transportation issues, or serious illness or death within the family.
 - b. Students must inform the course director by email of the reason for their absence as soon as reasonably practicable and preferably prior to the start of the class session. Students who have missed or seek to delay an exam or other assessment, due to unforeseeable medical reasons may be required to provide appropriate documentation.
 - c. Unplanned absence may be considered an Excused or Unexcused Absence.
- 3) **Excused Absence.** An absence for which a graduate student will be allowed to make-up any graded work or exam missed during the absence without penalty. Students are responsible for arranging to make up missed or graded work or reschedule exams. An Excused Absence may be a Planned Absence or Unplanned Absence.
- 4) **Unexcused absence:** An absence for which a student was not excused. Depending on the nature of the absence, a student may or may not be allowed to make-up any graded work missed during the absence, and which may impact the student's grade.
- 5) *If there is a dispute regarding whether an absence should be excused or not, a student may appeal in writing (or email) to the Associate Dean Graduate Studies, who will take into account the reason for the absence and communications from the student to their course director.*
- 6) For extended absences, students should consider whether to take a leave of absence (*Policy 02-70-030 Voluntary Leave of Absence and Withdrawal*).
- 7) PhD students in the Graduate Researchers Union may need to use PTO for any absences (students are advised to seek advice through the Graduate Researcher Administration at GRAdmin@ohsu.edu).

Relevant University policies:

02-70-030, Voluntary Leave of Absence, Excused Absence, and Withdrawal: <https://o2.ohsu.edu/policies-and-compliance/ohsu-policy-manual/chapter-2-student-affairs/ohsu-policy-02-70-030.cfm>)

02-70-045, Change in Scheduled Exam and Other Assessments: <https://o2.ohsu.edu/policies-and-compliance/ohsu-policy-manual/chapter-2-student-affairs/ohsu-policy-02-70-045.cfm>)