The University of Texas Medical Branch
School of Medicine

Year 4 Course Policies
Required/Selective/Elective Courses
2018-2019

General Information
http://www.utmb.edu/ocene/

Ambulatory Community Selectives
http://ar.utmb.edu/ACSelectives/brochure.asp

Basic Science/Humanities Selectives
http://ar.utmb.edu/BSHSselectives/BSHSbrochure.asp

Electives Brochure
http://www.utmb.edu/meded/electives.asp

Charles Mouton, MD
Vice Dean for Academic Affairs

Majka Woods, PhD
Interim Associate Dean for Educational Affairs

Ruth Levine, MD
Assistant Dean for Educational Affairs
Year 4 Requirements

1. Year 4 Required clerkships:
   - Neurology Clerkship

2. Year 4 Selective Courses: Four periods (16 weeks)
   - Acting Internship Selective: 4 weeks
   - Ambulatory Community Selective: 4 weeks
   - Basic Science / Humanities Selective: 4 weeks
   - Emergency Medicine Selective: 4 weeks

3. Electives: Six periods (24 weeks)
   - Electives taken throughout 4 years count toward this total of 24 weeks
   - 4-week clinical elective which must be completed in the 4th year.

4. The Integrated Curriculum Evaluation Exercise (ICEE)

5. USMLE Step 2 Clinical Knowledge Examination (must be taken by Nov 30 for May graduates)

6. USMLE Step 2 Clinical Skills Examination (must be taken by Nov 30 for May graduates)

The curriculum is designed to provide for two periods (8 weeks) of vacation time (frequently the December block, Period 13) and one additional vacation period during Year 4. Credit for some Year 4 courses may have been earned prior to Year 4. These might include preclinical or research preceptorship(s) completed between Years 1 and 2, or courses completed during the Year 3 elective or December months.

Required courses are graded Honors, High Pass, Pass, and Fail. Electives/selectives and the ICEE are graded Satisfactory and Fail. Passing scores are required on the USMLE Step 2 Clinical Knowledge and USMLE Step 2 Clinical Skills examinations.

Specific Information for Each Requirement

Neurology Clerkship (4 weeks)
- Prerequisites: Successful completion of Year 2
- Locations: Galveston, Houston, Community Preceptors
- Offered during: Periods 1-11 excluding Period 13 (which is reserved for MS3s only)

Emergency Medicine Selective (4 Weeks)
- Prerequisites: Year 3 Internal Medicine and Surgery Clerkships
- Locations: Galveston, Houston (St. Joseph’s) and other Medical Schools
- Offered during: Periods 1-12 and 13

Scheduling Instructions:
- For Galveston or Houston assignments, students must:
  (a) enroll electronically via MyStar (if ≥ 30 days prior to start date); or
  (b) enroll with signed C Form (if < 30 days prior to start date)

- For assignments at another US medical school, students must:
  (a) Most schools participate in VSAS. Items b and c do not apply when using VSAS to schedule an away elective.
  (b) Apply directly to the outside medical school and submit a B Form to UTMB Enrollment Services allowing UTMB to release information to the school and solicit approval of the other school; and
  (c) Register for the non-UTMB course by submitting the signed C Form to UTMB Enrollment Services
**Acting Internship Selective**
Prerequisites: Vary by course
Students are required to satisfactorily complete one 4-week course designated as an Acting Internship (AI). All AIs are designated in advance, graded on a Satisfactory-Fail basis, and have varying capacities. AIs sponsored by each department are listed in the Electives Brochure. An AI may be taken at another approved medical school and apply to this requirement. To do so, students must (a) obtain the written approval of the Electives Director in the UTMB department most closely associated with the AI to be taken, and (b) register by adding a non-UTMB elective with a C Form.

**Ambulatory Community Selective**
Prerequisites: Successful completion of Year 3
Students are required to satisfactorily complete a 4-week course designated as an Ambulatory Community Selective that takes place in a Texas community setting, not in an academic health center, and emphasizes non-hospital experience. All ACS courses are graded on a Satisfactory/Fail basis, and are offered throughout the year. ACS courses sponsored by each department are listed in the Electives Brochure at [http://ar.utmb.edu/ACSelectives/brochure.asp](http://ar.utmb.edu/ACSelectives/brochure.asp). Students should include the ACS course of their choice with their initial schedule preferences. Students must then submit an online ACS Preference Form that can be found at [https://www.utmb.edu/meded/edaffairs/siteranking/](https://www.utmb.edu/meded/edaffairs/siteranking/) to specify their choice of specific geographic locations for the course (including commutable/non-commutable locations and students-created sites). **Changes to an Ambulatory Community Selective (ACS), including adds, drops, and changes to site preferences, must be done at least 60 days in advance. After this deadline, no changes are allowed even with course director approval. PLEASE NOTE: NOT ALL STUDENTS CAN BE PLACED IN HOUSTON OR GALVESTON.**

**Basic Science / Humanities Selective**
Prerequisites: Successful completion of Year 3
Students are required to satisfactorily complete a 4-week course designated as a Basic Science/Humanities selective. These selectives include original research, a scholarly project, or an immersion experience which emphasizes in-depth study of one or more basic science, social science, or humanities topics. Any of these must result in a graded written project. All BSHS courses are graded on a Satisfactory/Fail basis, and are offered throughout the year. BSHS courses sponsored by each department are listed in the Electives Brochure at [http://ar.utmb.edu/BSHSselectives/BSHSbrochure.asp](http://ar.utmb.edu/BSHSselectives/BSHSbrochure.asp).

**Electives**
Elective credit is awarded in 4-week increments. All electives must be a minimum of 4 consecutive weeks in duration, and except for research electives, may not exceed 8 weeks in duration. The duration of each elective (4 or 8 weeks) is part of each course’s description in the Electives Brochure [http://www.utmb.edu/meded/electives.asp](http://www.utmb.edu/meded/electives.asp).

The term “UTMB elective” is used to describe an elective which is conducted by UTMB, either on-campus or at off-campus departmentally-sponsored sites at UTMB-affiliated facilities. The term “non-UTMB elective” is used to describe two types of electives: (1) a university-affiliated elective, which is an elective sponsored by another approved medical school and offered for credit to its own students, and (2) a non-university-affiliated elective, which is an elective sponsored by entities other than an approved medical school. To enroll in a non-university-affiliated elective, submission of a “Student-Created Elective Description Form” is required 30 days in advance of the Period during which the course is to be scheduled. Enrollment in non-university affiliated rotations requires written approval of the Electives Director in the UTMB department to which the elective is most closely associated. The form is located on the Electives Brochure website: [http://www.utmb.edu/meded/electives.asp](http://www.utmb.edu/meded/electives.asp).

Students on academic probation/warning or with academic deficiencies are limited to UTMB rotations until the probation/warning or deficiencies are removed.

Students may not receive academic credit for courses in which they work with a family member or relative, or for work that the student performs as part of employment.
Students will receive credit for electives with the same title/topic area as long as the electives are taken at different institutions; however, credit cannot be received more than once for an elective with the same title/description taken at the same institution. Electives in Surgery, Neurology, and Emergency Medicine are not considered to be repeats of the required fourth-year courses in these departments. Multiple electives within a single department are allowed as long as they are identifiable as meaningfully different experiences.

International electives require the approval of the Director for the Center for Global Health Education, Dr. Matthew Dacso.

A course taken to satisfy a Year 4 required or selective course cannot also be used as an elective or to meet another requirement (i.e., no course may be double counted for degree requirements). However, if a student successfully completes more than one 4-week Acting Internship, Ambulatory Community Selective or Basic Science/Humanities Selective, the additional course credit can apply toward the 24-week elective requirement.

Students must successfully complete Year 3 to be eligible for elective credit, with the following exceptions:

(a) Students who have successfully completed Year 1 are eligible to enroll in preclinical preceptorships or research approved for credit between Years 1 and 2.
(b) Students enrolled in Year 3 may enroll in an elective offered by UTMB or another approved US medical school during their elective period or the December vacation period (Period 13). Year 3 students on academic probation/warning are limited to UTMB-sponsored electives (see definition above). All students must meet the prerequisites for chosen electives.

Students in the MD-PhD combined degree program may take an elective in Period 13, as well as one additional elective during the Year 3 curriculum, provided they have completed the prerequisite(s) for the elective and provided they are not on academic probation/warning.

Research electives may be arranged with any School of Medicine faculty member who is willing to serve as a mentor. Prior inclusion of research electives in the Electives Brochure is not a prerequisite. The Research Elective Student Proposal Form must be submitted online, http://ar.utmb.edu/04-05review/RFlogin.asp and must be submitted 30 days in advance of the start-date of the course. If approved by the Electives Course Committee, the Office of Clinical Education will notify Enrollment Services to register you in the course (on- and off-campus). Requests for late approval or retroactive credit will not be considered. Non-UTMB research electives require the same procedure and require the approval of the Electives Course Committee.

Ambulatory Community Selectives and Basic Science/Humanities Selectives may include options for student-created courses, subject to course committee approval. All other selective and non-research electives must be defined, approved and published in advance for all students before they may be offered for credit.

Each elective includes a list of prerequisites, if any, for registration. If a student has not met the prerequisites, but the elective director believes the qualifications of the student warrant an exception, the elective director may waive the prerequisites by providing to the Registrar written notice of the waiver. Course directors may not waive the prerequisite requirement of Ambulatory Community Selectives, Basic Science Humanities Selective or 4th year clinical elective which are limited to students who have completed Year 3.

Student registration for each elective is determined through the established process through the Office of Enrollment Services. Waiting lists are maintained for electives that have filled to capacity, and such lists determine priority for positions that become available. An ad-hoc clinical elective or Acting Internship created for an individual student is not allowed unless it is made available for all students. The number of students accepted in any period is defined in advance by the course director. That number may not be exceeded to accommodate an individual student unless the increase becomes permanent. Waiting lists have priority for capacity changes.
Students may receive credit only for courses in which they have officially enrolled. Credit is offered, and professional liability coverage is provided only for activities conducted by enrolled students during the period of enrollment. Deadlines are published for (a) regular registration, (b) late course “Adds and Drops”, and (c) required signatures/approvals.

Liability insurance provided through the School of Medicine provides coverage only for actions that are part of a course in which the student is officially enrolled. If the elective has not been approved for credit, or if the student has not officially enrolled, liability coverage is not provided. All clinical activities in a course must be conducted under the supervision of a licensed physician.

Grades and narrative evaluations received by the Office of Enrollment Services and the Office of Student Affairs will be available for the Medical Student Performance Evaluation provided to residency programs.

**Holidays**

The UTMB Student Holidays for 2018-2019 are listed in the Academic Calendar. As patient care activities continue during holiday periods, medical students with clinical responsibilities are expected to maintain their clinical activity during holiday periods. For Monday holidays, students will be guaranteed at least one full day off during the 3-day weekend. For the Thanksgiving holiday, students will be given Thursday through Sunday off. If the 4th of July is on a weekday, students will be given that day off. Students choosing to complete electives during Period 13 (over the winter holidays) should be prepared to work through the holidays; generally schedules can be arranged to permit 3 days off over either Christmas or the New Year, or other holiday period as desired. If students are assigned to an outpatient clinical rotation during a holiday period, they will follow the clinic holiday schedule.

**Grading**

An evaluation form will be sent to the faculty student was assigned for each UTMB elective course and to preceptors responsible for students taking non-UTMB electives. Students are responsible for informing non-UTMB elective preceptors of the necessity to complete and return the forms to the Office of Enrollment Services as soon as the elective ends. A pass must be achieved in all elective courses used to satisfy graduation requirements.

**Evaluation of Electives**

The Elective Coordinator will send you a course and faculty evaluation link at the end of your elective. The data you provide will be helpful to other students and may be their only source of such information. The feedback available will only be as good as you make it. Student anonymity will be maintained. Feedback forms are maintained in the Office of Clinical Education, room 2.210 Graves Building, for student review.

**Stipends**

Electives in which students are enrolled for academic credit may provide a stipend to defray living expenses during the elective. Academic credit will not be awarded for work performed as part of employment. If in doubt about the appropriateness of a stipend, consult the Assistant Dean for Educational Affairs.

**NOTES:**

1) Certain UTMB electives require prior approval (indicated by signature) by the course director. That approval must be obtained in order for the elective to be scheduled.

2) Research electives and non-UTMB electives are not to be included in the online scheduling process. These will be handled by the Office of Clinical Education and the Office of Enrollment Services. The Research Elective Student Proposal Form (R Form) and the Student-Created Elective Description Form must be submitted 30 days in advance of the start date of the elective for approval from the Electives Course Committee prior to enrollment. These forms and additional submission information is located on the Electives Brochure, [http://www.utmb.edu/meded/electives.asp](http://www.utmb.edu/meded/electives.asp).
Registration/Add/Drop/Incomplete/Withdrawal
Registration, add and drop deadlines for each period are published. Students may add and drop courses through the Office of Enrollment Services (either in person or through MyStar) according to the table below. After 5:00 PM of the Friday immediately preceding the beginning of a course, a student may withdraw from a course only as part of a leave of absence or approval by the Associate Dean for Student Affairs. Course withdrawals are entered permanently on the academic record.

A student will not be awarded credit for course work if the student was not officially registered according to the deadlines and approvals described. A student may receive credit only for work completed during the official period of enrollment for a course, and a grade must be submitted promptly, based solely on work completed during the official dates of enrollment. A grade of “Incomplete” is accepted only if, for reasons beyond the student’s control, coursework could not be completed during the official period of enrollment due to an officially excused absence. In such cases, the additional time to complete requirements must be scheduled so as not to conflict with a subsequent course.

When dates for non-UTMB electives do not mesh precisely with the period dates for UTMB electives, vacation time may be split to cover the hiatus or you may register for a 2 week elective.

UTMB Course Adds
You may add a UTMB elective at any time electronically through the deadlines indicated above. If a course director’s approval is required, the C Form must be used. If you wish to register for a course (assuming an opening is available) after the add/drop deadline for the period, you must obtain the course director's signature on your C Form before submitting it to Enrollment Services. Electives may not be added after 5 PM on the Friday preceding the beginning of the elective. Deadline dates are indicated above. Students with a HOLD on their registrations and records (e.g., outstanding financial obligations to UTMB) have the registration change withheld until the HOLD is satisfactorily resolved.

Changes to an Ambulatory Community Selective (ACS), including adds, drops, and changes to site preferences, must be done at least 60 days in advance. After this deadline, no changes are allowed even with course director approval.

UTMB Course Drops
After you receive your initial schedule, changes in clerkships, rotations and elective assignments will be processed as requested and may be made as far in advance as desired using the C Form or via the Enrollment Services website. However, no UTMB elective may be dropped later than the Friday preceding four weeks before it is scheduled to begin without written approval from the Elective Director. Electives may not be dropped after 5 PM on the Friday immediately preceding the beginning of the elective. After 5:00 PM of the Friday immediately preceding the beginning of a course, a student may withdraw from a course only as part of a leave of absence or approval by the Associate Dean for Student Affairs. Course withdrawals are entered permanently on the academic record. Deadline dates are indicated above. Students with a HOLD on their registrations and records (e.g., outstanding financial obligations to UTMB) have the registration change withheld until the HOLD is satisfactorily resolved.

Changes to an Ambulatory Community Selective (ACS), including adds, drops, and changes to site preferences, must be done at least 60 days in advance. After this deadline, no changes are allowed even with course director approval.

NOTE: If you drop a course, clerkship, rotation, selective or elective required for graduation, it is your responsibility to add the appropriate course, clerkship, rotation, selective or elective to meet degree requirements in order to avoid a delay in graduation.

Non-UTMB Course Adds
In order to add a non-UTMB course, all required documents with the proper approvals must be filed with the Office of Enrollment Services no later than 5:00 PM on the Friday immediately preceding the beginning of the course. Students wishing to enroll in non-UTMB electives must obtain application forms for the desired elective from the Registrar's Office at the institution where the elective will be taken. Complete the application and present it to the UTMB Office of Enrollment Services and request a packet
of Medical Student Instructions for Planning Non-UTMB Courses ("non-UTMB Course Packet").

First
You must complete the B Form in the non-UTMB Course Packet and submit it to the Office of Enrollment Services. This form authorizes the Registrar to send information about you to the host school/preceptor.

Caution
Because some schools require extended time to process your paperwork, and may require an affiliation agreement be established with UTMB, you should plan non-UTMB electives at least several months in advance. You should complete a B Form even if you are not certain if you will actually enroll in the elective and even if you are not yet certain you have been accepted/approved by the host school/preceptor.

The B Form serves only as a Release of Information request and does not register you for a course.

Please Note: If a B Form is submitted on your behalf and you later decide not to take the elective, it is your professional responsibility to notify the host school(s) involved.

Second
Once accepted by the host school/preceptor, you are responsible for completing a C Form (also in the "non-UTMB Course Packet") to officially register for the course.

Caution
You will not receive credit for the course unless you have properly completed and submitted a C Form, including any required approval signatures, to UTMB Enrollment Services prior to beginning the course. The regular add/drop deadline is approximately 4 weeks prior to the start of a course. The final deadline for receipt of a properly completed and signed C Form by Enrollment Services is 5:00 PM on the last business day (typically Friday) prior to the start date of the course. This deadline is absolute and the School of Medicine Curriculum Committee has indicated no exceptions will be made. Failure to meet this deadline for any reason will result in your not receiving credit for the course. Submit the C Form yourself, in person, well before the deadline to avoid disappointment. Faculty from whom you may need approval signatures may not be available at the last minute.

Non-UTMB Course Drops
In order to drop a non-UTMB course, the required C Form must be filed with the Office of Enrollment Services no later than 5:00 PM on the Friday immediately preceding the beginning of the course. In addition, be sure to honor the regulations and/or concerns of other institutions and preceptors. Your courtesy in this regard will be helpful to fellow students. You should notify the appropriate individual promptly and you must submit a C Form to the Office of Enrollment Services showing the drop. The drop can be processed through MyStar up to 30 days prior to the beginning of the course. Students with a HOLD on their registrations and records (e.g., outstanding financial obligations to UTMB) have the registration change withheld until the HOLD is satisfactorily resolved. A student may withdraw from a course after 5:00 PM on the Friday immediately preceding the beginning of the course only with the written approval of a leave of absence or academic reassignment from the Associate Dean for Student Affairs. Course withdrawals are entered permanently on the academic record.

Course numbers and location codes for the C Form are available in the Office of Enrollment Services. All C Forms for non-university affiliated electives must have the signature of the Electives Director in the department with which the elective is most closely associated. Non-UTMB research and all international electives require the signature of the Assistant Dean for Educational Affairs.

Students participating in non-UTMB electives are responsible for ensuring that the instructor or preceptor for the non-UTMB elective returns the evaluation form directly to the Office of Enrollment Services so that credit can be awarded. Before leaving campus to begin a non-UTMB elective, students should consult the Office of Enrollment Services to ensure that all necessary documentation is in order.
so that credit can be earned, and to file a temporary change of address.

<table>
<thead>
<tr>
<th>Period</th>
<th>Period Dates</th>
<th>Add/Drop Deadlines Before C-Form is Required</th>
<th>ACS Add/Drop Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>07/02/18 – 07/27/18</td>
<td>06/01/18</td>
<td>05/04/18</td>
</tr>
<tr>
<td>2</td>
<td>07/30/18 – 08/24/18</td>
<td>06/29/18</td>
<td>06/01/18</td>
</tr>
<tr>
<td>3</td>
<td>08/27/18 – 09/21/18</td>
<td>07/27/18</td>
<td>06/29/18</td>
</tr>
<tr>
<td>4</td>
<td>09/24/18 – 10/19/18</td>
<td>08/24/18</td>
<td>07/27/18</td>
</tr>
<tr>
<td>5</td>
<td>10/22/18 – 11/16/18</td>
<td>09/21/18</td>
<td>08/24/18</td>
</tr>
<tr>
<td>6</td>
<td>11/19/18 – 12/14/18</td>
<td>10/19/18</td>
<td>09/21/18</td>
</tr>
<tr>
<td>7</td>
<td>12/17/18 – 01/11/19</td>
<td>11/16/18</td>
<td>10/19/18</td>
</tr>
<tr>
<td>8</td>
<td>01/14/19 – 02/08/19</td>
<td>12/14/18</td>
<td>11/16/18</td>
</tr>
<tr>
<td>9</td>
<td>02/11/19 – 03/08/19</td>
<td>01/11/19</td>
<td>12/14/18</td>
</tr>
<tr>
<td>10</td>
<td>03/11/19 – 04/05/19</td>
<td>02/08/19</td>
<td>01/11/19</td>
</tr>
<tr>
<td>11</td>
<td>04/08/19 – 05/03/19</td>
<td>03/08/19</td>
<td>02/08/19</td>
</tr>
<tr>
<td>12</td>
<td>05/06/19 – 05/31/19</td>
<td>04/05/19</td>
<td>03/08/19</td>
</tr>
</tbody>
</table>

---

## Summary of Add/Drop Process

**Add/Drop Y4 Courses**

Through UTMB MyStar (must submit C Form to Registrar in person if approval signature is required)

**Additional approval(s) required for the following situations:**

**Statutory**

- Prior to the Add/Drop Deadline
- After the Add/Drop Deadline
- After 5 PM Friday Preceding Course Start

**UTMB clinical electives**

May require course director signature to add

Must have course director signature to add/drop

**All research electives**

Must submit R Form 30 days before period begins to request approval. Office of Clinical Education works with Enrollment Services to register student.

**All Ambulatory Community Selectives**

Must submit preferences through Office of Clinical Education site preference website

https://www.utmb.edu/meded/edaffairs/siteranking/

All changes must be done at least 60 days in advance.

**Non-UTMB electives**

If non-university affiliated, must have signature of Electives Director in the UTMB department with which the elective is most closely associated.

**International electives**

Must have signature of the Electives Director in the UTMB department with which the elective is most closely associated and must have signature of the Director of the Center for International Heath.

---

**Summary of Electronic Access and Resources**

Viewing your schedule: [https://mystar.utmb.edu/](https://mystar.utmb.edu/)

Description of electives, selectives, policies and forms: [http://www.utmb.edu/meded/electives.asp](http://www.utmb.edu/meded/electives.asp)

**Important Reminders Regarding Adding and Dropping Courses**

Deadline dates for dropping and adding courses are shown in these policies. These deadlines refer to receipt of a properly completed form in the Office of Enrollment Services with all approval signatures. Note that the add-drop deadlines are approximately 4 weeks prior to the start of each period. Changes after the add-drop deadline require the course director’s approval signature.
Note that courses cannot be added or dropped later than 5:00 pm on the Friday prior to the start of a period. This requirement is absolute and no exceptions are made, even with course director approval. Failure to properly add a course prior to the deadline means you cannot register for, and cannot receive credit for, the course. Failure to properly drop a course prior to this deadline means you must complete the course or you will receive a failing grade for the course.

Changes to an Ambulatory Community Selective (ACS), including adds, drops, and changes to site preferences, must be done at least 60 days in advance. After this deadline, no changes are allowed even with course director approval.

Anticipate deadlines and do not wait until the final days to make course changes, because faculty may not be immediately available to provide approval and/or signatures.

When registering with a C Form, always deliver the C Form to the Office of Enrollment Services personally, or confirm its receipt. Do not rely on others to complete this task for you. When delivering a C Form to the Office of Enrollment Services, always obtain a copy of your C Form before leaving and confirm your course schedule through MyStar.

**Student Absence Policy**

**Students are expected to attend all required activities**

Each course and clerkship ("course") publishes its required activities. An absence is any instance in which a student is not physically present at an activity. Students should not assume they are allowed any absences at their discretion or for their personal convenience. Absences are considered acceptable only when unavoidable, which include two types of circumstances:

1. When unavoidable and anticipated, for example to attend a residency interview or presentation at a professional meeting. Students are strongly encouraged to schedule interviews during vacation periods to avoid conflict with scheduled courses. Any such planned absences must be requested and approved in writing by Course or Clerkship Director.

2. When unanticipated, as in personal illness, unavoidable family obligation, or unanticipated delay in transportation.

**Actions Required by the Student**

1. For an anticipated absence, students must request permission in writing from the course director in advance as soon as the conflict is identified and, if approved, inform their supervising faculty. Students should avoid making travel arrangements until/unless the course director has approved their request.

2. For an unanticipated absence, a student must notify in writing the course director, course coordinator and supervising faculty. Except in extraordinary circumstances, notification is expected before the activity begins.

**Consequences of Absences**

1. Absences are considered unacceptable (refer to Section 6.1 for acceptable circumstances). The failure to request or report an absence as described above is considered unprofessional behavior, will result in an Early Concern Note, may be reflected in the student’s evaluation, and may be grounds for failure of the course.

2. Absences (as identified above) that total no more than three days in a single course of >28 calendar days duration or two days in a course of less than or equal to 28 calendar days duration, are a matter between the student and the course. For Practice of Medicine courses, this is defined as three days of absences for the entire academic year. In all cases of absence, the student is responsible for the material missed while absent. At the discretion of the course director, the student may be required to provide documentation of the reason for the
absence as well as complete supplementary assignments to make up for missed activities, but
the course is not required to provide repeat or make-up opportunities for missed assignments.

3. Absences in any course that exceed the maximum days in Section 6.3.2 require consultation
with the Associate Dean for Student Affairs (ADSA). In the event of excess absences, the ADSA
will either:

a. determine that a student must withdraw from the course, which will result in the course
assigning a permanent transcript grade of "Withdraw", "Withdraw Passing" or "Withdraw Failing"
(any of which requires the student to repeat the course in its entirety); or

b. defer action to the course director who will then:

   i. require the student to make-up the missed time prior to the end of the course, if feasible;
   ii. assign a temporary grade of "Incomplete" (which requires the student to complete
       remaining course requirements);
   iii. assign a grade of PC and require completion of a Professionalism Remediation Program
       (PRP); once the PRP is completed, the grade will be changed to PC/P.
   iv. assign a grade of "F" (Fail) for the course (note: a course failure based on excessive
       absences results in a requirement that the student complete a Professionalism
       Remediation Program in addition to repeating the course); or
   v. for Year 3 and Year 4 clerkships, may recommend to the Assistant Dean for Educational
       Affairs that the student receive credit for a single four-week elective in the same field as the
       interrupted clerkship if the student has completed at least four weeks of coursework in a
       satisfactory manner. The transcript will reflect a Withdrawal grade for the clerkship. The
       student will then repeat the clerkship in its entirety after returning to the curriculum. This
       option is reserved for students who develop an illness or personal circumstance during the
       clerkship that will require a prolonged absence. This option is not available for students
       who could potentially make up missed time within the clerkship period, or for students
       whose absences warrant a failing grade.

4 Student absences will be tracked longitudinally. The name of any student demonstrating a
pattern of multiple absences per course will be forwarded to the Office of the Associate Dean for
Student Affairs, who will contact the student and schedule an appointment to discuss the nature
of the recurring absences.

Special Circumstances
Examinations: Because of the difficulty in rescheduling examinations, permission to be excused from
"high-stakes" (e.g., mid-term, final, clinical skills) examinations must be obtained in advance from the
Associate Dean for Student Affairs, or designee, and is limited to reasons of health, personal tragedy,
presentation at a professional meeting, or for Religious Holy Days or Military Service (see Sections 6.4.3
and 6.4.4 below). Although requests for exceptions will be considered on a case-by-case basis,
residency interviews, family events and personal travel generally are not considered reasons for missing
an examination. A student with an unapproved absence from any examination will receive an Early
Concern Note, and may, at the discretion of the Associate Dean for Student Affairs or designee, be
given an opportunity to take the examination at an alternate time and day. The examination score
earned by a student for such an examination will be adjusted downward by 20%. The course grade and
course score average will be based on the adjusted examination score.

Other Curricular Requirements
It may occasionally be necessary for students to complete curricular requirements while enrolled in
another course. Participation in the Year 4 Integrated Curriculum Evaluation Exercise (ICEE) and any
other school-based required activities will not be considered a course absence. Other absences,
including those for USMLE licensing examinations will count toward the limits specified above.

Religious Holy Days
Texas Education Code Section 51.911 provides that students may be absent from class for the
observation of a religious holy day. Absences for religious holy days must be excused in advance by the
Associate Dean for Student Affairs. The student will be allowed to take a make-up examination or complete assignments from which the student is excused within a reasonable time after the absence as determined by the course director. Such absences will not count toward the limits specified above.

Military Service
Texas Education Code Section 51.9111 provides that leave must be granted to a student to participate in active military service to which the student is called, including travel associated with the service. Absences for military service must be excused in advance by the Associate Dean for Student Affairs. The student will be allowed to take a make-up examination or complete assignments from which the student is excused within a reasonable time after the absence as determined by the course director. Such absences will not count toward the limits specified above.

Summary of Expectations Regarding Absence from Required Activities

<table>
<thead>
<tr>
<th>Category of Absence</th>
<th>Acceptable Examples</th>
<th>Student Action Required</th>
<th>Student Consequences*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned education-related event</td>
<td>Presentation at a professional meeting</td>
<td>Student must (a) request permission for the absence in advance as soon as the conflict is identified; and (b) if approved, inform their supervising faculty</td>
<td>If requested in advance as soon as conflict identified, approval received, and faculty informed: None Otherwise: Early Concern Note **</td>
</tr>
<tr>
<td></td>
<td>Residency interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circumstances outside the student's control</td>
<td>Personal illness or injury</td>
<td>Student must notify the course</td>
<td>If notification given BEFORE the required activity begins: None Otherwise: Early Concern Note **</td>
</tr>
<tr>
<td></td>
<td>Unavoidable family obligation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unanticipated delays in transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Other Absences</td>
<td>None</td>
<td>N/A</td>
<td>Early Concern Note **</td>
</tr>
</tbody>
</table>

Definitions
REQUEST PERMISSION means the student has submitted a written request for approval to the course director outlining the reason for the absence.

APPROVED means the student has received written approval from the course director giving the student permission to be absent.

INFORM means the student has provided his/her faculty supervisor a copy of the course director’s written approval for the absence.

NOTIFY means the student has notified in writing (a) the course director, (b) course coordinator, and (c) faculty supervisor that he/she will be unexpectedly absent, and the reason for the absence. Unless precluded by illness/injury, this notification should occur prior to the activity missed.

Notes
*Students are responsible for all material/activities missed. At course director discretion, make-up work or activities may be required. A pattern of absences within or across courses may be grounds for an Early Concern Note.

**At course director discretion, the absence(s) may also be reflected in the student’s evaluation and may be grounds for failure of the course.