

Student Year 3 Scheduling Information 2009-10

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Year 3 schedules released **Monday April 13**

Year 3 track trading deadline **Friday April 17**

Begin adding Year 4 required/selective/elective courses **Tuesday April 28**

Summary of Student Scheduling Information for Year 3

STEP 1: Scheduling Year 3 Clerkships

Students will enroll in six Year 3 clerkships for 2009-10: Internal Medicine (12 wks), Pediatrics (8 wks), Surgery (8 wks), Obstetrics/Gynecology (6 wks), Psychiatry (6 wks), and Family Medicine (4 wks), plus a 4-wk elective period. Students must submit their track (clerkship sequence) preference electronically via UTMB E-Connect during the preference period (see next page).

STEP 2: Scheduling Year 4 Courses During Elective/Vacation Periods

1. After clerkship tracks are released April 13, students will be able to schedule courses into one or both of the remaining 4-week blocks during the academic year. Students entering Year 3 will be allowed to begin adding/dropping electives and Year 4 required courses on Wednesday April 28 after students entering Year 4 have completed their initial scheduling. Periods that may be scheduled by Year 3 students are:
 - a. The 4-week elective period that precedes or follows their Family Medicine clerkship
 - b. The 4-week December vacation period

Unless on leave of absence or academic reassignment, students must enroll in a course for credit during one or both of these periods (both periods may not be taken as vacation).

2. Students may enroll in three categories of courses during either or both of these two periods:
 - a. **A UTMB elective or Acting Internship selective** listed in the 2009-2010 Elective Brochure, as long as it is offered during the period requested, is not at capacity, and for which the student has the stated prerequisites. The **Electives Brochure** is located at <http://meded.utmb.edu/electives.asp>. All Research electives require special approval. **Note:** Enrollment in the Basic Science/Humanities Selective or Ambulatory Community Selective is limited to students who have completed all Year 3 clerkships.
 - b. **A UTMB Year 4 required course**, as long as the course is offered during the period requested, is not at capacity, and for which the student has the stated prerequisites.

**Senior Neurology	Prerequisite: Successful completion of Year 2
Senior Surgery	Prerequisite: Year 3 Surgery clerkship
**Senior Emerg Medicine	Prerequisite: Year 3 Internal Med and Surgery clerkships

 **Will likely be selectives instead of required clerkships
 - c. **An elective at a US medical school** for which the student has the stated prerequisites. Many medical schools limit visiting students to those in their fourth year. Non-university affiliated rotations are not permitted for Year 3 students.
3. You must register for courses in advance, by the specified deadlines, to receive academic credit. Most courses can be added and dropped electronically via UTMB E-Connect. Course changes requiring approval signatures, and those involving rotations off-campus (i.e. at another medical school) must be done using B-1 and C forms. Instructions and Forms for:
 - a. **Adding/Dropping UTMB Courses, and**
 - b. **Planning for Austin and non-UTMB Courses**
 are available at: <http://meded.utmb.edu/orme/courses.htm> and <http://meded.utmb.edu/electives.asp>

NOTICE ON ADDING AND DROPPING YEAR 4 COURSES

Deadline dates for dropping and adding Year 4 courses are shown in the Electives Brochure, and on the C Form, and refer to the deadlines for electronic registration, or receipt of a properly completed C form in the Office of Enrollment Services with all approval signatures. Students cannot add/drop Year 3 clerkships. Electives at another medical school require additional paperwork. 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 in section 4. **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.** Anticipate these deadlines and do not wait until the final days to make course changes, because faculty may not be immediately available to provide approvals.

INSTRUCTIONS FOR INITIAL YEAR 3 CLERKSHIP SEQUENCE (TRACK) PREFERENCE

- Preferences** Students go to <https://sisweb.utmb.edu/sp/utmb/student> (UTMB E-Connect) to select their schedule preferences. After submission, preferences can be viewed and changed as often as desired until the preference period ends. If a student wishes to allow Enrollment Services to release his/her track assignment to other Year 3 students interested in schedule exchanges (see below), the student must indicate permission to do so on the Year 3 Schedule Preference form when submitting this form electronically.
- Deadline** The deadline for submitting schedule preferences to Enrollment Services is **5:00 PM, Friday March 20, 2009**. All submissions by this deadline receive equal preference. Schedule preferences will not be accepted from students with a HOLD on their registration (e.g., overdue tuition and fees, overdue materials from the library, financial aid obligations, failure to comply with immunization requirements, etc.).
- Notification** It is planned that students will be sent an email on **Monday, April 13, 2009** notifying them that schedules are available for viewing via UTMB E-Connect. In the event of a delay in completing scheduling, notices of revised plans will be emailed as soon as possible after April 13.
- Exchanges** Following notification of their track assignment, students may exchange their clerkship sequence assignment with other students under the following conditions:
- The requesting student must identify another student who wishes to exchange his/her schedule. Enrollment Services cannot share information about another student's schedule unless that student has agreed to release his or her schedule to other Year 3 students. To authorize release of schedule information, a student must indicate their permission to do so on the Year 3 Schedule Preference form when submitting this form electronically.
- Complete schedules must be exchanged.
- The change form (available from Enrollment Services) must be signed by both students.
- The completed change form must be submitted to Enrollment Services before **5:00 PM, Friday, April 17, 2009**.
- Schedule Confirmation** Students may check their schedules using *UTMB E-Connect*.
Note: Student schedules will not be available for viewing on E-Connect between April 17 and April 26.
- Contact Enrollment Services** 2.136 Lee Hage Jamail Student Center
(409) 772-1215
FAX: (409) 772-4466
<http://web.utmb.edu/enrollmentservices>

Year 3 Clerkship Information for 2008-2009

The information below has been provided by the Year 3 Clerkships to assist students in preparing for each of the clerkships.

Family Medicine

All students, including Austin-based students, must submit their site preferences for the Family Medicine Clerkship by **5 p.m. on Thursday, May 7, 2009**. After Enrollment Services finalizes student schedules, **you will receive email notification** that the FM preference process is open. You will not be able to submit site preferences prior to the email notification. Our goal is to provide each student an opportunity to learn at a site that meets your interests, so your site preferences are important. Students who do not submit site preferences in a timely manner will be assigned to an available site. Students scheduled for their FM clerkship in the first and second rotations should complete the process ASAP.

Family Medicine Site Preferences are submitted by logging on to the Family Medicine Online Clerkship.

1. To log on, go to <http://fammed.utmb.edu/>
2. Under "Quick Links" on the home page click "Online Clerkship." You will be taken to the Online Clerkship login page.
3. Log on using your UTMB-USERS-M/utmb.edu username and password.
4. Click tab labeled "Preferences"

From here you will be able to review all policies related to submitting preferences, see a list of available site locations, and complete the preference forms. You will be able to propose new sites by completing a form during the process. If you propose a new site, we will make the initial contact to make sure the site meets our requirements and then schedule a visit to meet the physician to go over our goals and objectives. The physician at the proposed site must be board certified in Family Medicine. We do not have any waiting lists, but multiple sites are available in several locations throughout the state.

Site assignments are finalized approximately 4-6 weeks prior to the start of a rotation. Students will receive an email advising them that their FM assignment is available to view. Site assignment information, test times, the patient encounter logbook, required web-based cases, and the clerkship syllabus are all available on the FM Online Clerkship website. Details of assignments and test times will not be emailed to students; they are only available on the Online Clerkship.

Internal Medicine

Students receive a rotation preference form at the class meeting for clerkship scheduling. Students must return the form to the department by **5 PM on Friday, April 3, 2009**.

The student schedule is posted approximately 1 week before the start of the rotation. There is a classroom where all lectures & student sessions are held and there is a JMS message board outside. The students will receive all other information on the first day of the clerkship at orientation.

Students report to the Internal Medicine classroom (Room 4.130, John Sealy Annex) on the first day of the rotation. Orientation ***begins*** at 8 a.m. and lasts approximately one hour. Students go to their clinical assignments after orientation to begin work. The first day of the clerkship is a FULL day; students are expected to dress appropriately and bring the normal tools of the trade.

Obstetrics & Gynecology

Students are sent an itinerary letter in advance, instructing them where to report on the Monday beginning the clerkship for orientation. Teams are arranged in 4 to 5 students including 1 PA in alphabetical order and rotations are assigned at random. All information about the Ob/Gyn clerkship can be viewed at the department's web site: <http://www.utmb.edu/obgyn/students/>. The itinerary letter provides directions for orientation and directs students to the web site to review the syllabus, etc.

Galveston rotations: For the initial meeting of the clerkship, students are to report to the Ob/Gyn classroom, as directed in the itinerary letter. Students need to dress professionally, but most students will not do anything on orientation day except listen to lectures, etc.

Austin rotations: Students will meet with the clerkship director and determine the order of their rotations themselves. Additional information can be reviewed at: <http://shettigar.net/ms3/>. The dress code is professional casual, and students are expected to start rotation assignments as soon as orientation has completed (usually around 1 or 2 pm).

Pediatrics

Students will report to **room 2.312** of the Children's Hospital at 8:00 a.m. on the morning their Pediatric clerkship begins. The students should come to their orientation prepared to work on the wards with patients; therefore, appropriate dress is required (no shorts, sweatshirts, or open-toed shoes). ***Please note that scrubs are not considered appropriate attire unless you have been notified that your first day will be in the Newborn Nursery.*** You should also bring whatever medical equipment is necessary for such activities (stethoscope, etc.).

Pediatric preference forms are due by **Friday April 3, 2009 at 5:00 PM**. In order to provide adequate patient exposure for each student, twelve students each block will be required to go to Austin for their pediatric clerkship. If there are not enough volunteers, the Austin students will be randomly assigned. Students assigned to Austin for the pediatric clerkship will be oriented in Austin at the Dell Children's Hospital, office room 3s.032 in the UTMB Austin – Pediatrics Department. Further information will be provided closer to the time of the clerkship.

Psychiatry

Students should report at 9:00 a.m. on the first day of the clerkship to Rebecca Sealy (West), Room 7.100, for orientation. An email regarding orientation will be sent several weeks prior to the date you are to begin the rotation. The email will include the information needed for the first day. Psychiatry is also offered in Austin. For additional information email Tracie Waggoner, Clerkship Coordinator, tawaggon@utmb.edu. Assignments, On-Call, Didactic Schedule, and handouts will be distributed at the orientation program. Please use the following link to review information about the course: <http://psychiatry.utmb.edu/Education/Undergraduate/UndergraduateEducationProgram.htm>

Surgery

All rotation assignments for required surgery rotations in the third and fourth year will be made in the surgery clerkship office. The Surgery Clerkship is organized to provide 8 weeks of experience in the diagnosis and treatment of patients with surgical diseases. Student duties and responsibilities are outlined in the syllabus that is distributed at orientation. Rotation assignments will also be distributed at Orientation. An email message will be sent prior to the course start date allowing students to provide requests for specific rotations. We will do our best to accommodate requests but cannot guarantee they will be granted.

Orientation will take place on the first day of the rotation at 9:00 am in Room 6.106, McCullough. All handouts, packets and syllabi are provided at the orientation program. Students are required to make the following arrangements prior to orientation:

- All students must have TDC clearance, please contact Carol Jones at ext. 23468 for instructions.

On the first day of the rotation, please wear scrubs as you will participate in an Operating Room orientation session. Outside the Operating Room, professional attire is required. Proper attire at a minimum is standard business attire, not business casual. Jeans, t-shirts and sandals without socks are not acceptable.

Students have the opportunity to apply for the 8-week Surgical Clerkship in Austin, Texas at Brackenridge Hospital under Dr. Ben Coopwood. The Austin rotation is configured slightly different than rotations in Galveston; however the same material is covered.

Year 3 Clerkship Directors and Coordinators

<u>COURSE</u>	<u>COURSE DIRECTOR/COORDINATOR</u>	<u>EXT</u>	<u>RT</u>
Family Medicine	Dr. Gary Shokar -Layne Dearman -2.234, Primary Care Pavilion	23108	1123
Internal Medicine	Dr. Bernard Karnath Dr. Karen Szauter -Toni Hickerson -4.140, McCullough	23108	0772
Ob/Gyn	Dr. Gayle Olson Dr. Edward Smith -Brandie Davis -312 Clinical Sciences	22897	0587
Pediatrics	Dr. Judith L. Rowen -Tiffany Swain -3.302, Children's Hospital	25286	0354
Psychiatry	Dr. Ruth Levine -Tracie Waggoner -7.104, Rebecca Sealy	79675	0193
Surgery	Dr. William Mileski Dr. John Bauer -L. Shaine Legrand -6.132 McCullough	20676	0527

Year 4 Course Scheduling Information for 2007-08**Emergency Medicine Selective (4 weeks; includes Advanced Cardiac Life Support)**

Prerequisites: Year 3 Internal Medicine and Surgery Clerkships

Locations: Galveston, Austin, Houston (St. Joseph's, St. Lukes) and other Medical Schools

Offered during: Periods 1-12 and 13

How to enroll

For **Galveston** assignments, students must:

- (a) enroll electronically via E-Connect (if ≥ 30 days prior to start date); or
- (b) enroll with signed C Form (if < 30 days prior to start date)

For **Austin** assignments; students must:

- (a) submit an **Austin application form** to Adriane Thompson in the Austin ORME Office (fax: 512-324-7988, phone: 512-324-9999, x77803, acthompson@seton.org)
and
- (b) after approval, submit a **C Form** to UTMB Enrollment Services to officially register for the course

For assignments **at another US medical school**, students must:

- (a) apply directly to the outside medical school and submit a B-1 form to UTMB Enrollment Services allowing UTMB to release information to the school and solicit approval of the other school;
and
- (b) obtain the approval signature of the UTMB Selective Director, Dr. Peter Yoo in the UTMB department on a C Form;
and
- (c) register for the non-UTMB course by submitting the signed C Form to UTMB Enrollment Services

Neurology Senior Clerkship (4 weeks)

Prerequisites: Successful completion of Year 2

Locations: Galveston, Austin, Community Preceptors and other Medical Schools

Offered during: Periods 1-12 and 13

How to enroll

For **Galveston** assignments, students must:

- (c) enroll electronically via E-Connect (if \geq 30 days prior to start date); or
- (d) enroll with signed C Form (if $<$ 30 days prior to start date)

For **Austin** assignments; students must:

- (c) submit an **Austin application form** to Adriane Thompson in the Austin ORME Office (fax: 512-324-7988, phone: 512-324-9999, x77803, acthompson@seton.org)
and
- (d) after approval, submit a **C Form** to UTMB Enrollment Services to officially register for the course

For assignments **at another US medical school**, students must:

- (d) apply directly to the outside medical school and submit a B-1 form to UTMB Enrollment Services allowing UTMB to release information to the school and solicit approval of the other school;
and
- (e) obtain the approval signature of the UTMB Selective Director, Dr. Joseph Oommen in the UTMB department on a C Form;
and
- (f) register for the non-UTMB course by submitting the signed C Form to UTMB Enrollment Services

Surgery Senior Clerkship (4 weeks; includes an autopsy exercise)

Prerequisites: Year 3 Surgery Clerkship

Locations: Galveston and Austin only

Offered during: Periods 1-11 and 13

How to enroll

For **Galveston** assignments, students must:

- (a) enroll electronically via E-Connect (if \geq 30 days prior to start date); or
- (b) enroll with signed C Form (if $<$ 30 days prior to start date)

Note: Students who have not yet completed the prerequisite Year 3 Surgery clerkship at the time of requesting Senior Surgery must contact Enrollment Services prior to scheduling.

For **Austin** assignments; students must:

- (e) submit an **Austin application form** to Adriane Thompson in the Austin ORME Office (fax: 512-324-7988, phone: 512-324-9999, x77803, acthompson@seton.org)
and
- (f) after approval, submit a **C Form** to UTMB Enrollment Services to officially register for the course

Note: Students enrolled in the Senior Surgery Clerkship in Austin must complete the **autopsy exercise** while in Austin. It will be the student's responsibility to contact Adriane Thompson to set up this requirement in advance of beginning Sr. Surgery.

Acting Internship Selective (4 weeks)

Students are required to satisfactorily complete a 4-week course designated as an Acting Internship (AI). All AI's are graded on a Satisfactory-Fail basis, and have varying capacities. AI's 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.

Prerequisites: Vary by course; most require completion of Year 3 and/or completion of the core Year 3 clerkship in the discipline, if applicable.

Locations: Galveston and Austin, or another approved US medical school

Offered during: Periods vary by course

How to enroll

For **Galveston** assignments, students must:

- (e) enroll electronically via E-Connect (if ≥ 30 days prior to start date); or
- (f) enroll with signed C Form (if < 30 days prior to start date)

For **Austin** assignments; students must:

- (g) submit an **Austin application form** to Adriane Thompson in the Austin ORME Office (fax: 512-324-7988, phone: 512-324-9999, x77803, acthompson@seton.org)
and

- (h) after approval, submit a **C Form** to UTMB Enrollment Services to officially register for the course

For assignments **at another US medical school**, students must:

- (g) apply directly to the outside medical school and submit a B-1 form to UTMB Enrollment Services allowing UTMB to release information to the school and solicit approval of the other school;
and
- (h) obtain the approval signature of the UTMB Electives Director in the UTMB department most closely associated with the AI to be taken on a C Form;
and
- (i) register for the non-UTMB course by submitting the signed C Form to UTMB Enrollment Services

Electives

Electives have varying prerequisites and capacities, and are classified in the following categories:

Clinical electives sponsored by UTMB

How to enroll: Students must:

- (a) enroll electronically via E-Connect (if ≥ 30 days prior to start date); or
- (b) enroll with signed C Form (if < 30 days prior to start date or if permission signature is required)

Clinical electives in Austin

How to enroll: Students must:

- (a) submit an **Austin application form** to Adriane Thompson in the Austin ORME Office (fax: 512-324-7988, phone: 512-324-9999, x77803, acthompson@seton.org); **and**
- (b) after approval, submit a C Form to UTMB Enrollment Services to officially register for the course

Clinical electives sponsored by another US medical school

How to enroll: Students must:

- (a) apply directly to the outside medical school and submit a B-1 form to UTMB Enrollment Services allowing UTMB to release information to the school and solicit approval of the other school; **and**
- (b) after approval, submit a C Form to UTMB Enrollment Services to officially register for the course
- (c) Many US Medical Schools participate in the Visiting Student Application Service, information is attached

All Research electives

How to enroll: Students must:

- (a) identify an existing research elective from the Electives Brochure or identify a new project and faculty mentor, and in either case prepare a **Research Elective Student Proposal Form (online R Form)** in consultation with course director/mentor well in advance of their proposed start date; **and**
- (b) Submit the **R Form** to the Electives Committee via <http://meded.utmb.edu/electives.asp> a minimum of **30** days in advance of the start date of the course; **and**
- (c) Submit a **C Form** to the Office of Enrollment Services to enroll (signed by the Asst. Dean for Educational Affairs). Requests for late approval or retroactive credit will not be considered. **Also**, Non-UTMB research electives require the approval of the Asst. Dean for Educational Affairs.

General Year 4 Course Information

- ◆ Each course includes a list of prerequisites, if any, for registration. If a student has not met the prerequisites, but the course director believes the qualifications of the student warrant an exception, the course director may waive the prerequisites by providing to the Registrar written notice of the waiver.
- ◆ Student registration for each course 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. Student may not receive academic credit for activities conducted outside of official enrollment dates, as part of employment, or conducted with a family relative.
- ◆ 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 2009-2010 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 director of each UTMB elective course and to preceptors responsible for students taking non-UTMB electives. A pass must be achieved in all elective courses used to satisfy graduation requirements.

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.

ABSENCE POLICY

1. Each course publishes its required activities. Students are expected to attend all required activities. Should the need arise for students to be absent from required activities, the following policies will apply.
2. Students must report all anticipated absences in advance and all unanticipated absences within 24 hours to both (a) their supervising faculty preceptor and (b) the course director. Acceptable anticipated absences might include presentation at a professional meeting and residency interviews. Examples of unanticipated absences are personal illness and family tragedy. The cause of the absence and the nature of the discussion with course faculty may be reflected in the student's evaluation. In all cases, 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 absence, and be required to complete supplementary assignments to make up for missed activities. Failure to report an absence as described above is considered unprofessional behavior and will be reflected in the student's evaluation and may be grounds for failure of the course.
3. Students are limited to a total of three days of absences from required activities in any course. For the Practice of Medicine courses, this is defined as three days of absences for the entire academic year. Students are encouraged to schedule interviews during vacation periods to avoid conflict with scheduled courses. Absences in any course that exceed this limit require consultation with and approval of the Associate Dean for Student Affairs. Absences in excess of this limit will require either (a) the time be made up prior to the end of the rotation (if feasible and with approval of the course director), (b) assignment of a temporary grade of "Incomplete" (which requires the student to complete remaining course requirements), (c) assignment of a grade of "Withdraw", "Withdraw Passing" or "Withdraw Failing" (which requires the student to repeat the course in its entirety) or (d) assignment of a grade of "F" (Fail) for the rotation. It will occasionally be necessary for students to complete curricular requirements such as the Integrated Curriculum Evaluation Exercise and USMLE licensing examinations while simultaneously enrolled in other courses. Such absences will not count toward the limits specified above. The 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.
4. Because of the difficulty in rescheduling examinations, permission to be excused from examinations must be obtained in advance from the Associate Dean for Student Affairs, and is limited to reasons of health, personal tragedy, religious holy days (see above), or presentation at a national professional meeting. 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 a grade of zero for the examination.
5. Student absences will be tracked longitudinally. The name of any student demonstrating a pattern of excessive absences 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.

Absence Policy Summary	
Type of Activities Missed	Required Student Action
Optional Activities	No action required
Required activities; up to <u>three days/course</u> (except exams)	Notify course director and faculty – in advance for anticipated absences, and within 24 hours for unanticipated absences. Failure to notify course director and faculty may impact student's grade.
Examinations	Request permission from Associate Dean for Student Affairs (ADSA). Faculty and Course Directors cannot approve absences from exams.
Religious Holy Days	Obtain excused absence from Associate Dean for Student Affairs (ADSA). Faculty and Course Directors cannot approve absences for religious Holy Days.
Required activities; in excess of three days	Request permission from ADSA. Faculty and Course Directors cannot approve absences in excess of 3 days. Absences in excess of 3 days without approval may result in course withdrawal without credit, course failure, or disciplinary action.