

Year 1 and 2 Excused Absence Policy

Attendance is mandatory at all small group sessions, laboratories, ASM sessions, Frontiers in Science lectures, COMPASS I, and any sessions or classes designated as "patient encounters" where patients or families are present.

Students should refer to the Academic Calendar on the Registrar's website (<http://icahn.mssm.edu/education/students/registrar>) when planning any travel. The course calendars may be changed without advance notice. If plans are made for time away based on a day having only lectures scheduled, the student could be in jeopardy of missing a required activity if the schedule is changed. If the course schedule changes within two (2) weeks of the planned absence, the student will be excused from the required activity. Unexcused absences are considered unprofessional behavior, will be recorded, and may have an adverse effect on a grade including failure of a component of a course or an entire course. The following will be considered excused absences:

- Illness that physically prevents a student from participating in a session
- Urgent medical evaluation
- Religious observance
- Jury duty
- Significant family event (e.g. graduation, family reunion, religious ceremony, wedding, illness)
- Unanticipated caregiver obligation (i.e., illness of a child)
- Death of a family member or close friend
- Attending a wedding in which the student is a member of the wedding party
- Presenting work at a regional, national or international conference
- Student is a member of a national committee (e.g. AMSA, AMA, AAMC) with a leadership role and is attending a meeting
- One conference (medical or scientific) per academic year as an attendee, if student receives funding from a department, a scholarship, or grant
- Attending an Executive Curriculum Committee (ECC), Promotions Committee, Curriculum Steering Committee (CSC) or Mistreatment Committee meeting as a student member

Reporting your absence for Years 1 and 2

To request an excused absence, students must fill out the Year 1 and Year 2 Absence Request Form (<https://mountsinai.formstack.com/forms/year1and2absences>) and attest they are abiding by the Absence Policy and the Student Code of Conduct. This form will notify Student Affairs and the students' Course Director(s). In the event of an urgent situation, a student may email medstudentabsence@mssm.edu AND their Course Director for an immediate response.

Requests for excused absences are reviewed by Student Affairs and students will be notified of approval or non-approval within three business (3) days of sending a request.

- Students must fill out the Year 1 and Year 2 Absence Request Form to request an excused absence: <https://mountsinai.formstack.com/forms/year1and2absences>.
- Excused absences need to be requested two (2) weeks in advance (this does not pertain to illness that physically prevents a student from participating in the session, unexpected caregiver obligations, urgent medical appointment, or death in the family).
- Requests made after a class session begins will not be considered, regardless of the reason.
- Absences longer than two (2) days for illness require that a doctor's note be submitted to medstudentabsence@mssm.edu.
- Students attending a conference will have to submit an acceptance letter, or proof of funding from a department, scholarship or grant.
- Student Affairs reserves the right to request a doctor's note or other documentation in the event of a pattern of absences or any absences immediately preceding or following a holiday.

- Although an absence may be excused, students are responsible for any missed work. The Course Director will inform the student of appropriate make-up work and timeline.
- It is the student's responsibility to make sure that the make-up is completed in a timely manner.

Consequences of Unexcused Absences for Years 1 and 2

Students must attend all mandatory sessions (as listed above) or submit an absence request prior to the session. Unexcused absences will be tracked with a Flag in My Access and Resource Center (MARC) and will have the following consequences:

First absence:	2 points off final grade
Second absence:	2 more points off final grade and an Incident Report
Third absence:	Course failure

Punctuality

Timely attendance is an expectation of performance for all School of Medicine students. This shows respect for peers, patients, faculty and staff. Students will be held accountable for adhering to their course schedule, and all late arrivals will be tracked with a Late Flag in My Access and Resource Center (MARC) regardless of reason. A pattern of lateness during an academic year will be escalated to the Senior Associate Dean for UME & Student Affairs and the Senior Associate Dean for UME & Curricular Affairs, and may result in an Incident Report.

Longitudinal Clinical Experience (LCE) Absences

A student who wishes to be excused from a mandatory course session in order to meet with their LCE patient must contact fill out the Year 1 and Year 2 Absence Request form. The ASM course directors, the relevant course director and Student Affairs will jointly decide whether the event is of significant magnitude to justify the Year 1-2 session absence.