

# Year 3 and 4 Excused Absence Policy

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The clinical phase of the curriculum requires a fulltime commitment by the student in patient care and didactic activities. Students serve as members of the health care team and assume an active role in the care of patients. Student presence, participation and engagement at the bedside form the cornerstone of learning in the clinical environment. In these clinical years, students are required to attend all clerkship functions including night, holiday, and weekend duty, as well as participate in all educational exercises (e.g., InFocus Weeks, Shelf Exams, COMPASS 2, and any required remediation). Unexcused absences from any of the above may result in an Incident Report or failing grade, and students may be required to make up days missed or the entire clerkship depending on the length of time involved.

The following will be considered excused absences:

- Residency interview or interview for a scholarly year
- Step 2 CS and Step 2 CK exam days
- Illness that physically prevents a student from participating in patient care or an educational 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 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 3 and 4

To secure an excused absence, the following email must be sent at the student's initiative:

**To:** Clerkship Director(s), Clerkship Coordinator(s), site preceptor(s)

**Cc:** Student Affairs ([medstudentabsence@mssm.edu](mailto:medstudentabsence@mssm.edu))

**Body:**

Name of student:

Name of clerkship:

Dates and number of days excused:

Reason for the excused absence from list of approved excused absences:

At the discretion of your clerkship, you may also be required to report your absence by calling and/or paging your preceptor(s). This shall happen in addition to the email outlined above.

Note:

- Excused absences need to be requested a minimum of one (1) month in advance of the clerkship (this does not pertain to illness or death in the family).

- Absences longer than two (2) days for illness require a written doctor's note be submitted to Student Affairs ([medstudentabsence@mssm.edu](mailto:medstudentabsence@mssm.edu)) and the Clerkship Director.
- 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.
- If two or more excused absences occur in the clerkship:
  - The clerkship director can offer make-up experiences, if available or possible.
  - If make-up experiences are not possible, then at the discretion of the clerkship director, the student will need to reschedule the clerkship.

If the student knows that they will need more than three days of excused absences during a rotation, they will need to request elective time for that period when completing the lottery. Requests for excused absences are approved by your Clerkship Director and are reviewed by Student Affairs. Students will be notified of approval or non-approval within three (3) days of sending a request.

### **Policy for Residency Interviews and Second Looks**

Advance notification of at least one (1) month to the clerkship director(s) and clerkship coordinator is critical to ensure that clinical obligations are met. It is understood that on occasion this is not possible, but students are expected to advise the Directors and Coordinators immediately or with one month's notice.

If a student needs to miss two (2) days for residency interviews and/or second looks, they will be expected to make up the missed time. The clerkship director(s) will determine when and how this happens.

If a student needs to miss three (3) or more days during a clerkship, then s/he will need to do one extra week of the clerkship. The timing of this will be determined in conjunction with the clerkship director(s).

As with all absences, the student should email the clerkship director, clerkship coordinator and copy [medstudentabsence@mssm.edu](mailto:medstudentabsence@mssm.edu) using the template outlined above.