Attendance Standards

Years 3 and 4 Excused Absence Policy

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 healthcare 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. Excused absences may affect your evaluations. 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
- Step 2 CS and Step 2 CK exam days
- Illness
- Urgent medical evaluation
- Religious observance
- Jury duty
- Significant family event (e.g. graduation, family reunion, religious ceremony, wedding, illness)
- Death of a family member or close friend
- Attending a wedding in which the student is a member of the wedding party
- Present work at a regional or national conference
- Student is a member of a national committee (e.g. AMSA, AMA, AAMC) with a leadership role and is asked to attend a meeting
- One conference (medical or scientific) per academic year as an attendee, if student receives funding from a department, or a scholarship or grant
- Attending an Executive Curriculum Committee (ECC), Promotions Committee 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: Student Affairs at medstudentabsence@mssm.edu
Cc: Clerkship Director(s), Clerkship Coordinator(s), site preceptor(s)
Body:

Name of student:
Name of clerkship:
Dates and number of days excused:
Reason for the excused absence from list of approved excused absences:

Please 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 2 days for illness require a written doctor’s note be submitted to Student Affairs.
- 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 5 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**

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, 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 for residency interviews 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 mailto:medstudentabsence@mssm.edu, using the template.