Attendance Standards

General Principles
Active participation in the medical education program is a critical component of the professional development of a physician. Lack of attendance for any reason does not relieve a student from responsibility for material covered during that absence.

Students must notify their course, clerkship, and/or small group preceptor about any anticipated or sudden absence from a required didactic or patient care session. Students should make certain that they have the appropriate phone, email, and/or pager numbers to carry out this responsibility. Absences due to illness for more than two (2) days require a written doctor's note be sent to Student Affairs. Absences from examinations will only be accommodated under extreme circumstances (see Missed Exam Policy).

Regarding Illnesses
If you have any concerns about your ability to function as a clerk or about the risk that you might transmit an infection to patients because of an illness, please contact the clerkship directors. The faculty and staff in Medical Education are here to help you through any challenges that arise during your education.

Religious Observances
The School of Medicine recognizes and respects the religious beliefs and practices of its students and seeks to accommodate them reasonably within the requirements of the academic schedule. Students who anticipate being absent because of religious observance must request permission two (2) weeks in advance for the absence from their course or clerkship director (see notification guidelines below).

In the event a student is unable to complete an examination or assessment due to a religious observance, the student will be permitted the opportunity to make up the examination or assessment. No fees of any kind shall be charged by the School of Medicine for making available an opportunity to make-up the missed examination or assessment.

Jury Duty
The School of Medicine cannot excuse students from Jury Duty. In New York with the first deferral, students have the chance to select a date that they are available. First-year students should defer to summer; second-year students should defer to board study time or elective time in their third year; third-year students should defer to their fourth year during their elective period, and fourth-year students should find time during elective time (avoid peak interview time, when possible).

When requesting a deferral, you should go in person with your student ID. The Court has allowed deferments even for more than a year in several cases. The visit can be made at any time preceding the assigned date or on the assigned date and this visit should be made at the most flexible time. Jury Duty is an excused clerkship absence but students will have to make up all missed time. It is suggested that students use flexible time as suggested above.

You may try calling 646-386-5960 to avoid the visit downtown if this is after your first deferment. You may also request a letter from the Registrar (registrar@mssm.edu) that states your full-time status as a student at Icahn School of Medicine at Mount Sinai.

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. Please note that occasionally the schedule may be changed without advance notice and students should refer to the Academic Calendar when planning any travel. 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
- 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 1 and 2**

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

**To:** Student Affairs at medstudentabsence@mssm.edu  
**Cc:** Your Course Director(s) email and small group preceptor (email)

**Body:**
- Student Name:
- Date of Absence:
- Current Course:
- Name of Course Director:
- Name of Small Group Leader:
- Reason for the absence request from the approved list of excused absences:

Please note:

- Requests made after the class begins will not be considered excused.
- Excused absences need to be requested two (2) weeks in advance (this does not pertain to illness or death in the family).
- For illness, students must email medstudentabsence@mssm.edu and copy the course director using the template above. Absences longer than two (2) days for illness require a doctor’s note be submitted to Student Affairs.
• Student Affairs reserves the right to request a doctor's note in the event of a pattern of absences or any absences immediately preceding or following a holiday.

• Although the absence is excused, there may be make-up work required and the course director will decide on appropriate make-up and inform the student.

• It is the student's responsibility, and not the course/clerkship director's, to make sure that the make-up is completed in a timely manner.

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

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. Students arriving more than 10 minutes after the session start time are considered absent. Unexcused absences 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

LCE Absences
A student who wishes to be excused from a mandatory course session to meet with their LCE patient must contact the ASM course directors, the relevant course director, and medstudentabsence@mssm.edu. 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. The LCE coordinator should also be copied on all email correspondence.

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 [medstudentabsence@mssm.edu](mailto: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.