**Year 1 and 2 Excused Absence Policy**

Attendance is mandatory at all small group sessions, laboratories, ASM sessions, 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. 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 will be considered unprofessional behavior, will be noted, 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:

- Death of a family member or close friend
- Wedding of an immediate family member (1st degree relative)
- Attending a wedding in which student is a member of the wedding party
- Illness of an immediate family member
- Urgent medical evaluation
- Illness
- Religious observance
- Jury duty
- Attending an immediate family member’s graduation (1st degree relative)
- 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.
- 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 must take place at the student’s initiative:

The student must send an email to Student Affairs at medstudentabsence@mssm.edu and copy the course director and small group preceptor to request an excused absence. Requests must be made prior to the class and with as much advance notice as possible. Requests made after the class will not be considered excused. 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. The following should be indicated in the email:

- 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:
For illness, students must email medstudentabsence@mssm.edu and copy the course director. Absences longer than two (2) days for illness require a doctor’s note be submitted to Student Affairs.

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.

**Consequences of Unexcused Absences for Years 1 and 2**

Students must attend all mandatory sessions (i.e., mandatory lecture hall sessions, small group discussions, laboratories) 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:

<table>
<thead>
<tr>
<th>Absence Level</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>First absence</td>
<td>Warning but no penalty</td>
</tr>
<tr>
<td>Second absence</td>
<td>2 points off final grade</td>
</tr>
<tr>
<td>Third absence</td>
<td>2 more points off final grade and an Incident Report</td>
</tr>
<tr>
<td>Fourth absence</td>
<td>Course failure</td>
</tr>
</tbody>
</table>

**LCE Absences**

A student who wishes to be excused from a mandatory course session 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 e-mail correspondence.