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 health care team and assume an active role in the care of the patient. Their 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., Clinical Skills Week, shelf exams, COMPASS 2, Intersession, Career Planning Services Day, 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 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

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).

For all excused absences, the student should email the clerkship director(s), clerkship coordinator and medstudentabsence@mssm.edu. 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. The following should be included in the email:

- Name of student and clerkship
- Dates and number of days excused
- Reason for the excused absence
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: a) the clerkship director can offer make-up experiences, if available or possible and b) 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 ≥ 3 days of excused absences during a rotation, they will need to request elective time for that period when completing the lottery.

**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, 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.