DEPARTMENT OF MEDICAL EDUCATION
Policy

Icahn School of Medicine at Mount Sinai

Policy Title:	Curricular Structure:
Pre-Clerkship Attendance Policy	All Medical Students in Legacy and ASCEND
Approved By:	Approval Dates:
Executive Oversight Committee (EOC)	7/12/24

RELEVANT LCME STANDARDS:
12.4 Student Access to Health Care Services

POLICY:
Medical students are required to participate in all sessions designated as mandatory within the curriculum. These mandatory sessions are clearly marked on the phase/module calendars and/or within the learning management system.

Students are allowed up to five (5) personal days per semester (see definition of unplanned days below). Personal days must be requested at least 14 days (2 weeks) in advance of the planned absence.

In cases of acute illness, urgent medical evaluations, or unexpected family/personal emergencies, students are not required to provide 14 days notice. However, students must complete the Absence Request form prior to the start of the mandatory session being missed.

Days with assessments are designated as restricted days, during which absences cannot be requested. These restricted days are indicated on the Academic Calendar. Exceptions for medical or other emergencies are permissible, but students must request an absence prior to the start of the assessment.

Students may request an exception to the restricted days policy for major religious holidays (e.g. Rosh Hashana, Eid al-Fitr, Good Friday). Requests for holiday absences must be submitted at least 14 days (2 weeks) in advance. This policy does not extend to religious ceremonies (e.g. weddings, baptisms).

Students are not permitted to request planned absences that would result in missing more than 50% of a course or module.

At the discretion of the module director(s), and where feasible, make-up activities may be required depending on the nature of the session and the amount of time missed.

If a student's need for absence extends beyond the scope of this policy, that matter should be escalated to Student Affairs for further guidance.

Registering Attendance in Mandatory Sessions
<u>Attendance Process:</u>
- Students must scan their personal attendance QR code in the room scanner for all mandatory sessions
- Attendance is then registered in the system.
- Students must scan in for every mandatory session including those occurring bac-to-back.

<u>Addressing Unregistered Attendance:</u>
• If the system registers a student as absent, it will cross-check approved planned and unplanned time off for that day.

<u>Notification Process:</u>
- If no approved absences are found, an email is generated at the end of the day to inform the student of the unregistered attendance in a mandatory session. This email includes a link for the student to provide a short explanation of their unregistered attendance (optional).
- If there is no response from the student within one day, an email is automatically registered informgging the student that the absence is unexcused.

Requesting for Absences in Mandatory Sessions
<u>Each student is allocated 5 days of time off for planned and unplanned absences per semester.</u>
To request an absence, students must fill out the <u>Absence Request Form</u> (the form can be found in Blackboard).

Students must use the [Academic Calendar] on the Registrar's website when planning any advance travel, as the year/phase calendars are not considered final until the *tentative* designation is removed from the calendar and may be changed without notice.

<u>For Planned Absences:</u>
- Requests made on time and within the 5-day time off allowance are automatically approved.
- Requests made less than 2 weeks before the planned absence will be reviewed according to policy and can be approved if within the 5-day limit.
- If the planned absence exceeds the 5-day allowance, the request will be reviewed, and the student will be notified of the decision by the Office of Student Affairs (SA).

<u>For Unplanned Absences (In cases of acute illness, urgent medical evaluations, or unexpected family/personal emergencies ONLY):</u>
- The absence request form must be completed prior to the start of the mandatory session.
- Requests for unplanned absences are automatically approved if within the 5-day time off limit.
- If the request exceeds the 5 days, the student will be notified, and SA will be informed.

Unexcused Absences:
- 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. Unexcused absences in a course or across the semester will have the following consequences:

- 1st unexcused absence: Report to The Office of Student Affairs;
- 2nd unexcused absence: Placed on monitored academic status;
- 3rd unexcused absence: Course failure if all occur during a single course; placed in serious academic status

Monitoring:
Student attendance will be tracked and monitored for all required curricular and non-curricular activities. The Office of 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.

RELATED POLICIES:

Academic Standing Policy
Progression Policy
Leave of Absence Policy