

# 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 and/or clerkship, any 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).

## Security IDs

A student's security ID serves to track attendance for all large group mandatory sessions in the lecture halls. Students must scan into these sessions prior to the session start. Failure to do so will result in an unexcused absence from the next mandatory session. Students may scan in as early as 30 minutes prior to session start.

Students receive a security ID from the Security Department when they arrive for Orientation in their first year. Per Mount Sinai Health System policy, students and employees must wear IDs at all times while on hospital grounds. Security IDs must be visible and hang above the waist.

Students who lose their ID must go to the Security Department on the MC level of Guggenheim immediately to replace their ID. There is a modest fee to do so. A student must also go to the Office of Curriculum Support in Annenberg 13-40 to register their ID for the attendance system immediately after receiving their new ID.

## Regarding Illnesses

Students with concerns about their ability to function as a clerk or about the risk that they might transmit an infection to patients because of an illness should contact the clerkship directors. The faculty and staff in Medical Education are here to help students through any challenges that arise.

## 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 (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 provided 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. For a first deferral in New York, 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 deferment, students should go in person with a 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.

Students may try calling 646-386-5960 to avoid the visit downtown if this is after the first deferment. You may also [request a letter from the Registrar](#) that states a student's full time status at the Icahn School of Medicine.

## *Year 1 and 2 Excused Absence Policy*

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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.

Students should refer to the Academic Calendar on the Registrar's website (<http://icahn.mssm.edu/education/students/registrar>) when planning any travel. The course calendars 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 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 that physically prevents a student from participating in a session
- Urgent medical evaluation
- Religious observance
- Jury duty
- Significant family event (e.g. graduation, family reunion, religious ceremony, wedding, illness)
- Unanticipated caregiver obligation (i.e., illness of a child)
- Death of a family member or close friend
- Attending a wedding in which the student is a member of the wedding party
- Presenting work at a regional, national or international conference
- Student is a member of a national committee (e.g. AMSA, AMA, AAMC) with a leadership role and is attending a meeting
- One conference (medical or scientific) per academic year as an attendee, if student receives funding from a department, a scholarship, or grant
- Attending an Executive Curriculum Committee (ECC), Promotions Committee, Curriculum Steering Committee (CSC) or Mistreatment Committee meeting as a student member

## **Reporting your absence for Years 1 and 2**

To request an excused absence, students must fill out the Year 1 and Year 2 Absence Request Form and attest they are abiding by the Absence Policy and the Student Code of Conduct. This form will notify Student Affairs and the students' Course Director(s). In the event of an urgent situation, a student may email [medstudentabsence@mssm.edu](mailto:medstudentabsence@mssm.edu) **AND** their Course Director for an immediate response.

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

- Note: Students must fill out the Year 1 and Year 2 Absence Request Form to request an excused absence.

- Excused absences need to be requested two (2) weeks in advance (this does not pertain to illness that physically prevents a student from participating in the session, unexpected caregiver obligations, urgent medical appointment, or death in the family).
- Requests made after a class session begins will not be considered, regardless of the reason.
- Absences longer than two (2) days for illness require that a doctor's note be submitted to [medstudentabsence@mssm.edu](mailto:medstudentabsence@mssm.edu).
- Students attending a conference will have to submit an acceptance letter, or proof of funding from a department, scholarship or grant.
- 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.
- Although an absence may be excused, students are responsible for any missed work. The Course Director will inform the student of appropriate make-up work and timeline.
- It is the student's responsibility 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 (as listed above) or submit an absence request prior to the session. It is also the expectation that students will be on time for all mandatory sessions. Students arriving after the session start time are considered absent and unexcused. Unexcused absences will be tracked with a Flag in My Access and Resource Center (MARC) and 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

## Punctuality

Timely attendance is an expectation of performance for all School of Medicine students. This shows respect for peers, patients, faculty and staff. Students will be held accountable for adhering to their course schedule, and all late arrivals will be tracked with a Late Flag in My Access and Resource Center (MARC) regardless of reason. A pattern of lateness during an academic year will be escalated to the Senior Associate Dean for UME & Student Affairs and the Senior Associate Dean for UME & Curricular Affairs, and may result in an Incident Report.

## Longitudinal Clinical Experience (LCE) Absences

A student who wishes to be excused from a mandatory course session in order to meet with their LCE patient must contact fill out the Year 1 and Year 2 Absence Request form. 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.

## *Year 3 and 4 Excused Absence Policy*

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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 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). 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 or interview for a scholarly year
- Step 2 CS and Step 2 CK exam days
- Illness that physically prevents a student from participating in patient care or an educational session
- Urgent medical evaluation
- Religious observance
- Jury duty Significant family event (e.g. graduation, family reunion, religious ceremony, wedding, illness)
- Unanticipated caregiver obligation (i.e., illness of a child)
- Death of a family member or close friend
- Attending a wedding in which the student is a member of the wedding party
- Presenting work at a regional, national or international conference
- Student is a member of a national committee (e.g. AMSA, AMA, AAMC) with a leadership role and attending a meeting
- One conference (medical or scientific) per academic year as an attendee, if student receives funding from a department, a scholarship, or grant
- Attending an Executive Curriculum Committee (ECC), Promotions Committee, Curriculum Steering Committee (CSC) 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:** Clerkship Director(s), Clerkship Coordinator(s), site preceptor(s)

**Cc:** Student Affairs ([medstudentabsence@mssm.edu](mailto:medstudentabsence@mssm.edu))

**Body:**

Name of student:

Name of clerkship:

Dates and number of days excused:

Reason for the excused absence from list of approved excused absences:

At the discretion of your clerkship, you may also be required to report your absence by calling and/or paging your preceptor(s). This shall happen in addition to the email outlined above.

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 two (2) days for illness require a written doctor's note be submitted to Student Affairs ([medstudentabsence@mssm.edu](mailto:medstudentabsence@mssm.edu)) and the Clerkship Director.
- 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.
- 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 three 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 and Second Looks**

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 and/or second looks, 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 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 [medstudentabsence@mssm.edu](mailto:medstudentabsence@mssm.edu) using the template outlined above.