ATTENDANCE POLICY FOR MEDICAL STUDENTS

Becoming a competent physician requires your physical presence. Patients will increasingly rely on you, and your clinical skills, as you progress through medical school. This responsibility aligns with this strict attendance policy and is meant to better prepare you for the rigors of clinical medicine.

What is an excused absence?

An excused absence includes:

- Acute illness
- Death in the family
- Presenting original research work (as presenting author) at an academic conference
- Life events of first-degree relatives
- Religious holidays
- Residency interviews (Stage IV)

Stage I – Pre-clerkship

We expect our students to actively participate in the curriculum and recognize that certain activities require their presence and timely, active engagement in order for meaningful learning and assessment to take place.

The following activities are mandatory:

1) All small group teaching conferences
2) All activities that include a patient, standardized patient or simulation
3) All lectures by an invited speaker
4) All team-based activities
5) All Practice of Medicine seminars, lectures, workshops and conferences
6) All assessments

Excused absences from mandatory activities can only be arranged in advance and through the Dean for Student Affairs and the module director for the circumstances outlined above. Unexcused absences will be noted and brought to the attention of the pre-clinical examining board.

Stages II-IV – Clerkship & Post-Clerkship Years

- Daily attendance on all clerkships is mandatory. On the rare occasion where an absence is unavoidable (i.e. an excused absence), please review the information below. Note that ALL absences must be excused in advance!
• **How many excused absences are allowed?**
No student can have more than three (3) excused days per clerkship. The Associate Dean of Student Affairs and the Clerkship/Selective/Elective Director must approve the excused absence.

• **What is the policy for getting an absence excused?**
  o Any information regarding the need for an anticipated absence should be reported to the Clerkship Director and the Associate Dean for Student Affairs as soon as you learn of the conflict and, at a minimum, 4 weeks prior to the start of the clerkship.
  o An absence can only be excused with the approval of the Clerkship Director and the Associate Dean for Student Affairs.
  o In the case of presenting original research, the request must be made no less than one month before the presentation date and must include the acceptance letter from national organization/conference. Time may be allotted for travel and, for local events, you may be asked to return to work the same day.
  o In the case of residency program interviews (i.e. Stage IV only), the name and contact information of the residency program must be included with the request.
  o If an absence is unanticipated (i.e. acute illness in the middle of the day), you must inform the Clerkship Director as soon as possible. The absence will NOT be excused if you only inform your clinical team.
  o All excused and unexcused absences will be reported by the Clerkship Director to the Dean of Student Affairs as part of your academic record.

• **How are excused absence days made up?**
  o In general, all excused absences must be made up with equivalent clinical work either during or immediately following the clerkship.
  o In the event of extenuating circumstances, the required make up work/days will be at the discretion of the clerkship director.

• **What if I require more than three (3) excused absences?**
  o If the dates are known in advance of the clerkship, you may be asked to reschedule your clerkship for a later date
  o If you have already started the clerkship, you may be asked to repeat part or all of the rotation, depending on the number of days and portion of the rotation impacted.

• **What are the possible outcomes of unexcused absences?**
  o A grade of incomplete, fail, or a notation of “fails to meet expectations” in the area of professionalism for that clerkship.
  o Depending on the disruption to your overall clinical experience, you may be asked to repeat days beyond the number of days missed.

Link to Attendance Request Form: [https://is.gd/Request_Absence](https://is.gd/Request_Absence)