

**Student - Policy on Class  
Attendance and Excused Absence in  
Clinical Years**

**Policy Number: 100.1131.102**  
**Policy Category: General Administrative**  
**Policy Owner: Vice Dean for Medical Education**

**Policy Revision Date: 2022/1/11**

**Policy Audience: Student Council,  
Associate Dean Student Affairs**

**1. Definitions:**

Excused Absence: pre-approved and monitored days that do not require make-up of the missed time. These are meant to allow for sicknesses or emergencies, to attend to personal or family matters, or residency interviews (in M4).

Unexcused Absence: With the exception of emergencies, unexcused absences from any course are considered a breach of professionalism. Unexcused absences will be reviewed by the Regional Assistant Dean for Student Affairs.

**2. Medical Curriculum  
Committee:**

Date of last review/approval: January 11, 2022

**3. Introduction / Purpose:**

**Per LCME Standard 8 Element.8 Monitoring Student Time:**

The medical school faculty committee responsible for the medical curriculum and the program's administration and leadership ensure the development and implementation of effective policies and procedures regarding the amount of time medical students spend in required activities, including the total number of hours medical students are required to spend in clinical and educational activities during clerkships.

**4. Governance and Enforcement:**

Associate Dean Student Affairs

**5. Policy:**

An important aspect of professionalism is the responsibility to attend and participate in all components of the educational program. Students are expected to be present, to be prepared, and to be on time.

### **Excused Absences:**

Students may be excused from course or clinical activities to seek medical and or mental health services. It is the responsibility of the student to contact their individual instructor(s) and designated Regional Education Specialist to notify them of their absence with as much advanced notice as possible. This policy is intended to foster a respectful attitude towards members of the learning community and is consistent with our mission.

### **Attendance in M3:**

Attendance is mandatory for all M3 academic activities. Absence from any activity requires prior notification and approval through the student's assigned education specialist. Except in cases of illness or emergencies, the form must be submitted and approved at least one week prior to the anticipated absence.

Students are allowed 7 days of excused absences during the M3 year. These days still require prior approval but do not require make-up of the missed time. These are meant to allow for sicknesses or emergencies or to attend to personal or family matters. Days absent for sicknesses or emergencies are considered personal days unless they are made up at which time, they no longer count toward the 7 allowable days. Please note the following allowable excused absences) by curriculum:

- 3 or 4-week block rotation: 2 allowable excused absences
- 2-week block rotation: 1 allowable excused absence
- 1-week block rotation: only in emergency situations
- Ambulatory: No more than 2 allowable excused absences in any specific discipline rotation

Requests for excused absences that exceed 7 days for the M3 year must be accompanied by a written plan to remediate the missed time.

Students are responsible for notifying their education specialist and preceptor regarding ALL excused absences. Failure to notify the education specialist or preceptor, in advance of the absence, will be considered an unexcused absence.

Except for emergencies, unexcused absences from any course are considered a breach of professionalism. Unexcused absences will be reviewed by the Regional Assistant Dean for Student Affairs and may result in a review by the Committee on Academic and Professional Standards (CAPS).

### **Attendance in M4:**

***Attendance is mandatory for all course activities.***

- M4 students receive 7 weeks of vacation in the M4 year.

Excused absences from scheduled learning activities require prior notification and approval by the education specialist and should be requested only for extenuating circumstances.

- A student will be allowed no more than 2 excused absence days during any 4-week course (including Residency interviews)

A student will be allowed no more than 1 excused absence day during any 2-week course (including Residency interviews).

### **Bereavement Leave:**

Students will be allowed 3 days of bereavement leave as an excused absence. Although the duration of bereavement leave is typically 3 days, the duration will be determined as necessary according to the loss and the individual student's personal need in the event of a death of a spouse, domestic partner, parent, child, grandparent, sibling, and in-law. Please note that if a student utilizes bereavement leave, any missed coursework, rotation or clinical activity must be made up.

If travel is required, students will be granted the following additional days of excused absences to account for travel considerations:

- Verified funeral services within 150 miles of the Regional campus 0 days
- Verified funeral services between 150-300 miles from the Regional campus 1 day
- Verified funeral services over 300 miles from the Regional campus 2 days
- Verified funeral services outside of North America 3 day

If a student will be absent from any clinical rotation or activity because of a death, the student is responsible for notifying the Education Specialist for their region prior to their absence. Students must work with the Education Specialist to set a schedule for any missed rotation or activity time for the required make up sessions. Except in very unusual circumstances, bereavement time must be utilized within 10 days of the date of death.

In the event that a death occurs to a family member or friend that is not specifically covered by this policy, the student can communicate the circumstances to the Director of Clinical Education Administration who will advise the Regional Assistant Dean for Student Affairs for review and determination. Please note that the student may be asked to provide appropriate documentation if necessary.

### **Holidays in the Clinical Years:**

Students are expected to be present at all scheduled rotations. Attendance is expected at all scheduled activities including holidays unless otherwise directed by the attending physician. If directed not to attend, a student should use that day as Independent Student Learning.

### **Inclement Weather:**

Students should make every effort to attend clinical activities as scheduled and assume responsibility in the event they are unable to attend due to inclement weather. Students should contact their individual preceptors to ascertain if the office is open. If an office where a student is assigned is closed due to weather, the student should contact the educational specialist via email to report the closing and make arrangement as necessary to fill the space.

Students are required to obtain all necessary contact information prior to the inclement weather and make all necessary notifications. Students traveling in the regional locations may exercise individual discretion based on immediate road conditions and should follow the above procedures if the roads are hazardous and follow up with prompt communication with the educational specialist as noted above.

**Emergency Procedure for Students with Unexcused Absences:**

If a student has accumulated three consecutive days of unexcused absences, this absence is reported to the regional assistant dean for student affairs and ADSA. The ADSA or their designee will reach out to the student to determine the barriers for their attendance. Initially an email will be sent. If the student does not respond to the email within 24 hours, a phone call will be initiated, and a text will be sent to their designated phone number. If the text is not responded to within 8 hours, the student’s emergency contact will be notified.

**6. Key Stakeholders:**

Students, Associate Dean Student Affairs