



M4 ATTENDANCE POLICY

Phases C – Year 4

Revised: 4/4/2019

Fourth Year Attendance Policy

Attendance Expectation

Students are expected to attend every day of their scheduled fourth year rotations as directed by their course director. This includes:

- 4 weeks of required Subinternship Selective
- 27 weeks of electives
- Students are allotted additional weeks to accommodate residency interviewing, Step 2 CK and CS, vacation and time for issues associated with residency relocation.

PROCESS FOR REQUESTING ABSENCES

Students must request advance approval for ANY ABSENCE (INCLUDING RELEASE TIME FOR STEP 2 CK and CS AND RESIDENCY INTERVIEWING) from their course director at least four weeks before the start of the rotation.

If properly arranged and approved by the Course Director in advance, students will be excused one day for Step 2 CK and up to three days for Step 2 CS. Students cannot schedule both examinations during the same required rotation or elective.

Course Directors may determine that the multiple absences will be detrimental to students' educational experiences and require that the course be rescheduled if openings are available. For elective courses, course directors will have the discretion to assigned make up days or supplemental readings or assignments to account for the missed days. Failure to properly arrange the excused absence before the start of the rotation, unless emergent due to a last minute scheduling opportunity as defined below, may result in the makeup of missed time with penalty or denial of request.

Emergent Absences for Interviewing or Step 2 Scheduling

Students may request an emergent absence for an interview invitation if the invitation is received less than four weeks in advance of the start of the rotation. WRITTEN Documentation of the invitation for the interview must be submitted to the Course Director and Clerkship Department prior to approval. Emergent scheduling of the Step 2 CS or Step 2 CK may also be approved as an excused absence if documentation of an exam opening of less than four weeks is provided to the Course Director. Failure to provide WRITTEN documentation will result in automatic denial.

Unexcused Absence

Students with unexcused absences (defined as any absence that is not approved by the Course Directors in advance) will be required to make up and may be subject to an incident or critical incident report. Nothing in this policy statement should be construed as students having an allotment of personal days in which absences can occur. The Course Directors will determine how the unexcused absence is to be made up.

Reoccurring Patterns

Questions or concerns regarding a student's attendance pattern are to be brought by the course director to the attention of the Clerkship Department and Office of Student Affairs. All absences are to be reported as part of the student's evaluation and the Honor Council and Student Promotion Committee will discuss reoccurring absence patterns with the student. In the case of reoccurring

patterns, the Honor Council and Student Promotion Committee will determine the appropriate course of action.

- Students **must** complete and submit the Absent Form to the clerkship coordinators.
- You are allowed to miss up to:
 - 4 days / 4 week rotation**
 - 2 days / 2 week rotation**
- Unexcused absences will result loss of credits for the rotation.

	Excused Absence	Unexcused Absence
Definition	Absences or lateness due to unexpected medical and/or personal issues are unavoidable. Examples of an emergency or unexpected absence include personal illness, family emergency, or death in the immediate family. Family obligation, employment, travel and previous plans are not generally accepted as excused absences. Excused absences not addressed specifically in this policy are considered and granted on a case-by-case scenario by the Deans of Student Affairs.	Absence and repeated tardiness to class and clinical rotations are considered unprofessional conduct and will be taken into consideration by the Honor Council and Student Promotion Committee. Repeated tardiness, excessive absences and unreported absences may result in make-up days and remediation.
Students' responsibility	Students must complete the Excused Absence Request Form and send it to the Course Instructor and Course Director no later than two business days following an unanticipated absence. Meeting with Course Director to review the missing content to come up a makeup plan	Students missed the mandatory session without approved excused absence should reach out to the course director and instructor to make up the content. Repeated tardiness, excessive absences and unreported absences may result in failing of the course.
Content make up	Couse director will arrange the appropriate makeup assignment based on the content and availability of schedule and resources.	It is up to the course director's discretion. School is not responsible for the missing content of unexcused absence.
Make up time	Must be within the term	Strongly recommend to be within the term