
POLICY NAME: Attendance Years 3 and 4

Responsible Party: Office of Medical Education

Applies To CMED: Faculty Students Residents Staff Administration

Approval Date: 9/21/2016 Curriculum Committee

Policy Procedure

POLICY:

The policy applies to required clinical clerkships during the third and fourth year of the curriculum. Students may be excused for absence for up to 10% of any scheduled clerkship or course days within a given clerkship or course schedule. For example, a student may be excused for up to two (2) days out of 20 during a particular course or rotation. This applies to excused absences, separate from scheduled time off covered in the Duty Hours Policy.

Attendance is required for all examinations in years 3 and 4.

This policy does not apply to elective rotations.

DEFINITIONS:

Excused absence:

Approved absence in compliance with procedures outlined in this policy.

Unexcused absence:

Unapproved absence from scheduled clerkship or course.

PROCEDURES:

1. Students may be excused from a scheduled clerkship day or exam for health reasons (illness), family emergency (e.g. a death in the immediate family), participating in professional meetings (e.g. presenting a poster or paper), or public service (e.g. jury duty). Other urgent and extraordinary reasons may be approved, determined by the Clerkship Director.
2. Absences from the first day of a clerkship, clerkship orientation and clerkship exams for non-urgent reasons will not be granted.
3. In order to request absence from a scheduled clerkship day due to health reasons, family emergency, or other urgent and extraordinary reasons, the student must notify the supervising faculty member and the clinical team of the intended absence. The student must also notify the office of the Clerkship Director by email. Approval is granted by the supervising physician and the Clerkship Director. The Clerkship Director has the authority for final determinations of approval for absence.
4. In order to request absence from an examination due to health reasons, family emergency, or other urgent and extraordinary reasons, the student must notify the supervising physician, the Clerkship Director, and the Assistant Dean for Student Affairs by email prior to the scheduled examination. The Assistant Dean for Student Affairs will determine whether to approve the absence in this circumstance. In the case of an excused absence from an examination, final course grades or remediation will be determined by the Clerkship or Course Committee. In the case of an unexcused absence from an examination, a plan for remediation will be recommended by the respective Clerkship or Course Committee.
5. In order to request absence from a scheduled clerkship day due to public service, professional meeting, or other non-urgent reasons, the student must request approval 60 days in advance from the, Clerkship Director, and if possible the supervising faculty. The Clerkship Director will determine whether to approve the absence.
6. Students with excused absences exceeding the 10% limit or with *any* unexcused absences may be required to remediate or repeat the rotation. The Clerkship Director and the Clerkship Committee will review all students in these particular circumstances and provide a recommendation to the Assistant Dean for Student Affairs after the end of the rotation. The office of Student Affairs will then develop the plan for implementation in conjunction with the student and the Clerkship Director.

The College of Medicine and CMU Partners reserve the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.

Revision history	
5/21/2014	Initial approval by Curriculum Committee
11/18/2015	Revised and pproved by Curriculum Committee
9/21/2016	Revised and approved by Curriculum Committee