

Third Year Attendance

Policy Overview

This Marshall University School of Medicine policy sets attendance expectations of Third Year Medical Students to meet educational requirements.

Third Year Clerkships Attendance Expectation

- 1.1 Attendance during all aspects of clerkships is expected and considered an important part of the student's education and evaluation. Students are expected to attend every day of the assigned clinical clerkship.
- 1.2 All students are required to be present for the first day of the start of a new clerkship rotation.
 - 1.2.1 Emergent situations that prevent a student from attending clerkship orientation may be excused if approved by the Office of Academic Affairs and the Clerkship Director. Failure to obtain a timely excuse will result in rescheduling of the clerkship.
 - 1.2.2 Non-emergent situations that prevent a student from participating in orientation may be excused if advance permission is granted and the student is actively participating in educationally related activities. Examples of active participation include presentation of a medical educationally related paper or poster or invited participation on a panel discussion. The excused absence must be approved as far in advance as possible by the Office of Academic Affairs. The Office will consult with the Clerkship Director before approving the excused absence. Failure to provide timely request for absence will result in denial.
 - 1.2.3 Unapproved absences will result in rescheduling the entire rotation.
- 1.3 Students assigned to a rural site during the first block of a rotation must attend the department's orientation. Students will be released to the rural site AFTER orientation.
- 1.4 Students are not permitted to disrupt their clinical rotation for vacations, mission trips or other types of non-Marshall University Joan C. Edwards School of Medicine Year 3 approved medical education activities. Students must plan on using vacation time between years or take a rotation off for such activities.
- 1.5 Questions or concerns regarding a particular student's attendance pattern are to be brought to the Office of Academic Affairs.
- 1.6 All absences are to be reported as part of the student's evaluation and the Academic Dean will discuss reoccurring absence patterns with the student. In cases of re-occurring absences, the Academic Dean will determine the appropriate course of action that may include rescheduling and/or repeating the clerkship. The Academic Dean reserves the right to discuss re-occurring absence patterns with the Clerkship Directors' Committee and or to refer the matter to the Academic Standards and Professionalism Committee.

- 1.7 For all clerkships, a maximum of two days may be granted without a make-up requirement. Should a student exceed the two days maximum, the Academic Dean will work with the Clerkship Director to determine make up schedules. If more than five days are missed, the clerkship will be rescheduled for the student to repeat. The student shall be withdrawn from the rotation and re-registered. Students who miss more than five days will automatically be pulled from the rotation and rescheduled.
- 1.8 Students who earn a cumulative total of ten (10) or more days during the Third Year will be automatically referred to Academic Standards and Professionalism Committee for action, including the possibility of repeating the rotations or the entire year.

NON-EMERGENT LEAVE REQUEST

- 2.1 In recognition of life circumstances, students may request a non-emergent leave at least two (2) weeks in advance from the start date of the clerkship. An example of non-emergent leave would include scheduled surgery.
- 2.2 Written leave requests must be submitted to the Office of Academic Affairs for advance approval via the Student Scheduler. The Academic Dean will work with the Clerkship Director to determine if the request is to be approved or denied.
- 2.3 A maximum of two (2) non-emergent sick days may be granted by the Clerkship Director without a make-up requirement. Should a student exceed the two days maximum, the Academic Dean will work with the Clerkship Director to determine make up schedules. If more than five days are missed, the clerkship will be rescheduled for the student to repeat. The student shall be withdrawn from the rotation and re-registered. Students who miss more than five days will automatically be pulled from the rotation and rescheduled.
- 2.4 If medically related, the Office of Academic Affairs may request a physician's excuse. If an excuse is required, a physician's release statement will then be needed to return to clerkship duties and assignments.
- 2.5 Request received less than two weeks from the start date of the clerkship will be automatically denied. All denied requests are to be appealed to the Office of Academic Affairs.
- 2.6 Questions or concerns regarding a particular student's attendance pattern are to be brought to the Office of Academic Affairs.
- 2.7 All absences are to be reported as part of the student's evaluation and the Academic Dean will discuss reoccurring absence patterns with the student. In cases of re-occurring absences, the Academic Dean will determine the appropriate course of action which may include rescheduling and/or repeating the clerkship. The Academic Dean reserves the right to discuss re-occurring absence patterns with the Clerkship Directors' Committee and or to refer the matter to the Academic Standards and Professionalism Committee.

- 2.8 For all clerkships, a maximum of two days may be granted without a make-up requirement. Students who miss more than five days will automatically be pulled from the rotation and rescheduled.
- 2.9 Students who earn a cumulative total of ten (10) or more days during the Third Year will be automatically referred to Academic and Professionalism Standards Committee for action, including the possibility of repeating the rotations or the entire year.

EMERGENT LEAVE REQUEST

- 3.1 Upon extenuating circumstances, students may request an emergent leave. Emergent leaves must be submitted to and approved by the Clerkship Director and may not exceed two days without make-up requirements. Examples of emergent leave include flu or other illness, family crisis or bereavement.
- 3.2 If three or more days are missed or anticipated to be missed, the student is to contact Office of Academic Affairs as well as the Clerkship Director.
 - 3.2.1 If more than three emergent days are requested, the Office of Academic Affairs may enter the request on the Student Scheduler on behalf of the student. Make-up work will be required.
 - 3.2.2 The Office of Academic Affairs will work with the student and the Clerkship Director to discuss make up if five or less days are missed.
 - 3.2.3 Students who miss more than five days will automatically be pulled from the rotation and rescheduled.
- 3.3 Questions or concerns regarding a particular student's attendance pattern are to be brought to the Office of Academic Affairs.
- 3.4 All absences are to be reported as part of the student's evaluation and the Academic Dean will discuss reoccurring absence patterns with the student. In cases of re-occurring absences, the Academic Dean of Academic Affairs will determine the appropriate course of action which may include rescheduling and/or repeating the clerkship. The Academic Dean reserves the right to discuss re-occurring absence patterns with the Clerkship Directors' Committee and or to refer the matter to the Academic Standards and Professionalism Committee.
- 3.5 For all clerkships, a maximum of two days may be granted without a make-up requirement. Students who miss more than five days will automatically be pulled from the rotation and rescheduled.
- 3.6 Students who earn a cumulative total of ten (10) or more days during the Third Year will be automatically referred to Academic and Professionalism Standards Committee for action, including the possibility of repeating the rotations or the entire year.

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Statement of Understanding

I have read the attendance policy and understand that my attendance will be monitored throughout every clerkship and the academic year. I also understand that should I need a sick day that I am to contact the Clerkship Director or her/his designee to receive permission. I understand that I need to call in EVERY DAY for permission and that a voicemail message is not sufficient. All absences must be excused.

I also understand that should I need more than 2 days of sick leave, a physician's excuse and release may be required. For absences of more than 5 days, I understand that I will be pulled from the clerkship and rescheduled to repeat the entire clerkship.

Student Signature

Print Name

Date

Approved by Dean's Advisory Committee-June 16, 2010