

**MARSHALL UNIVERSITY**  
**JOAN C. EDWARDS SCHOOL OF MEDICINE**  
**Third Year Attendance Policy**

**I. Introduction**

The policy of the Joan C. Edwards School of Medicine sets the attendance expectations for third year medical students to meet educational requirements. There is no scheduled vacation time during any third year clerkship. Students must refer to each clerkship syllabus for holiday schedules.

During third year orientation, all students are expected to read the policy carefully, then sign and date the statement of understanding. This signed letter is kept in the student's file in the Office of Academic Affairs.

**II. Policy Statement**

1. Policy Statement: Attendance during all aspects of clerkships is mandatory and considered an important part of the student's education and evaluation. Students are expected to attend every day of the assigned clinical clerkship.
2. Clinical Orientation
  - a. All students are required to be present for the (orientation) first day of the start of the new clerkship rotation.
    - i. Emergent situations that prevent a student from attending clerkship orientation must be reported immediate to the Clerkship Director/Coordinator or the Office of Student Affairs. When time is possible, approval is needed. Failure to obtain a timely written approval for the excused absence will result in rescheduling of the clerkship.
    - ii. Non-emergent situations that prevent a student from participating in orientation may be excused if advanced permission is granted in writing and the student is actively participating in educationally related activities. The request must be made in writing 30 days prior to the start of the clerkship. The written request must be submitted to the Clerkship Director and Coordinator for approval. Failure to provide a 30 day notice will result in a denial.
  - b. Students assigned to a rural site during the first block of a rotation must attend the department orientation and then will be released to their rural sites.
  - c. Unapproved absences may result in rescheduling the entire rotation and a critical incident report submitted to the Office of Academic Affairs.
3. Students are not permitted to disrupt their clinical rotation for vacations, mission trips, or other non-medical school approved medical education activities. Students should plan on using vacation time between academic years or take a rotation off for such activities.
4. All absences are reported to the Office of Student Affairs. Absences will be recorded as part of the student's evaluation and any re-occurring patterns will be addressed by the Offices of Student and/or Academic Affairs. Any re-occurring absence patterns may be discussed at the Clerkship Directors' Committee and/or be referred to the Academic Standards and Professionalism Committee. Appropriate course of action may include rescheduling and/or repeating the clerkship.

5. Any clerkship who has questions or concerns regarding a particular student's attendance pattern may speak to the Offices of Student/Academic Affairs or discuss at the Clerkship Directors' Committee.

#### **IV. Procedure**

##### **1. Non-Emergent Leave Request**

- a. In recognition of life circumstances, students may request a non-emergent leave at least two (2) weeks in advance from the start of the clerkship. An example of non-emergent leave would include scheduled surgery.
- b. Written leave requests must be submitted to the Clerkship Director and Coordinator per the syllabus guidelines.
- c. All requests 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 via email.
- d. Any student that is seeking diagnostic, preventive, or therapeutic health services may be excused to seek and receive needed care. Refer to "Student Health Services Attendance Policy". Per this policy, student must provide documentation of appointments to the Office of Student Affairs. The student is required to communicate appointments and/or services to the clerkship immediately when known. Any delayed communication will result in an unexcused absence. It is important to note that students should make every effort to schedule appointments around clinic hours when possible.

##### **2. Emergent Leave Request**

- a. Upon extenuating circumstances, students may request an emergent leave. Examples of emergent situations are: illnesses, death of an immediate family member or immediate family emergency. Immediate family is defined as: father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, stepchildren, or others considered to be members of the household and living under the same roof.
- b. Any emergent leave will be handled on an individual basis with the clerkship director/coordinator as directed in the syllabus.
- c. Individual clerkships may require the student to make up any missed time for the purpose of clinical experience only. Days absent will remain on the student's record.
- d. Students who are absent more than 5 days will automatically be removed from the rotation and rescheduled.
- e. The Offices of Student and Academic Affairs is available to assist any student in times of emergent situations.

##### **3. Procedures for excessive absenteeism**

- a. Questions or concerns regarding a particular student's attendance pattern are to be brought to the attention of the Office of Student and/or Academic Affairs.

- b. Any student who is experiencing excessive or reoccurring absenteeism will be assessed for any physical or mental health ailments and proper consults will occur if needed.
  - c. For five or more accumulated absences in a clerkship, the clerkship will be rescheduled or repeated.
  - d. Any student who has accumulated 10 or more absences in an academic year will be referred to the Academic and Professionalism Committee for possible repeat of third year.
4. Inclement Weather Policy
- a. In situations of inclement weather, students must refer to the syllabus regarding departmental policies.
  - b. In the case of inclement weather, clinical students shall not be penalized for adhering to the inclement weather policy announced by Marshall University.

Initiated: Dean's Advisory Committee: 6/16/10

Revised: Student Policy Committee: 2/15/18

Approved: JCESOM Policy Committee: 5/23/18

Approved: MS3-4 6/2018

Approved: Curriculum Committee: 6/2018

Approved: Dean: 6/2018

Statement of Understanding:

I have read the MS-3 Attendance Policy and understand that my attendance will be monitored throughout every clerkship and the academic year. I also understand that should I need to schedule an appointment for diagnosis, treatment, or preventive care I am to notify the clerkship coordinator immediately upon knowledge of the appointment. I am aware that I must submit documentation of the appointment to the Office of Student Affairs on the day services are rendered. All documentation will be held in my personal file in the Office of Student Affairs and will not be included in any academic or permanent records.

It is my understanding that I am required to be present for all clinical and educational sessions during my third year rotations. For absences of 5 or more days in one clerkships I understand I will be removed from the clerkship and rescheduled to repeat the entire clerkship at a later date.

I understand that for a total of 10 or more absences, I will be referred to the Academic Standards and Professionalism Committee.

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Student Signature

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Student Printed Name

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Date