

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

I. Introduction

The policy of the Joan C. Edwards School of Medicine sets the attendance expectations for the fourth medical students to meet educational requirements. Students are allotted additional weeks to accommodate residency interviewing, Step 2 CK and CS as well as vacation and transition into residency relocation activities.

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 required and elective clerkships.

IV. Procedure

1. Requesting Approval for Absence
 - a. In recognition of the uncertainty of interview season it is understandable that students will need to request time off for residency interviews. The interview season is defined as fall and early winter of the 4th year of medical school.
 - i. Students must request advance approval for ANY absence. This includes release time for Step 2 CK, CS and Residency Interviewing.
 - ii. The student should make all requests via the MUSOM Student Scheduler utilizing the appropriate course number 999 (Excused Absence) i.e. FCH999. This will allow clinical coordinators to approve/reject requested time.
 - iii. If properly arranged and approved by the course director/coordinator in advance, students will be excused one (1) day for Step 2 CK and up to three (3) days for Step 2 CS.
 - iv. Students are not permitted to schedule both exams during the same required rotation or elective.
 - v. The number of days allotted for an interview will be 2 days for a two week rotation and 4 days for a 4 week rotation. If a student notes that their interviews interfere with this allowance, the student needs to reschedule the rotation.
 - vi. Course directors may determine that multiple absences will be detrimental to the student's educational experience and may require missed days to be made up at a later date or reschedule the course if available.
2. Emergent Leave Request
 - a. Students may request an emergent absence for an interview invitation if the invitation is received during the rotation.
 - b. Student must provide proof of the invitation to the clerkship director/coordinator at the time of the request.
 - c. Emergent scheduling of the Step 2 CK or Step 2 CS may also be approved as an excused absence if documentation of an exam opening of less than 4 weeks is provided.
 - d. The Office of Academic Affairs can assist with questions regarding scheduling of licensure exams.

- e. Failure to provide documentation will result in automatic denial.
3. Unexcused Absences
- a. Students with unexcused absences (defined as any absence that is not approved by appropriate course directors in advance) will be required to make up said days and may be subject to an incident report or a critical incident report.
 - b. Any student with an unexcused absence is at risk to fail their course at the discretion of their course director.
 - c. Nothing in this policy statement should be construed as students having an allotment of personal days in which absences may occur.
4. Reoccurring Patterns
- a. All absences are to be reported as a component of the student's evaluation.
 - b. Question or concerns regarding a student's attendance pattern are to be brought to the attention of the Office of Academic Affairs for referral to the Academic and Professionalism Standards Committee for course of action determination.
 - c. Any unprofessional behavior will be reported on the student MSPE. As per policy of the NRMP, any changes in professionalism rating after the release of the MSPE must be reported on an addendum and sent to applied programs.
5. Appeals
- a. Any student wishing to appeal mandated make-up days/assignments or mandated course rescheduling should refer to the MUSOM Honor Code and Academic and Professionalism Standards policy.

Statement of Understanding:

I have read the MS-4 Attendance Policy and understand that my attendance will be monitored. I understand that I am required to be present for all clinical and educational sessions during my fourth year of medical school. It is my understanding that the curriculum has built in 8-10 weeks for interviews, vacation, and residency transition and it is my responsibility to schedule wisely. The Office of Student Affairs is available to assist in any scheduling conflicts.

I am aware that I must submit documentation to the clerkship director for any emergent request of interviews or scheduling of step exams. And that any reoccurring patterns will be recorded as unprofessional behavior and will be placed as an addendum on the MSPE.

Student Signature

Student Printed Name

Revised: MS4 Sub-Committee, 3/29/12; Student Policy Committee 2/15/18, Clinical Clerkship Committee 6/4/19

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