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POLICY TITLE

Attendance Policy for Individualization Phase

PURPOSE AND SCOPE

This policy outlines the attendance policy for the Individualization Phase, including expectations for the Transitions to Residency course, and the procedure students must follow to obtain an excused absence. The policy also identifies consequences for excessive absences.

RESPONSIBLE PARTY AND REVIEW CYCLE

The Individualization Phase Committee will review the policy in even-numbered years or as needed, and the Education Committee will approve it.

LCME REFERENCE(S)

LCME 12.4: Student Access to Healthcare Services

HISTORY OF APPROVALS AND UPDATES

Approved by Education Committee April 2018.

POLICY

The professional standards and expectations in medical school are similar to residency and beyond. Attendance to clinical assignments and required course activities is a full-time commitment and measure of professionalism. Students must make every effort to attend required activities, using off days for personal activities to the greatest extent possible.

Students must obtain an excuse for all absences from Student Affairs or Student Affairs liaisons at branch campuses. Excused or unexcused absences should not exceed 15 percent of a course's required clinical days. Each selective and elective course entails a varying number of clinical days and academic activities. As such, course directors can exercise discretion to allow absences above the recommend percentage. **Students must make up all excused and unexcused absences at the direction of selective, course or site director.** Students who exceed 15 percent of allotted days for excused or unexcused absences, are at risk for receiving a grade of Incomplete based on the quality of make-up work and level of competence.

Students may obtain an excused absence at the discretion of Student Affairs and its campus liaisons. Excused absences are not guaranteed except for medical reasons. Reasons for excused absences include:

- **Medical/illness:** Includes illness and medical appointments. There is no limit on absences for medical reasons. Students with chronic illness that involve multiple absences are encouraged to contact the Associate or Assistant Dean for Student Affairs and their College Advisor.
- **Family/close friend event or emergency:** Students must provide a brief explanation when requesting an excused absence. Examples include but are not limited to funerals and medical emergencies of family members.
- **Professional meeting:** Students may apply for an excused absence for a professional meeting only when the student is a presenter at the meeting. Please indicated any travel time needed when requesting an excused absence and provide documentation of presentation (e.g. conference agenda).

Student must submit conference documentation when requesting an excused absence.

- **Jury Duty:** Student must provide a copy of the summons when requesting an excused absence.
- **Religious holidays:** Per University policy, students are authorized up to two excused absences each academic year for religious observances required by their faith. [See University Policy](#)
- **Weddings:** Students must request an administrative excuse for a wedding as soon as possible, no later than two weeks prior to the event. Students must also submit a copy of the wedding invitation. Students must use their professional judgement to minimize absences to weddings, and prioritize attendance to only the most significant weddings.
- **Required Training:** Students must provide details of the required training.

Students must submit requests in advance whenever feasible or as soon as possible. If granted an excused absence, it is the student's professional obligation to notify faculty, house staff preceptors, site directors, and site coordinators as soon as possible. It is also a student's responsibility to contact the course or site director as soon as possible to arrange make-up days and/or assignments.

Residency Interviews

The Associate and Assistant Dean for Student Affairs grants excused absences for residency interviews on a very limited basis. There are dedicated blocks for residency interviews during Individualization Phase, and students are expected to develop schedules that use these blocks accordingly. Students are also encouraged to schedule courses thoughtfully before and after interview season since timing of interviews may vary and some courses afford greater flexibility.

Transitions to Residency Course

Transitions to Residency course is a four-week course that all students, regardless of current location of residence, must complete for graduation. Students may only request an excused absence in the event of an emergency, religious observance, or civic engagement (e.g. jury duty). Excused absences for the purpose of professional meetings, weddings, and other non-

emergency plans will not be considered during TTR. The school will not exempt students from this graduation requirement, nor will it truncate the length of the course. The school offers the course only once a year, requiring students to plan accordingly with respect to housing and other obligations. Given the nature of the course, students cannot easily make up, repeat, or replicate course activities. As such, students must attend the entire length of the course, accruing no more than one excused absence. Students risk failing or receiving a grade of Incomplete if they exceed the one allotted excused absence. All absences must be made up at the discretion of the course director together with the Transitions to Residency Steering Committee.

Challenging Life Circumstances

Challenging life circumstances may require extended absences, and students should reach out to the Assistant or Associate Dean for Students Affairs, College Advisor, Campus Directors if applicable, and course directors as soon as possible to develop a plan.

Excessive Absences or Failure to Make Up Absences

In the event a student accrues excessive excused or unexcused absences according to the aforementioned thresholds for Individualization Phase, the Associate or Assistant Dean for Student Affairs or Campus Director will first contact the student out of concern for well-being. After this discussion, Student Affairs reserves the right to refer a student to the School's Student Progress Committee and/or Office of Academic Excellence. The Student Progress Committee reserves the right to recommend that a student's lack of attendance be noted in the Medical Student Performance Evaluation (MSPE). Referral to Student Progress Committee of Office of Academic Excellence for excessive absenteeism does not include absences for medical reasons. In the event a student fails to make up absences according to expectations set by course directors, Student Affairs reserves the right to refer a student to the School's Office of Academic Excellence or Progress Committee.

PROCEDURE(S):

Central Campus

Students must submit a request for an excused absence to <http://tinyurl.com/AdminExcuse>. Any required documentation can be uploaded at the time of the request via the electronic link above. The Associate or Assistant Dean for Student Affairs will grant or deny the request. A campus staff member informs the student of the decision. Staff record all excused and unexcused absences in the school's evaluation software, one45. Staff never document the specific health in the evaluation system for medical absences. If granted the excused absence, the student must also notify faculty, house staff preceptors, site directors, and site coordinators of their absences as soon as possible. Students can check the number of excused or unexcused absences in One45 at any time by clicking on Vacation/Leave in the To Do list.

Branch Campuses

Students submit requests for excused absences to the campus Student Affairs liaison, who grants or denies the request. A campus staff member informs the student of the decision. Staff record all excused and unexcused absences in the school's evaluation software, one45. Staff never document the specific health in the evaluation system for medical absences. If granted the excused absence, the student must also notify faculty, house staff preceptors, site directors,

and site coordinators of their absences as soon as possible. Students can check the number of excused and unexcused absences in one45 at any time by clicking on Vacation/Leave in the To Do list.