

Fourth Year Attendance Policy

Attendance Expectation

Students are expected to attend every day of their scheduled fourth year rotations as directed by their course director.

This includes:

4 weeks of required Subinternship Selective
4 weeks of required Emergency Medicine
2 weeks of required Intensive Care Selective
24 weeks of electives

Students are allotted additional weeks to accommodate residency interviewing, Step 2 CK and CS, vacation and time for issues associated with residency relocation.

PROCESS FOR REQUESTING ABSENCES

Students must request advance approval for ANY ABSENCE (INCLUDING RELEASE TIME FOR STEP 2 CK and CS AND RESIDENCY INTERVIEWING) from their course director at least four weeks before the start of the rotation. This request shall be submitted via the Student Scheduler utilizing the appropriate department course number 999 excused absence form (i.e., FCH 999, MED 899, SUR 999)

If properly arranged and approved by the Course Director in advance, students will be excused one day for Step 2 CK and up to three days for Step 2 CS. Students cannot schedule both examinations during the same required rotation or elective.

Course Directors may determine that the multiple absences will be detrimental to students' educational experiences and require that the course be rescheduled if openings are available. For elective courses, course directors will have the discretion to assigned make up days or supplemental readings or assignments to account for the missed days. Failure to properly arrange the excused absence before the start of the rotation, unless emergent due to a last minute scheduling opportunity as defined below, may result in the makeup of missed time with penalty or denial of request.

Emergent Absences for Interviewing or Step 2 Scheduling

Students may request an emergent absence for an interview invitation if the invitation is received less than four weeks in advance of the start of the rotation. WRITTEN Documentation of the invitation for the interview must be submitted to the Course Director prior to approval. Emergent scheduling of the Step 2 CS or Step 2 CK may also be approved as an excused absence if documentation of an exam opening of less than four weeks is provided to the Course Director. Failure to provide WRITTEN documentation will result in automatic denial.

Unexcused Absence

Students with unexcused absences (defined as any absence that is not approved by the Course Directors in advance) will be required to make up and may be subject to an incident or critical incident report. Nothing in this policy statement should be construed as students having an allotment of personal days in which absences can occur. The Course Directors will determine how the unexcused absence is to be made up.

Reoccurring Patterns

Questions or concerns regarding a student's attendance pattern are to be brought by the course director to the attention of the Office of Academic Affairs. 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 the case of reoccurring patterns, the Academic Dean will determine the appropriate course of action.

REVISED: March 29, 2012 by MS 4 Subcommittee

APPROVED: May 10, 2012 by Curriculum Committee