Policy Title: Medical Student Attendance Policy

Policy Number: CU.06.04.170815

Applies to: All College of Medicine Medical Students

Date: 8/15/2017 Updated 8/16/2018

1.0 Policy Statement:
It is the Elson S. Floyd College of Medicine (ESFCOM) policy that all enrolled medical students attend and participate in the five types of required curricular activities listed below:

- Involving guests, speakers or patients
- Involving interacting with peers (example: CBL sessions)
- Involving peers outside the college (example: required IPE sessions)
- Clinical activities
- Required assessments

2.0 Definitions
Required Curricular Activity: See above.

3.0 Responsibilities
All medical students
Component and Course Directors
Clerkship Directors
Assessment Unit
Office of Curriculum
Office of Student Affairs

4.0 Procedures
If a student is ill or has an emergency and is unable to attend a session, they should contact the Office of Student Affairs at 509-368-6827 or EFLOstudentaffairs@wsu.edu. In addition, students shall make all efforts to schedule necessary preventative and non-emergent health services around their required curricular events and clinical schedule. Otherwise, students are required to submit a request for approved absence form. This form is sent to the Office of Student Affairs. After receipt of the form, the process is:
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Step 1: Office of Student Affairs reviews requests to determine which one of the three categories applies: Emergency/Illness, College Sponsored/Supported, or Other.

   a. If emergency/illness, Office of Student Affairs informs the Course Director(s) who will notify appropriate Component Directors, Office of Curriculum, and Associate Dean for Accreditation, Evaluation, and Assessment. Emergency and illness absences are considered excused and the Course Director is expected to facilitate a learning plan for making up missed content.

   b. If “College Sponsored/Supported,” then the student-provided reason for the request (i.e., “why”) is included as part of the request forward to the Course Director(s). College sponsored/Supported means that a student has been formally asked by ESFCOM or the University to represent either of these entities at an event/activity. The responsibility of working through the absence request prior to the submission of the form falls to the administrator, faculty or staff sponsoring or supporting the student. That is, prior to submitting the form, the ESFCOM employee should have consulted with the Course Director(s) to minimize the student’s absence of required activities and a plan for covering missed content. If approved, college sponsored/supported absences are considered excused.

   c. If the “other” category, then the “why” is not included as part of the request and the decision to approve or deny the request should be based on the attendance policy. If approved, the absence is considered excused. If not approved, the absence is considered unexcused and the student will receive a notice of concern for every day they miss a required curricular activity.

Step 2: In consultation with the Associate Dean of Curriculum and Associate Dean of Accreditation, Assessment, and Evaluation, the Office of Student Affairs will determine if the request for absence is approved or not. The Office of Student Affairs or the student can initiate an in-person meeting to better understand the request for absence.

Step 3: Office of Student Affairs emails the course director(s) the decision about the absence and copies the Associate Dean for Curriculum, and Associate Dean of Accreditation, Assessment, and Evaluation.

Step 4: Office of Student Affairs formally communicates the decision to the student via email.

Step 5: Office of Student Affairs documents and tracks all decisions related to student absences.

Wellness Day
In line with ESFCOM culture to take care of self, family/friends, and school, the College is making available to students one Wellness Day per academic year during the foundational years (years 1 and 2 of the MD program) for those students who feel they need an additional day off from the curriculum to support their well-being. This Wellness Day will be considered an unexcused absence but you will not receive an Incident Card. You will be responsible for making up the content missed and faculty are not required to assist with the remediation.
The Wellness Day may NOT be used to miss a scheduled assessment and you must receive approval from the Associate Dean for Accreditation, Assessment, and Evaluation prior to submitting the request, as instructed below. If you miss a session that has a required deliverable associated (e.g.; a write-up), your request will be denied. You are also encouraged to consult the Course Director(s) if you plan to use the Wellness Day.

The Wellness Day is NOT meant to be a vacation day. It is intended to be used only if you need additional time to rejuvenate and address your wellness during normal curricular time. Students will not need to justify the activity to support their well-being to administration.

The Wellness Day is counted as one full calendar day regardless if you are only missing a portion of the day of required curricular events. That is, you cannot split up the day into hours and use them throughout the academic year.

The process for requesting a Wellness Day is as follows:

- Schedule an appointment to discuss the timing of your proposed Wellness day with the Associate Dean of Accreditation, Assessment and Evaluation.
- Please submit your request for an approved absence via this link: https://medicine.wsu.edu/md-program/student-affairs/request-for-approved-absence/.
- Indicate in the form that you would like to use the Wellness Day and that you have received approval from the Associate Dean for Accreditation, Assessment, and Evaluation.
- The request should be made by 5 pm at least 5 business days prior to the proposed date.
- Official approval will be communicated by the Associate Dean for Student Affairs and communicated to course directors and copied to the Associate Dean for Curriculum and Associate Dean for Accreditation, Assessment, and Evaluation.
- Approval of a Wellness Day results in an unexcused absence without a notice of concern and the student is responsible for making up content missed on their own.

If students are in wellness crisis in the moment, please contact the WSU Health Sciences Spokane Counseling Center immediately at 509-358-7740, Monday-Friday from 8 am to 5 pm. For after business hours and weekends, call 509-368-6500. As in accordance with ESFCOM Medical Student Attendance Policy, a wellness crisis would be considered an emergency and students need to inform ESFCOM Office of Student Affairs by sending an email to Elfostudentaffairs@wsu.edu.

Additional wellness resources include:
- Please also seek out mentors who can support your well-being including faculty, academic portfolio coaches, student affairs, and other administrators.
- National Suicide Prevention Hotline at 1-800-273-8255
- Spokane Mental Health Crisis Line at 509-838-4428, or toll-free 1-877-678-4428.
- AWARE Network in which you can share your concern about a student’s emotional, psychological well-being and physical health that goes to an AWARE team to assess the situation and support the student.
Request for Time off Due to Emergency Absence/Personal or Immediate Family Illness:

In most circumstances, students with emergency absences due to personal or immediate family illness can take up to eight sick days of leave per academic year. Students with emergency absences must contact the Student Affairs immediately at 509-368-6827 or EFLOstudentaffairs@wsu.edu.

Students must take sick leave when they are infectious. They must inform the Office of Student Affairs at 509-368-6827 or EFLOstudentaffairs@wsu.edu. The Office of Student Affairs will inform the curriculum team and appropriate course director. The course director is responsible for informing appropriate component directors of the student’s absence and facilitating the learning plan for content missed. If the student misses an assessment, the Associate Dean for Accreditation, Assessment, and Evaluation is informed by the Office of Student Affairs. The Associate Dean for Accreditation, Assessment, and Evaluation works directly with the student about rescheduling the assessment.

Faculty Process for Reporting a Student Absence

1. The Component Director will report that a student missed a required curricular event (e.g., APM small group, CBL, EMB small group, etc.) by emailing Eflostudentaffairs@wsu.edu and providing student name and any additional information they may know about the student and the absence.

2. The Office of Students Affairs will verify if the student absence is excused or unexcused and whether the student contacted student affairs.

3. If student has not been in contact, Student Affairs will reach out to the student to see if the individual is OK and talk with the student about letting Student Affairs know if they are ill or have an emergency.

4. Once Student Affairs gathers information about the student situation, the Office of Student Affairs will determine if absence should be excused or unexcused (if already not determined), and inform the Associate Dean of the Curriculum, Associate Dean of Accreditation, Assessment, and Evaluation, Course Director, and Component Director, as well as copy medicine.curriculum@wsu.edu.

If determined to be an excused absence, the decision will be communicated by the Office of Student Affairs to the student. The student will be asked to contact the course/component director to develop an agreed plan for making up the content missed.

If determined to be an unexcused absence, the decision will be communicated by the Office of Student Affairs to the student and that the student will receive an Incident Card from the Associate Dean of Accreditation, Assessment, and Evaluation. As an unexcused absence, the faculty are not required to coordinate a plan for remediation; the student will need to acquire content missed from classmates. Associate Dean of Accreditation, Assessment, and Evaluation will record the Incident Card for the student.
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5.0 Related Policies
Medical Student Leave, Withdrawal and Readmission Policy
Student Promotion, Dismissal and Graduation Policy

6.0 Key Search Words
Attendance, scheduled activity

7.0 Revision History

| Original Approval | Policy number   | Revision Date Approval |
|-------------------|----------------|
| 8/15/2017         | CU.06.04.170815 |

**Responsible Office:** Vice Dean for Student and Faculty Experience

**Policy Contact:** Associate Dean for Curriculum

**Supersedes:** N/A