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 12/7/2018

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. Students must attend these:
- involving guests, speakers or patients
- involving interacting with peers (example: CBL sessions)
- involving peers outside the college (example: required IPCS sessions)
- clinical activities
- required assessments

2.0 Definitions
Required Curricular Activity: Required activities include sessions involving guests, speakers or patients, sessions involving interacting with peers, sessions involving peers from outside ESFCOM, clinical activities and required assessments.
CBL: Case-Based Learning
IPCS: Interprofessional Collaborative Skills Sessions
APM: Art and Practice of Medicine
EBM: Evidence-Based Medicine
Emergency/Illness Absence: Emergency and illness absences are considered excused. The Course Director is responsible for facilitating a learning plan for making up missed content.
College Sponsored/Supported Absence: 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.

3.0 Responsibilities
All medical students
Course and Component Directors
Clerkship Directors
Office of Curriculum
Office of Student Affairs
4.0 Procedures
If a student is ill, has an emergency or is unable to attend a session for other reasons, they must contact the Office of Student Affairs at 509-368-6827 or EFLOstudentaffairs@wsu.edu to request an excused absence. Students are expected to make all efforts to schedule necessary preventive and non-emergent health services around required curricular events and clinical schedule. Students are required to submit a request for approved absence form which is sent to the Office of Student Affairs.

Student Affairs uses the following process upon receipt of the request for approved absence form:

Step 1: Office of Student Affairs reviews requests to determine which one of the three categories applies: emergency/illness, college sponsored/supported event, or other.
   a. If the request is for an emergency/illness, the Office of Student Affairs informs the Course Director(s) who will notify appropriate Component Directors, Office of Curriculum, and Associate Dean for Accreditation, Assessment and Evaluation.
   b. If the request is for a college sponsored/supported event, the reason (i.e., “why”) is included as part of the request and is forwarded to the Course Director(s). 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 a request does not fall into the previous two categories, it is reviewed by the Office of Student Affairs. If approved, the absence is considered excused. If not approved, the absence is considered unexcused and the student will receive one Incident Card for every day they miss a required curricular activity.

Step 2: In consultation with the Associate Dean for Curriculum and Associate Dean for 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 may initiate an in-person meeting to better understand the request for absence.

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

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

Step 5: The Office of Student Affairs documents and tracks all decisions related to student absences.
Wellness Day
In line with ESFCOM culture to prioritize self-care, family/friends, and school (in that order) students are given one Wellness Day per academic year during the foundational years (Years 1 and 2). The Wellness Day will be considered an unexcused absence, but students will not receive an Incident Card. Students 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. If students miss a session that has a required deliverable (e.g.; a write-up), the request will be denied.

The Wellness Day is NOT meant to be a vacation day. It is intended to be used for additional time to rejuvenate and address 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 a student is missing a portion of the day of required curricular events. The Wellness Day may not be divided into hours and used throughout the academic year.

The process for requesting a Wellness Day is as follows:

1. Schedule an appointment to discuss the timing of the proposed Wellness Day with the Associate Dean for Accreditation, Assessment and Evaluation.
2. Submit a request for an approved absence via this link: https://medicine.wsu.edu/md-program/student-affairs/request-for-approved-absence/.
3. Indicate on the form, the intention to use the Wellness Day and that the request was approved by the Associate Dean for Accreditation, Assessment, and Evaluation.
4. The request must be made by 5 pm at least 5 business days prior to the proposed date.
5. 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.
6. Approval of a Wellness Day results in an unexcused absence without an Incident Card and the student is responsible for making up any missed content.

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. After business hours, on weekends and holidays, 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:
- 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 individuals can share concerns 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 may take up to eight sick days of leave per academic year. Students with emergency absences must contact the Student Affairs immediately.

Students must take sick leave when they are infectious and must inform the Office of Student Affairs as soon as possible. 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 missed content. 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 to reschedule any 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 the Office of Student Affairs and providing the student’s name and any additional information they may know about the student and the absence.

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

3. If a student has not been in contact with Student Affairs, a representative from Student Affairs will contact the student to verify their safety and whether they are ill or have an emergency.

4. Once Student Affairs gathers information, they will determine if absence is excused or unexcused (if not already determined), and inform the Associate Dean for 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 Office of Student Affairs will communicate the decision 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 Office of Student Affairs will communicate the decision to the student and notify them that they will receive an Incident Card. As an unexcused absence, faculty are not required to coordinate a plan for remediation; the student will need to acquire content missed from classmates. The Associate Dean for Accreditation, Assessment, and Evaluation will record an Incident Card for the student.
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**

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

**Policy Contact:** Associate Dean for Curriculum

**Supersedes:** N/A