Policy Title: Medical Student Attendance Policy

Policy Number: CU.06.04.170815

Applies to: All College of Medicine Medical Students

Date: 8/15/2017

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 scheduled 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
   Scheduled Activity: Any event that occurs within the scheduled portions of the ESFCOM time table for medical students.

3.0 Responsibilities
   All medical students
   Component and Course Directors
   Clerkship Directors
   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. Student Affairs will contact the Curriculum Specialist for notification of the appropriate Course and Component Directors.

   Students may receive a notice of concern for unexcused absences.

   Notification Procedure
   Students should schedule personal activities during breaks in the academic calendar. Students wishing or needing to take additional days off are required to submit the Request for Time Off form to the Office of Student Affairs prior to the absence, when at all possible, for approval and tracking.
Permissions Procedure
The Request for Time Off form will be reviewed by the course director in consultation with component director(s) and input from Student Affairs. It is the student's professional responsibility to communicate and document all days that they will miss and plans for making up missed work. All days taken off during each academic year are tracked by the Office of Student Affairs. The student’s Portfolio Coach will receive number of days off and whether these are excused or unexcused.

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 by phone or email once the request is needed. The form must be completed within 24 hours. Students must take sick leave when they are infectious. If a student misses a critical component of the curriculum, or if the student requires more than one day off per clinical clerkship, the Course/Clerkship Director will assist the student with creating a plan to make up missed work.

Request to Take Time Off to Sit for USMLE Step 2 CK or Step 2 CS Examination:
Students requesting time off to take a USMLE examination should know this well in advance, and submit the form to the Course Director at least 6 weeks prior to the start of the clinical experience to seek approval. In most circumstances, students may receive Course Director approval of up to two days off per academic year to pursue this kind of event. Students will most often be required to make up missed work.

Schedule adjustment request for Non-Emergency Personal Reason or to be Present at an Academic Conference:
Request for time off for non-emergency personal reasons such as weddings, reunions, or presentations at conferences can be considered on a case-by-case basis. Students should submit the form at least 6 weeks prior to the start of the planned absence. If approved, the student must document and submit a proposed plan to the Course Director to make up missed work.

5.0 Related Policies
Medical Student Leave, Withdrawal and Readmission Policy
Student Promotion, Dismissal and Graduation Policy
Medical Student Attendance Policy 8/15/2017

6.0 **Key Search Words**

| Attendance, scheduled activity |

7.0 **Revision History**

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**Responsible Office:** Senior Associate Dean for Student Educational Experience

**Policy Contact:** Associate Dean for Curriculum

**Supersedes:** N/A