

POLICY TITLE: <i>Attendance and Absences Policy – M3/4</i>	APPROVAL DATE: <i>July 3, 2019</i> <i>Revised June 4, 2020</i> <i>Revised July 2, 2020</i> <i>Revised June 3, 2021</i> <i>Revised May 5, 2022</i> <i>Revised April 3, 2025</i>
RESPONSIBLE DEPARTMENT: <i>Office of Curriculum Management and Integration &amp; Office of Student Affairs</i>	APPLIES TO: <i>M3 and M4 Students</i>

## **Attendance and Absences Policy Phase 2/3 (M3 and M4)**

### **I. PREAMBLE**

This policy applies to all Phase 2/3 (M3/4) medical students while they are enrolled at the College of Medicine.

All Phase 2/3 activities are mandatory events and will comply with the Student Duty Hours Policy. Along with the privileges that go along with medicine, there are responsibilities for that care. Attendance is one of those responsibilities. Attendance is also essential for optimal assessment in Phase 2/3 courses.

Absences are days that a student misses when they are **scheduled** to report for Phase 2/3 (M3/4) learning activities/clinical duties in their designated course(s).

Students must be granted permission to attend medical (diagnostic, preventative, and therapeutic) health service appointments, and permission is obtained by submitting an MSSF. Students do not have to disclose the type/reason of medical appointment.

**Make-up clinical dates may be required for absences.**

### **II. DEFINITIONS**

For the purposes of this policy, two types of absences are defined, planned and unplanned absence:

**Planned absence:** Any planned time off that the student can notify the course director with as much advance notice as possible but not less than 2 weeks prior to the start of the course. Planned absences include medical appointments, residency interviews, conference travel, personal days, and jury duty.

Personal Day: A personal day is an absence planned in advance for which students do not need to disclose a reason. Personal days are meant to help students attend significant personal or life events (e.g. weddings).

**Unplanned absence:** An unforeseeable circumstance in which the student is unable to report to clinical duties (e.g. illness, accident, hospitalization, other catastrophic event)

### **III. ATTENDANCE AND ABSENCE POLICY**

Any planned absence in the clinical years requires prior submission of an MSSF with at least 2 weeks' notice prior to the start of the course. In the instance of an unplanned absence, the student will immediately notify the course director and coordinator, as well as the clinical team with whom they are working and then submit an MSSF as soon as they are able to do so.

Submission of an MSSF does not guarantee automatic approval for an absence.

**Students who miss any days may be required to make up the missed time and any assignments at the discretion of the course director.**

The following details the number of planned absences that may be requested by course type and length. Planned absences cannot be requested on blackout dates. M3 students should refer to the blackout calendar and cannot request the first or last day of a rotation. M4 students should not request the first or last day of a rotation. M4 students should refer to their course regarding any additional blackout days (e.g. long admitting day and post long admitting days on an AI).

\*Potential absences on a blackout date must be communicated well in advance to the course director and may not be granted.

Students may not exceed a TOTAL number of planned absences, as follows:

M3 courses\*

- 2 absences in a 4-week M3 core clerkship
- 3 absences in a 6-week M3 core clerkship
- 3 absences in an 8-week M3 core clerkship
- 1 absence in an M3 2-week specialty elective
- In a 6-week or 8-week rotation, the student may not take time in the same 4-week period as 2 other absences (i.e. cannot take all 3 absences within a 4-week continuous period)

M4 courses\*

- 2 absences on a 4-week rotation
- 1 absence on a 2-week rotation
- Students are encouraged to avoid scheduling USMLE Step 2 CK examination during an AI

\*Students may be required to make-up a shift if students have an extra day off in the rotation due to a holiday.

Should a student need to miss additional days due to **medical appointments and/or residency interviews**, this needs to be discussed with the course director and should be discussed prior to the start of the elective course or with as much advance notice as possible.

Should a student have any unplanned absences in addition to the maximum total number of planned absences, the student will need to meet with the course director to discuss a potential make-up plan. If the student needs to consider a leave of absence, they should meet with the Office of Student Affairs.

Students who miss a significant number of days such that the make-up activities would need to fall outside the dates of the scheduled rotation, the student will need to meet with the course director and the Office of Student Affairs regarding a plan for completing the course requirements. The student will receive an incomplete grade if the makeup period will extend beyond the 6-week grade submission deadline after the originally scheduled rotation end date.

Tardiness

Students will contact their team and the coordinator if they will be tardy (will not arrive on time) to a required activity. A Formative Feedback Form will be submitted.

## **V. PROCESS OF SEEKING APPROVAL FOR ABSENCES**

An absence for any reason must provide proper notification and appropriate approval.

Proper Notification

- Students should submit their request for **ANY** absence using the online MSSF.
  - Absences of 1 hour or less do not require an MSSF.
  - Absences greater than 1 hour but less than a full day require a “half-day” MSSF (note: half day absences are tallied and count toward the total number of absences)
- MSSFs are routed to the course director for review.

Failure to submit the MSSF and any additional documentation that is required may constitute unprofessional behavior and may be documented in the student file via a Formative Feedback Form.

### Appropriate Approval

- The course director will review absences and make a determination as to whether the absence is excused or unexcused.
- Absences requested less than 2 weeks prior to the planned absence will not be considered for a possible excused absence unless extenuating circumstances prevented the student from providing timely notification per the policy.
- If you are absent and it is unexcused, this may constitute unprofessional behavior and may be documented in the student file via a Formative Feedback Form. Absence from a course without written notification on an MSSF, in addition to notification to the clinical team, may result in a below passing grade (C or F). When the unexcused absence occurs in a required and/or graded activity, a zero (no credit) is automatically given. No make-up is permitted.
- Absences may be required to be made up at the discretion of the course director (see section VI below).

### Special Requirements for Attending a Conference

- Notification of attendance at a conference or seminar through an MSSF must be submitted with as much advance notice as possible (e.g. 6 weeks) prior to the start of the course in which the absence will occur.
- Students presenting posters or who are invited to present at a meeting must provide a copy of the invitation and seminar/conference agenda listing their participation.

### Special Requirements for Jury Duty

Students should notify the Registrar immediately upon receipt of a summons for jury duty. Students are encouraged to fulfill their obligation but should work with the COM to reschedule for a time that will allow for minimum negative impact on the educational experience. The COM will provide a statement documenting the student's situation and requesting relief or rescheduling. If you fulfill your jury duty obligation, you must submit documentation of jury duty attendance.

### Special Requirements for Inclement Weather

Should a student be absent either because their clinical site closed or if the student feels they cannot safely travel to their clinical site, the student should contact their clinical team (if clinical site did not close) and complete the MSSF. MSSFs submitted due to inclement weather are considered unplanned absences and do not count towards the total number of planned absences. Students may be required to make up the missed time and any assignments at the discretion of the course director.

## **VI. SCHEDULING MAKE-UP WORK FROM EXCUSED ABSENCES**

In the event a student missed a final exam due to an excused absence, the student must meet with the assistant dean of student affairs to determine an appropriate make-up date. Preparation for a make-up exam while completing subsequent clinical rotations can jeopardize a student's performance in both activities; therefore, all students must take a make-up examination on an approved make-up date. Proposed make-up dates will be reviewed by Phase 2/3 (M3/4) curriculum directors, course director, course coordinator, and Office for Curriculum Management and Integration for consideration.

Students who miss any days may be required to make up the missed time and any assignments at the discretion of the course director. The course director has the discretion to specify the time and nature of make-up activities.

If a student fails to meet the make-up requirements, this can result in a below passing grade (C or F) and possibly a professionalism report on the Formative Feedback form.

## Medical Student Status Form

Medical Student Status Form (MSSF) is collected by the College of Medicine to track various actions of students. The majority of the forms are used to track student's absence from **required** activities. Students also use the form to submit transfer requests to another medical school, withdrawal from the College of Medicine, and Leave of Absences.

Forms will be submitted to the appropriate course director or department for approval.

Please select action:

☐ Absence   
 ☐ Withdrawal from COM   
 ☐ Transfer   
 ☐ LOA   
 ☐ Remediation

Form#	Action	Activity Date	Course/Clerkship	No	Y	Other	Large group discussion	Complete	Documents	Active
5060	Temporary Absence	10/15/2019	Learning Community 101-26950128	No	Y	Other	Large group discussion	Complete		✓
5333	Temporary Absence	11/19/2019	Fundamentals of Cellular Medicine-26950107	No	Y	Dissection Laboratories/ Laboratories	Complete			✓
5333	Temporary Absence	11/19/2019	Learning Community 101-26950128	No	Y	Learning Communities	Complete			✓
16222	Temporary Absence	2/8/2021	Clinical Skills 202-26950219	No	Y	Clinical Skills	Complete			✓
24238	Temporary Absence	9/20/2021	PEDIATRICS CORE CLKSP -26961373	No		Clinical Rotation	Complete			✓
Cancel 26766	Temporary Absence	5/10/2022	FAMILY MEDICINE CORE CLKSP -26920371	No	Y	Clinical Rotation	Pending			✓
Cancel 26766	Temporary Absence	5/11/2022	FAMILY MEDICINE CORE CLKSP -26920371	No		Clinical Rotation	Pending			✓
26766	Temporary Absence	5/12/2022	FAMILY MEDICINE CORE CLKSP -26920371	No		Clinical Rotation	Cancel Complete			✗
Cancel 26766	Temporary Absence	5/10/2022	FAMILY MEDICINE CORE CLKSP -26920371	No	Y	Clinical Testing	Pending			✓
Cancel 26767	Temporary Absence	5/10/2022	FAMILY MEDICINE CORE CLKSP -26920371	No	Y	Other	Pending			✓
Cancel 26767	Temporary Absence	5/12/2022	FAMILY MEDICINE CORE CLKSP -26920371	No		Clinical Rotation	Pending			✓
26778	Temporary Absence	5/11/2022	FAMILY MEDICINE CORE CLKSP -26920371	Yes	Y	Clinical Rotation	Complete			✓

**Absence Totals**

AcadYr	CourseNo	CourseName	Planned?	Total Days
2019-2020	26950107	Fundamentals of Cellular Medicine	N	1.0
2019-2020	26950128	Learning Community 101	N	2.0
2020-2021	26950219	Clinical Skills 202	N	1.0
2021-2022	26920371	FAMILY MEDICINE CORE CLKSP	N	2.0
2021-2022	26920371	FAMILY MEDICINE CORE CLKSP	Y	1.0
2021-2022	26961373	PEDIATRICS CORE CLKSP	N	0.5

A listing of submitted actions will be displayed. Listing includes the form#, the type of action, the from/to date of the action, the course/clerkship that was missed, the date of each activity missed during the absence, indication if it was a full day absence, the activity missed, the status of the activity, if documents have been uploaded, and if the action is active/inactive. A tally of total absences submitted per course will also be displayed.

### Absence:

Students are required to submit a form when they are absent from school during required activities (reminder all Phase 2/3 activities are considered required).

MSSF Request Form

Absence Form for Required Student Activities

**IMPORTANT: It is the student's responsibility to contact the course director to determine if there are MANDATORY make up activities/assignments that must be completed regardless of whether the absence is excused or unexcused.**

Please select the date(s), course(s) and activities for ALL required events missed during your absence on this form. Multiple Events can be submitted on the same form.

*Select the Course/Date/activity and press 'Add Activity' for each record. After all activities have been entered for this absence, submit form.*  
*You will be prohibited from selecting any planned absence on a blackout date. [M3 Blackout Dates](#)*

Is this Absence: ☒ Planned ☐ UnPlanned

AcadYear:

Course:

Best reason for absence: ☐ Conference (required documentation: Invitation)  
☐ Jury Duty  
☐ Medical Appointment  
☐ Other, Please Specify  
☐ Personal Day  
☐ Residency Interview

Date of Absence :

Time Missed : ☒ Full Day ☐ 1/2 Day *If 1/2 day, please define which part of the day will be missed in the comments above.*

Activity:  Please specify:

All required activities missed during the absence need to be listed on this form.

Absences are either **Planned** or **Unplanned**. Planned absences must be submitted with at least 2 weeks' notice. Anything with less than 2 weeks' notice is considered unplanned.

Absences cannot be submitted on blackout dates. Not all blackout dates may be prohibited from being entered into the system due to various clerkship rotations variations in scheduling. Please check with your course coordinator to determine any site/rotation specific dates. M3 and M4 rotations will be blocked the first and last day of any rotation. Please refer to the Student Handbook for more details on the absence policy.

Select the **reason** for the absence. Please provide additional **comments** concerning your absence if required. Please note that certain documentation is also required depending on the reason for the absence. If students are absent due to a conference, the student should be in good standing.

Enter the **date** of absence and indicate if this is a full day absence. For half-day absence, please indicate in the comment box which part of the day you will be absent. Based on the course year, the **activity** dropdown box will be pre-populated. If activity of 'Other' is selected, please specify the other activity in the box provided.

**Multiple** activities can be listed for each temporary absence. Select the **Add Activity** after each activity.

Date of Absence :

Time Missed : ☒ Full Day ☐ 1/2 Day If 1/2 day, please define which part of the day will be missed in the comments above.

Activity:  Please specify:  Add Activity

CourseName	ActivityDate	ActivityDesc	Full Day	Planned	
Brain, Mind and Behavior (02/21/2022-05/20/2022)	2022-05-13	Examination	Y	Y	<input type="button" value="Delete"/>

When all activities have been listed, press the **submit** button at the bottom.

### Withdrawal from the College of Medicine

Student wishing to withdraw must submit an official request. Requests will be forwarded to the Associate Dean of Student Affairs for approval.

Please select action:

☐ Absence
 ☒ Withdrawal from COM
 ☐ Transfer
 ☐ LOA
 ☐ Remediation

Request Date: 12/15/2014 Status: Unsubmitted

**Withdrawal from the University of Cincinnati - College of Medicine**

Withdrawal Date:

I request a withdrawal from medical school for the following reason(s):

☐ Medical  
☐ Career Exploration  
☐ Family Reasons  
☐ Academic  
☐ Other; Please Specify

If 'Other', please specify:

Complete the withdrawal date and the reason for your withdrawal.

### Transfer

Student wishing to transfer from the COM to another institution must submit an official request. Requests will be forwarded to the Associate Dean of Student Affairs for approval.

Please select action:

☐ Absence ☐ Withdrawal from COM ☒ Transfer ☐ LOA ☐ Remediation

Request Date: 12/15/2014

Status: Unsubmitted

Transfer Request from University of Cincinnati - College of Medicine

Transfer to School:  Date:

Submit

Cancel

## Leave of Absence

Students wishing to take a leave of absence must also submit a request. Students are only eligible to submit a request for a voluntary LOA. Mandatory or Emergency LOA will be submitted by the Assistant Dean for Academic Advising or the Associate Dean of Student Affairs.

Enter the reason for the leave and the dates requested. Please note that PAC must approve all requests. An email must be sent to PAC. Students can select the link associated with the PAC or ADSAA.

Request Date: 12/15/2014

Status: Unsubmitted

Medical Student Leave of Absence Form

LOA Type:

**This petition must be approved by appropriate PAC prior to student going on LOA. Student is to remain in coursework until notified by PAC of its decision on whether to grant the LOA.**

I request a Leave of Absence from medical school for the following reason(s):

- ☐ Medical
- ☐ Career Exploration
- ☐ Family Reasons
- ☐ Academic Enrichment (research, fellowship, etc.)
- ☐ Other; Please Specify

If 'Other', please specify:

Please provide a separate statement via email to [PAC chair](#) & [ADSAA](#) describing the following as is relevant\*:

- Reason(s) for requested LOA
- Specific actions step you will take during the LOA to resolve the issues/circumstances necessitating the leave
- An anticipated date of return to medical school
- If the LOA is for medical reasons, documentation is required from the evaluating physician, or in the case of mental health, a licensed clinical psychologist or psychiatrist. This documentation should include a statement indicating that the student is under the provider's care and the student is currently unable to continue her/her medical education responsibilities. The provider, as defined above, should not be a family member of the student's (as defined by University Policy).
- If the LOA is for research, documentation is required from the faculty supervisor on the research project providing a description of the student's role and responsibilities.

\*It is suggested that the student meet with a member of the Office of Student Affairs when preparing this part of the petition for a LOA

Date Requested LOA to Begin:  Anticipated Date of Return

**Decision on Petition for LOA :** PAC chair will notify student via email within 24 hours of its decision. A formal letter will follow.

**Return from a LOA is not automatic. Student must petition to return from a LOA. Students should provide a personal statement that addresses the following areas as applicable:**

## Upload Documentation

Some Actions require documentation prior to approval by the appropriate departments. Student should click the link to upload documentation.

 [Upload Documentation](#)

Documentation that is needed to approve the requests are:

- Conference (required documentation: Invitation)
- Family Death (required documentation: Funeral Program)
- Illness (required documentation: MD note for 2 or more consecutive days)

Select Form#:

Select File to upload:  No file chosen

(.doc, .docx, .pdf)

Select the **Form number** associated with the absence. Please note that documentation is not needed for each activity missed, but for the absence that was missed. Select the **File** to upload. Select the '**Upload**' button. Once submitted, an icon representing documents will be displayed in the listing of all actions.

### Cancel

If a form has been submitted for a future date and needs to be cancelled, press the '**Cancel**' link corresponding to the appropriate activity. If you have multiple activities listed, each will need to be cancelled. Only absences submitted for future dates are permitted to be cancelled. The registrar will approve any cancellations. If the registrar chooses, the cancellation request can be denied. If this occurs, the request will be forwarded to the appropriate department for approval. Any cancelled requests will remain on file, however the status of the request will be inactive. Those requests contain a red X in the active column.

### Emails

Students will receive an email when a request is submitted or documentation uploaded. The corresponding department responsible for approval and the registrar will also receive an email notification when request submitted or documentation uploaded. After a request has been approved, the student, corresponding department and registrar will receive a confirmation email.