

JNIVERSITY	OF	CINCINNATI	COLLEGE OF MEDICINE	3

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

# 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 <u>scheduled</u> 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:

<u>Planned absence</u>: 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).

<u>Unplanned absence</u>: 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

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.
  - o Absences of 1 hour or less do not require an MSSF.
  - o 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.

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

## 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.

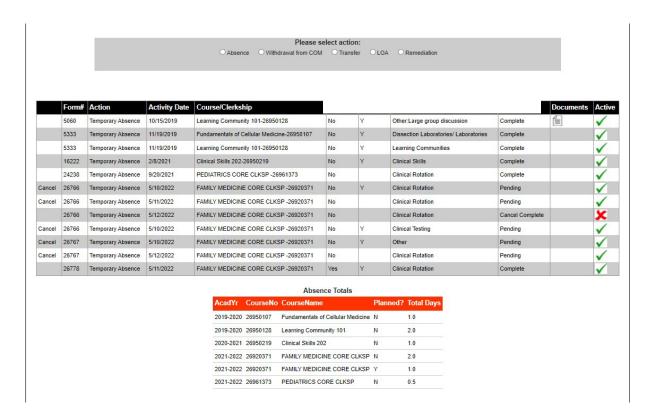
Students who miss any days may be required to make up the missed time and any assignments at the discretion of the course director. The course director has the discretion to specify the time and nature of make-up activities.

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.

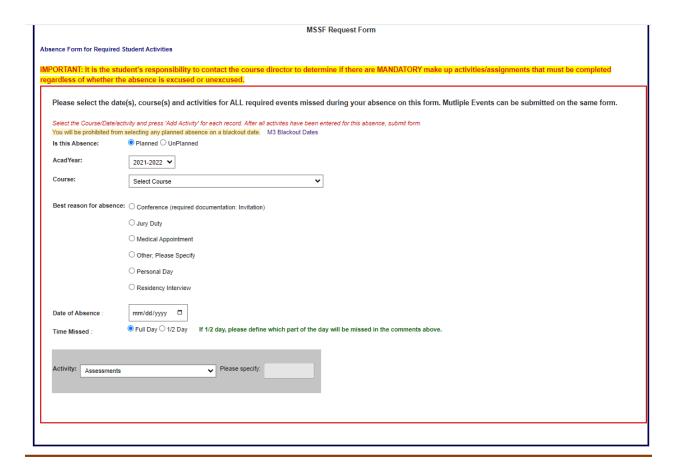
Forms will be submitted to the appropriate course director or department for approval.



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).



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

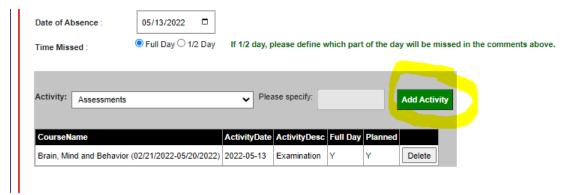
Absences are either **Planned** or **Unplanned**. Planned absences must be submitted with at least 2 weeks' notice. Anything with less than 2 weeks' notice is considered unplanned.

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.

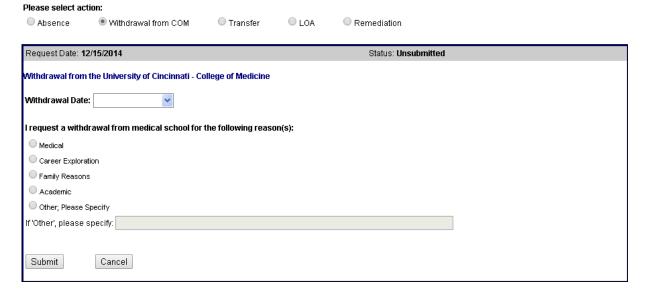
Multiple activities can be listed for each temporary absence. Select the Add Activity after each activity.



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.



Complete the withdrawal date and the reason for your withdrawal.

### **Transfer**

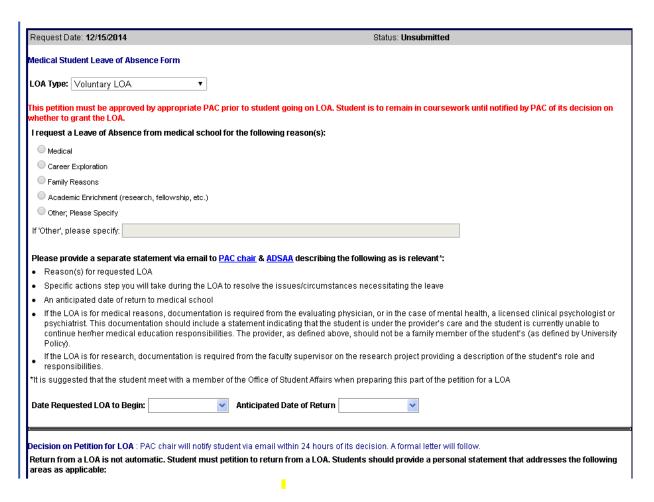
Student wishing to transfer from the COM to another institution must submit an official request. Requests will be forwarded to the Associate Dean of Student Affairs for approval.



### 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.



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

				W Upload Documentation
Documenation that is needed Conference (required docu Family Death (required doc Illness (required document				
Select Form#:	Form 43:Temporary Absence:12/15/2014 🔻			
Select File to upload:	Choose File No file chosen	U	pload	
	(.doc, .docx, .pdf)			
Cancel				

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.