



Office of Student Affairs
 Division of Academic Affairs
 Brody School of Medicine
 East Carolina University

SOP #	[3.5.3]
Version #	4
Implementation Date	June 20, 2019
Last Reviewed/Update Date	June 18, 2019
Approval by ECC	June 20, 2019

Heading: Student Attendance Procedure

SOP Title: BSOM Student Attendance Procedure

Rationale

The Brody School of Medicine (BSOM) Office of Student Affairs has established attendance procedures that support physical and emotional wellness as well as learning and success for all medical students.

Scope

Healthcare Appointments/Personal Illness:

The BSOM supports student wellness and will grant excused absences for healthcare appointments and for unplanned absences due to illness.

Serious Illness/Death of a Loved One:

The BSOM understands that students sometimes have obligations to loved ones and may need to be absent to attend funerals or support loved ones suffering from serious illness.

Religious Observances:

Per the [ECU Policy regarding religious observances](#), students are allowed a minimum of two excused absences each academic year for religious observances required by the faith of the student.

Jury Duty:

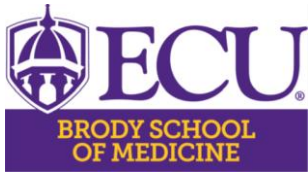
Medical Students will, at times, be called for jury duty. Student status, along with the rigor of the curriculum, allows for a deferment of this duty (if desired by the student). Students should contact the Office of Student Affairs and provide a copy of the jury duty summons. The Office of Student Affairs will provide the documentation needed for the deferment. Jury duty is a civic responsibility. Students who do not desire deferment will be provided an excused absence. Depending upon the length of the time away from school, students may be required to restart/retake affected courses or clerkships, potentially prolonging their time in school.

Professional Travel:

Excused absences are provided for students representing the BSOM at conferences by presenting research or holding positions on state or national committees.

Natural Disaster:

Class days cancelled due to weather may be required to be rescheduled. The decision regarding rescheduling will be at the discretion of the Course/Clerkship Director and the Clinical Curriculum Committee.



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Responsibilities

All Medical Students:

All requests for excused absences must be submitted using the 'Absence Request Form' located on the bottom right of the Office of Student Affairs webpage – requests received by other means will not be considered.

Students should communicate openly and clearly whenever an absence is required. Email is an acceptable option for notification.

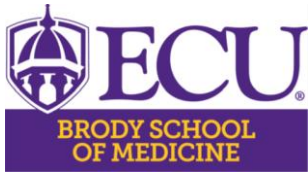
As soon as a student realizes that they will have either a planned or unplanned absence from a mandatory class due to personal illness, healthcare appointment, or the serious illness or death of a loved one, they are expected to notify the appropriate parties. For M1 and M2 students, this is the Course Director and/or Course Coordinator and the Office of Student Affairs. For M3 and M4 students, this is the Clerkship Director, Clerkship Coordinator, the Office of Student Affairs, and their clinical team (attending and resident).

If there is an urgent absence affecting an exam or a quiz, the student should notify the Associate Dean for Medical Education and the Testing Administrator in addition to the Course Director and/or Course Coordinator and the Office of Student Affairs. Exams will not be moved for unexcused absences. Students who are late to exams (without an excused absence) will be given the time remaining to take the exam – no additional time will be provided. Excused absences for exams must be requested prior to the start of the exam. All absences for illness on exam days must be supported by a provider's note (stating that the student needed to be absent for illness on the specific day of the exam).

For planned healthcare appointments, students should fill out the Absence Request Form as soon as the student is aware that the appointment will interfere with required clinical or educational activities. Upon return to school after the provider visit, the student must submit a medical office note to the Office of Student Affairs as proof of appointment.

Upon return to school from an unplanned absence, the student is required to submit an Absence Request Form within 48 hours. For a personal illness lasting longer than 3 days (or an absence due to illness on an exam day), a doctor's note is required. For any absence from a mandatory educational activity due to a funeral or serious illness of a loved one, the student is required to submit a funeral program or office note to the Office of Student Affairs.

Students representing the school at conferences are required to provide documentation of the research submission, invitation to present or committee status to the Office of Student Affairs in order to have the absence approved. All professional travel requests must be submitted at least 14 days prior to the first day of travel for M1 and M2 students and 14 days prior to the start of the affected clerkship for M3 and M4 students. Students must be in good academic standing to be approved for professional travel. Conference travel will not be approved if it conflicts with an



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orientation day, OSCE exam or oral exam. NBME Clerkship Subject Exams can be moved to accommodate professional travel, but the exam must be taken prior to the date of travel. Students needing to move an NBME Clerkship Subject Exam due to professional travel must communicate with the Testing Administrator, Clerkship Director and Clerkship Coordinator.

Absences for religious observances must be requested at least one week in advance of the date of the observance - earlier notification is preferred.

M1 and M2 Students:

Students in the M1 and M2 year are expected to schedule healthcare appointments outside of regular class time. From time to time, this is not possible. If a student has a class conflict with a scheduled healthcare appointment, the student must notify the Course Director or Course Coordinator, where applicable, for the affected course and submit an Absence Request Form. Upon return to school after the provider visit, the student must submit a medical office note to the Office of Student Affairs as proof of appointment.

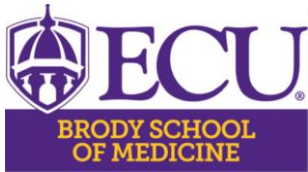
Each M1 and M2 student will be allowed a total of 2 ‘Quiz Flex Days’ for use in Blocks 1-4. These days must be requested 20 business days in advance of a scheduled quiz, and the student is required to contact the Testing Administrator to schedule a make-up quiz at the time of the ‘Quiz Flex Day’ request. Quizzes must be made-up within one week of the originally scheduled date.

Aside from personal illness, serious illness or death of a loved one, scheduled healthcare appointment, religious observance, ‘Quiz Flex Days’ and professional travel, there are no other excused absences in the M1 and M2 years.

M3 Students:

M3 students are an integral part of the healthcare team with professional obligations and responsibilities. It is our expectation that students will be present for their clinical rotations.

M3 students are allowed 5 administrative days to use at their discretion over the course of the M3 year. A student can use no more than 1 day per 6 week clerkship or 2 days per 8 week clerkship, and the maximum number of allowable absences in each clerkship applies to these administrative days (see below). These days can be taken in half-day increments if desired. Requests to use these days must be submitted using an Absence Request Form 14 days prior to the start of the affected clerkship. Each individual clerkship has ‘black-out’ days when the administrative days cannot be used (due to mandatory activities). Please see each individual clerkship syllabus for a listing of these days. If a student wishes to use more than the allotted number (see above) of administrative days in a single clerkship, or if a student chooses to use an administrative day on a ‘black-out’ day there will be an academic consequence (please see grading rubric for each clerkship).



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Aside from the scenarios above (personal illness, serious illness/death of a loved one, scheduled healthcare appointments, administrative days, religious observances, and professional travel), there are no other excused absences in the M3 year.

Even with an excused absence, each individual Clerkship has the authority to require that missed work or clinical time be ‘made up’.

The following are the maximum amount of total absences allowed given the clerkship length. Please note that any student exceeding these limits will be required to repeat the clerkship or make up the time in some other fashion at the Clerkship Director’s discretion.

- 8 weeks: 4 days
- 6 weeks: 3 days
- 2 weeks: 1 day

Any M3 student missing more than 8 days in the M3 year will be required to meet with the Associate Dean for Student Affairs to discuss barriers to attendance. Students missing more than 12 days in the M3 year will be reviewed by the M3 Promotion and Review Committee for recommendations on repeating the M3 year.

M4 Students:

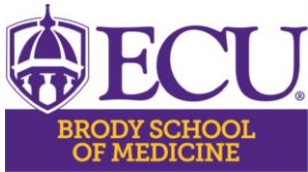
M4 students are an integral part of the healthcare team with professional obligations and responsibilities. It is our expectation that students will be present for their clinical rotations.

Students should carefully read the syllabus for each M4 course to understand the absence policy for each individual clerkship.

Students are expected to respond to correspondence from Clerkship Directors/Coordinators, course faculty, administrators and staff within 48 hours while enrolled in online courses.

During the residency application process, M4 students will communicate directly with their Clerkship Directors and Clerkship Coordinators, where applicable, regarding absences for interviews – an Absence Request Form is not necessary. It is imperative that students communicate well regarding leave required for interviews. Students should make Clerkship Directors and Coordinators aware as soon as they know about a planned interview. If a student plans to be absent for the majority of a clinical rotation, the Clerkship Director may refuse to have the student continue in that clerkship.

M4 students are expected to complete an ‘Absence Request Form’ for personal illness, serious illness or death of a loved one, scheduled healthcare appointment, religious observance, professional travel and USMLE exam dates.



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Below are the maximum amount of total absences allowed given the clerkship length. Any student exceeding these limits will be required to repeat the clerkship or make up the time in some other fashion at the Clerkship Director’s discretion.

- 4 weeks: 3 days
- 2 weeks: 1 day

Even with an excused absence, each individual clerkship has the authority to require that missed work or clinical time be ‘made up’.

BSOM Office of Student Affairs:

Office of Student Affairs staff will review the Absence Request Forms (submitted through our website) and designate them as ‘excused’ or ‘unexcused’. If excused, they will then notify the Course/Clerkship Director and Coordinator for the affected course. Unexcused absence requests will not be passed along to the Courses/Clerkships. Office of Student Affairs staff will keep a log of the number of absences per student and report these to the Associate Dean for Student Affairs on a quarterly basis.

Course/Clerkship Directors and Coordinators:

Course/Clerkship Directors and Coordinators should await notice from the Office of Student Affairs before confirming an absence as ‘excused’. If there is any question about the status of a student absence, the Course/Clerkship Director is encouraged to contact the Office of Student Affairs. They are recommended to include guidelines in their syllabi outlining the Course/Clerkship’s approach to absences (if beyond the scope of this procedure). Clerkships are recommended to publish their ‘black-out’ days in a timely fashion to allow students the opportunity to make informed decisions about the timing of their administrative days.

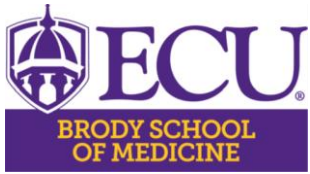
Procedures for Implementation and Review

This procedure will be reviewed by the M1-M4 Curriculum Committees before approval by the Executive Curriculum Committee every three years.

This procedure will be disseminated by the Office of Student Affairs to students and teaching faculty/administration as part of a ‘student handbook’ during orientation each year.

Related Policies

n/a



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Applicable Laws, Regulations & Standards

LCME Standard 3, Element 1