

# Attendance Policy for Clerkships (MD)

## Clinical Years of MD and MSTP Programs

### I. Purpose

This Policy sets requirements for attendance for clerkships at Albert Einstein College of Medicine (“Einstein” or “College”).

### II. Scope

This Policy applies to all Einstein students.

### III. Policy

The clinical clerkships during the third and fourth years of medical school are critically important educational experiences. After two years of rigorous coursework, students will have the opportunity to put their hard-earned knowledge to work as members of medical teams providing compassionate and dedicated care to patients.

Students at the Einstein are expected to participate in all clerkship activities, with an emphasis on mutual professional and educational obligations. Any absences will be recorded in the final evaluation form and reviewed by the Office of Student Affairs. A student with excessive absences may be brought before the Committee on Student Promotions and Professional Standards (CSPPS).

#### III.A. Scheduled Absences

For any scheduled absence, students should submit an absence request form at least 4 weeks before the start of the clerkship so that appropriate scheduling adjustments may be made. The written or electronic approval of the Site Leader, with a copy sent to the Clerkship Director, is required for a scheduled absence to be approved.

Examples of requests for a scheduled absence that will be considered include:

- Religious holidays
- Attendance at professional meetings where the student will be presenting research
- Important social events such as a wedding of an immediate family member (please note, absence requests for social events are not likely to be approved unless there is a close family connection to the event)
- Residency interviews, if unable to schedule an alternate date
- USMLE Step 2 Examinations

- CSA (excluding students doing their Geriatrics or Radiology rotations)
- Other required school activities.

*Note: Scheduled absences will not be approved for clerkship examination dates and orientation dates.*

### III.B. Unanticipated Absences

There may be times when it is not possible to request an absence in advance of the start of the clerkship. Such cases include:

- Death of a close relative
- Serious illness of the student, a parent, spouse, domestic partner, or child
- Other emergencies

In such cases, both the Site Leader and Clerkship Director must be notified, as per clerkship-specific policies. In addition, a physician's note is required in the case of absence for more than 2 days due to illness of the student or a close family member.

### III.C. Approval Process

As noted above, the approval of the Site Leader and Clerkship Director is required for an absence to be approved. Other faculty and residents may not approve absences. The fact that a resident or other faculty member tells a student that he or she can be absent does not constitute an approved absence.

Any student who expects to require a significant time away must speak with the Dean of Student Affairs as soon as the requirements develop.

### III.D. Right to Appeal

A student whose request for an excused absence is denied may appeal in writing to the Clerkship Director within 72 hours of the request being denied. The Clerkship Director may reconsider the request and may consult with the Office of Student Affairs.

### III.E. Unapproved Absences

Absence without prior approval is considered unprofessional behavior and may result in failure of a clerkship, a significant grade reduction or appearance before the CSPPS.

### III.F. Maximum Number of Permitted Absences

The total time a student may be absent from a particular clerkship is based on the length of the clerkship.

**Maximum absence totals are not an entitlement to miss required work and will only be approved for reasons deemed appropriate by the Clerkship Director and Site Leader.**

Length of Clerkship	Number of Permitted Absences
11 weeks	9 days
8 weeks* (subinternship)	6 days

7 weeks	5 days
6 weeks	5 days
4 weeks	3 days
2 weeks	2 days

**III.G. Requirement to Make-Up Time Following an Absence**

Clerkship Directors and Site Leaders are committed to making sure students receive adequate clinical exposure. Students will be required to make-up any absences to complete the clerkship requirements. If the student’s clinical exposure is considered to be inadequate, the student may be required to repeat the clerkship.

Students who are completing required coursework prior to graduation must be careful not to exceed the maximum number of days allowed to be absent. A student who does not complete clinical requirements will not receive his/her diploma at graduation.

\* Maximum number of allotted interview days during the subinternship.

**III.H. References**

[Clerkship Absence Request Form, OSA-FRM-2018-001](#)

**IV. Definitions**

None.

**V. Effective Date**

Effective as of: 1 June 2018

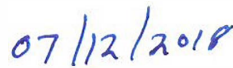
**VI. Policy Management and Responsibilities**

The Responsible Office under this Policy is the Office of the Student Affairs. The Responsible Executive for this Policy is Einstein’s Executive Dean. The Responsible Officer under this Policy is Einstein’s Associate Dean for Student Affairs.

**VII. Approved (or Revised)**



\_\_\_\_\_  
Responsible Executive



\_\_\_\_\_  
Date