NYMC POLICY ON STUDENT ATTENDANCE AND ABSENCE

The curriculum has been carefully designed to ensure that students attain the educational objectives of New York Medical College. Students’ direct engagement in the learning process is required to fulfill these objectives and for completion of the requirements for the M.D. degree.

MS 1 AND MS 2 YEARS STUDENT ATTENDANCE AND ABSENCE POLICY:

Required attendance:

During the first two pre-clinical years, students are required to attend ALL small group conferences, laboratories, clinical preceptor sessions, and other teaching exercises specified as mandatory by the course director, as well as any required educational activities and programs sponsored and directed by the office of medical education and student affairs.

As a general guideline, students are expected to be present for all classes Monday through Friday as shown on the Academic Calendar and are responsible for identifying all mandatory educational activities at the start of each course, trimester, or semester. Specific activities listed in the academic calendar are subject to change due to unforeseen circumstances, not limited to inclement weather. At times, it may become necessary to schedule make-up activities, including examinations, during unscheduled time or immediately prior to vacation periods. Students are expected to schedule off-campus travel only during vacation periods so as not to conflict with the class schedule as shown on the Academic Calendar.

All absences (approved and/or unapproved) from required academic or educational activities will be recorded by the course director(s) on the student's record, along with the reason for such absences, which will be forwarded to the Office of Student Affairs.

Students with repeated absences (approved and/or unapproved) will be required to make up the time missed and may be subject to review by the Professional Integrity Subcommittee of the Student Academic Performance Review Committee (SAPRC) for professional misconduct and/or by the appropriate Promotions Committee.

Anticipated absences: Students must seek prior approval, in advance, and provide acceptable reasons for any anticipated absences with the appropriate course director or educational/student affairs deans where applicable. Travel plans should not be made until the approval has been received from the appropriate course director (s) or the educational/student affairs dean(s).

Lack of attendance for any reason does not relieve the student of responsibility for the material covered during his/her absence. In addition, it is in the purview of each course director to determine if mandatory educational exercises carry weight in the overall final course grading calculation and whether make-ups for some (or all) of their required sessions are available or permissible.

In general, and subject to the student’s make-up responsibility as stated above, approved absences will be allowed for the following reasons, and confirming documentation may be required:
1. Personal illness as documented by a physician. The physician’s note must be submitted on professional stationary.
2. Death or critical illness of an immediate family member.
3. Presentation of scholarly work (poster or oral presentation as first author) at a local or national academic meeting with the approval from the Office of Student Affairs and course director. Approved absence is ordinarily limited to the day of the presentation plus one day for travel.
4. Observance of a religious obligation.

It is understood that, on occasion, legitimate reasons for absence may occur that are not included in the foregoing list. In such cases, it is the responsibility of the student to discuss, in advance, with the course director(s) the reasons for an anticipated absence. However, it is in the purview of course director(s) to approve or disapprove such an absence.

Absence from an exam due to an illness requires documentation by a physician. Prolonged absence due to illness or multiple absences due to illness will also require physician documentation submitted professional stationary to the Office of Student Affairs. Under certain circumstances, such as prolonged illnesses or unapproved absences, a student may be required to receive clearance from a dean for Student Affairs, Student Health Service or Student Mental Health Service, prior to returning to the academic environment.

In emergencies, the student should contact a Student Affairs Dean during normal business hours (914-594-4498) or at MSADean911@nymc.edu during nights and weekends. Student affairs will disseminate information to the appropriate course director(s) and assist students with other necessary arrangements for missed work or exams. In any case, it is the responsibility of the student to contact their course director(s) as soon as possible to arrange for make-up of missed work.

Students who find it necessary to be absent for extended periods of time, for any reason, from the academic environment must discuss the matter in advance with a dean for Student Affairs. Extended absence, for any reason, of 2 or more weeks during any trimester of Year 1 or 3 or more weeks during any semester of Year 2 of the medical curriculum may constitute an automatic withdrawal (administrative leave of absence) from the School of Medicine. Following such an absence (withdrawal/LOA), the student must direct their petition for re-admission to the Senior Associate Dean for Student Affairs who may forward the matter to the LOA (Leave of Absence) and Readmission Subcommittee of the Student Performance Review Committee or the Professional Integrity Subcommittee of the Student Academic Performance Review Committee (SAPRC) and/or the appropriate Promotions Committee for professional misconduct (if applicable). Students are required to apply for a leave of absence if extended absences are anticipated.

Extended absence or multiples absences of less than 2 weeks during any trimester of Year 1 or less than 3 weeks during any semester of Year 2, which are not approved by course directors and a dean for Student Affairs will be adjudicated by the Professional Integrity Subcommittee of the Student Academic Performance Review Committee (SAPRC) for professional misconduct and/or the appropriate Promotions Committee.
MS 3 AND MS 4 YEARS STUDENT ATTENDANCE AND ABSENCE POLICY:

In the third and fourth clinical years, students are required to attend all clerkship functions, including all rounds, lectures, clinic duty, as well as night and weekend duty, as specified by the Year 3 or 4 clerkship director, as well as any required educational activities and programs sponsored and directed by the office of medical education and student affairs. Lack of attendance for any reason does not relieve the student of responsibility for the material covered during his/her absence.

All absences (approved and/or unapproved) from required clerkship activities will be recorded by the clerkship directors on the student's clinical evaluation, along with the reason for such absences, which will also be forwarded to the Office of Student Affairs. Students must seek prior approval and provide acceptable reasons for any anticipated absences with the appropriate clerkship director. Lack of attendance for any reason does not relieve the student of responsibility for the material covered during his/her absence. Absence from an exam or OSCE due to an illness requires documentation by a physician.

Students with repeated absences (approved and/or unapproved) will be required to make up the time missed and may be subject to review by the Professional Integrity Subcommittee of the Student Academic Performance Review Committee (SAPRC) for professional misconduct and/or by the appropriate Promotions Committee.

In general, and subject to the student’s make-up responsibility as stated above, absences will be allowed for the following reasons, and confirming documentation may be required:

1. Personal illness as documented by a physician. The physician’s note must be submitted on professional stationary.
2. Death or critical illness of an immediate family member.
3. Presentation of scholarly work (poster or oral presentation as first author) at a local or national academic meeting with the approval from the Office of Student Affairs and course director. Approved absence is ordinarily limited to the day of the presentation plus one day for travel.
4. Observance of a religious obligation.

It is understood that, on occasion, legitimate reasons for absence may occur that are not included in the foregoing list. In such cases, it is the responsibility of the student to discuss with the clerkship director the reasons for the anticipated absence. However, it is in the purview of clerkship director to approve or disapprove such an absence.

Absence from an exam or OSCE due to an illness requires documentation by a physician. Prolonged absence due to illness or multiple absences due to illness will also require physician documentation submitted to the Office of Student Affairs. Under certain circumstances, like prolonged illnesses or unapproved absences, a student may be required to receive clearance from a Dean for Student Affairs, Student Health Service or Student Mental Health Service, prior to returning to the clerkship.
In emergencies, the student should contact a Student Affairs Dean during normal business hours (914-594-4498) or at MSADean911@nymc.edu during nights and weekends who will disseminate information to the Year 3 or 4 clerkship director and assist students with other necessary arrangements for missed work or exams. In any case, it is the responsibility of the student to contact the clerkship director as soon as possible to arrange for makeup of missed work.

**Anticipated absences:** Students must seek prior approval, in advance, and provide acceptable reasons for any anticipated absences with the appropriate course director or educational/student affairs deans where applicable. Travel plans **should not** be made until the approval has been received from the appropriate course director (s) or the educational/student affairs dean(s).

Scheduled Year 3 or 4 classes/lectures and conferences, if considered mandatory by the clerkship director, will take precedence over any clinical or surgical activity.

**MS 3 and MS 4 10% and 20% Absence Rules* (See below for Notation):**

Approved or Unapproved Absences totaling 10% or more of the days for a clerkship will require counseling and the development of a remediation plan. If such absences exceed 20% of the days required for a clerkship, the student will be required to repeat the clerkship before being promoted to the fourth year or becoming eligible for graduation. If such absences exceed 20% of the days for two or more clerkships, the student may be required to repeat the entire year, if recommended by the Year 3 & 4 Clinical Promotions Committee. Unauthorized absences will be referred to the Year 3 & 4 Clinical Promotions Committee and may result in failure of the clerkship, academic probation or dismissal.

Students who are representing the New York Medical College at a local, regional or national conference (generally considered to be in leadership role in a student approved organization and must be approved by a student affairs dean) will need to make-up missed days in excess of 10% of the clerkship or clinical assignment.

To assist you in the interpretation of the MS 3 and MS 4 10% and 20% Absence Rules*, please refer to the following table:

<table>
<thead>
<tr>
<th>Length of Clerkship</th>
<th>Student absent ≤ 10% of the clerkship</th>
<th>Student absent &gt; 10% and ≤ 20% of the clerkship: required remediation plan</th>
<th>Student absent &gt; 20% of the clerkship: required to repeat the clerkship</th>
</tr>
</thead>
<tbody>
<tr>
<td>4- week clerkships</td>
<td>1-2 days</td>
<td>3-4 (remediate 1-2 days)</td>
<td>5+ days (repeat)</td>
</tr>
</tbody>
</table>

*See below for Notation:
<table>
<thead>
<tr>
<th>Clerkships</th>
<th>1 - 3 days</th>
<th>4 - 6 days (remediate 2 - 3 days)</th>
<th>7+ days (repeat)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-week</td>
<td>1 - 4 days</td>
<td>5-8 days (remediate 3 - 4 days)</td>
<td>9+ days (repeat)</td>
</tr>
<tr>
<td>8-week</td>
<td>1 - 6 days</td>
<td>7 - 12 days (remediate 4 - 6 days)</td>
<td>13+ days (repeat)</td>
</tr>
</tbody>
</table>

*Partial day absences can be considered as full day absences for the purpose of the 10% and 20% Absence Rules.

Students who find it necessary to be absent for extended periods of time, for any reason, should discuss the matter, in advance, with a dean for Student Affairs. Extended absence, for any reason, of 4 or more weeks during any part of the clinical curriculum may constitute an automatic withdrawal (administrative leave of absence) from the School of Medicine. Following such an absence (withdrawal/LOA), the student must direct their petition for re-admission to the Senior Associate Dean for Student Affairs who may forward the matter to the LOA (Leave of Absence) and Readmission Subcommittee of the Student Performance Review Committee or the Professional Integrity Subcommittee of the Student Academic Performance Review Committee (SAPRC) and/or the appropriate Promotions Committee for professional misconduct (if applicable). Students are required to apply for a leave of absence if extended absences are anticipated.

**Additional Information Regarding MS 4 Absences During the Residency Interview Season:**

Apart from the general absence rules governing absences listed above, it is understood that 4th year students will require time off to participate in residency placement interviews. However, students **should not** schedule their interviews during their required Subinternship. Student should schedule their vacation during the peak interview times for their specialty during the months of October through January of fourth year. Occasionally, it is understood that vacation breaks may not adequately address all interviewing needs. Students who require time off from their clinical assignments to interview for residency placements should therefore request this time off with their Year 4 clerkship director well in advance and provide confirming documentation. Students may be granted up to four weekdays during a 4-week rotation for interviews, at the discretion of the clerkship director. In addition, students must notify the Office of Student Affairs in advance of their absence(s). If additional time off for interviews is needed, a remediation plan should be developed by the Year 4 clerkship director.

MS 4 Students who miss more than 20% of a 4th year rotation **for any reason** (i.e., more than 4 weekdays for 4 week rotation) will require a remediation plan, that may include repeating the clerkship,
and/or potential review by the Year 3 and 4 Promotions Committee or the Professional Integrity Subcommittee of the Student Academic Performance Review Committee (SAPRC) for professional misconduct.

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