I. POLICY

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:

Attendance is a professional responsibility, thus lack of attendance is unprofessional. During the first two pre-clinical years in the NYMC SOM, students are required to attend ALL small group conferences, laboratories, clinical preceptor sessions, and other teaching exercises specified as mandatory by the course directors as well as those sponsored and directed by the offices 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.

It is understood that on occasion, legitimate reasons for absence may occur. In these situations, the student must seek prior approval from the Course Director and provide a clear explanation for the possibility of anticipated absence as soon as the student is aware and at least four weeks prior to the beginning of the course. There is no guarantee that all requests for anticipated absences will be approved. Travel plans should not be made until the approval has been received from the appropriate Course Director.

All absences will be documented in the student’s final evaluation, along with the reason(s) for such absence(s) and the nature of make-up activities. Students with repeated absences or failure to abide by the procedures indicated in this policy may be subject to review by the Professionalism and Integrity Subcommittee of the Student Academic Performance Review Committee (SAPRC) for professional misconduct and/or by the appropriate Promotions Committee.

Time Off for Illness:

If a student misses more than 2 consecutive days because of an illness, a physician’s note written on professional stationery is required. Should an absence occur due to illness Course Director(s) must be notified as soon as possible. Under certain circumstances (e.g. prolonged illnesses) 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 course(s).

For emergencies, the first contact should be the Course Director(s). During nights and weekends, or when the Course Director cannot be reached, the student should contact a Student Affairs Dean (914-594-4498) or at MSADean911@nymc.edu. Information will be
disseminated to the appropriate Course Director(s) who will assist students with other necessary arrangements for missed work or exams. In any case, it is the responsibility of the student to contact the Course Director(s) as soon as possible to arrange for make-up of missed work.

**MS 3 AND MS 4 YEARS STUDENT ATTENDANCE AND ABSENCE POLICY:**

Attendance is a professional responsibility, thus lack of attendance is unprofessional. Students are required to attend all clerkship functions, including all rounds, lectures, clinic duty, and night and weekend duty, as specified by the Year 3 or 4 Clerkship Directors, as well as any scheduled educational activities and programs sponsored and directed by the Offices 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.

It is understood that on occasion, legitimate reasons for absence may occur. In these situations, the student **must** discuss the potential absence with the appropriate Clerkship Director and provide a clear explanation for the anticipated absence as soon as the student is aware and at least four weeks prior to the beginning of the clerkship. Travel plans **should not** be made until the discussion has occurred with the appropriate Clerkship Director.

All absences will be documented in the student’s final evaluation, along with the reason(s) for such absence(s) and the nature of make-up activities. Students with repeated absences or failure to abide by the procedures indicated in this policy may be subject to review by the Professionalism and Integrity Subcommittee of the Student Academic Performance Review Committee (SAPRC) for professional misconduct and/or by the appropriate Promotions Committee.

**Time Off for Illness in the Clinical Experiences:**

If a student misses more than 2 consecutive days because of an illness or 1 day during the final week of the rotation, a physician’s note written on professional stationery is required. Should an absence occur due to illness the Clerkship Director, clerkship coordinator, Site Director, and the clinical team must all be notified as soon as possible. Under certain circumstances (e.g. prolonged illnesses) 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.
For emergencies, the first contact should be the Clerkship Director. During nights and weekends, or when the Clerkship Director cannot be reached, the student should contact a Student Affairs Dean (during the school day at 914-594-4498 or at MSADean911@nymc.edu, during nights and weekends) who will disseminate information to the appropriate 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 make-up of missed work.

Additional Information Regarding MS 4 Absences During the Residency Interview Season:
Apart from the general 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 track rotations (e.g. Sub-internships, Critical Care, Emergency Medicine, and Radiology and Diagnostic Medicine). Students should schedule their fourth year non-clinical activities during the peak interview times for their specialty.

II. PURPOSE
- The purpose of this policy is to specify the policies and procedures governing student attendance and absence at the NYMC-SOM.

III. SCOPE:
- NYMC-SOM: Students, Faculty

IV. DEFINITIONS
- None

V. POLICY AUTHOR(S)
- Office of Student Affairs

VI. RELATED POLICIES
- Student Code of Academic Integrity and Professionalism
- Policy on Professional Conduct in the Student-Student, Teacher-Student Relationship

VII. PROCEDURE(S):
- Described in body of policy
New York Medical College
School of Medicine

TITLE:
Policy on Student Attendance and Absence of the NYMC SOM

EFFECTIVE DATE: 7/1/2004

REVISED DATE: 7/1/07, 8/1/13, 10/28/15, 7/13/16

VIII. REFERENCES
• NYMC SOM Student Handbook
• LCME Standard 12.4: Student Access to Health Care Services: A medical school provides its medical students with timely access to needed diagnostic, preventive, and therapeutic health services at sites in reasonable proximity to the locations of their required educational experiences and has policies and procedures in place that permit students to be excused from these experiences to seek needed care.

IX. TYPE OF POLICY
• NYMC School of Medicine: Student Affairs; Education and Curriculum

X. APPROVALS
• First and Second Year Subcommittee of the Curriculum Committee
• Third and Fourth Year Subcommittee of the Curriculum Committee
• Education and Curriculum Committee

XI. POLICY MANAGEMENT
Responsible Executive: Dean of the School of Medicine Responsible Officer: Senior Associate Dean for Student Affairs Responsible Office: Office of Student Affairs

ACCEPTED AND AGREED TO:

D. Douglas Miller, M.D., C.M., M.B.A. Date