

MEDICAL STUDENT POLICY

Title: Phase 1 Attendance Policy and Procedure	
Relevant LCME Element(s): 3.5: Learning Environment/Professionalism 9.9: Student Advancement and Appeal Process 12.4: Student Access to Health Care Services	Last approved: 6/4/2025

I. **PURPOSE**

Define expectations for Phase 1 attendance.

II. **PERSONS AFFECTED:**

Medical students, educational deans

III. **POLICY AND PROCEDURE STATEMENT**

The Feinberg curriculum is predicated upon the active participation and engagement of students and faculty members who have a shared interest in cultivating a respectful and productive learning climate. Preparing to be a physician requires punctuality, preparedness and respectful participation in both learning and patient care environments.

We provide a curriculum that enables both self-directed as well as guided learning. Students engage with didactic material in different ways. Video recordings will be made of non-required classroom sessions. As adult learners, students can choose which type of engagement works best for them for these sessions. Student attendance is required for active learning sessions in which participation is critical or when patients and guest speakers are present. Required sessions will be identified on students' module schedules, and attendance will be monitored.

All medical students have the right to be excused from course work and clinical work to attend their own health care appointments. Faculty and staff will support this right without adverse effect on the student's course performance evaluation and course grades.

Personal days

We understand that students have needs and obligations that require time away such as personal illness, family events, academic presentations, wellness, etc. When needed, students may opt to use a personal day to be excused from days that include required session(s) without the need to provide an explanation. Students are allowed up to 5 personal days during each year of Phase 1. Please note the following:

- No more than 3 personal days can be used during the same week.
- Personal days cannot be used during Introduction to the Profession (ITTP), Synthesis and Application Modules (SAMs), or on exam days. In the rare event that, due to unforeseen circumstances, a student has to miss a portion of ITTP, SAM or an exam day, a personal day will be counted.
- Students must plan to attend more than 50% of each type of small group sessions per module (e.g., 50% of PBL sessions, 50% of H&S small groups, 50% of Medical Humanities Seminars). This ensures faculty are able to adequately assess a student's performance and complete assessments. Exceptions will be made for emergencies or specific situations when the Manager for Student Affairs is notified.
- Careful consideration should be given to missing patient-related sessions and those that affect fellow learners.
- Personal days cannot be used as a fraction of a day.
- In general, missed classroom sessions cannot be rescheduled
- ECMH sessions may need to be rescheduled to meet ECMH session requirements.

The process required for using a personal day is outlined below.

- *Notifications should be made at least 24 hours in advance (except for urgent/emergent illness). In the case of urgent/emergent illness or circumstances, a student should do their best to follow the process below and notify the Manager for Student Affairs or the coordinator for missed activities as soon as possible.* Students enter their intended time off into the MedEd [Portal](#)
- Students notify their small group leader, ECMH preceptor, etc. of any intended time off.
- Students notify their ECMH preceptor and clinic chief of any planned time off to ensure that there are an adequate number of students present to care for patients.
- Students can view the number of personal days remaining in the MedEd Portal.

Other considerations

- Students who exceed 5 personal days in an academic year due to illness or other circumstances must meet with the Associate Dean for Student Affairs. We recognize that a student's physical or mental health needs may require recurring appointments. Feinberg will work with students to accommodate unanticipated medical leaves or expected maternity/paternity leaves with minimal disruption to their education.
- If an absence is anticipated due to a Religious Holiday, please see the [Religious Observation Policy](#).
- If a student is invited to present approved AOSC research at an academic conference, the student is not required to use a personal day. Students will be excused for the date of presentation only. Any additional days for travel to and from the conference will require use of personal days. Please provide written notification of presentation date to the Manager for Student Affairs.
- Professionalism is a core competency of Feinberg students. Students who miss a required session without following the procedures above will be asked to meet with the Senior Associate Dean of Medical Education to discuss the circumstances of the unexcused absence, and a negative physicianship form will be generated.

IV. REVISION HISTORY

6/4/2025: Minor changes due to new portal for requesting personal days.

6/5/2024: Clarified the use of personal days during week-long modules such as ITTP and SAM.

2/7/2024: Minor language clarification and updates; removed virtual session attendance section.

5/3/2023: Added section on the right to attend healthcare appointments.

6/2/2021: Added section on virtual session attendance.

5/5/2021: Added requirement to attend 50% of small group activities, and clarified excused absences to present AOSC research.

12/15/2020: Process revised to include 24-hour advance notice of personal day request.

7/24/2019: Policy revised to include allowance of personal days.

V. APPROVING BODY:

Curriculum Committee