

# MEDICAL STUDENT POLICY

Title: <b>Phases 2 and 3 Attendance Policy and Procedure</b>	
Relevant LCME Element(s): 3.5: Learning Environment/Professionalism 9.9: Student Advancement and Appeal Process	Last approved: <b>4/2/2025</b>

## I. PURPOSE

Define expectations of student attendance in Phases 2 and 3.

## II. PERSONS AFFECTED:

Medical students, educational deans, clerkship directors, elective directors, course directors

## 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 learning as well as patient care environments.

### Clerkships

Students are expected to be present and available for all required clerkship activities in compliance with the Feinberg Duty Hours Policy. Students must be present during clerkship orientation, exams, and OSCEs. Students may only miss up to 2 days in a 4- or 6-week clerkship and up to 3 days in an 8-week clerkship. Students may be asked to make up any missed days. Absences in excess of these amounts may result in the need to repeat a portion or all of a clerkship.

Students must notify a clerkship director no less than 6 weeks in advance of an anticipated absence. Permissible anticipated absences include significant family events, attendance at a professional conference where the student is representing Feinberg or presenting original research or residency interviews. Students should make every attempt to avoid scheduling required clerkships during times when they know they will be away. Flex time should ideally be used for these events.

In an unanticipated absence like a personal illness, serious illness of a spouse or dependent, or other family emergency, students should notify the clerkship director, coordinator, and relevant clinical team members as soon as possible. Notification of the clinical team alone is not sufficient.

### Integrated Primary Care (IPC) Block

Given the short length of the 2-week IPC Block, students who are unexpectedly absent from IPC clinic must make up this time. For every clinic half-day absence exceeding 2 half-days per IPC block, a student's required Phase 2 longitudinal ECMH clinic sessions will be increased by one. If a student misses more than 4 half-days of clinic in an IPC block, the student must repeat the 2-week IPC Block.

### Electives

Students may request up to 3 days off from a 4-week elective to participate in interviews for the residency match only. Students missing more than 3 days in a 4-week elective or more than 2 days in a 2-week selective or enrichment elective for reasons of illness, family emergency or residency interviewing, or university holiday may not receive credit for the elective.

### Required modules in Phases 2 and 3

Students are expected to attend all sessions of Introduction to Phase 2, Phase 2 SAM, Introduction to Phase 3, and Capstone. In the event of an unexpected and excused absence (e.g. personal illness), the student must work with curricular leaders to make up any missed experiences or potentially repeating components or the entirety of the course in the following year to earn credit towards graduation. Unexcused absences will result in a physicianship form for unprofessional behavior and any missed experiences must also be made up.

#### Interdisciplinary Curriculum in Phase 2 (IC2) and Personal Transition to the Profession (PTTP)

Students are expected to attend all IC2 and Phase 3 PTTP sessions unless enrolled in flex time, knowledge consolidation or a scheduled away rotation. **Students must inform the course director and coordinator at least two weeks in advance of the scheduled date of their planned absence.** Students are still required to complete all required assignments. In the event of an unanticipated absence, students must notify the curricular leader and coordinator as soon as possible. Unexcused absences will result in a physicianship form for unprofessional behavior.

#### **Other considerations:**

- Students on night shift/night float should refer to the [Duty Hours Policy](#) for scheduling exceptions that will allow them to attend the above curricula.
- If an absence is anticipated due to a Religious Holiday, please see the [Religious Observation Policy](#).
- 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 assessment and course grades.

#### **IV. REVISION HISTORY**

4/2/2025: Added attendance expectations for ECMH IPC block.

8/7/2024: Clarified attendance expectations for clerkship OSCE and exam days.

4/3/2024: Added section to cover required modules in Phases 2 & 3, as well as Interdisciplinary Curriculum in Phase 2 and Personal Transition to the Profession.

6/2/2021: Added section on virtual session attendance; removed COVID-19 addendum.

7/27/2020: Procedures revised to accommodate change to virtual clerkships and delayed USMLE Step 1 exam due to COVID-19.

#### **V. APPROVING BODY:**

Curriculum Committee