



CLERKSHIP ATTENDANCE POLICY

Policy Overview

In order to gain the knowledge and skills to successfully complete the MSUCOM clerkship program, consistent participation/attendance in program activities is essential. Any time off must not interfere with the quality of the rotation.

1. In the event a student needs to be, absent from any rotation for the reasons listed below and permissible by the rotation syllabus, students may request time off.
2. Any absence (unless emergent) must be approved in advance (at least 30 days) of absence by the medical education department (student coordinator/director or DME), utilizing the Clerkship Program Excused Absence Request Form. Students must notify rotation team and medical education of emergent/illness absences on day of absence.
3. A student may not be absent more than 2 days on any one 4-week rotation (no time off allowed for rotations of 2 weeks or less) for the reasons below (exception Interview absences or Conference absences as below).
4. Any additional time off any one rotation must be approved by the MSUCOM Instructor of Record for the course the absence will occur.

Absence due to residency interviews:

For interviewing only, a student may be absent 4 days on a 4-week rotation (2 days on a 2-week rotation) during the months of September to January in the OMS year 4. Interview invitations must accompany the Clerkship Program Excused Absence Request Form.

Absence due to examinations:

The maximum time off, including travel time, is listed below for the following examinations:

1. COMLEX USA Level 2 CE/USMLE Step 2 CK/Canadian MCCEE: 1 day
2. MSUCOM COMLEX PE Simulation at MSU: 1 day for each scheduled simulation
3. COMLEX USA Level 2 PE/USMLE Step 2 CS(Canadian Students Only): 2 days
4. COMAT/NBME shelf examinations: Travel time and time for exam

Personal Day Absence:

1. Students are allowed a maximum of 5 personal days per academic year in OMS 3 and OMS 4. These days are not carried over from third year to fourth year. These are to be used for illness, physician appointments, and special events (weddings, graduations, special anniversary events) and must not exceed 2 days on any 4-week rotation (#3 above). Any need for time off other than listed will need MSUCOM Assistant Dean for Clerkship approval.

2. Prolonged illness and bereavement will be handled on a case-by-case basis between MSUCOM Assistant Dean for Clerkship and the base hospital/medical education department.
3. Students must notify rotation team and medical education of emergent/illness absences on day of absence.

Hospital organized community events that might lead to periodic absence from rotations

1. Student participation is encouraged and if base hospital approved, would be considered part of the rotation and not a personal day absence.

Jury duty

1. When obligated, student participation in jury duty is not considered a personal day. Court excuses must accompany any absence. If absence is prolonged, this will be handled on a case-by-case basis between the base hospital/medical education and MSUCOM.
2. Please note that being on reserve for jury duty does not qualify for absence from an assigned clerkship rotation.

Conferences

1. While on required/core rotations, no excused absences for any professional meeting will be allowed unless the student is presenting research in which they have participated.
 - a. Appropriate paperwork with proof of presentation and copy of conference agenda must accompany the form.
 - b. Time off in this situation will be for travel and presentation only.
2. While on selective/elective rotations: A student may submit a request for an excused absence to attend one (1) professional meeting, time not to exceed 3 days off rotation. The meeting agenda must accompany the Clerkship Program Excused Absence Request Form.

Vacations/Other

1. Personal vacations, family reunions, etc. are not part of this policy. Vacations can be scheduled periodically, provided all curriculum requirements will be met, with the assistance of your Clerkship Resource Specialist.
2. Vacations will not be permitted on any core rotation or elective rotation