INTRODUCTION AND PURPOSE

The clinical phase of the curriculum requires a full-time commitment by the student for all patient care and educational activities. Students are part of a health care team and assume an active role in the care of patients. Educational experiences (e.g. patient care, clinics, classes, rounds, conferences, simulation, presentations, etc.) are not considered “optional” unless clearly stated by the course director.

The purpose of this policy is to formalize guidelines for time off for planned or unplanned absences during M4 electives; it is intended to ensure that students have time to attend to personal obligations that may arise during elective rotations without compromising patient care or educational requirements.

CANCELLATION

CMS Excused Absence Policy

SCOPE AND APPLICABILITY

This policy applies to all CMS students on fourth year intramural or extramural elective rotations.

POLICY STATEMENTS

1) Excused absences require written approval from the Assistant Dean of Clinical Education.
2) Unexcused absences will be considered a lapse in professionalism and may affect the final grade or result in failure of the elective rotation.

DEFINITIONS

Planned Excused Absence – Students may be granted excused absences under the following circumstances:
1) Remediation of summative M3 OSCE
2) Residency interview  
3) Retake/rescheduled clerkship exam  
4) USMLE Step 2 CK or USMLE Step 2 CS

Unplanned Excused Absence - Students may be granted unplanned excused absences under the following circumstances:

1) Personal medical conditions. A physician’s note is required.  
2) Death or critical illness in a close family member (i.e. grandparents, parents, spouse, children, sibling).  
3) Other emergencies may be considered on a case by case basis.

Unexcused Absence – Student has not received written permission from the Assistant Dean of Clinical Education.

**PROCEDURES**

1) The maximum number of total days a student may be excused is shown below. No half days or hour counts are permitted.

<table>
<thead>
<tr>
<th>Clinical Elective</th>
<th>Maximum number of excused absence days without make-up</th>
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<tbody>
<tr>
<td>4-week clinical elective</td>
<td>2 days</td>
</tr>
<tr>
<td>2-week clinical elective</td>
<td>0 days</td>
</tr>
</tbody>
</table>

2) Any additional days missed above this maximum must be made up at the discretion of the clinical site prior to the rotation end date.  
3) Absence requests must also adhere to any applicable policies from the clinical site.  
4) Days off for holidays are determined by the clinical site. Students on clinical rotations do not follow the Chicago Medical School holiday schedule.

**Planned Absences:**

1) Students submit all requests for excused absences to (1) the clinical site and (2) senior.electives@rosalindfranklin.edu. All requests must include the date(s), the reason, and the required activities missed.  
2) All planned absences must be approved by the clinical site and the Assistant Dean of Clinical Education. Approval for an excused absence is dependent upon the activities of the team, educational sessions, and the number of students off on any given day.  
3) Students will receive notification by email if their request has been approved or not. An absence is not considered approved until email confirmation has been received.

**Unplanned Absences:**
1) For an unplanned excused absence, the student must contact (1) the clinical site and (2) senior.electives@rosalindfranklin.edu by the start of the work day/shift.
2) Unplanned absences lasting more than two days will require documentation.
3) In the event of extreme weather, students should check with the clinical site regarding its status. Unless otherwise directed by the Site Director, students should report for the rotation as scheduled.

POINTS OF CONTACT

CMS Office of Student Affairs and Education: (847) 578-8605

REFERENCES AND RELATED POLICIES

Elective Grading Policy
Sub-Internship Absence Policy
Clerkship Absence Policy
LCME Element 8.8