INTRODUCTION AND PURPOSE:

The pre-clinical phase of the curriculum requires a fulltime commitment by the student for all educational activities. Students are learning to be part of a health care team and will assume an active role in the care of patients during their clinical training. Educational experiences (e.g. classes, simulation, presentations, etc.) are not considered “optional” unless clearly stated in the syllabus.

The purpose of this policy is to formalize guidelines for either planned or unplanned absences during the pre-clinical phase of education; it is intended to ensure that students have time to attend to personal obligations that may arise during this time without compromising educational requirements.

CANCELLATION:

CMS Excused Absence Policy

SCOPE AND APPLICABILITY:

This policy applies to all CMS students during Phase 1 (pre-clinical education).

POLICY STATEMENTS:

1) Excused absences require written permission from the Associate Dean for Basic Science Education.

2) Unexcused absences will be considered a lapse in professionalism and may affect the final grade or result in failure of a course or system block.

DEFINITIONS:

Planned Excused Absence – Students may be granted excused absences under the following circumstances:
TITLE: Sub-Internship Absence Policy

1) Medical appointment or procedure
2) Legal proceedings (jury duty, court date)
3) Participation in local/national meetings where the student is representing RFU/CMS
4) Presentation at an academic conference
5) Religious observance

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

1) Personal medical conditions. A physician’s note is required after one day or on the day of an OSCE or final exam.
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 Associate Dean for Basic Science Education.

PROCEDURES:

1) Students submit all requests for excused absences to cms.studentaffairs@rosalindfranklin.edu. All requests must include the date(s), the reason, and the required activities missed.
2) The CMS Office of Student Affairs and Education will track the progress of each request by first forwarding all requests to the Associate Dean for Basic Science Education for initial review.
3) The Associate Dean for Basic Science Education may deny a request or direct the CMS Office of Student Affairs and Education to forward an approval to the student and appropriate course or system block director(s) via cms.studentaffairs@rosalindfranklin.edu.
4) For all M1 and M2 courses during Phase 1: The student will be required to work with the course or system block director(s) to reschedule the exam or complete an alternative assignment.
5) In the event of an unplanned unexcused absence on the day of a final exam, the student will be allowed to reschedule the exam with a maximum score of Pass for the exam component of the overall grade. If a student has an unexcused absence to two or more exams, the student will be referred to the CMS Professionalism Committee.

POINTS OF CONTACT:

CMS Office of Student Affairs and Education: (847) 578-3295
CMS Office of Academic Learning Environment: (847) 578-3331
REFERENCES AND RELATED POLICIES:

LCME Element 8.8