General Items:

It is the responsibility of the student to communicate well whenever an absence is required. The Request Form for Excused Absences is available in OrgSync. There is a direct link from the Office of Student Affairs website (policy page):

http://www.ecu.edu/cs-dhs/bsomstudentaffairs/BSOM_Policies.cfm

These are reviewed by Student Affairs staff and designated as ‘excused’ or ‘unexcused’. The affected courses are then notified by Ann Wall, the contact person in the Office of Student Affairs regarding absences.

Religious Observances:

Students are allowed a minimum of two excused absences each academic year for religious observances required by the faith of the student. These absences must be submitted at least one week in advance of the observance. Please see the ECU Policy regarding religious observances:

http://www.ecu.edu/cs-acad/oed/upload/REASONABLE-ACCOMMODATION_religion_8-2016-2.pdf

Jury Duty:

Medical Students will, at times, be called for jury duty. Your student status, along with the rigor of your curriculum, allows for a deferment of this duty. Please contact Ann Wall and provide her with a copy of your jury duty summons. She will provide the needed documentation for the deferment.

Abuse of Policy:

Any student with excessive absences or abuse of the absence policy will meet with the Dean for Student Affairs, as well as the Promotion and Review Committee for the corresponding year of school.

M1 and M2 Students:

As soon as a student realizes that they will be absent from a mandatory class, they are expected to notify the Course Director and the Office of Student Affairs (Ann Wall). In the event of personal illness or serious illness or death of a loved one which requires an absence from a required class, the student must complete the absence form on return to school. For a personal illness lasting longer than 3 days, a doctor’s note is required. Any absences from mandatory classes due to serious illness/death of a loved one will require a funeral program/office note to be submitted to Ann Wall on return to school.
Students in the M1 and M2 year are expected to schedule healthcare appointments outside of regular class time. From time to time, this is not possible. If a student has a class conflict with a scheduled healthcare appointment, the student must notify the Course Director in the affected course and submit an absence request in OrgSync. The student must submit an office note (as proof of appointment) to Ann Wall on return to class.

If a student is representing the school at a conference (presenting research or holding a position on a national committee), the absence will be excused. Students are required to provide documentation of the invitation to present or committee status to Ann Wall before the absence will be approved. All conference requests must be submitted in OrgSync at least 14 days prior to the first day of travel. Students must be in good academic standing to be approved for professional travel.

Aside from the scenarios above (personal illness, serious illness/death of a loved one, scheduled healthcare appointment and conference travel for representing/presenting), there are no other excused absences in the M1 and M2 years. Exams will not be moved for unexcused absences.

**M3 Students:**

M3 students are an integral part of the healthcare team with professional obligations and responsibilities. It is our expectation that students will be present for their clinical rotations. As soon as a student realizes that they are ill or there has been a serious illness/death of a loved one, they are expected to notify their Clerkship Director, Clerkship Coordinator, the Office of Student Affairs and their clinical team (attending and residents). Email is an acceptable option for notification. Upon return to school, the student is required to submit an excused absence form to the Office of Student Affairs. For a personal illness lasting longer than 3 days, a doctor’s note is required. For funerals-serious illness of a loved one, the student is required to submit a funeral program/office note to Ann Wall.

The Brody School of Medicine wants to support student wellness. Excused absences will be granted for healthcare appointments. Students are required to notify their Clerkship Director and Coordinator, as well as submit a planned absence form in OrgSync as soon as they are aware of the appointment. Upon to return to school after the provider visit, a note (as proof of appointment) must be submitted to Ann Wall.

If a student is representing the school at a conference (presenting research or holding a position on a national committee), the absence will be excused. Students are required to provide documentation of the invitation to present or committee status to Ann Wall before the absence will be approved. All conference requests must be submitted in OrgSync at least 14 days prior to the start of the affected clerkship. Students must be in good academic standing to be approved for professional travel.

M3 students are allowed 4 administrative days to use at their discretion over the course of the M3 year. A student can use no more than 1 day per clerkship, and the maximum number of allowable absences in each clerkship applies to these administrative days (see below). These days can be taken in ½ day increments if desired. Requests to use these days must be submitted in OrgSync 14 days prior to the start of the affected clerkship. Each individual
clerkship has 'black-out' days when the administrative days cannot be used (due to mandatory activities). Please see each individual clerkship syllabus for a listing of these days. If a student wishes to use more than 1 administrative day in a single clerkship, there will be an academic consequence (please see grading rubric for each clerkship).

Aside from the scenarios above (personal illness, serious illness/death of a loved one, scheduled healthcare appointments, administrative days and conference travel for representing/presenting), there are no other excused absences in the M3 year. Exams will not be moved for unexcused absences.

Even with an excused absence, each individual clerkship has the authority to require that missed work or clinical time be 'made up'.

The following are the maximum amount of total absences allowed given the clerkship length. Please note that any student exceeding these limits will be required to repeat the clerkship or make up the time in some other fashion at the Clerkship Director’s discretion.

-8 weeks: 5 days
-6 weeks: 4 days
-4 weeks: 3 days
-2 weeks: 1 day

Any M3 student missing more than 10 days in the M3 year will be required to meet with the Dean for Student Affairs to discuss barriers to attendance. Students missing more than 20 days in the M3 year will be reviewed by the M3 Promotion and Review Committee for recommendations on repeating the M3 year.

M4 Students:

M4 students are an integral part of the healthcare team with professional obligations and responsibilities. It is our expectation that students will be present for their clinical rotations. As soon as a student realizes that they are ill or there has been a serious illness/death of a loved one, they are expected to notify their Clerkship Director, Clerkship Coordinator, the Office of Student Affairs and their clinical team (attending and residents). Email is an acceptable option for notification. Upon return to school, the student is required to submit an excused absence form to the Office of Student Affairs. For a personal illness lasting longer than 3 days, a doctor’s note is required. For funerals or serious illness of a loved one, the student is required to submit a funeral program/office note to Ann Wall.

The Brody School of Medicine wants to support student wellness. Excused absences will be granted for healthcare appointments. Students are required to notify their Clerkship Director and Coordinator, as well as submit a planned absence form in OrgSync as soon as they are aware of the appointment. Upon to return to school after the provider visit, a note (as proof of appointment) must be submitted to Ann Wall.

If a student is representing the school at a conference (presenting research or holding a position on a national committee), the absence will be excused. Students are required to provide documentation of the invitation to present or committee status to Ann Wall before the
absence will be approved. All conference requests must be submitted in OrgSync at least 14 days prior to the start of the affected clerkship. Students must be in good academic standing to be approved for professional travel.

Students should carefully read the syllabus for each M4 course to understand the absence policy for each individual clerkship.

Students are expected to respond to course director and administrator emails/phone calls while enrolled in online courses.

During the residency application process, M4 students will communicate directly with their Clerkship Directors regarding absences for interviews – an absence form is not necessary. The following are the maximum amount of total absences allowed given the clerkship length.

Please note that any student exceeding these limits will be required to repeat the clerkship or make up the time in some other fashion at the Clerkship Director’s discretion.

-4 weeks: 3 days
-2 weeks: 1 day

Even with an excused absence, each individual clerkship has the authority to require that missed work or clinical time be ‘made up’.

It is imperative that the student communicate well regarding leave required for interviews. Students should make Clerkship Directors and Coordinators aware as soon as they know about a planned interview. If a student plans to be absent for the majority of a clinical rotation, the Clerkship Director may refuse to have the student continue in that clerkship.