

**JOHN A. BURNS SCHOOL OF MEDICINE**  
**Late To or Absence From a Required Session Policy**

August 13, 2021

Students who are late to or absent and not excused from a required session, must contact the course directors, clerkship director or faculty in charge of the session. For pre-clerkship courses, course directors will inform students which activities are required attendance at the beginning of the course (generally all activities, except for lectures unless otherwise designated). For clerkships, attendance at all activities is required. For Transition to Clerkship, Third Year Colloquia and Senior Seminars, attendance at all activities is required. The consequences will be decided by the course directors or clerkship director and may include:

- Make-up session and/or supplemental assignment
- Counseling
- Notification of the Office of Student Affairs
- Discussion at the Evaluation, Review and Remediation Committee
- Referral to the Student Standing and Promotion Committee

The following will be considered in determining student referral to the Student Standing and Promotion Committee:

- Review of past absences of individual with OME and OSA
- Review of past behavior and professionalism issues with OSA

In addition, any absences from a required session may result in an “incomplete” grade until the make-up session and/or supplemental assignment, as determined by the course/clerkship directors, has been completed, or a “no credit” grade for the course/clerkship.

The following will be considered excused absences:

- Approved educational/research activities (e.g. presenting at a conference)
- Illness (with notification of course/clerkship directors or faculty supervising the activity prior to session)
- Unavoidable circumstances (documentation may be requested by course/clerkship directors) (e.g. accidents, transportation failure, care for immediate family member)

Approvals (e.g. conferences, etc.) are **not guaranteed**, and the correct request form (pre-clerkship or clerkship) must be submitted to course or clerkship directors at least three months in advance for foreseeable events (exceptions may be made on a case-by-case basis). For certain unforeseeable events (e.g. residency interviews), students should notify their course or clerkship directors as soon as possible. Factors involved in decision-making include academic progress, type of event and the student role in the event, and what the faculty feel would be in the best interest of the student. Students may also place a request for personal reasons (e.g. funeral of a close family member), but as with all requests, approvals are not guaranteed. Students may appeal the decision with the Directors of the Office of Student Affairs and Office of Medical Education, and those directors should consult the course or clerkship directors in making their decision. Students should also notify OSA if they will be traveling off island.

As noted under “Excused Absences to Access Health Care”, there is no academic penalty when taking time away from classes and clinical responsibilities when needed to access health care.

*Process:*

- 1. On the request form, the student will note which required sessions they will be missing and obtain signatures or attach email approval from the appropriate faculty in charge.*
- 2. Course or Clerkship Director approval/disapproval*
- 3. OSA approval/disapproval*
- 4. The student should return the fully signed form to the course or clerkship director, and the course or clerkship director should provide a copy to OSA for their records.*

Approved by JABSOM Curriculum Committee August 13, 2021

### **Pre-clerkship Addendum**

Pre-clerkship students may miss no more than 3 calendar days of educational activities, and no more than one PBL within those 3 calendar days, per semester, with signatures from each director in charge of the required activities to be missed (PBL, clinical skills, community health, learning communities, required lectures, etc), course directors and OSA. Students should not miss exams or other summative events.

Approved by PEC December 9, 2022.

### **Clerkship Addendum**

For students late to or absent from the required NBME shelf exam or departmental clerkship exam administered at the end of their clerkship experience, every effort must be made by the student to contact the clerkship administrator and/or clerkship director to update them on the reason for their absence. No exceptions will be made if the student is not present at the start of the exam and this student will not be allowed to take the exam on that day. The clerkship administrator proctoring the exam will be allowed to start the exam on time for the others taking it. Unexcused tardiness or absence from an NBME shelf exam or departmental clerkship exam will result in automatic

notification of the incident to the Office of Student Affairs. Other consequences of this type of unprofessionalism may include the following:

- Lowering of the involved student's overall grade at the discretion of the clerkship director
- Disruption in the student's next rotation due to the timing of when the missed exam can be rescheduled
- Discussion at the Evaluation, Review and Remediation Committee (ERRC)
- Referral to the Student Standing and Promotion Committee (SSPC)

Under certain circumstances, a student's tardiness or absence from the NBME shelf exam or departmental clerkship exam may be considered excused by a clerkship. Please see the JABSOM *Late To or Absence From a Required Session Policy* for further details regarding what may be considered excused. If the incident is excused, every effort will be made to reschedule the exam for the student without penalty.

Approved by CEC September 21, 2022.