

MUSC College of Medicine

4th Year Student Absence and Away Policy

Emergency Excused Absences

For an emergency excused absence, the student must contact the Course Director to obtain approval. Students may be granted emergency excused absences under the following circumstances:

- Death or serious illness of a close family member (i.e., grandparents, parents, spouse, children, siblings).
- Personal illness. A doctor's excuse is needed if the student is away for 2 days or longer.

Planned Excused Absences

For a planned excused absence, the student must contact the Course Director at least one week prior to the start of the rotation regarding the absence. Planned excused absences **are not permitted on the first and last day of a rotation**, except under unusual circumstances. Students may be granted planned excused absences under the following circumstances (see separate section for 4th year interviewing and taking USMLE Step 2 Clinical Skills exam):

- Fourth year students making an academic presentation or wanting to attend a regional or national conference. NOTE: The Course Director must approve student absences pertaining to regional or national conferences prior to informing the Dean's Office.
- Significant life events that involve a close family member, such as wedding or graduation.
- Mandatory court appearances.
- Time away from the core must be minimal and preferably, no more than 2 patient care days.
- Core clerkships will inform Myra Haney in the Dean's Office of all student absences granted.

Procedures to Make Up Time Missed for Both Emergency Excused and Planned Excused Absences

For emergency excused absences:

- No make-up of rotation time is required for 2 days away.
- Make up of rotation time is required for more than 2 days away, and the student is required to make-up all of the rotation time missed.
- Make up of rotation time should be completed during the rotation, and when not possible, the dates for the make-up of rotation time are at the discretion of the Course Director.

For planned excused absences:

- All rotation time away must be made up.
- All patient care responsibilities must be covered during the period of absence.

Senior Excused Absences for Interviews and/or USMLE Step 2 Clinical Skills Exam (NEW POLICY BEGINNING 2005-2006 SCHOOL YEAR)

- Students may be excused for up to a total of 4 days during a four week rotation in the months of Nov., Dec., & Jan. for interviews and taking the exam. Students may be excused for a total of 2 days in other months. For two week rotations, students may miss up to a total of 2 days.
- The time does not need to be made up as these are requirements that the student must complete.
- Senior Core Post-Match Excused Absences

Students enrolled in a senior core following the Match are **allowed a two-day block of time during one core** to be engaged in residency-related preparation activities (i.e. locate housing).

The Course Directors will inform the Dean's Office, via Myra Haney, of all student absences.