

## MUSC College of Medicine Third Year Student Absence Policy

### Overview

As medical student on your clinical clerkships, the expectations for quality performance are different than those of the first two years. Your presence (both physically and mentally) is expected at all times deemed appropriate by your supervising physicians and clerkship coordinators. Educational experiences (e.g., rounds, conferences, clinics, presentations, etc.) are “not optional”. You are in-training and are being supervised in your daily tasks but the degree of responsibility and accountability for your performance is best viewed in this light. Furthermore, the amount of effort and enthusiasm you display in your approach to this position will be reflected on your performance evaluation.

That having been said, life invariably develops conflict on certain occasions and may require your absence away from your rotations. You should strive to minimize absences but in the situation where you must be gone, a few comments are in order:

Course Directors and Coordinators will inform Myra Haney in the Dean’s Office of all student absences granted.

### Emergency Absences

For an emergency absence, the student must contact the Course Director. Students may be granted emergency 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 longer than two days.

### Planned Absences

For a planned absence, the student must obtain approval from the Course Director no less than one week prior to the start of the rotation. Planned absences are not permitted on the first and last day of a rotation, except under unusual circumstances. Planned absences for clerkships are limited to two days and for selectives, they are limited to one day. Planned absences include:

- Making an academic presentation at 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 a wedding or graduation.
- Mandatory court appearances.
- Mission trips are **not** allowed as planned absences.
- It is **discouraged** to plan personal significant life events which require extended absences during the school year; but if they are unavoidable, the Dean’s Office will review exceptions on a case by case basis.

### Procedures to Make Up Time Missed for Emergency and Planned Absences

- For Clerkships, you are required to make up rotation time when more than two days are missed.
- For Selectives, you are required to make up rotation time when more than one day is missed.
- Make up of rotation time should be completed during the rotation, but the Course Directors reserve the right to make final decisions regarding make up time.
- All patient care responsibilities must be covered during the period of absence.

### Contact information for Myra Haney

Office located in the Dean’s Office

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