POLICY MANUAL

SUBJECT: Student Attendance  TITLE: Attendance Policy for Clinical Clerkships
CODING: 40-40:00  ADOPTED: 1/7/03  AMENDED:


I. PURPOSE: To establish minimum requirements for student attendance.

II. ACCOUNTABILITY: Under the Associate Dean for Student Affairs, all third and fourth year clerkship and elective directors shall ensure compliance with and shall implement this policy.

III. APPLICABILITY: This policy shall apply to all third and fourth year students who enroll at Rutgers New Jersey Medical School.

IV. RELATED POLICY: Refer to policies.rutgers.edu.

V. POLICY

Participation in learning experiences is essential for the development of competent physicians. Attendance is expected at all scheduled activities, including lectures, conference, rounds, clinical assignments, on-call, and preceptorships. A clerkship or elective director may grant a student an excused absence from a mandatory clerkship or elective session for the following reasons:

- severe personal illness;
- birth of a child;
- mandatory jury duty;
- serious illness or death of an immediate family member¹;
- residency interviewing;
- or by approval of the Associate Dean for Student Affairs.

Students must notify the respective clerkship/elective director or her/his designee of his/her expected absence on or before the scheduled start time of the clerkship/elective. The student may not leave a message or write an email; he/she must speak to the clerkship/elective or his/her designee and be granted the excused absence. The clerkship/elective director may require appropriate documentation. In the event that the clerkship/elective director or his/her designee is not available, the student must contact the Associate Dean for Student Affairs.

Unexcused absences are not permitted and will result in failure and repetition of the clerkship/elective. All excused absences must be made-up; any time not made-up will result in a grade of “I/R -Incomplete/Requirements.”

Students who are absent for more than five consecutive or cumulative days within a clerkship or elective will be required to take a leave of absence from the School. When a student is placed on a leave of absence, the clerkship/elective director will determine how remaining clerkship/elective requirements must be fulfilled, which may include, but is not limited to, repetition of the entire clerkship/elective.

Students have one flexible day that they can utilize during each of the third year clerkships, which are not required to be made up. The date the student requests needs to be approved by the Clerkship Director. A maximum of one day can be requested per clerkship. Flexible days will not be approved during the following:
• third year electives;
• on days that there are mandatory sessions or events;
• immediately before or after a University recognized holiday;
• if the Clerkship Director thinks that it will cause a hardship for the clinical service.

In response to events or notifications of escalating, and/or severe weather and/or other disasters and catastrophic emergencies, the RBHS may decide to implement curtailment of operations procedures described in the “Inclement Weather and Emergency Curtailment of Operations” policy. Hazardous weather, disasters, catastrophes, and other emergencies do not automatically cause curtailment procedures to be placed into effect; a decision to implement curtailment procedures must be made and communicated by the appropriately designated University or RBHS officials.

For the purpose of inclement weather or other disasters and catastrophic emergencies, students shall not be deemed or characterized as “essential or emergency” personnel as these designations are defined by law. Pursuant to Rutgers and RBHS policies, students shall not be compelled or required to report to their duties nor should they be adversely affected by their absence (i.e., evaluations and/or grading), as the absence shall be deemed an excused absence. Please note that all excused absences due to such emergencies will be addressed at the clerkship level. Clerkship and elective directors are obligated to enforce this policy.

By Direction of the Dean:

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Associate Dean for Student Affairs

¹Members of the immediate family are defined as spouse, domestic partner, children, parents, brother or sister, parents-in-law, grandparent, brother-in-law or sister-in-law, aunt or uncle, niece or nephew or other relatives living in the student's household unit.