PHASE 2 and 3 Clinical Rotation Absence Policy

Attendance Requirements During the Phase 2 and Phase 3 Curriculum
Daily attendance during the Phase 2 and Phase 3 Curriculum is mandatory, and therefore time away from rotations is not permitted, except in the event of illness or emergency. Rarely, there may be a special circumstance that warrants an approved absence from a rotation. Any absences from a Phase 2 or Phase 3 clerkship or course must be requested/submitted for Student Affairs Dean approval *prior to* missing rotation obligations. Absence requests *cannot be granted/approved by* Clerkship or Course Directors, Site Directors, Clerkship/Course Coordinators, individual Faculty Attendings or Residents. Absences without prior notification to and approval from the DUCOM Student Affairs Dean will be considered as unexcused absences, warranting a Report of Concern for Unprofessional Behavior and potentially subject to action of the Student Promotions Committee. (For specific policy about requesting absences for residency program interviews during the 4th year, which do not require approval by a Student Affairs Dean, see section below titled "Absences for Residency Interviews".)

Depending on the specific circumstances, students are expected to request absence excusals from Year 3 or Year 4 rotations by utilizing either the Student Affairs Emergency Hotline OR the DUCOMpass App, as specified below:

A) Student Affairs Emergency Hotline:

- For personal emergencies or acute circumstances requiring **NBME "Shelf" examination excusal**, students are expected to call the Student Affairs Hotline at 215-991-8184 to speak to a Student Affairs Dean. The DUCOMpass App Absence Request Forms should **not** be used for urgent NBME Subject exam excusal requests or for personal emergencies.

B) DUCOMpass App:

1. Requests for Excusal due to Acute illness: In the event of acute illness requiring missed day(s) from a rotation, students *must* use the DUCOMpass App to complete and submit the Urgent Absence Request Form *in advance* of the start of the missed workday in order to be excused. A Student Affairs Dean will confidentially review all absence requests; if approved, a written notification will be sent to the appropriate Clerkship/Course Director. Written documentation from a physician is *expected* for student absences due to illness and must be sent to the Dean for Student Affairs. If a student misses *two or more days* due to illness, written documentation from a physician is *required*. (*Submission of physician documentation should not delay a student's timely request for absence.)* When a student submits an Urgent Absence Request through the DUCOMpass App, it is the student's professional responsibility to inform, via email, the relevant resident(s), attending physician, and Course Director of the absence. *Students do not need to disclose the reason for the absence to these individuals.*

2. Requests for Excusal due to Special Circumstances: Examples of special circumstances where absences *may* be approved include student and/or family member weddings, planned physician visits or student presentations at a national meeting. Since dates for such special circumstance are known in advance, requests for excusal must be made to the Dean for Student Affairs through the DUCOMpass App Absence Request Form *at least four (4) weeks* prior to the start of the rotation that you are requesting the absence

request from. It is recommended that requests be made as early as the special circumstance date is known (the more advance notice given, the more likely it will be that the request can be accommodated). Written documentation from a physician is required for student absences due to a planned physician's visit.

Make-up for Absences:
All missed time from Phase 2 or Phase 3 rotations will require make up. The Clerkship or Course Director *will determine how and when the missed time will be made up*. Make-up for missed time may include additional days, additional call and/or additional assignments. If the missed time cannot be made up during the remainder of the rotation, the Clerkship or Course Director may elect to submit a grade of Incomplete until such a time as the student satisfactorily makes up the missed rotation requirements. Students may not pursue make-up work for one Clerkship/Course while engaged in another Clerkship/Course.

Absences for DUCOM Clinical Skills Assessment (CSA) or USMLE Step 2 CKexams: Absences due to these exams do not require an excusal from a Student Affairs Dean and will typically not require make-up work *unless* a specific mandatory activity is missed. If a student takes more than one day off for these exams during an individual rotation or if a student has already missed a day(s) for other reasons, required make-up time will be necessary. It is the student's professional responsibility to let the Course Director, Course Coordinator, and clinical team resident/attending physician know of their scheduled date(s) and absence needs for these required exams, prior to the start of the rotation

Absences for Residency Interviews
Time away from fourth-year rotation assignments for the purpose of interviewing for residencies is permitted under the following conditions:

- A *maximum* of three (3) TOTAL absence days in any four-week rotation are permitted for residency interviewing. Students may request half days or full days of absence to attend residency interviews, but can not exceed three full days of absence during a four-week rotation
- Absences for residency interviews *are not permitted during a two-week rotation*; Students should not schedule two-week rotations during the time period that they will be attending residency interviews.
- The student is responsible for notifying the Course Director and Course Coordinator by email to obtain approval for residency interview absences before they occur. When submitting requests to the Course Director and Course Coordinator, students must include their electronic/emailed interview confirmation in their correspondence. Absences without prior notification to the Course Director and Course Coordinator will be considered as unexcused absences, warranting a Report of Concern for Unprofessional Behavior and subject to action by the Student Promotions Committee.
- While students *must* notify the Year 4 Course Director and Course Coordinator to obtain approval of rotation absences for residency interviews, these absences are exempt from the usual absence policies and therefore *do not* require a DUCOMpass absence request form or prior approval from a Student Affairs Dean.
- A Course Director has the prerogative to require make-up work/time for *any* absences taken from a rotation, including absences for residency interviews.

Recurrent Missed Clinical Time due to Appointments:

Students who need to be excused from clinical time on a regular basis for recurring medical appointments should seek out assistance and submit requests for accommodations through the Drexel University Office of Equality and Diversity's Disability Resources team.