

Attendance Policy for Einstein MD Students

I. Purpose

This Policy sets requirements at Albert Einstein College of Medicine (“Einstein” or “College of Medicine”) for student attendance at education sessions and assessments throughout all phases of the medical school curriculum.

II. Scope

This Policy applies to all Einstein students.

III. Policy

III.A. Pre-Clerkship Phase

III.A.1. Attendance at Instructional Sessions

Although attendance at lecture sessions during the pre-clerkship phase (see definitions) of the curriculum is not required, the Office of Medical Education and the Office of Student Affairs strongly recommends it.

Student attendance is mandatory at all laboratory, small-group, and large-group, **active-learning** sessions (see [OME-MAN-2021-006](#) for a listing of what Einstein considers “active learning”).

Attendance is required at all active learning sessions because collaborative participation occurs, and it is expected that students will apply knowledge and practice skills during these educational activities. Social accountability is critical to the practice of medicine.

Although students do not receive points towards their final grade for attending required sessions, they may lose points by having unexcused absences of required sessions.

Recording of attendance will be done using a QR code, which will only be active during the specific session. Students will need to enter their Banner ID to register their attendance.

III.A.2. Excused Absences – Instructional Sessions

Excused absences are absences where the student notifies the course director beforehand and is given permission to miss the required-attendance event. If permission is not given, the absence will be considered unexcused (see section III.A.3 below).

Typical criteria for excused absences include:

- Acute illness
- Established religious high holidays

- Scholarly presentation at a regional, national or international conference meeting*

*Prior to requesting funding to attend a conference that occurs during a course, the student must first get approval from the course director to miss any required labs or instructional sessions. The source of the funding (e.g., OSA, OME, Global Health, Diversity Enhancement, Student Research, Department Chair, etc.) does not change this requirement to get course director approval first.

The method for remediation for excused absences from instructional sessions is at the discretion of the course director.

III.A.3. Unexcused Absences for Instructional Sessions

Unexcused absences are student absences where the course director is not notified before the event with required attendance.

Arrival later than 15 minutes after the scheduled start time to a required attendance session is recorded as an unexcused absence.

Any student with an unexcused absence must contact the course director as soon as possible. If discussion leads to the course director deciding the absence was permissible, then the absence will be considered as excused. The Office of Medical Education reports any unexcused absence to the Office of Student Affairs.

The method for remediation for unexcused absences from instructional sessions is at the discretion of the course director. Failure to complete remediation assignments could result in course failure.

The Office of Medical Education will provide a weekly report to the Office of Student Affairs a listing of students who have unexcused absences.

III.A.4. Excused absences for Assessments

For any conflict with an examination, students must contact the Office of Student Affairs with their request to postpone the examination. The Office of Student Affairs is the sole authority for granting such an excusal.

III.B. Clerkship Phase

III.B.1. Attendance During Didactic Sessions and Clinical Rotations

The clinical rotations during the third and fourth years of medical school are critically important educational experiences. Students are expected to participate in all clinical rotation's activities, with an emphasis on mutual professional and educational obligations. Any absences will be recorded in the final evaluation form and reviewed by the Office of Student Affairs. A student with excessive absences may be brought before the Committee on Student Promotions and Professional Standards (CSPPS).

III.B.2. Scheduled Absences

For any anticipated scheduled absence, students should submit an absence request form at least 4 weeks before the start of the clerkship so that appropriate scheduling adjustments may be made. The written or electronic approval of the Site Leader, with a copy sent to the Clerkship Director, is required for a scheduled absence to be approved.

Examples of requests for a scheduled absence that will be considered include:

- Religious holidays
- Attendance at professional meetings where the student will be presenting research
- Important social events such as a wedding of an immediate family member (please note, absence requests for social events are not likely to be approved unless there is a close family connection to the event)
- Residency interviews, if unable to schedule an alternate date
- USMLE Step 2 Examinations
- CSA
- Other required curricular activities.

Note: Scheduled absences will not be approved for clerkship examination dates and orientation dates.

III.B.3. Unanticipated Absences

There may be times when it is not possible to request an absence in advance of the start of the clerkship. Such cases include but are not limited to:

- Death of a close relative
- Serious illness of the student, a parent, spouse, domestic partner, or child
- Other emergencies

In such cases, both the Site Leader and Clerkship Director must be notified as soon as possible, as per clerkship-specific policies. In addition, a physician's note is required in the case of absence for more than 2 days due to illness of the student or a close family member.

III.B.4. Approval Process

As noted above, the approval of the Site Leader and Clerkship Director is required for an absence to be approved. Other faculty and residents may not approve absences. The fact that a resident or other faculty member tells a student that he or she can be absent does not constitute an approved absence.

Any student who expects to require a significant time away must speak with the Dean of Student Affairs as soon as the requirements develop.

III.B.5. Right to Appeal

Absence without prior approval is considered unprofessional behavior and may result in failure of a clinical rotation, a significant grade reduction, or appearance before the CSPPS.

III.B.6. Maximum Number of Permitted Absences

The total time a student may be absent from a 3rd year required clerkship is 2 days. After 2 days, make-up time/assignments are required.

- For 2 excused absences (including Class-wide Holidays) no make-up day is required.
- For 3 or more absences (including the clerkship-wide days off), makeup time is required, and the WellMed Friday afternoon can be used at the discretion of the site leader.
- For any missed didactics, make-up assignments will be at the discretion of the site leader.

The total time a student may be absent from a 4th year rotation is 3 days. While it is expected that students will – to the extent possible – make up all days they miss, any days missed in excess of three days will require make-up time/assignment.

Maximum absence totals are not an entitlement to miss required work and will only be approved for reasons deemed appropriate by the Clerkship Director and Site Leader.

III.B.7. Requirement to Make-Up Time Following an Absence

Clerkship Directors and Site Leaders are committed to making sure students receive adequate clinical exposure. Students will be required to make-up any absences to complete the requirements of their clinical rotation. If the student’s clinical exposure is considered to be inadequate, the student may be required to repeat that clinical rotation.

Students who are completing required coursework immediately prior to graduation must be careful not to exceed the maximum number of days allowed to be absent. Students who do not complete clinical requirements will not receive their diplomas at graduation.

III.C. Excused absences for Assessments

For any conflict with an examination, students must contact the Office of Student Affairs with their request to postpone the examination. The Office of Student Affairs is the sole authority for granting such an excusal.

III.D. References

[OME-POL-2021-066, Student Work Hours and Active Learning Policy \(MD\)](#)

[OME-MAN-2021-006, Instructional Methods Categorized as Active Learning \(MD\)](#)

[OSAMD-FRM-2018-001, Clerkship Absence Request Form \(MD\)](#)

IV. Definitions

Pre-clerkship Phase. This is the first roughly 18-month period of the medical school’s curriculum, beginning at matriculation in August of one year and ending by December 31 of the following year.

Clerkship Phase. This is the second roughly 30-month period of the medical school’s curriculum, beginning after the pre-clerkship phase (see above definition) ends, and culminating with Commencement from Einstein.

V. Effective Date

Effective as of: 18 May 2022


VI. Policy Management and Responsibilities

The Responsible Office under this Policy is the Office of Medical Education. The Responsible Executive for this Policy is Einstein’s Executive Dean. The Responsible Officer under this Policy is Einstein’s Senior Associate Dean for Medical Education.

VII. Approved (or Revised)



Responsible Executive



Date