

Attendance is required for all clinical experiences (inpatient and outpatient) during the M3 clinical rotations.

A. ABSENCES

Excused absences will be granted in the following circumstances: serious illness, family illness, birth of a child, jury duty, presentations at professional meetings, and personal emergencies. Family members are defined as follows: spouse, fiancé/fiancée, partner, child, parent, sibling or an individual for whom the student is the primary caregiver. In the case of illness, the student will be required to present a doctor's excuse if absence due to the illness lasts more than 24 hours. In the case of an absence, the student should notify the clerkship director, clerkship coordinator, and the Office of Student Affairs by completing the google form, in a timely fashion with advance notice if possible.

Make-up assignments are at the discretion of the clerkship director and may necessitate making up clinical time during evening shifts and/or on weekends for clerkships. Making up credit for individual student assessments (including shelf exams) missed due to an excused absence will be done in collaboration with the clerkship director and if necessary the staff in the Division of Medical Education.

All absences will be tracked over the M3 year, inclusive of all clerkships. Absences which result in a pattern over a given academic year or over a given clerkship which impact the student's ability to meet the curricular objectives or failure to work through the outlined channels in requesting approval, are behaviors which might warrant a PEC note to document the student's lapse in professionalism. Should a student continue to accrue absences, a second PEC note will be issued and the student will be referred to the Student Promotion and Evaluation Committee.

B. VACATION

Students receive the holidays posted in the Whiddon College of Medicine Academic Calendar.

III. M4 Courses

Holidays and Continuous Professional Development: All blocks in the M4 year begin on a Monday and end on a Friday. Time off for M4s during holidays is at the discretion of the supervisor/course director or may be delegated to the responsible resident on the service. For M4 students, excused time to observe official university holidays is at the discretion of each course director. The student must communicate with the director before the holiday and adhere to his/her decision. M4 students are expected to assume in many respects the role of a physician, and in so doing to recognize the needs of patients and the need of the service for coverage, regardless of weekends and holidays. M4 students can assign their blocks of CPD-400 Continuous Professional Development to any block dates of their choice, keeping in mind these blocks are frequently scheduled during the residency interview season.

M4 medical students are allowed to miss a total of five (5) days during a four (4) week M4 course in order to interview for residency, attend a "second look" initiated by the designated program or institution, or to take Step 2 CK. Exceptions to this guidance include the following:

When an M4 student is enrolled in a required M3 clerkship, that student is subject to the attendance requirements established for the M3 clerkships regarding mandatory clinical and curricular time, excused time, and make-up of clinical and curricular time. Although this clerkship is taken during the student's M4 academic year, this clerkship is not considered an M4 course.

The five (5) days off during an M4 course cannot be taken during an Acting Internship rotation.

The five (5) days off during an M4 course cannot be taken in succession causing the student to miss an entire week unless this request has previously been approved by the course director.

In the event of a "second look" at a residency program or institution, the student must be able to provide the course director with documentation demonstrating that the institution or residency program initiated the official "second

look". If the "second look" is initiated by the student, life event days must be utilized in order to be excused from coursework.

1. Sophomore Member: The sophomore may attend the regional spring meeting after finishing his/her sophomore year. The previous fall meeting may be attended when financially feasible and approved by the Associate Dean for Student Affairs or designee.
2. Junior Member: The junior member may attend both the fall national and spring regional meetings.
3. Senior Member: The senior member may attend the fall national meeting, the last time to serve as a voting member. If he/she holds a national or regional elected office, the senior should plan to attend both the fall and spring meetings. The spring regional meeting may be attended when financially feasible and approved by the Associate Dean for Student Affairs or designee.

B. AMA

Medical Student Section Travel and expenses for one or two students to attend each of two meetings (annual meeting in June and interim meeting in December) will be paid by the College (1/2 of total) and the Medical Association of the State of Alabama (1/2 of total) provided the student(s) is presenting or is on the program in some capacity. The student will be excused for one day of travel to the meeting, attendance at the meeting on the day of presentation or scheduled participation, and one day for return travel.

C. Students with Presentations at Professional Meetings within the continental United States and Canada

1. If a student has submitted academic work to a Professional Society which has been accepted for presentation and the student is a named presenter, the student may request time off and assistance with funding from the Office of Student Affairs. Note: The submitted work must have been initiated after the Student's date of matriculation at the USA Whiddon COM or the Summer Research program and be performed in conjunction with a USA Whiddon COM or USA Health investigator in order to request funding. Requests for funding for work performed at another institution or to be presented at

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VI. Life Event Days

In order to allow for other important planned events in a student's life (i.e. family events such as weddings, graduations, funerals of friends or non-first degree relatives, major religious holidays, participation in professional meetings, student initiated "second looks" at residency programs, etc.) students may be granted up to 3 full days per each academic year. If possible, these days are not to be taken in succession so as to be absent a week from the learning environment. Additionally, these days are not considered personal days or time off to use otherwise.