

YALE UNIVERSITY SCHOOL OF MEDICINE PROCEDURE

ABSENTEEISM FROM MANDATORY PRE-CLERKSHIP CURRICULUM

It is the student's professional responsibility to review the absenteeism policy and procedure and specific attendance requirements for all course and curricular activities in which he/she is involved. All mandatory curriculum sessions are noted on the BlueDogs schedule/calendar. Students are expected to be present at ALL required-attendance sessions and to SIGN IN using BlueDogs. The date and time of access will be recorded along with the name of the student. The Office of Curriculum will monitor this in order to check on attendance in required events.

Procedure for Missing a Mandatory Session with An Acceptable Reason

The following constitute acceptable reasons for being absent from a mandatory curricular activity:

- Personal illness or illness in immediate family member
- To seek health-related care
- Death in the family
- Religious holiday observances
- Participation in a scientific conference where the student is the lead author/presenter and directly participating in the conference presentation
- Thesis related research of critical importance when it is impossible for the activity to be conducted at any other time.

If a student anticipates missing a mandatory session due to one of the acceptable reasons, he/she must communicate by emailing attendance.ysm@yale.edu in advance, when possible. In cases involving illness and unexpected emergencies, students should email attendance.ysm@yale.edu as soon as possible. Students wishing to discuss personal reasons for absences may contact the Associate Dean for Student Affairs.

Procedure When a Student Misses a Mandatory Session without an Acceptable Reason

After a student misses the first mandatory session, he or she will receive an email from the Co-Directors of the Pre-Clerkship Curriculum that notifies the student of his or her absence and a reminder that further absences risk the student being referred to the Progress Committee.

After a student misses a second mandatory session during the Pre-Clerkship Curriculum, he or she will receive an email from the Co-Directors of the Pre-Clerkship Curriculum that notifies the student that he or she has missed two mandatory sessions. The student's Academic Advisor will be copied on the email.

After a student misses a third mandatory session during the Pre-Clerkship Curriculum, he or she will receive an email from the Co-Directors of the Pre-Clerkship Curriculum that notifies the student that he or she has missed three mandatory sessions and will be referred to the Progress Committee. The Office of Curriculum will communicate the student's name to the Progress Committee.

Procedure When a Student Fails to Sign-In During a Mandatory Session

If the student attended a mandatory session but forgot to sign-in, the student has until 11:00 PM on the day of the mandatory session to email attendance.yasm@yale.edu and explain that he or she forgot to sign-in. Failure to notify attendance.yasm@yale.edu of a forgotten sign-in during this time period will result in the student being charged with one absence. If a student forgets to sign in a second time they will be required to sign up for the automatic text reminders for mandatory session sign-in if they are not already enrolled. In addition, they will receive an email from the Co-Directors of the Pre-Clerkship Curriculum that notifies the student that if they forget to sign-in two more times (a total of 4 forgotten sign-ins) they will be referred to the Progress Committee.

The Role of the Progress Committee

The Progress Committee is responsible for reviewing the academic record and professional development of students to determine their suitability for advancement and graduation.

https://medicine.yale.edu/md-program/about/policies-procedures/Suitability%20for%20Advancement%20and%20Graduation-Oct2014_281547_153_54034_v1.pdf

The school is concerned that a pattern of missed mandatory sessions might indicate a lapse in professional behavior and be associated with difficulties in academic performance.

https://medicine.yale.edu/md-program/about/policies-procedures/Professionalism%20Policy-Feb2016_281932_153_54034_v2.pdf

After 3 unexcused absences or 4 forgotten sign-ins for pre-clerkship mandatory sessions, the student will be referred to the Progress Committee. The members of the Progress Committee will review the missed sessions in the context of the student's record of academic progress and professional conduct to date, and as needed will make recommendations intended to help the student address and successfully remediate any concerns that are identified.