

Attendance and Absence Request Policy and Procedures (from University of Illinois College of Medicine - Chicago syllabus for Clinical Intersections, AY 2022-2023)

The **Clinical Intersections** attendance procedure is similar to the procedure for **Transition to Clerkships (TTC)**. M3 students attend designated in-person sessions that are scheduled throughout Phase 2 of the Illinois Medicine Curriculum. Dates for this course are provided to students in advance. ***Note that students should not schedule outside activities on the days they are assigned to attend Clinical Intersections, since they may start as early as 7:00 am and may end as late as 6:00 pm. The Clinical Intersections dates may vary across campuses.***

All segments of Clinical Intersections must be completed to satisfy graduation requirements. This includes all scheduled activities such as assignments, workshops, TBLs, and group sessions. This is to ensure that all students are provided with the tools that will help them to stay safe, build their community of practice, foster their own wellness in the clinical setting, and to excel in the clinical environment.

Requesting Excusal in Clinical Intersections and Phases 2/3: Remember that planning ahead for any time off is very important, especially in your clinical training. In Phase 2/3 students follow the [Expectations for Participation in Phase 2 and Phase 3](#) to request absences in writing from clerkships, electives, and other courses. Permission for absences is granted by course, clerkship, or elective directors and is consistent with the College-wide policy. Note that you must ask permission in your written requests; you should never assume that a request will automatically be granted.

Absence: Absences for this course and any other experience in Phases 2 and 3 should be reported via email in advance to the designee identified by the course or clerkship. ***Documentation may be required*** with the exception of absences due to the observance of religious holidays. To request an absence from the Clinical Intersections course, you must submit an [Absence Request Form](#) in advance of the session. If possible, the student may make up the session during their M3 year. If not, the student will be required to make up the intersections day during their M4 year.

Late Arrival: Students should always plan to arrive 10 minutes prior to the session start time. If a student knows they are going to be late, you must submit an [Absence Request Form](#) either in advance or immediately following the session to explain the reason for the late arrival. **The course administrator will begin tracking late arrival 10 minutes past the posted start time for the session.**

Leaving Early: Leaving a session prior to its completion without proper notification is considered an **unexcused** absence. If a student must leave a session due to an emergent issue, or if the situation meets the criteria for excused absence, the student must submit an [Absence Request Form](#) as soon as feasible. The course administration will work with course faculty to deem the absence to be **excused** or **unexcused**.

Unexcused absences, unexcused late arrivals, and missed assignments: Unexcused absences, arriving late, and missing assignments are never acceptable in Phase 2/3, nor are they acceptable in Clinical Intersections or either of the other portions of Clinical Connections and Competencies (TTC and TTR). An unexcused absence, late arrival, and/or missing assignments may elicit a “Professional Development Concerns” form in addition to the student not receiving a passing grade in the course. If a pattern of late behavior or unexcused absences is detected, or if a serious professionalism breach is

reported, the student will meet with the Curricular Dean, the Course Director and/or Course Coordinator and the Student Affairs Dean and/or the student's advisor.

Making up missed time: Any missed time, whether excused or unexcused, must be “made-up” before a passing course grade will be submitted. In the case of interactive sessions, this may mean completing missed course segments with the next class the following year. Other experiences or assessments cannot be used to fulfill required Clinical Intersections activities; e.g. missed skills sessions need to be made up even if a student has had a later summative assessment of skills.

Absence due to LOA: Students who are on a Leave of Absence will not be scheduled for Clinical Intersections and are not required to attend. Students who matriculated prior to the Class of 2023 and are on a Leave of Absence will be scheduled for Clinical Intersections after they sit for Step 1. These students should communicate with their OSA advisor and the Clinical Intersections Course Coordinator to confirm when their attendance will be required.