ATTENDANCE

Mandatory Activities
Regular attendance at all curricular activities is expected. Attendance at certain designated activities is MANDATORY. These include:

- orientation and general class meetings organized by the Office of Student Affairs, Office of Medical Education, or Departments
- examinations and quizzes
- small group sessions
- clinically related activities, including but not limited to Interviewing and Physical Exam sessions and Neuroscience Grand Rounds in Component I, longitudinal clinic in Component II, and clinical rotations in Components III and IV
- sessions of the dimensions of Clinical Medicine course in Component III
- activities at the Clinical Education and Simulation Center
- any other activity designated as mandatory.

Absence from a Mandatory Activity
A student who will be absent from a mandatory activity must adhere to the absence request policy for his/her component.

Components I
The student must first complete an Absence/Exception Request Form, which is available from the M1 Bulletin Board on BlueLine, from the M1 Curriculum Coordinator, or from the Office of Student Affairs website. The completed request form should first be submitted to the Component Director who will determine whether the absence can be excused and, if appropriate, the alternative learning experience that may be offered to the student. The M1 Component Director may request that the student also get the approval of the Course Director. After the Component Director informs the student of the decision, the Request Form is submitted to the Associate Dean for Student Affairs for placement in the student’s academic file.

Component II
An excused absence during the M2 year can be granted for:

- Illness, with a medical provider’s written excuse if more than one day
- The funeral of an immediate family member (father, mother, spouse, son, daughter, brother, sister, grandparents, grandchildren, or in-laws of the same degree)
- Election duty/jury duty
- A presentation or official delegate status at a regional, national, or international medical conference or medical association meeting.

The conference schedule should be submitted along with a request to attend.

To request an excused absence, the student must complete an Absence Request Form, available from the Office of Student Affairs website or from the M2 Bulletin Board on Blueline. The completed request form should be submitted to the Course Director, who may arrange an alternative learning experience for the student. Once signed by the Course Director, the Request Form is submitted to the M2 Curriculum Coordinator. The Curriculum Coordinator will send the signed form to the Associate Dean for Student Affairs for placement in the student’s academic file.

In addition, each M2 student will be allowed one personal wellness day absence from mandatory academic activities each semester. The student must submit a completed Absence Request Form to the M2 Curriculum Coordinator at least 14 calendar days before the requested absence. The Curriculum Coordinator will submit the Absence Request Form to the Associate Dean for Student Affairs for placement in the student’s academic file. An M2 student cannot use a personal wellness day for absence from examinations, including Clinical Skills Exams or Communication FOCI. No more than one wellness day can be used per course. No alternative learning experience will be available for M2 wellness days and a student is not permitted to attend small group sessions with another group if he or she is absent from his/her own small group meeting due to a personal wellness day.

Component III
Attendance at certain designated activities in clinical rotations and sessions of the Dimensions of Clinical Medicine course in Component III are expected. M3 students will be allowed two days off from their academic activities in Component III. However, before the requested absence can be taken, the student must first complete an Absence Request Form, which is available from the Office of Student Affairs website or on BlueLine, and submit it to the Clerkship Director at least 14 calendar days before the requested leave date. Upon initial approval by the Clerkship Director, the student must submit the request to the Component Director for approval. The Component Director will notify the student of the request’s approval and will submit the Absence Request Form to the Associate Dean for Student Affairs for placement in the student’s academic file. A student must be notified by the Component Director of the approval prior to the absence. The M3 student cannot be absent for:

- M3 Orientation
- Clinical Skills Day
- Clerkship Orientation Day(s)
- NBME Subject Examinations (Shelf Exams)
- Clerkship OSCE/FOCI
- Clinical Skills Exam-3 (CSE-3)

There will be no additional time off during the M3 year except for the following:

- illness with a medical provider’s written excuse if more than one day
- funeral for an immediate family member (immediate family members are defined as father, mother, spouse, son, daughter, brother, sister, grandparents, grandchildren, or in-laws of the same degree)
- election duty/jury duty
- presentations or delegate status at a regional, national or international medical conference or medical association

Clinical time off because of the above exceptions will need to be made up in a manner acceptable to the component director; however, personal days off do not need to be made up.

Students may not attend a regional or national conference without qualifying for the above criteria. Students may attend a local specialty conference at the invitation of the clerkship director as long as the conference pertains directly to the subject matter of the currently enrolled clerkship.

Students may not take personal days off for days scheduled for call unless arrangements are made with the clerkship director to arrange for...
suitable call coverage as not to make the absence an undue hardship to fellow students on the clerkship or to the department.

Students are responsible for ALL missed work regardless of the reason for the absence. Absence without permission may result in failure of the clerkship as well as referral to the Advancement Committee for unprofessional behavior.

Component IV
M4 students will be allowed up to two days off from their academic activities for each four-week elective and up to one day off for each two-week elective. An exception is made for those clinical electives taken during the traditional interviewing months of October, November, December, and January during which time students are allowed up to five days off from their academic activities for each four-week elective and up to 2.5 days off for each standard two-week elective. Students are not allowed to be absent from the Creighton University School of Medicine Emergency Medicine (MED 471). Students are not allowed to take more than five days off total during an M4 clinical elective, including dates for taking the USMLE Step 2 CS examination. Before the requested absence can be taken, the student must first complete an Absence Request Form, which is available from the Office of Student Affairs website or on Blueline, and submit it to the Elective Director at least 14 calendar days before the requested leave date. Upon initial approval by the Elective Director, the student must submit the request to the Component Director for approval. The Component Director will notify the student of the request’s approval and will submit the Absence Request Form to the Associate Dean for Student Affairs for placement in the student’s academic file. A student must be notified by the Component Director of the approval prior to the absence. Students are encouraged to use their interviewing month and non-clinical electives during the traditional interviewing months in order to have adequate time for interviewing.

M4 student absences will be monitored by the Clinical Programs Coordinator in the Office of Student Affairs. Students who are absent for more days than allowed within an elective are responsible for ALL missed work regardless of the reason for the absence. Absence without permission may result in failure of the clerkship as well as referral to the Advancement Committee for unprofessional behavior.

Rescheduling of an examination requires prior arrangements with the Component Director or the Associate Dean for Student Affairs. Excessive requests will be denied.

Students in all components are responsible for ALL missed work, regardless of the reason for the absence. Absence without permission may result in failure of the course or clerkship as well as referral to the Advancement Committee for unprofessional behavior.

Absence from a Mandatory Activity Due to Illness
In the case of acute illness, trauma, or an emergency in which advance completion of a Student Absence Request Form is not practical, a student must phone or email the Curriculum Coordinator or Component Director as soon as practical. In components III and IV, students must ensure that the attending physician is aware of the illness.

A student who misses an activity due to an illness must complete a Student Absence/Request Form upon his/her return. If the illness results in an absence of two or more days or if requested by the Component Director, the student must present a medical provider’s note from the provider seeing the student for the health problem that verifies the reason for the absence. Failure to verify the illness may result in failure of the course or clerkship as well as referral to the Advancement Committee for unprofessional behavior.

The student is responsible for ALL missed work, regardless of the reason for the absence. The course director or attending physician will determine the arrangements (assignment or alternative activity) that the student must complete to make up the missed activity. If an examination has been missed, the student will be expected to take a make-up exam at the earliest possible time following his/her return.

Absence Associated with USMLE Step 2 CS Administration
A student is allowed two days off from an M4 elective in order to complete the USMLE Step 2 CS examination. Prior to any absence for this examination, the student must complete a Student Absence Request Form, available from the curriculum coordinator or from the Office of Student Affairs website and receive approval for the time off. Students are discouraged from taking time off from two-week clinical electives. Students are not allowed to take more than five days off total during an M4 clinical elective, including dates for interviewing.

Inclement Weather
The decision to close or delay the opening of Creighton University due to severe weather or other emergency situations rests with the President. Independent decisions may not be made at the college, school, or department level.

1. Closing/Delayed Opening. During severe weather (e.g., winter storms), the decision to close or delay opening the University will be made as early as possible, but not later than 6:00 am. The Public Relations Department will relay applicable information to the local news media.

In the event of a closing or delay, Creighton University School of Medical Students in Omaha will not report to their clinical activity (including non-Creighton facilities) while the University is closed. Students are expected to resume their clinical activities once the University has reopened. Students are advised to listen to newscasts on mornings when severe weather conditions may force the closing or delayed opening of the University. Students may also check the University Weather Hotline, (402) 280-5800, or check email communications or CU ALERT TEXT messages to determine if the clinics are closing or delaying their opening.

2. Curtailing Operations. If severe weather or an emergency situation develops during the work day and creates conditions that warrant early closing of the University, a CUAlert will also be issued and the Weather Hotline and website will be updated. Students are to leave clinical activities at the time that Creighton University closes. If an exam is postponed by a University closing, students will be notified by email regarding the new date/time for the exam.

3. Weather Hot Line. Medical students can access the Creighton University Weather Hot Line (402)280-5800 to determine the status of University operations. The recording will indicate whether the University is operating under normal conditions, closed, a delayed start or curtailment of operations.