

Student Handbook

Description

The SIU School of Medicine Student Handbook describes our expectations for student behavior and conduct, and outlines the procedures to be followed when these expectations are not met. It includes the Standards of Conduct, Curriculum Goals, and various other guidelines and policies.

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Absence For Observation Of Religious Holidays

Legislation has been enacted which requires public institutions of higher education to adopt a policy which reasonably accommodates the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. If you plan to take time from scheduled curriculum activities to practice your religious beliefs, it is necessary at least **six weeks** prior to the date of absence, to provide the Associate Dean for Student Affairs with a written notice of intention to be absent from scheduled curriculum activities and the reasons therefore, the proposed times and dates of absence, and the scheduled curriculum activities to be missed. The request should be submitted on forms provided by the Office of Student Affairs. The Associate Dean for Student Affairs will review the request and make a decision on whether to approve the absence.

If the requested absence is approved, the Associate Dean for Student Affairs will notify the appropriate curriculum directors of the impending absence so that you can arrange for completion of missed curriculum activities. It is your responsibility, prior to the absence, to arrange to make up any curricular activities missed, with the time and manner to be negotiated with appropriate faculty.

Grievance Procedure

If you believe you have been unreasonably denied an educational benefit due to your religious beliefs or practices, you may file a grievance. This grievance must be submitted in writing to the Associate Dean for Student Affairs within five days of the alleged denial of an educational benefit. The written grievance must be signed by you and should contain a complete statement of the facts and circumstances surrounding the alleged denial of an educational benefit. The Associate Dean for Student Affairs will review the grievance and render a written decision within ten calendar days of receipt of the grievance.

If you feel the grievance is not satisfactorily resolved at the level of the Associate Dean for Student Affairs, you should submit the grievance in writing to the Dean of Southern Illinois University School of Medicine within three calendar days of receipt of the decision by the Associate Dean for Student Affairs. The Dean will review the grievance and render a written decision within 15 calendar days of receipt of the written grievance.

If you feel that the grievance is not satisfactorily resolved at the level of the Dean, you then must submit the grievance in writing to the President of Southern Illinois University at Carbondale within five calendar days of receipt of the decision of the Dean. A copy of all previous written decisions in the matter will be forwarded to the President by you. The Office of the President will review the facts and circumstances surrounding the alleged denial of an educational benefit and render a decision in writing within 15 calendar days of receipt of the grievance.

Any further appeal is strictly governed by the applicable Bylaws, Statutes, and Policies of the Board of Trustees of Southern Illinois University.

Attendance Guidelines

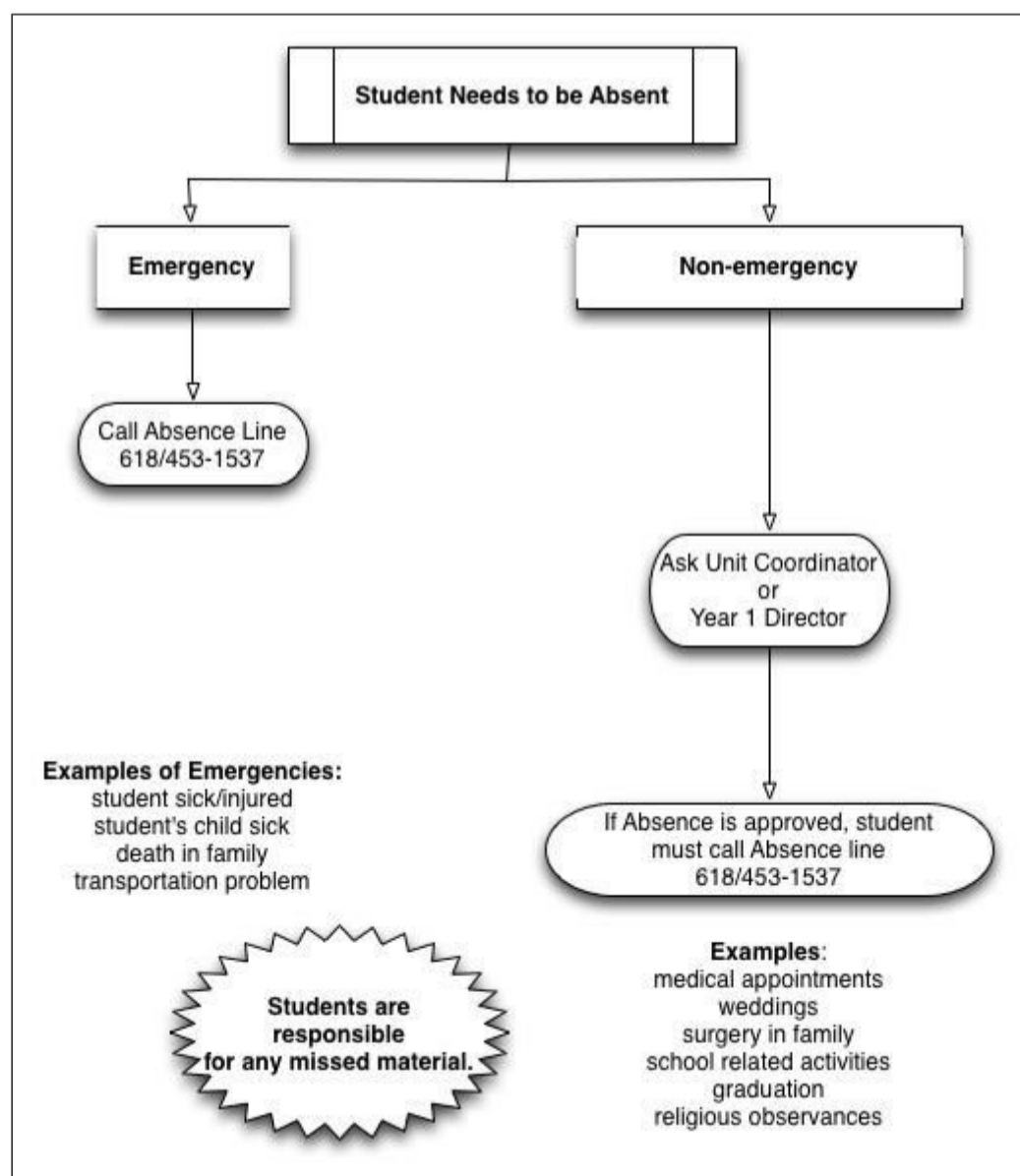
- [Year One Curriculum](#)
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Year One Curriculum

The faculty recognize the need for students to be absent from required activities from time to time throughout the academic year. (Please note that the term "required" means you must attend the YEAR ONE OVERVIEW DOCUMENT 8/14 18 activity unless you have made previous arrangements for an excused absence.) This includes unexpected absences, such as illness of the student or family member or death in the family, or these could be absences that are planned in advance, such as going to medically related conferences, weddings, family graduations, etc. Absences due to medical appointments could be Unexpected or Excused in Advance. As with other absences, follow the flow chart below. **Except for illnesses and emergencies, excused absences must be requested in advance.**

The following is the procedure you will follow for absence of required activities:

1. If the absence is unexpected you must call the absence phone line and leave a message at 453-1537. If you feel you need to speak to someone and it is after hours you may also call the Year 1 Curriculum Director or the Assistant Dean of Student Affairs.
2. For expected non-emergency absences you must get permission as soon as you know the date(s) of the absence and no later than 1 curriculum week in advance. Students are encouraged not to make ANY travel arrangements before obtaining permission for the absence. You can approach either the Year 1 Director or the Unit Coordinator(s). The Assistant Dean of Student Affairs does not approve expected absences. Each request will be taken into consideration individually before granting the request. However, absences for weddings and graduations, unless there are extenuating circumstances, will be granted only if the student is a main participant of the event or it involves a close family member.
3. Absences for major religious holidays are permitted under University guidelines. See <http://gradschool.siu.edu/about-us/grad-catalog/index.html> (choose current catalog, click on Facilities & Services, and scroll to page 60).



Year Two Curriculum

Absence requests of a non-emergency nature should be directed to the directors of individual disciplines with scheduled learning activities on the day(s) in question. When an absence is necessary because of illness or other substantial problems, you should notify the year two curriculum coordinator in the Office of Education and Curriculum via the call line, who in turn will notify the appropriate discipline leaders. During the introduction to clinical medicine blocks, these absences should be reported to the introduction to clinical medicine discipline director.

- Absences for attending social events, athletic contests, and similar activities are not sanctioned.
 - You are responsible for making up all missed assignments and activities.
 - Refer to each individual discipline's module for specific attendance policies.
 - UNPLANNED absences for REQUIRED activities:
(illness, emergencies or late arrivals)
 - Call 217-545-SICK (7425)
 - Leave a detailed message with your name, best means to contact you, and what activity you will be missing (tutor group, PDL activity, etc).
 - PLANNED absence from a REQUIRED activity:
 - Complete the online [Planned Absence REQUEST Form](#)
 - After submission of form your point of contact for the approval of your request will be the Y2 Coordinator. They will coordinate the approval process and notify you of the result.
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Year Three Curriculum – Clerkships

3. Attendance

Students are expected to participate in all activities of the third year.

3.1 Regarding Illness/Bereavement/Emergency Absences

- Students are required to contact their Core Clerkship or PEP Director or his/her designee directly and or abide by the arranged method of contact set by the clerkship rotation. <http://intranet.siumed.edu/finandadmin/hr/benefits/leaves.htm#bereavement>

3.2 Regarding Medical Appointments

- Students will be excused from third year activities to seek needed medical care after notification and approval of the Core Clerkship or PEP Director or his/her designee. Advanced notice is preferred and should be directed to the appropriate Clerkship Director as soon as possible.

3.3 Regarding Religious Holidays

- Students may ask to be excused from third year activities for religious holidays after notification and approval of the Core Clerkship or PEP Director or his/her designee. Absence requests should be directed to the appropriate director for consideration **no later than**

four weeks prior to the start of the rotation.

http://www.siumed.edu/oec/HANDBOOK/student_handbook/html/religious_holidays.html

3.4 Regarding Professional Conference Attendance

- Students may request an absence in order to participate in a professional conference if (s)he is giving a presentation, is on the conference planning committee, or has other official duties related to the organization and/or conference. Absence requests are not guaranteed and should be submitted to the appropriate Core Clerkship Director or PEP Director for consideration **no later than four weeks prior to the start of the rotation.**

3.5 Regarding Other Non-Emergency Absences

- Students are expected to participate in all activities of the clerkship. Absence requests of a non-emergency nature should be directed to the appropriate Core Clerkship Director or PEP Director for consideration **no later than four weeks prior to the start of the rotation.**

The Clerkship Director or PEP Director will determine how the student will make up missed curricular time.

All absences will be submitted centrally through the “Time Off” request form. Students are asked to complete the “Time Off” request form to make their formal request with submission to the selected departmental director of which they seeking to be excused from in either the Core or PEP. All absences will be reported to and monitored by the Office of Student Affairs and the Year Three Director. Students with multiple absences will be discussed at the Year 3 Student Progress Subcommittee (Y3 SPS). The Y3 SPS will make recommendations regarding student support actions and remediation for those with multiple absences that will be sent to the SIU School of Medicine Student Progress Committee as needed. **Report all absences / time off request via the link on the Y3 Webpage/forms.** <https://www.siumed.edu/oec/webform/time-request-form.html>

Approved: 10/28/2013

Revised: 7/2019

Electives

Attendance is required at all scheduled course activities unless specifically designated as optional. Ample time has been built into the elective year to allow you to arrange interviews for residency programs without interfering with your elective course work. Elective course faculty may approve brief absences during their electives, but are not required to do so. Any request must be made in advance, and with as much notice as possible. You may be required to makeup any missed work or time in order to receive credit for the elective. Unexcused absences, excessive absences, and failure to complete required makeup work may result in an unsatisfactory grade or reduced credit for the course.

Regarding Illness/Emergency Absences

- Students are required to contact their supervising faculty directly and or abide by the arranged method of contact set by the elective rotation.

Regarding Medical Appointments

- Students will be excused from elective activities to seek needed medical care after notification and approval of the appropriate supervising elective faculty or his/her designee.

Regarding Non-Emergency Absences

- Elective course faculty **may** approve brief absences during their elective, **but are not required to do so**. Any request must be made in advance, and with as much notice as possible. At the discretion of the faculty, students may be required to make up any missed work and/or be assigned additional work in order to receive credit for the elective.

Revised: 05.07.14

Approved: 10.07.13

Communication Contact Points

Executive Office Of The Dean And Provost

Location: 801 North Rutledge, Room 2113

Jerry Kruse, MD, Dean and Provost

Kathy Cargnino, Executive Secretary

The Dean and Provost of the School of Medicine is responsible for the overall development, maintenance and improvement of the institution and its programs. Responsibilities include relating the school's role and its need to higher authority and affiliated institutions; providing guidance and counsel to operating units within the school; assuring that institutional resources are used efficiently and effectively in support of academic programs and assuring that the school's goals are achieved.

OFFICE OF STUDENT AFFAIRS

OFFICE OF EDUCATION AND CURRICULUM

Curriculum Committees:

- EDUCATIONAL POLICY COUNCIL
 - CLINICAL COMPETENCY EXAM COMMITTEE
 - YEAR ONE CURRICULUM ADVISORY COMMITTEE
 - YEAR TWO CURRICULUM ADVISORY COMMITTEE
 - YEAR THREE CURRICULUM ADVISORY COMMITTEE
 - YEAR FOUR CURRICULUM ADVISORY COMMITTEE
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