

IUSM Policy: Scheduling conflicts/Request for Time Away/Religious Accommodations

This policy does not apply to emergent situations or illness which are covered separately

General Principle

Students are expected to participate in required activities. Arranged absences and schedule revisions will be accommodated for significant and appropriate reasons. Examples of activities for which absence is generally permissible include: jury duty, doctor's appointments that cannot be scheduled around clinical duties or course work, representing IUSM as a member of a committee or task force, or presenting research work at a meeting/conference. Justifications that generally are not approved include social considerations, vacations, other reasons related to convenience. Time off from required coursework or elective study is only permitted at the discretion of the course director, statewide clerkship director or elective/ sub-internship director.

Requests for prolonged or repeated absences may require rescheduling of the course/ clerkship.

Requests to reschedule a course/clerkship can only be granted by the Associate Dean for Medical Student Affairs. A maximum number of absences that may be granted is two days per course/ clerkship, or 5 days per semester long course.

Scheduling conflicts with educational activities

On occasion, scheduling conflicts with educational activities may occur. A student who has a schedule conflict should talk with the course director at the at least 2 weeks prior to the start of the course about rescheduling the required activity. The course director, statewide clerkship director or elective/ sub-internship director will have discretion to reschedule or to deny the student's request.

Certain experiences, however, cannot be duplicated, and a need for prolonged or repeated absences may best be handled with a leave of absence. A leave of absence may only be granted by the Associate Dean for Medical Student Affairs.

Scheduling conflicts with patient care responsibilities

Student requests for resolution of scheduling conflicts during required patient care responsibilities will be addressed in a manner similar to those used in clinical practice.

Departments should make every effort to respect students' reasonable requests. When scheduling conflicts cannot be resolved, however, it is up to the student to make sure that his/her patient care and on-call responsibilities are met in full.

On-call

In general, departments should try to adjust the on-call schedule to allow students time off as necessary, as long as this does not penalize other students or jeopardize patient care. The student must inform the department of his or her request at a minimum, 2 weeks prior to the start of the rotation if it is to be incorporated in the on-call schedule. When making a request to adjust an on-call assignment cannot be done before the start of the rotation, (unexpected conflict, etc) it is the student's responsibility to obtain coverage for the on-call session, if applicable. In the event that

students cannot obtain coverage, they are expected to take call themselves, regardless of the conflict. If a student does arrange to exchange call responsibility, they must inform their clinical team (preceptor and resident), as well as, the statewide clerkship director or elective/ sub-internship director in writing prior to the impacted date.

Other Patient Care Responsibilities

When conflicts interfere with scheduled daily patient care activities such as ward rounds, writing notes, or monitoring patients, the statewide clerkship director or elective/ sub-internship director may excuse the student if he or she has previously arranged to complete his or her patient care duties at another time during that day, or has arranged coverage by other students or house officers.

Procedure to Request Time Away from Course/Clerkship Responsibilities

Students are required to request time away from required coursework or elective study as far in advance as possible, but no later than 2 weeks prior to the start of the course, by submitting the attached form to the course director, statewide clerkship director or elective/ sub-internship director. The course director, statewide clerkship director or elective/ sub-internship director will make a determination to approve or deny the requested absence based on the circumstances including the reason for the request and the student's academic standing. This notification will also include any required make-up work. The student will be notified of the decision within 7 days. An appeal of the director's decision can be made to the Assistant Dean of Curriculum in Foundational Sciences (years 1-2) or Assistant Dean of Curriculum in Clinical Sciences (years 3-4) in the Undergraduate Medical Education office within 7 days of the director's decision. This appeal must be made in writing. Notification of the outcome of the appeal will be made in writing within 7 days to the student, the director and the Associate Dean for Medical Student Affairs.

Accommodations for Religious Holidays

The IUSM abides by the IUPUI policy on accommodations for major religious holidays.

(<http://registrar.iupui.edu/religious.html>).

Students seeking schedule modifications for major religious holidays must make a request no later than 2 weeks prior to the start of the course (or start of the semester for courses that span more than one semester), by submitting the attached form to the course director, statewide clerkship director or elective/ sub-internship director.

Written requests for accommodations will be met by the completion and filing of the IUSM Time Away Request Form with the appropriate directors.

(http://medicine.iu.edu/ume/index.php/download_file/view/222/473/166/)

An appeal of the director's decision can be made to the Assistant Dean of Curriculum in Foundational Sciences (years 1-2) or Assistant Dean of Curriculum in Clinical Sciences (years 3-4) in the Undergraduate Medical Education office within 7 days of the director's decision. This appeal must also be made in writing. Notification of the outcome of the appeal will be made in

writing within 7 days to the student, the course director, statewide clerkship director or elective/sub-internship director and the Associate Dean for Medical Student Affairs.

APPENDIX 1: IUPUI Policy on Religious Holidays

IUPUI respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances. On occasion conflicts may occur between a student's obligations in a course and the student's obligations in observing major religious holidays.

Any student who is unable to attend classes or participate in any examination, study, or work requirement on some particular day or days because of his or her religious beliefs must be given the opportunity to make up the work that was missed or to do alternative work that is intrinsically no more difficult than the original exam or assignment. Upon request and timely notice, students shall be provided a reasonable accommodation. It is recommended that dates and times for examinations and other major course obligations be announced at the beginning of the semester or summer session and that students let instructors know of conflicts very early in the semester, so that accommodations can be made.

Students seeking accommodation for religious observances must make a request in writing by the [end of the 2nd week of the semester](#) to the course instructor and should use the [Request for Course Accommodation Due to Religious Observance Form](#). The University will not levy fees or charges of any kind when allowing the student to make up missed work. In addition, no adverse or prejudicial effects should result to students because they have made use of these provisions. It should be noted that while campus policy requires instructors to make reasonable accommodations when a student must miss an examination, assignment, or other academic exercise because of a required religious observance, it is not campus policy to require accommodations when students wish to travel to share a holiday with their families. Most religions are represented in the Indianapolis area and can provide appropriate observances. However, it is appropriate to grant accommodations for a few hours after the holiday if the observance includes fasting.

Recommended Accommodations

The instructor and the student should discuss what a reasonable accommodation would represent. In general, the student must be given the opportunity to do appropriate make-up work that is equivalent to and intrinsically no more difficult than the original examination, assignment, or other academic exercise. This could be the same work with a different due date, or a substantially similar exercise at another time. However, any accommodation that is mutually agreeable to both student and faculty member is acceptable.

For example, if a student asks to be absent from an examination that falls during a religious holiday, it is the responsibility of the instructor to provide the student with an opportunity to take the examination or an alternate examination at another time. Some instructors have a policy of dropping the lowest examination score before calculating the course grade, but it would be inappropriate to require the student to drop an examination held on a religious holiday, since the student does not have an opportunity equal to all other students in the class to take all the examinations and drop the lowest grade. Similarly, an offer to substitute for the examination grade an average of the grades on the other examinations may not be fair if the student would do better on this examination than on the others.

If after discussion the instructor and student cannot agree on an accommodation, either or both should seek the advice of the [Associate Dean of the Faculties for Academic Policies, Procedures and Documentation](#).

* Approved by [IUPUI Faculty Council](#) May 3, 2001

APPENDIX 2

IUSM REQUEST FOR TIME AWAY FROM COURSE OR CLERKSHIP DUTIES

This form must be completed and faxed/ emailed to the appropriate course director, statewide clerkship director, elective/sub-internship director or their associated coordinator

| | |
|--|--|
| Date | |
| Student Name | |
| Anticipated Year of Graduation | |
| Mailing Address | |
| City, State, Zip Code | |
| Email address | |
| Telephone # (with area code) | |
| Course/ Clerkship/Elective/Sub- internship impacted | |
| Time impacted (give details) | |
| Requested schedule modification | |
| Rationale for Request (please be specific and provide sufficient detail to allow consideration) | |

I verify that I am in good academic standing (not on probation)

- Yes
- No

Date Received _____

Course director, statewide clerkship director or elective/ sub-internship director determination

- Approve
 - good standing verified with MSA
- Deny
- Make-up required? Please describe what the student must do.
