



School of Medicine Policies and Procedures

Education (ED)

Medical School (MS)

Student Time off for Accessing Health Services

Category: Education (ED)

Policy #: ED.MS.060

Applies to: MCW School of Medicine students

Purpose:

Students, like any other members of society, should have access to the health services they need. This policy is to ensure that students have timely access to needed health services and while also being able to complete their academic obligations.

Definitions:

Health services include preventive, diagnostic and therapeutic measures in relation to physical and mental health. Timely includes within reasonable time frame based on availability and proximity of health services.

Policy:

Medical students shall be approved for time off from any course or clerkship to access health services in timely manner.

Procedure:

1. Medical students should submit absence requests for any health services that will interfere with any course or clerkship sessions, as soon as the conflict is identified.
2. Students should discuss the absence details with their course coordinator and/or director as soon as the conflict is identified.
3. Students shall not be asked to provide any specifics regarding the scheduled health services, nor is any written note required from the health service providers.
4. If required, students must complete alternative or make up work for the missed session(s). Students should work with course coordinator and/or director to coordinate such assignment(s) and timeline.

5. If students have health services needs that lead to prolonged absences from the course or clerkship, students should initiate a discussion with the Associate Dean of Student Affairs regarding a potential Leave of Absence.
6. For emergency health services, students are expected to first attend to their health and inform respective course clerkship director/coordinator as soon as possible.

References:

LCME Element 12.4 Student Access to Health Care Services

Attachments:

NA

Effective Date: 01/08/2026

Revision History: N/A

Supersedes Policy: N/A

Review Date: N/A

Approved By: José Franco, MD
Senior Associate Dean for Education
Medical College of Wisconsin
