


<p>Name of Policy: Absence(s) from elective clerkships</p> <p>Policy Number: 3364- 81-04-014-04</p> <p>Approving Officer: Dean, College of Medicine</p> <p>Responsible Agent: Associate Dean for Clinical Undergraduate Medical Education</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Effective date: 07/01/07</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input type="checkbox"/> Minor/technical revision of existing policy</p> <p><input checked="" type="checkbox"/> Reaffirmation of existing policy</p>

(A) Policy statement

Three (3) days of absence from a four (4) week clinical clerkship and two (2) days from a two (2) week elective clerkship are permitted for approved reasons.

(B) Purpose of policy

To define the number of days of approved absence which are permitted from elective clerkships.

(C) Procedure

- (1) Students participating in elective clerkships may have a limited number of days of absence from the elective clerkship and still receive full academic credit for the clerkship. The clerkship director will decide if a make-up experience or assignment is required even when an absence is excused.

Approved reasons for excused absences include:

- (a) Illness (personal or family).
- (b) Taking USMLE step 2 CK and step 2CS.
- (c) Interviewing for residency positions.
- (d) Other extenuating circumstances as approved by the clerkship director, with input from the associate or assistant deans for medical education, as necessary.

- (2) Students must request time away, in writing, from their elective clerkship director as soon in advance as possible. For unanticipated absences that preclude seeking permission in advance, the student is responsible for notifying the appropriate parties (resident and/or attending, clerkship office, other as dictated by the clerkship's policies) prior to the time that they are required to be present for their clinical responsibilities.
- (3) If the number of absences exceeds the time permitted by this policy, the clerkship director must approve the additional days of absence. In addition, the clerkship director will decide if there is a mechanism to make-up the missed time, which will permit academic credit to be obtained for the clinical elective. In some cases, the student will be required to drop the clerkship with no credit or partial credit.
- (4) Failure to follow these procedures will result in an unexcused absence. Unexcused absences will result in a grade of zero for any missed examination, quizzes or assignments, and may result in failure of the clerkship. In addition, unexcused absences will result in the filing of a professional behavior report, which could lead to disciplinary action, up to and including suspension or dismissal.
- (5) All clerkships will submit a log of absences (excused and unexcused) to the office of clinical undergraduate medical education at the end of every clerkship.

<p>Approved by:</p> <p>Jeffrey Gold, M.D.</p> <hr/> <p>Name</p> <p>Dean, College of Medicine</p> <hr/> <p>Title</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: 08/20/01</p> <p>Review/Revision Date:</p> <ul style="list-style-type: none"> • 08/20/01 • 08/18/03 • 09/17/04 • 06/19/07 <p>Next review date: 6/19/10 (three years from most recent revision/review date)</p>
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