Name of Policy: Absence(s) From Elective Clerkships in the 4th Year

Policy Number: 3364-81-04-014-04

Approving Officer: Dean, College of Medicine & Life Sciences

Responsible Agent: Associate Dean for Medical Education

Scope: M.D. Program, College of Medicine and Life Sciences

Revision date: 03/25/14

Original effective date: 08/20/01

☐ New policy proposal  ☐ Minor/technical revision of existing policy
☐ X Major revision of existing policy  ☐ Reaffirmation of existing policy

(A) Policy statement

Attendance is mandatory for all elective clinical clerkships; however, the faculty and administration realize that illnesses and significant extenuating circumstances may render a student incapable of attending required sessions. Students must request to be excused for time away in writing from the clerkship director as soon in advance as possible. Requests for excused absences must be approved by the clerkship director or his/her designee, with input from the Associate Dean for Medical Education when necessary. 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. Failure to attend for any reason, whether excused or unexcused, does not relieve a student from responsibility for curriculum content during an absence.

(B) Purpose of policy

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

(C) Scope

This policy applies to medical students in the clinical portion of the M.D. program in the College of Medicine & Life Sciences.

(D) 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.

2a) In case of student participation in a national or regional meeting and/or conference related to academic or scholarly activity, permission may be granted after approval by the Associate Dean for the Office of Medical Education and the clerkship director. Duration of absences should not exceed three (3) days in a clerkship. The approval process needs to be completed at least 10 weeks prior to the beginning of the clerkship.

The number of days missed cannot exceed three (3) for a four-week rotation and two (2) for a two-week rotation.

(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.

(6) If the total number excused or unexcused of absences exceed 14 days for the academic year, an automatic review will be undertaken by the Associate Dean of Medical Education.
3364-81-014-04 Absence(s) from elective clerkships

Approved by:

Ronald McGinnis, M.D.
Interim Dean of the College of Medicine

4-1-14

Date

Review/Revision Completed by:
Executive Curriculum Committee
Clinical Curriculum Committee

Policies superseded by this policy:
None

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• 08/20/01
• 08/18/03
• 09/17/04
• 07/01/07
• 4/26/11
• 3/25/14

Next review date: 3/25/17 (three years from most recent revision/review date)