

**Excused Absence/Tardiness  
For Phase 1 Medical Students**

Section: 4  
Policy number: 4.17  
Responsible Office: Student Affairs and Admissions  
Issued: 06.02.17.  
Latest Review: 07.2023

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**POLICY STATEMENT**

Students in Phase 1 of medical school must notify the Office of Student Affairs and Admissions if they are absent or plan to be absent from, or late for, mandatory portions of the curriculum. Granting of an excused absence will be at the discretion of the Associate Dean for Student Affairs and Admissions based on various student and curricular considerations. Failure to obtain an excused absence through appropriate procedures will result in a letter of unprofessional behavior in the student file

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**REASON for POLICY**

Student success in medical school largely depends on active and consistent participation. One must be present, and prepared to engage, in order to take full advantage of each learning opportunity. This is especially true of those activities that depend on effective group process. Absence from, or tardiness to these and other activities can negatively influence the academic success of both the student and the other group members. As a result, and consistent with the Grading and Academic Performance policy as well as the Policy on the Learning Environment, students are highly encouraged to attend and participate in all medical school curricular activities. Some curricular events are mandatory and the student is expected to attend; absence from these curricular events are addressed in this policy.

**SCOPE of POLICY**

This policy applies to:

√Deans, Directors, and Department Heads

√Faculty

√Managers and supervisors

√Staff

√Students

Others:

**WEB SITE REFERENCES**

Policy Office:

<http://www.med.und.edu/policies/index.cfm>

Responsible Office

<http://www.med.und.edu/student-affairs-admissions/index.cfm>

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DEFINITIONS	
Planned absence	A situation in which a student is aware that they are likely to be requesting, in advance, an excused absence for the proposed future date.
Required and/or mandatory curricular event	A curricular event, which may be a lecture, lab, or other experience, that the student is required to attend.
Tardiness	Arriving late to the specific venue of any required curricular event.
Urgent or emergent absence	A situation in which a student had not planned to be absent but circumstances beyond their control made it impossible to attend a curricular event.
Mandatory	Labelled as “mandatory” on the official student schedule.
Phase 1 (pre-clinical) excused absence request form	An automated workflow which will contact the Associate Dean for Student Affairs & Admissions when submitted by student.
Absence Remediation PowerForm	When submitted by student will trigger a DocuSign process that will automatically forward to each faculty member needing to sign off on remediation and/or make-up work.

RELATED INFORMATION	
Policy 4.20 Academic Expectations	<a href="https://med.und.edu/policies/ files/docs/4.20-academic-expectations-umec-review-aug-2021.pdf">https://med.und.edu/policies/ files/docs/4.20-academic-expectations-umec-review-aug-2021.pdf</a>
Policy 3.12 Learner Mistreatment	<a href="https://med.und.edu/policies/ files/docs/3.12-and-2.5-learner-mistreatment-6.30.22.pdf">https://med.und.edu/policies/ files/docs/3.12-and-2.5-learner-mistreatment-6.30.22.pdf</a>
Phase 1 (Pre-Clinical) Excused Absence Request Form	<a href="https://forms.office.com/Pages/ResponsePage.aspx?id=kaA37Ka55UeY0JA9SkGSA28EOWleAelOigvN6yoOlupUQVJOT0RYQVg2UFZIRFBDOERMT1hESFE3Ry4u">https://forms.office.com/Pages/ResponsePage.aspx?id=kaA37Ka55UeY0JA9SkGSA28EOWleAelOigvN6yoOlupUQVJOT0RYQVg2UFZIRFBDOERMT1hESFE3Ry4u</a>
Absence Remediation PowerForm	<a href="https://powerforms.docusign.net/591357c2-d795-4c0e-9d00-79bb3ed20da3?env=na3&amp;acct=0b6b418b-b8d9-464a-afd1-2c657718f7b9&amp;accountId=0b6b418b-b8d9-464a-afd1-2c657718f7b9&amp;recipientLang=en">https://powerforms.docusign.net/591357c2-d795-4c0e-9d00-79bb3ed20da3?env=na3&amp;acct=0b6b418b-b8d9-464a-afd1-2c657718f7b9&amp;accountId=0b6b418b-b8d9-464a-afd1-2c657718f7b9&amp;recipientLang=en</a>

## CONTACTS

General questions about this policy can be answered by your department’s administrative office. Specific questions should be directed to the following:

Subject	Contact	Telephone/FAX	Email contact
Policy clarification	Student Affairs	777.4221/777.4942	<a href="mailto:saa@und.edu">saa@und.edu</a>
Policy format	Dean’s Office	777.2514/777.3527	<a href="mailto:judy.solberg@und.edu">judy.solberg@und.edu</a>

## PROCEDURES

- l) Planned absences: Students are advised to begin planning for an absence as soon as the absence is anticipated and must first access, complete and submit a [Phase 1 \(pre-clinical\) excused absence request form](#) to make those arrangements. Failure to first submit a Phase 1 (pre-clinical) excused absence request may delay approval and lead to a situation where the excused absence is impossible to accommodate.

Below is a list of circumstances and/or events for which a planned absence may be appropriate, although the final decision lies with the Associate Dean for Student Affairs & Admissions:

- a. Certain unique life events (weddings, graduation etc.) involving an immediate family member.
- b. National, regional, or local meetings for which the student has official responsibility (e.g., as an elected representative of the class).
- c. Outside scientific and educational conferences or meetings.

The Associate Dean for Student Affairs & Admissions shall consider the following upon receipt of a student request for a planned excused absence:

- a. The student's academic performance up to the time of the request.
- b. The point in the unit at which the student requests an absence.
- c. The curricular material being presented during the requested absence.
- d. The ability of the student to make up the curricular material that is missed.
- e. The number of absences already taken, requested, and/or granted.
- f. The reason for the absence.

This list is not exhaustive but is presented to guide students as they construct requests for planned excused absences from required components of the medical curriculum. When granting a planned excused absence, the Associate Dean for Student Affairs & Admissions may consult with all or some of the following individuals, as appropriate:

- a. Associate Dean for Medical Curriculum
- b. Director of the Simulation Center
- c. Assistant Dean for Assessment
- d. Faculty Instructors

It should be noted that the granting or denial of a request for an excused absence may be based on the course content being presented that day and the ability of the individual to make up content on their own (either because of the importance of participation to understand the content, the ability to provide equivalent experiences based on available resources or other considerations, or the academic ability of the student).

- II) Urgent or Emergent Absence and Tardiness: Students who are absent from or late to a mandatory medical educational activity because of an urgent or emergent circumstance must first access, complete and submit a [Phase 1 \(pre-clinical\) excused absence request](#) as soon as possible. The student must provide a reason for the urgent or emergent absence. There are some instances where an absence is appropriate, although the final decision lies with the Associate Dean for Student Affairs & Admissions.

Urgent or emergent events that would typically qualify for an excused absence include, but are not limited to:

- a. Personal illness
- b. Death or serious illness of a family member
- c. Illness of a dependent family member
- d. Specific and occasional transportation and/or weather-related circumstances.

III) When absent, students are also required to:

- a. Notify their PCL facilitator of their absence.
- b. Notify the members of their PCL group; students should make every effort to minimize the effect of their absence on their fellow students, e.g., the absent student should send their PCL presentation to the entire group.
- c. For a non-lecture, mandatory curricular event: Contact each instructor to establish a plan for making up any missed assignments and, where appropriate, (re)schedule the missed curricular event. NOTE: this is the student's responsibility and may be limited by the instructor's availability.
- d. For a mandatory lecture: Provide an electronic copy of all study notes created from that lecture to the Assistant Dean for Medical Curriculum within seven calendar days of the absence. The study notes should be in the exact format used for all other lecture materials. The purpose of sharing this material is to demonstrate that the mandatory lecture has been reviewed and is being studied. It is not sufficient to provide a copy of the lecture PowerPoint or handout. If there is no intention to create study material from the missed, mandatory lecture, then a minimum one-page written outline of the lecture (with cited references) must be submitted for each hour of missed, mandatory lecture.
- e. Provide documentation: The absent student must provide documentation of completion of the procedure described above by accessing, completing and submitting the [Absence Remediation PowerForm](#). This will trigger a DocuSign process which will automatically forward the form to each faculty member that needs to sign off on the student's remediation and make-up work. This form needs to be completed and submitted within 14 calendar days of their absence.

IV) Excused absence notices will be sent by email to the following individuals, as appropriate:

- a. Director of the Simulation Center
- b. Education Resources, Education Program Coordinator
- c. Assistant Dean for Assessment

- d. Education Resources, Co-Director, Phase 1, Clinical Science Curriculum Team
  - e. Assistant Dean for Phase 1
  - f. Simulation Center, Simulation Education Coordinator
  - g. Simulation Center, Standardized Patient Program Coordinator
  - h. Current Unit PCL Facilitator
  - i. Associate Dean for Student Affairs & Admissions
  - j. Associate Director of Student Affairs
  - k. Associate Dean for Medical Curriculum
  - l. Education Resources, Curriculum Management Specialist
  - m. Education Resources, Curriculum Schedule Coordinator
  - n. Office of Student Affairs & Admissions
- V) All absences are tracked: Students who have missed an unusual number of days or curricular events may be asked to provide additional information and/or documentation regarding the absences, including but not limited to a physician's statement.
- VI) Consequences of violating the excused absence procedure:
- a. The absence will be officially recorded as an unexcused absence and an incident of unprofessional behavior. A letter of unprofessional conduct will be sent to the student, and a copy will go into the student's academic file.
  - b. The unexcused absence will affect eligibility for specific awards and eligibility to hold elected class offices or committee service positions.
  - c. The unexcused absence may affect the student's unit final grade.
  - d. If a student repeatedly abuses the excused absence policy or willfully disregards this policy on a single occasion, the consequences of unprofessionalism would be in accordance with the Academic Expectation policy 4.20 and may include letters of unprofessional conduct placed in the student's academic file, a requirement to appear in a hearing conducted by the Medical Student Academic Performance Committee or both. This could lead to specific restrictions and requirements, including probation, suspension, or dismissal from medical school, which would be referenced in the Medical School Performance Evaluation (Dean's letter).

<b>RESPONSIBILITIES</b>	
Associate Dean for Medical Curriculum	Accept write-ups submitted by students with excused absences. If the submitted write-up is inadequate in its content, the student is requested to submit additional information.
Associate Dean for Student Affairs & Admissions	Considers each Phase 1 (pre-clinical) excused absence request, often conferring with the appropriate faculty, before approving or denying the student's request.
Medical students (Phase 1)	Be familiar with the policy and process for requesting an excused absence (planned and unplanned) and unexcused tardy.
Office of Student Affairs and Admissions	Retain documentation from the student attesting to understanding the excused absence policy and procedure, which is part of the Absence Remediation PowerForm. The later will be included as a link sent out to all individuals who were originally sent notification of the approved excused absence.