



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

Section: 4

Policy number: 4.17

Responsible Office: Student Affairs and Admissions Issued: 06.02.17

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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 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, 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 policies Academic Expectations of Medical Students and the Expectations Related to Professionalism and the Learning Environment for the Medical Education Program, 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:	<a href="https://med.und.edu/about/deans-office/index.html">https://med.und.edu/about/deans-office/index.html</a>
Responsible Office	<a href="https://med.und.edu/admissions/student-affairs-admissions/index.html">https://med.und.edu/admissions/student-affairs-admissions/index.html</a>

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DEFINITIONS	
Absence	Missing the entirety of any required curricular event.
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.
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.
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 at 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.

RELATED INFORMATION	
Policy 4.20 Academic Expectations for Medical Students	<a href="https://med.und.edu/about/policies/ files/docs/4.20-academic-expectations-for-umec-2023.pdf">https://med.und.edu/about/policies/ files/docs/4.20-academic-expectations-for-umec-2023.pdf</a>
Policy 3.12 Unprofessional Behavior and Learner Mistreatment	<a href="https://med.und.edu/about/policies/ files/docs/3.12-2.5-learner-mistreatment-2024.pdf">https://med.und.edu/about/policies/ files/docs/3.12-2.5-learner-mistreatment-2024.pdf</a>
Policy 4.24 Expectations Related to Professionalism and the Learning Environment for the Medical Education Program	<a href="https://med.und.edu/about/policies/ files/docs/4.24_professional_learning_environment.pdf">https://med.und.edu/about/policies/ files/docs/4.24_professional_learning_environment.pdf</a>
Phase 1 (Pre-Clinical) Excused Absence Request Form	<a href="https://forms.office.com/Pages/ResponsePage.aspx?id=kaA37Ka55UeY0JA9SkGSA28EOWleAelOigvN6yoOlupUQVJOTORYQVg2UFZIRFBDOERMT1hESFE3Ry4u">https://forms.office.com/Pages/ResponsePage.aspx?id=kaA37Ka55UeY0JA9SkGSA28EOWleAelOigvN6yoOlupUQVJOTORYQVg2UFZIRFBDOERMT1hESFE3Ry4u</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 & Admissions	777.4221/777.4942	<a href="mailto:SAA@UND.edu">SAA@UND.edu</a>
Policy format	Dean’s Office	777.6026/777.3527	<a href="mailto:jessica.r.marquardt@und.edu">jessica.r.marquardt@und.edu</a>

## PROCEDURES

I) 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 access, complete and submit a [Phase 1 \(pre-clinical\) excused absence request](#) as soon as possible.

- A. 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:
- i. Personal illness
  - ii. Death or serious illness of a family member
  - iii. Illness of a dependent family member
  - iv. Specific and occasional transportation and/or weather-related circumstances.

Additionally, some issues, especially those regarding personal health and family concerns, may be relatively confidential in nature and the Associate Dean for Student Affairs & Admissions may use his/her judgment to make decisions regarding the indication for an excused absence as needed, depending upon the individual circumstances.

II) 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](#) to make those arrangements.

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

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.

- B. The Associate Dean for Student Affairs & Admissions shall consider the following upon receipt of a student request for a planned excused absence:
- i. The student's academic performance up to the time of the request.
  - ii. The curricular material being presented during the requested absence.
  - iii. The feasibility to make up the curricular material that is missed.
  - iv. The number of absences already taken, requested, and/or granted.
  - v. The reason for the absence.
- C. 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:
- i. Assistant Dean for Medical Curriculum
  - ii. Director of the Simulation Center
  - iii. Assistant Dean for Assessment
  - iv. Faculty Instructors

- III) For any absence, 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 Associate Dean for Medical Curriculum within seven calendar days of the absence. The study notes could be in the same format as the student uses to study the material (e.g., one-pager, Anki, annotated handout, etc.). The purpose of sharing this material with the Associate Dean for Medical Curriculum is to demonstrate that the mandatory lecture has been reviewed and is being studied. NOTE: It is not sufficient to provide a non-annotated 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) Violating this policy will result in a letter of unprofessional conduct and may affect eligibility for awards, to hold elected class offices or to serve on committees.

RESPONSIBILITIES	
Associate Dean for Medical Curriculum	Accept write-ups for missed work submitted by students with excused absences. If the submitted write-up is inadequate in its content, the student is then 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 tardiness.
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 latter will be included as a link sent out to all individuals who were originally sent notification of the approved absence.

## REVISION RECORD

04.19.17 – MCC Approved

07.17.17 – FAC Approved

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