



**Excused Absence/Tardiness
For Phase 2 and Phase 3 Medical Students**

Section: 4
Policy number: 4.18
Responsible Office: Student Affairs and Admissions
Issued: 10.16.15
Latest Review: 03.13.24

POLICY STATEMENT

Students are highly encouraged to attend and participate in all medical school curricular activities. Students in Phases 2 and 3 of medical school must notify campus administrative staff if they are absent or plan to be absent from, clinical activities. Granting of an excused absence will be at the discretion of the campus dean 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.

REASON for POLICY

The success of students in their clinical years largely depends on active and consistent participation. One must be present to take full advantage of each learning opportunity. Any absence from clinical rotations may negatively impact the effectiveness of that particular learning activity and may also reduce the level of trust between the preceptor and the student. As a result, and consistent with the University of North Dakota School of Medicine and Health Sciences professional behavior policy, as well as the Policy on the Learning Environment, students are expected to be present and to participate in all clinical activities.

SCOPE of POLICY

This policy applies to:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Deans, Directors, and Department Heads | <input checked="" type="checkbox"/> Faculty |
| <input checked="" type="checkbox"/> Managers and supervisors | <input checked="" type="checkbox"/> Staff |
| <input checked="" type="checkbox"/> 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>

CONTENTS	
Policy Statement	1
Reason for Policy.....	1
Scope of Policy	1
Web Site References	2
Definitions	3
Related Information	3
Contacts.....	3
Principles	3
Procedures	3
Responsibilities.....	5
Forms	5-7

DEFINITIONS	
Planned absence	A situation for which a student is aware that they will be absent from a curricular event.
Required and/or mandatory element	A curricular event, which may be a lecture, lab, or other experience, that the student is required to attend.
Unplanned 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.
Phase 2	Required clinical clerkship phase of the medical curriculum
Phase 3	Required clinical acting internship and elective phase of the medical curriculum

RELATED INFORMATION	
Academic Expectations of Medical Students	https://med.und.edu/about/policies/files-2023/4.20-academic-expectations-for-umec-review.pdf
Policy on the Learning Environment: Unprofessional Behavior and Learner Mistreatment	https://med.und.edu/about/policies/students.html#d57e81--10

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	james.porter@und.edu
Policy format	Dean's Office	777.2514/777.3527	judy.solberg@und.edu

PROCEDURES

- I) Students are highly encouraged to attend and participate in all medical school curricular activities.
- II) Phase 2 students absent from clinical activities, either urgently or emergently, must:
 - a. Notify the campus administrative staff and the preceptor and explain the reason for the absence as soon as it is practical. The campus administrative staff will notify the clerkship staff. A record of the absence will be maintained in the campus office.
 - b. Make up any missed assignments as soon as possible as part of the course requirements for the time of the absence; a record of the required make-up work will be maintained in the campus office.
- III) Phase 3 students absent from clinical activities, either urgently or emergently, must:
 - a. Notify the campus administrative staff and the preceptor and explain the reason for the absence as soon as it is practical.
 - b. Make up any missed assignments as soon as possible as part of the course requirements for the time of the absence a record of the required make up work will be maintained in the campus office.

- IV) For absences that are anticipated, the student must:
- a. Request an excused absence from the Campus Dean via the campus administrator. The Campus Dean will consider the reason for the absence, ability to make up missed work, the requesting student's academic record and performance on clerkships and rotations in making a decision. If approval is granted at the campus level, the student must then obtain the approval of the clerkship director and the preceptor. Approval will be demonstrated by obtaining signatures from all three individuals on an Absence Request Form. If any of the three do not approve the absence, the student will not be excused.
 - b. Make up any missed assignments as soon as possible (preferably prior to the absence) as part of the student's course requirements.
- V) There are some instances where an absence is appropriate and although the final decision lies with the Campus Dean. Events that would typically qualify as excused absences include, but are not limited to:
- a. Personal illness;
 - b. Death or serious illness of an immediate family member;
 - c. Illness of a dependent family member;
 - d. Certain unique life events (weddings, births, graduation, etc.) involving an immediate family member;
 - e. Certain and occasional transportation and/or weather-related obstacles;
 - f. National, regional, or local meetings for which the student has official responsibility (e.g., as an elected representative of the class); and/or
 - g. Outside scientific and educational conferences or meetings of particular interest to certain students.
- VI) 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 or the academic ability of the student).
- VII) Additionally, some issues, especially those regarding personal health and family concerns, may be relatively confidential in nature and the Campus Dean may use his/her judgment to make decisions regarding the indication for an excused absence as needed, depending upon the individual circumstances.
- VIII) Any student who misses more than two days in a rotation or clerkship may be required to make up the missing time. The amount of time will be determined by the clerkship director in consultation with the preceptor and the Campus Dean and need not be limited to the specific amount of time missed during the rotation.
- a. For students on ROME, the time off allowance is 2 days per 8-weeks of their time at the ROME campus and 1 day per 4-week clerkship home campus rotation. For their full clerkships on campus, the above traditional clerkship limit applies.
 - b. For MILE students, the absence will be counted toward the clerkship for which they are missing clinical time. 2 days absence per clerkship throughout all of MILE is the limit prior to requiring make-up time.
- IX) Consequences of violation of this policy and its procedures:
- a. The absence will be officially recorded as an unexcused absence/instance of unprofessional behavior and a letter to that effect will be sent to the student and a copy will go into the student's file.
 - b. The unexcused absence will affect eligibility for certain awards and eligibility to hold elected class offices or committee service positions.
 - c. Will preclude a student from obtaining an honors grade otherwise earned in that clerkship or rotation.
 - d. For those students who repeatedly abuse this policy, these actions may result informal charges and investigation for unprofessional behavior through the policies and procedures

set forth by the Medical Students Academic Performance Committee. This could lead to specific restrictions and requirements, which could include being referenced in the Medical School Performance Evaluation (Dean’s letter), probation or dismissal from medical school.

RESPONSIBILITIES	
Campus Dean	Accept write-ups submitted by students with excused absences. If the submitted write-up is inadequate in its content, to request the student submit additional information.
Medical students (Phase 2 and Phase 3)	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 the documentation from the student attesting to understanding the excused absence policy and procedure, as well as the excused absence reporting form. The later form shall be sent out to all individuals who were originally sent notification of the excused absence.

FORMS	
Absence Reporting Form	Attached

UND SMHS Phase 2 and Phase 3 Excused Absence Request Form

Student Name: _____

Rotation/Clerkship: _____

Date(s) Absence: _____

REASON FOR ABSENCE

To be completed by the Student

MAKE UP DATES (for an absence of three days or more)

To be completed by the Clerkship Director

Campus Dean

Signature denotes approval for student to proceed and discuss proposed absence with Clerkship Director and Preceptor. It does not imply approval for the Excused Absence.

Date

Campus Clerkship Director

Date

Preceptor

Date

Campus Dean

Signature to be obtained after the other signatures. Denotes final approval.

Date