



**Excused Absence/Tardiness
For Third and Fourth Year Medical Students**

Section: 4
Policy number: 4.18
Responsible Office: Student Affairs and Admissions
Issued: 10.16.15
Latest Review: 08.27.17

POLICY STATEMENT

Students are highly encouraged to attend and participate in all medical school curricular activities.

REASON for POLICY

The success of students in their clinical years largely depends on active and consistent participation. One must be present in order to take full advantage of each learning opportunity. Any absence from clinical rotations may significantly dilute 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 teacher-learner policy, 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>

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DEFINITIONS	
Planned absence	A situation where a student is aware that they are likely to be requesting an excused absence the proposed future date.
Required and/or mandatory element	An element of the curriculum, which may be lecture, lab, or other experience that the student is required to attend.
Tardiness	Arriving late to the specific venue of any required curricular activity.
Unplanned absence	A situation when a student had not planned to be absent but circumstances beyond their control made it impossible to attend to course work.
Mandatory	Labelled as “mandatory” on the student schedule.

RELATED INFORMATION	
Grading and Academic Performance for SMHS Medical Students	http://www.med.und.edu/policies/files/docs/grading-academic-performance.pdf
Teacher-Learner Relationship for all Faculty and SMHS Students	http://www.med.und.edu/policies/files/docs/teacher-learner.pdf

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	
Policy format	Dean’s Office	777.2514/777.3527	judy.solberg@med.und.edu

PRINCIPLES

- I) Students are highly encouraged to attend and participate in all medical school curricular activities.
- II) Third year 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) Fourth year 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 take the reason for the absence, ability to make up missed work, the requesting student's academic record and performance on clerkships and rotations into consideration. 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 absences) 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, typical events that would likely 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 (such as an elected representative of the class); and/or
 - g. Outside educational conferences or meetings of particular interest to certain students occur from time-to-time as well as his/her academic performance-to-date.
- 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 three 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.
- IX) Consequences of violation of this procedure:
 - 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 offices.
 - 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 from students with excused absences. If the write-up is inadequate to request the student submit additional information.
Medical students (MSIII and MSIV)	Be familiar with the policy and process for requesting an excused absence (planned and unplanned) and unexcused tardy.
Office of Student Affairs and Admissions	Keep 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 of all individuals who were originally sent the excused absence.

FORMS	
Absence Reporting Form	Attached
Attestation of understanding with regard to obtaining an excused absence	Attached

UPDATED: 08.02.19

Attestation of understanding with regard to obtaining an excused absence

I attest that I understand the policy entitled “Excused absence/tardiness for SMHS Medical Students” and agree to abide by the procedure set forth in the aforementioned document.

Student Signature and Date: _____

(This document may be provided to the Office of Student Affairs and Admissions in paper format or can be attached to an email from the student’s official UND email with an affirmation in the body of the email that they have read and agree to the attached. An excused absence will not be issued without this signed document.)

UND SMHS 3rd and 4th Year 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