

Student and faculty guidelines regarding student absences during M3/M4 clerkships:

Absences from clerkships can impede students' ability to achieve the learning goals and objectives of the clerkship. Students should make every effort to avoid absences. Acceptable reasons for missing clerkship time include interviewing for residency, illness, representing the university at professional meetings, and family emergencies. Appropriate documentation will be expected.

For non-acute absences, students are to get approval from the clerkship director at least one (1) week in advance. When a one-week advanced notice is not possible (such as illness or emergency), the student should notify the clerkship director as soon as possible.

- During a two to four week clerkship, students may miss one (1) day of requested approved absence without having to make-up the missed time. If the student misses more than one day due to a requested approved absence or any length of time due to an unapproved absence, the clerkship director will determine if and how much time the student needs to make up and in what manner.
- During an eight or twelve week clerkship, students may miss up to three (3) days of requested approved absence without having to make-up missed time. If the student misses more than three days due to a requested approved absence or any length of time due to an unapproved absence, the clerkship director will determine if and how much time the student needs to make up and in what manner.
- If a Clerkship Director and a student are unable to come to an agreement about an absence, the Associate Dean for Academic Affairs will mediate the situation.

Reminder:

Students should be referred to page 6-3 in Student Handbook regarding documentation of illness or absence.