

University of Illinois College of Medicine at Peoria

Medical Student Absence Policies

An important element of professionalism is “Dependability”. The dependable professional: “Completes tasks promptly and well. Arrives on time and actively participates in clinical and didactic activities. Follows through and is reliable.” However, there will be times when significant personal commitments or emergencies conflict with participation in required activities or testing. The following site and college policies provide guidance for handling unavoidable short-term absences. Absences of longer duration may necessitate taking a leave of absence. Leave of Absence policies are set forth in Section X of the University of Illinois College of Medicine Student Academic Promotions Policies document.

COM Policies on Examination Absences and Make-ups

1. Potential Excused Absences from Exams and Make-Up Exams include the following circumstances:
 - a. Personal emergencies of significant gravity (including but not limited to death, significant illness or injury)
 - b. Documented illness or injury
 - c. Religious holidays
2. Notification and Documentation:
 - a. Permission for excused absence should be obtained prior to the examination, if at all possible. A student may call the Office of Academic Affairs at the appropriate site, or should contact the dean for Academic Affairs directly after hours. (Dr. Hanks, 369-2377. If she is not available, please contact Courtney Gehrig, 708-253-7941.)
 - b. To obtain such permission written notification of reasons for absence and formal request for excused absence must be submitted to the site's dean for Academic Affairs within seven days of the examination, or prior to the exam if on a religious holiday. Verbal petition by the student may be considered in certain emergent instances.
 - c. Written verification of personal emergencies should be obtained from an appropriate third party.
 - d. Written verification of medical illness or injury must be provided within seven days. Written verification must be provided from either the campus student health services, or through an examination conducted by a UIC College of Medicine faculty member designated by the dean of Academic Affairs. Problems resolving arrangements and documentation are the responsibility of the student. If delay beyond the seven days is anticipated, the Dean for Academic Affairs should be notified of such by the student.
 - e. Supplemental documentation following definitive evaluation may subsequently be provided, when available, to satisfy the above requirements or under the Excused Absence policy as required for Promotions Committee actions.

UICOM-P Make-Up Exam Policy – M2 Year

(see the “M2 Exam Policies” Document)

UICOM-P Clerkship Absence Policy - M3 and M4 Years

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 a six, 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.

Prior to returning from an absence, you are expected to report to Academic Affairs to document your absence and time of return.

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