

**UC Riverside, School of Medicine Policies and Procedures****Policy Title:** Attendance and Absence Policies**Policy Number:** 950-07-016

<b>Responsible Officer:</b>	Senior Associate Dean, Medical Education, and Executive Associate Dean, Student Affairs
<b>Responsible Office:</b>	Office of Medical Education, Office of Student Affairs
<b>Origination Date:</b>	01/27/2017
<b>Date of Revision:</b>	5/19/2022; 7/21/2022; 9/15/22; 12/14/22; 11/16/23; 6/20/24
<b>Scope:</b>	UCR SOM Undergraduate Students

**I. Policy Summary**

Students pursuing the MD degree at UCR SOM are physicians in training who must meet standards of professional conduct and responsibility to develop into effective physicians. As a professional school, UCR SOM requires attendance and active participation in most components of the curriculum. Active participation in the school's course and clerkship activities indicates the student's understanding and mastery of professional responsibilities. The granting of the MD degree attests to the fact that the student has demonstrated a commitment to their professional responsibilities through participation in all aspects of the curriculum as defined by the faculty.

**II. Definitions**

- A. Lecture – An instruction or verbal discourse by a speaker before a large or small group of learners.
- B. Active Learning – An approach to instruction in which students engage with material by doing things that directly enable them to reflect on, synthesize, and apply the concepts being taught. Active learning can occur in a variety of settings, including the classroom, the clinical environment and/or on-line. Active learning is not defined by the number of students involved and can be used to engage students individually and within small or large group environments. The various types of instruction which are identified as active learning methodologies are listed below.

**III. Policy Text**

When it is necessary for students to be absent from a required MD program activity, students must approach such absences with the same standard of professional responsibility required of practicing physicians; professional responsibility extends to one's patients, members of one's team and course/clerkship/selective leadership.

Medical students are encouraged to maintain their physical and mental well-being, seeking resources, including accessing health care services to do so. Medical students may be excused from required educational activities for scheduled medical, dental, therapy, and counseling appointments. Students are not required to disclose the nature or type of appointment. Students are required to notify their course/clerkship coordinators and directors and the Executive Associate Dean for Student Affairs of the time and/or date of their absence.

**IV. Responsibilities:** Office of Student Affairs**V. Procedures**

**A. Years 1 and 2****7. Attendance and Scheduling**

- a. Attendance is not required at lecture sessions in first- and second-year courses but is strongly recommended. Students who attend lectures perform better in weekly quizzes and in block course final exams.
- b. Attendance is required at all active learning sessions (both small or large groups) because collaborative participation occurs, and it is expected that each student will apply knowledge and practice skills with peers and faculty during these educational activities. Social accountability is critical to students' professional identity formation and the practice of medicine.
  - i. The following instructional methods are classified as "active learning" versus "not active learning":

<b>Active Learning</b>	<b>Not Active Learning</b>
<ul style="list-style-type: none"> <li>• Case-Based Instruction/Learning</li> <li>• Clinical Experience - Ambulatory</li> <li>• Clinical Experience - Inpatient</li> <li>• Concept Mapping</li> <li>• Conference</li> <li>• Demonstration</li> <li>• Discussion, Large Group (&gt;12)</li> <li>• Discussion, Small Group (&lt;12)</li> <li>• Games</li> <li>• Independent Learning</li> <li>• Journal Club</li> <li>• Laboratory</li> <li>• Mentorship</li> <li>• Patient Presentation - Faculty</li> <li>• Patient Presentation - Learner</li> <li>• Patient Presentation - Patient</li> <li>• Peer Teaching</li> <li>• Preceptorship</li> <li>• Problem-Based Learning (PBL)</li> <li>• Reflection</li> <li>• Research</li> <li>• Role Play/Dramatization</li> <li>• Self-Directed Learning</li> <li>• Service Learning Activity</li> <li>• Simulation</li> <li>• Team-Based Learning (TBL)</li> <li>• Team-Building Tutorial</li> <li>• Ward Rounds</li> <li>• Workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Lecture</li> </ul>

- ii. **Student attendance is required at all orientation sessions to block courses and modules regardless of the instructional method.**

- iii. Student attendance is mandatory at all laboratory sessions, case-based learning (CBM) modules, clinical skills and doctoring sessions, interprofessional team education (IPE) sessions and longitudinal ambulatory care experiences (LACE) sessions.
- iv. Student attendance is mandatory at sessions where a presentation by a patient to students tells or recounts the patient's experience (e.g., Patient Presentation – Patient).
- v. Block Directors may designate additional sessions as required in the course syllabus (e.g., guest lecturers) with approval of the Executive Associate Dean of Pre-clerkship Medical Education.
- vi. Attendance will be taken at all required educational activities.

## 8. School Holidays

- a. For the pre-clerkship years, instructional sessions are not scheduled on official UC school holidays as indicated on the Academic Calendar.

## 9. Anticipated Absences

- a. **Examples of anticipated absences include religious holidays, weddings, pre-scheduled medical and dental appointments, jury duty, presentation at or leadership position at a conference, etc.**
- b. In order to request a planned anticipated absence students must follow the following steps:
  - i. Step 1 - All requests for planned absences should be submitted at least 45 days prior to the absence. Students must complete the **“Request for Anticipated or Unanticipated Absence” electronic form** which is routed to the Block Director, Pre-Clerkship Coordinator, associated Module Director and Executive Associate Dean for Student Affairs. Requests for planned absences for medical and dental appointments can be submitted *less than* 45 days prior.
  - ii. Step 2 - The Block Director, the Pre-Clerkship Coordinator, Module Director and the Executive Associate Dean for Student Affairs will review and discuss the request together.
    - While it is not possible to delineate how each request will be decided, every effort will be made to make decisions consistent with UCR policies.
    - Students will not be allowed to miss scheduled quizzes, exams, labs, and LACE clerkship responsibilities unless approved by the Executive Associate Dean for Student Affairs.
  - iii. Step 3 - If an anticipated absence request is approved by the Executive Associate Dean for Student Affairs, the student must work with the Block Director(s) and appropriate module / thread instructor(s) to determine the times and dates to complete the required educational experiences and/or rescheduled examinations.
    - All rescheduled quizzes and examinations will occur after the scheduled exam for the rest of the class, not before.
  - iv. Students who do not adhere to this three step procedure for requesting an anticipated absence in advance and do not show up to a required attendance session will be referred to the professionalism committee for an unexcused absence.
  - v. Students must submit an electronic request even if absent a few hours.

- c. Anticipated healthcare appointments - When it is necessary for medical students to attend medical, dental, therapy, or counseling appointments, they will be excused from required educational activities.
  - i. Students who have a medical care appointment that is scheduled in advance should submit the **“Request for Anticipated or Unanticipated Absence” electronic form** which is routed to the Block Director, Pre-Clerkship Coordinator and Executive Associate Dean for Student Affairs. A request for an anticipated absence for medical appointments may be submitted *less than 45 days*.
- d. Jury duty - If a student is summoned for jury duty, they should complete the **“Request for Anticipated or Unanticipated Absence” electronic form** and select the “Jury Duty” option which is routed to the Registrars’ Office and the Executive Associate Dean for Student Affairs.
  - i. The student must submit a copy of the juror summons to the Registrar. The Registrar will provide an enrollment verification letter that can be presented to the court to request an extension of service.
- e. Medical students who present their research at professional meetings or conferences may be granted three consecutive days (e.g., a travel day and presentation day) at the discretion of the Block Course Director and the Executive Associate Dean for Student Affairs. Graduate students who present their research at professional meetings may be granted three consecutive days (e.g., a travel day and presentation day) at the discretion of the Block Course Director and the Director of Biomed Graduate Program. Medical and graduate students will only be granted a maximum of two meetings to present at a research conference per academic year. Students are strongly encouraged to submit a **“Request for Anticipated or Unanticipated Absence” electronic form** as soon as possible even if they have not yet received confirmation that their research presentation has been accepted by the conference committee.
- f. Students who represent UCR SOM in a leadership position at a conference may be granted time off for the full duration of the meeting at the discretion of the Executive Associate Dean for Student Affairs.

## 10. Unanticipated Absences

- a. Typical unanticipated absences may include acute illness, death of an immediate family member, automobile breakdown, etc.
- b. In order to request unanticipated absence, students must follow the following steps:
  - i. Step 1 - Students must first contact the Pre-Clerkship Coordinator, Block Director and the appropriate module director (e.g., LACE, Clinical Skills, CBL, Doctoring) and LACE preceptor.
  - ii. Step 2 - Students must complete the **“Request for Anticipated or Unanticipated Absence” electronic form** within 48 hours of the start of the unanticipated absence which is routed to the Block Director, Pre-Clerkship Coordinator, associated Module Director and Executive Associate Dean for Student Affairs.
  - iii. Step 3 - If an unanticipated absence request is approved by the Executive Associate Dean for Student Affairs, the student must work with the Block Director(s) and appropriate

module / thread instructor(s) to determine the times and dates to complete the required educational experiences and/or rescheduled examinations.

- i. All rescheduled quizzes and examinations will occur after the scheduled exam for the rest of the class, not before.
- iv. Students who are acutely ill in the preclinical years will be allowed a total of two “sick days” of absences per 6-month period (i.e. August-December and January-June) without requiring a written doctor's note. This also applies to days that are not consecutive (e.g., if a student misses one day in October and another day in December, any additional excused days will require a doctor's note regardless of the length of absence).
  - **Unanticipated absences are NOT intended to be used as “at will free days” to be excused from required classes without an appropriate cause.** Students must still follow the delineated three steps stated above for unanticipated absences, have a valid reason for the unanticipated absences, and have approval from the Executive Associate Dean for Student Affairs.
- v. Students who do not adhere to this three-step procedure for requesting an unanticipated absence and do not show up to a required attendance session will be referred to the professionalism committee for an unexcused absence.

#### **11. Absences, required make up assignments and when a student must repeat the entire block course:**

- a. **Foundational Sciences Module** (including the Block 1 biostats module)
  - i. Any missed required attendance sessions in the foundational sciences module will require make up activities whenever possible, as coordinated by the foundational sciences module directors.
  - ii. If a reasonable remediation is not possible and/or the number of absences *for any reason* exceeds 40% of the required active learning sessions, the student would need to repeat the entire block course.
- b. **LACE Module**
  - i. In LACE 1 and LACE 2, students must complete their make-up LACE sessions by the end of the subsequent Block Course (e.g., missed LACE session in Block 1 course will be made up during Block 2 course). There are 16 LACE Clerkship sessions in LACE 1 and 15 sessions in LACE 2.
    - A grade of “incomplete” will be filed for the overall Block course by the LACE directors and the Block directors before 6 weeks has passed since the end of the Block course in which the LACE sessions were missed. This is required by LCME regulations.
    - A grade of “incomplete” reverts to a “failure” for the Block course if all of the LACE sessions are still not made up by the end of the academic quarter.
- c. **Integrated Doctoring (Clinical Skills / CBL / Doctoring Modules)**
  - i. All scheduled sessions, and formative and summative examinations for Integrated Doctoring are mandatory, and absence at any of these activities requires make-up.
  - ii. Any anticipated or unanticipated absence that is not made up by the student as designated by the Module director by the end of the Block course will be converted to an unexcused absence.

- iii. A grade of “incomplete” will be filed for the overall Block course by the clinical skills/CBL/doctoring module directors and the Block directors before 6 weeks has passed since the end of the Block course in which these sessions were missed. This is required by LCME regulations.
  - iv. A grade of “incomplete” reverts to a “fail” for the Block course if all of the clinical skills/CBL/doctoring module sessions are still not made up by the end of the academic quarter. Unexcused absence is unprofessional behavior and can result in referral to the professionalism committee by the Module Director.
- d. Thread sessions**
- i. Any missed required attendance sessions for a curricular thread will require make up activities whenever possible, as coordinated by the thread directors.
  - ii. If a student fails to complete the thread directors’ make up assignment, the procedure to be followed will correspond to the module which hosted the thread session (e.g., a missed IPE thread session that is not made up and took part of the CBL module, the consequences will follow the CBL module procedures).

## **12. Unexcused absences**

- a. Unexcused absences will be reported and will result in a professionalism referral by the Block Director and Executive Associate Dean of Student Affairs.
- b. Students do not have a quota of “unexcused absences” to claim and use as they are not allowed.
- c. If any student requests that another peer student sign the attendance sheet on their behalf and the student is not actually present, both students will be referred to the Professionalism Committee.
- d. If any student signs the attendance sheet and but doesn’t stay for the entire required session, the student will be referred to the Professionalism Committee.
- e. Students who falsely log clinical work hours for times that they were unexcused for an absence will be referred to both the Professionalism Committee and the UCR’s Office of Student Conduct.

## **13. Lateness and Punctuality to Sessions**

- a. Please refer to Policy Number and Title: 950-06-030 Pre-Clerkship Tardiness Policy

## **B. Year 3:**

### **1. Attendance and Scheduling**

- a. The Third Year is a full-time commitment and 100% attendance at all assigned learning experiences is expected. This is to include all scheduled clinical assignments including evening, weekend, and overnight call, and associated educational sessions (e.g., lectures, small group teaching sessions).
- b. Third year students are required to attend all sessions of the “Transition to Clerkship” course.
- c. Student attendance is required at all orientation sessions to clerkships regardless of the instructional method to deliver the information.

### **2. School Holidays**

- a. Students are required to work on official UC school holidays as indicated on the Academic Calendar if their clinical site is on service on the date of the holiday.

### 3. Anticipated Absences

- a. Examples of anticipated absences include religious holidays, weddings, pre-scheduled medical and dental appointments, jury duty, presentation or leadership role at professional meetings, etc.
- b. Students must request time off for anticipated absences in advance:
  - i. Step 1 - All requests for planned absences should be submitted at least 45 days prior to the absence. Students must complete the **“Request for Anticipated or Unanticipated Absence” electronic form** which is routed to the Clerkship Director, Clerkship Coordinator (including LACE directors and coordinators as appropriate) and the Executive Associate Dean for Student Affairs. Requests for planned absences for medical and dental appointments can be submitted *less than* 45 days prior
  - ii. Step 2 - The Clerkship Director, the Clerkship Coordinator, and the Executive Associate Dean for Student Affairs will review and discuss the request together.
  - iii. Step 3 - The Executive Associate Dean of Student Affairs will make the final review and decision on approval, at which point the student will be notified of the decision. The excuse is not approved until this step has been completed.
    - While it is not possible to delineate how each request will be decided, every effort will be made to make decisions consistent with UCR policies.
    - Students will not be allowed to miss scheduled final exams or other required assessments unless approved by the Executive Associate Dean for Student Affairs.
    - All rescheduled examinations and assessments will occur after the scheduled exam for the rest of the rotation cohort, not before.
  - iv. Students who do not adhere to these procedures for requesting an anticipated absence in advance and do not show up to a required attendance session or clinical shift will have a negative impact on their final clerkship grade as determined by the clerkship director and clerkship grading rubric for an unexcused absence. The student may also be referred to the professionalism committee.
  - v. Students must submit an electronic request even if absent a few hours.
- c. Anticipated healthcare appointments - When it is necessary for medical students to attend medical, dental, therapy, or counseling appointments, they will be excused from required educational activities. A request for an anticipated absence for medical appointments may be submitted less than 45 days.
  - i. Students who have a medical care appointment that is scheduled in advance must complete the **“Request for Anticipated or Unanticipated Absence” electronic form** which is routed to the Clerkship Director, Clerkship Coordinator (including LACE directors and coordinators as appropriate) and the Executive Associate Dean for Student Affairs.
- d. Jury duty - If a student is summoned for jury duty, they should complete the **“Request for Anticipated or Unanticipated Absence” electronic form** and select the “Jury Duty” option which is routed to the Registrars’ Office and the Executive Associate Dean for Student Affairs.

- The student must submit a copy of the juror summons to the Registrar. The Registrar will provide an enrollment verification letter that can be presented to the court to request an extension of service.
- e. Students who present their research at professional meetings may be granted three consecutive days (e.g., a travel day and presentation day) at the discretion of the Clerkship Director and the Executive Associate Dean for Student Affairs. Students will only be granted a maximum of two meetings to present at a research conference per academic year. Students are strongly encouraged to submit a **“Request for Anticipated or Unanticipated Absence” electronic form** as soon as possible even if they have not yet received confirmation that their research presentation has been accepted by the conference committee.
- f. Students who represent UCR SOM in a leadership position at a conference may be granted time off for the full duration of the meeting at the discretion of the Executive Associate Dean for Student Affairs.

#### 4. Unanticipated Absences

- a. Typical unanticipated absences may include acute illness, death of an immediate family member, automobile break down, etc.
- b. Students needing to miss clinical and educational hours for unanticipated reasons must follow these steps:
  - i. Step 1 - Immediately notify their preceptor at their site (including the LACE site preceptor, if applicable) and the MS3 Clerkship Coordinator (and LACE Program coordinator, if applicable). The Clerkship Coordinator will notify the Clerkship Director and the Executive Associate Dean for Student Affairs.
  - ii. Step 2 - Students must complete the **“Request for Anticipated or Unanticipated Absence” electronic form** within 48 hours of the start of the unanticipated absence which is routed to the Clerkship Director, Clerkship Coordinator and Executive Associate Dean for Student Affairs.
  - iii. Step 3 - If an unanticipated absence request is approved by the Executive Associate Dean for Student Affairs, the student must work with the Clerkship Director(s) to determine the times and dates to complete any required educational experiences and/or rescheduled examinations.
    - All rescheduled quizzes and examinations will occur after the scheduled exam for the rest of the class, not before.
  - iv. Students who are acutely ill in the clinical years will be allowed a total of two sick days of absences per 6-month period (i.e. August-December and January-June) without requiring a written doctor's note. This also applies to days that are not consecutive (e.g., if a student misses one day in October and another day in December, any additional excused days will require a doctor's note regardless of the length of absence).
    - **Unanticipated absences are NOT intended to be used as “at will free days” to be excused from required clerkships without an appropriate cause.** Students must still follow the delineated three steps stated above for unanticipated absences, have a valid reason for the unanticipated absences, and have approval from the Executive Associate Dean for Student Affairs.



- v. Students who do not adhere to these procedures for requesting an unanticipated absence and do not show up to a required attendance session or clinical shift will have a negative impact on their final clerkship grade as determined by the clerkship director and clerkship grading rubric for an unexcused absence. The student may also be referred to the professionalism committee.
  - c. Students requesting consideration for attendance accommodations for chronic health conditions will be referred to the Student Disability Resource Center (SDRC) for assessment, and if approved, accommodations are not retroactive.
- 5. Absences and make up time in year 3:**
- a. *Make up sessions* are required in all clerkships including LACE 3 before the end of the academic year or the student will not progress to fourth year. The specifics of ‘how, where and when’ the make-up sessions are to take place are decided by the clerkship director and not the medical student.
  - b. In all clerkships *including LACE 3*, if a student’s total absences (for any reason), extend beyond the clinical days stated below, the student must *repeat the entire clerkship*:
    - i. 2 week clerkships: 2 days maximum
    - ii. 4 week clerkships: 4 days maximum
    - iii. 6 week clerkships: 6 days maximum
    - iv. 8 week clerkships: 8 days maximum
    - v. LACE 3: If a student’s total absences extend beyond six (6) LACE 3 Clerkship sessions maximum, they must repeat the entire LACE 3 Clerkship.
- 6. Unexcused absences**
- a. Unexcused absences are when students do not show up to a required attendance session or clinical shifts and did not obtain an approved excused absence from the Executive Associate Dean for Student Affairs. This will have a negative impact on their final clerkship grade as determined by the clerkship director and clerkship grading rubric for an unexcused absence. The student may also be referred to the professionalism committee
  - b. Students do not have a quota of “unexcused absences” to claim and use as they are not allowed.
  - c. If any student requests that another peer sign the attendance sheet on their behalf and the student is not actually present, both students will be referred to the Professionalism Committee.
  - d. If any student signs the attendance sheet and but doesn’t stay for the entire required session, the student will be referred to the Professionalism Committee.
  - e. Students who falsely log clinical work hours for times that they were unexcused for an absence will be referred to both the Professionalism Committee and the UCR’s Office of Student Conduct.
- 7. Lateness and Punctuality to Sessions**
- a. Please refer to Policy Number and Title: 950-06-030 Pre-Clerkship Tardiness Policy

**C. Year 4:**

**1. Attendance and Scheduling**

- a. The Fourth Year Program is a full-time commitment and 100% attendance at all assigned learning experiences is expected. This is to include all scheduled clinical assignments including evening, weekend, and overnight call, and associated educational sessions (e.g., lectures, small group teaching sessions).
- b. Student attendance is required at all orientation sessions to selectives regardless of the instructional method to deliver the information.

## 2. School Holidays

- c. Students are required to work on official UC school holidays as indicated on the Academic Calendar if their clinical site is on service on the date of the holiday.

## 3. Anticipated Absences

- a. Examples of anticipated absences include religious holidays, weddings, residency interviews, pre-scheduled medical and dental appointments, jury duty, presentation or leadership role at professional meetings, etc.
- b. Students may be allowed up to 2 days of anticipated absences per block during the 4th year. **This does not apply for time taken to complete residency interviews.**
- c. **Fourth year students are required to attend all sessions during the “Transition to Residency” course.**
- d. Students must request time off for anticipated absences by following these steps:
  - i. Step 1 – The student must submit a **“Request for Anticipated or Unanticipated Absence” electronic form** 45 days in advance to the MS4 Year Director and MS4 Year Coordinator to determine any make up work.
  - ii. Step 2 - All anticipated (non-residency interview related) absences must next be approved by the MS4 Year Coordinators, MS4 Year Director and the Executive Associate Dean for Medical Education prior to the start of the requested time off. Students may be required to provide additional documentation before considering approval of anticipated absences. Final review and approval of absences is by the Executive Associate Dean of Student Affairs.
  - vi. Students must submit an electronic request even if absent a few hours.
- e. Residency Interviews - During elective blocks and required non-clinical blocks, students will be excused for no more than 2 days per week, averaged across the elective block, for interviews. Absences beyond this limit may be denied or may require make up time at the discretion of the fourth-year director. For required 4th year clinical blocks, students may miss no more than 2 days per 4-week block for any reason, including for interviews. If students require time away from the rotation beyond this limit the block will be reclassified as an elective block and the student will need to reschedule the required block for a later time.
- f. Anticipated healthcare appointments - When it is necessary for medical students to attend medical, dental, therapy, or counseling appointments, they will be excused from required educational activities.
  - i. Students who have a medical care appointment that is scheduled in advance should submit the **“Request for Anticipated or Unanticipated Absence” electronic form** to the MS4 coordinator with final review and approval by the Executive Associate Dean of Student Affairs.

- g. Jury duty - If a student is summoned for jury duty, they should complete the **“Request for Anticipated or Unanticipated Absence” electronic form** and select the “Jury Duty” option which is routed to the Registrars’ Office and the Executive Associate Dean for Student Affairs.
    - i. The student must submit a copy of the juror summons to the Registrar. The Registrar will provide an enrollment verification letter that can be presented to the court to request an extension of service.
  - h. Students who present their research at professional meetings may be granted three consecutive days (e.g., a travel day and presentation day) at the discretion of the MS4 Year Director and the Executive Associate Dean for Student Affairs. Students will only be granted a maximum of two absences to present at a research conference per academic year. Students are strongly encouraged to submit a **“Request for Anticipated or Unanticipated Absence” electronic form** as soon as possible even if they have not yet received confirmation that their research presentation has been accepted by the conference committee.
    - i. Students who represent UCR SOM in a leadership position at a conference may be granted time off for the full duration of the meeting at the discretion of the Executive Associate Dean for Student Affairs.
4. **Unanticipated Absences**
- a. Typical unanticipated absences may include acute illness, death of an immediate family member, automobile break down, etc.
  - b. Students needing to miss clinical and educational hours for unanticipated reasons must follow the following steps:
    - i. Step 1 – Students must immediately notify their preceptor at their site and the MS4 Clerkship Coordinator. The MS4 Clerkship Coordinator will notify the MS4 Year Director and appropriate director (e.g., Critical Care Medicine, Sub-internship, elective, Radiology, Transition to Residency) and the Executive Associate Dean for Student Affairs.
    - ii. Step 2 - Students must complete the **“Request for Anticipated or Unanticipated Absence” electronic form** within 48 hours of the start of the unanticipated absence which is routed to the MS4 Director, MS4 Coordinators and Executive Associate Dean for Student Affairs.
    - iii. Step 3 - If an unanticipated absence request is approved by the Executive Associate Dean for Student Affairs, the student must work with the MS4 Director to determine the times and dates to complete any required educational experiences.
  - c. Students who are acutely ill in the clinical years will be allowed a total of two sick days of absences per 6-month period (i.e. June-November and December-May) without requiring a written doctor's note. This also applies to days that are not consecutive (e.g., if a student misses one day in October and another day in December, any additional excused days will require a doctor's note regardless of the length of absence).
    - **Unanticipated absences are NOT intended to be used as “at will free days” to be excused from required clinical or course experiences without an appropriate cause.** Students must still follow the delineated steps stated above for unanticipated absences, have a valid reason for the unanticipated absences, and have approval from the Executive Associate Dean for Student Affairs.

- d. **Students who do not adhere to these procedures for requesting an unanticipated absence and do not show up to a required attendance session or clinical shift may be referred to the professionalism committee. The student may also be at risk of failing the MS4 rotation and not graduating on time.**
  - e. Students requesting consideration for attendance accommodations for all other chronic health conditions will be referred to the Student Disability Resource Center (SDRC) for assessment.
5. **Absences that extend beyond one week per block may require make up time.**
6. **Unexcused absences**
- a. **Unexcused absences will be reported and may result in a professionalism referral by the MS4 Director or Executive Associate Dean of Student Affairs. They are also at risk of failing the rotation, not graduating on time and not starting a residency program.**
  - b. Students do not have a quota of “unexcused absences” to claim and use as they are not allowed.
  - c. If any student requests that another peer sign the attendance sheet on their behalf and the student is not actually present, both students will be referred to the Professionalism Committee.
  - d. If any student signs the attendance sheet and but doesn’t stay for the entire required session, the student will be referred to the Professionalism Committee.
  - e. Students who falsely log clinical work hours for times that they were unexcused for an absence will be referred to both the Professionalism Committee and the UCR’s Office of Student Conduct.
7. **Lateness and Punctuality to Sessions**
- a. Please refer to Policy Number and Title: 950-06-030 Pre-Clerkship Tardiness Policy

#### **D. Mandatory Orientation Sessions and Transition Courses for All Students**

1. Students are required to attend all mandatory orientation sessions and transition courses in all four years. These sessions may feature onboarding requirements, preparation for next phase of training, review of critical policies and procedures, and mandated review of LCME standards. Anticipated absences will not be granted to any student for these sessions and courses and the dates of these events will be provided to the classes at least six months in advance, whenever possible. Students are required to be on campus for any in-person sessions.
2. This applies to:
  - a. **Student attendance is required at all orientation sessions to block courses, modules clerkships, and selectives *regardless of the instructional method to deliver the information.***
  - b. First Year Orientation Week
  - c. Second Year Orientation Session
  - d. Second Year Orientation to Third Year Sessions (e.g., Introduction to MS3 Year and Site Assignment Process; Onboarding Inservice)
  - e. Transition to Clerkship Course
  - f. Fourth Year Orientation Sessions
  - g. Transition to Residency Course

#### **E. Extended Leave of Absence**

1. In order to request an extended leave of absence, students should complete the Request for Leave of Absence (LOA) form or the Request for Medical Leave of Absence (MLOA) form and follow the instructions provided. Once the form is submitted, the student should meet with the Senior Associate Dean of Student Affairs to discuss details of the requested leave. The Senior Associate Dean of Student Affairs will make the final decision. Upon approval, the Office of Student Affairs will notify the Block or Clerkship Director(s) and Clerkship Coordinator that a student is on a leave of absence.
2. For parental leave and caregiver leave issues – please refer to the separate policy.

## **VI. Forms/Instructions**

Planned, Emergency, and Unexcused Absences for Medical Students FAQs Sheet  
Request for Approved Absence Form

## **VII. Related Information**

*Medical Student Handbook*

*Planned, Emergency, and Unexcused Absences for Medical Students FAQ's*

## **VIII. Revision History**

Original Date: 01/27/2017

Revision Dates:

04/15/2021

08/17/2021

05/19/2022

09/15/2022

12/14/2022

11/16/2023

06/20/2024

Approvals:

MEDICAL EDUCATION COMMITTEE (06/20/2024)

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6/23/2024 | 10:27 PM PDT  
 DATE

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6/25/2024 | 3:58 PM PDT  
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6/23/2024 | 10:20 PM PDT  
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6/25/2024 | 5:13 PM PDT  
 DATE

**REQUESTING AN APPROVED ABSENCE IN YEAR 1 and 2: THREE STEP PROCESS**



Jury Duty

Routed to the Registrars' Office.  
 Student must submit a copy of juror summons to Registrar.  
 Registrar will provide an enrollment verification letter that can be presented to the court to request an extension of service.



STEP 2

The Block Director, the Pre-Clerkship Coordinator, Module Director and the Executive Associate Dean for Student Affairs will review and discuss the request together.

STEP 3

The Executive Associate Dean of Student Affairs will make the final review and decision on approval of the anticipated absence, at which point the student will be notified of the decision. The student must work with the Block Director(s) and appropriate module / thread instructor(s) to determine the times and dates to complete the required educational experiences and/or rescheduled examinations.

All rescheduled quizzes and examinations will occur after the scheduled exam for the rest of the class, not before.

STEP 3

If unanticipated absence request is approved by the Executive Associate Dean for Student Affairs, the student must work with the Block Director(s) and appropriate module / thread instructor(s) to determine the times and dates to complete the required educational experiences and/or rescheduled examinations.

All rescheduled quizzes and examinations will occur after the scheduled exam for the rest of the class, not before.

**NOTE: SICK DAYS** - Students who are acutely ill in the preclinical years will be allowed a total of two days of absences per 6-month period (i.e. August-December and January-June) without requiring a written doctor's note. This also applies to days that are not consecutive.

Unanticipated absences are NOT intended to be used as "at will free days" to be excused from required classes without an appropriate cause. Students must still follow the delineated three steps stated for unanticipated absences, have a valid reason for the unanticipated absences, and have approval from the Executive Associate Dean for Student Affairs.

- Religious holidays
- Weddings
- Jury Duty
- Scholarly presentations at conferences (even if pending acceptance decision)
- Student leadership representation at conferences

**STEP 1**  
 Requests for these planned absences should be submitted at **least 45 days prior to the absence.**  
  
 Students must complete the "Request for Anticipated or Unanticipated Absence" electronic form.

REQUESTING AN "ANTICIPATED ABSENCE"

- Pre-scheduled medical, dental, behavioral health appointments

**STEP 1**  
 Students who have a medical / dental / behavioral health care appointment that is scheduled in advance should submit the "Request for Anticipated or Unanticipated Absence" electronic form.  
  
 A request for an anticipated absence for medical appointments may be submitted **less than 45 days.**



MEDICAL STUDENT

REQUESTING AN "UNANTICIPATED ABSENCE"

- Acute illness
- Death of an immediate family member
- Family emergency
- Automobile breakdown

**STEP 1**  
 Students must first contact the Pre-Clerkship Coordinator, Block Director and the appropriate module director (e.g., LACE, Clinical Skills, CBL, Doctoring) and LACE preceptor as soon as possible.

**STEP 2**  
 Students must complete the "Request for Anticipated or Unanticipated Absence" electronic form within 48 hours of the start of the unanticipated absence which is routed to the Block Director, Pre-Clerkship Coordinator, associated Module Director and Executive Associate Dean for Student Affairs.

**NOTE: Unexcused absences will be reported and will result in a professionalism referral by the Block Director and Executive Associate Dean of Student Affairs.**

**Students do not have a quota of "unexcused absences" to claim and use as they are not allowed.**

**REQUESTING AN APPROVED ABSENCE IN YEAR 3: THREE STEP PROCESS**



Jury Duty

Routed to the Registrars' Office.  
 Student must submit a copy of juror summons to Registrar.  
 Registrar will provide an enrollment verification letter that can be presented to the court to request an extension of service.



STEP 2

The Clerkship Director, the Clerkship Coordinator, and the Executive Associate Dean for Student Affairs will review and discuss the request together.

STEP 3

The Executive Associate Dean of Student Affairs will make the final review and decision on approval on the anticipated absence, at which point the student will be notified of the decision.

Students will not be allowed to miss scheduled final exams or other required assessments unless approved by the Executive Associate Dean for Student Affairs.

All rescheduled examinations and assessments will occur after the scheduled exam for the rest of the rotation cohort, not before.

STEP 3

If an unanticipated absence request is approved by the Executive Associate Dean for Student Affairs, the student must work with the Clerkship Director(s) to determine the times and dates to complete any required educational experiences and/or rescheduled examinations.

All rescheduled quizzes and examinations will occur after the scheduled exam for the rest of the class, not before.

**NOTE: SICK DAYS** - Students who are acutely ill in the clinical years will be allowed a total of two days of absences per 6-month period (i.e. August-December and January-June) without requiring a written doctor's note. This also applies to days that are not consecutive.

**Unanticipated absences are NOT intended to be used as "at will free days" to be excused from required classes without an appropriate cause.** Students must still follow the delineated three steps stated for unanticipated absences, have a valid reason for the unanticipated absences, and have approval from the Executive Associate Dean for Student Affairs.

- Religious holidays
- Weddings
- Jury Duty
- Scholarly presentations at conferences (even if pending acceptance decision)
- Student leadership representation at conferences

**STEP 1**  
 Requests for these planned absences should be submitted at **least 45 days prior to the absence.**  
  
 Students must complete the **"Request for Anticipated or Unanticipated Absence" electronic form.**

- Pre-scheduled medical, dental, behavioral health appointments

**STEP 1**  
 Students who have a medical / dental / behavioral health care appointment that is scheduled in advance should submit the **"Request for Anticipated or Unanticipated Absence" electronic form.**  
  
 A request for an anticipated absence for medical appointments **may be submitted less than 45 days.**

**STEP 1**  
 Students must immediately notify their preceptor at their site (including the LACE site preceptor, if applicable) and the MS3 Clerkship Coordinator (and LACE Program coordinator, if applicable). The Clerkship Coordinator will notify the Clerkship Director and the Executive Associate Dean for Student Affairs.

**STEP 2**  
 Students must complete the **"Request for Anticipated or Unanticipated Absence" electronic form** within 48 hours of the start of the unanticipated absence which is routed to the Clerkship Director, Clerkship Coordinator and Executive Associate Dean for Student Affairs.

REQUESTING AN **"ANTICIPATED ABSENCE"**

REQUESTING AN **"UNANTICIPATED ABSENCE"**

MEDICAL STUDENT



REQUESTING AN **"UNANTICIPATED ABSENCE"**

- Acute illness
- Death of an immediate family member
- Family emergency
- Automobile breakdown

**NOTE: Unexcused absences will be reported and will result in a professionalism referral by the Clerkship Director and Executive Associate Dean of Student Affairs.**

**Students do not have a quota of "unexcused absences" to claim and use as they are not allowed.**



**REQUESTING AN APPROVED ABSENCE IN YEAR 4**



**Jury Duty**

Routed to the Registrars' Office.  
 Student must submit a copy of juror summons to Registrar.  
 Registrar will provide an enrollment verification letter that can be presented to the court to request an extension of service.

**STEP 2**

All anticipated (non-residency interview related) absences must next be approved by the MS4 Year Coordinators, MS4 Year Director and the Executive Associate Dean for Medical Education prior to the start of the requested time off. Students may be required to provide additional documentation before considering approval of anticipated absences.  
 Final review and approval of absences is by the Executive Associate Dean of Student Affairs.

**Residency Interviews**

During elective blocks and required non-clinical blocks, students will be excused for no more than 2 days per week, averaged across the elective block, for interviews. Absences beyond this limit may be denied or may require make up time at the discretion of the fourth-year director.  
 For required 4th year clinical blocks, students may miss no more than 2 days per 4-week block for any reason, including for interviews. If students require time away from the rotation beyond this limit the block will be reclassified as an elective block and the student will need to reschedule the required block for a later time.

**STEP 3**

If an unanticipated absence request is approved by the Executive Associate Dean for Student Affairs, the student must work with the MS4 Director to determine the times and dates to complete any required educational experiences.

**NOTE: SICK DAYS** - Students who are acutely ill in the clinical years will be allowed a total of two days of absences per 6-month period (i.e. August-December and January-June) without requiring a written doctor's note. This also applies to days that are not consecutive.

**Unanticipated absences are NOT intended to be used as "at will free days" to be excused from required classes without an appropriate cause.** Students must still follow the delineated three steps stated for unanticipated absences, have a valid reason for the unanticipated absences, and have approval from the Executive Associate Dean for Student Affairs.

**STEP 1**

The student must submit a **"Request for Anticipated or Unanticipated Absence" electronic form 45 days in advance** to the MS4 Year Director and MS4 Year Coordinator to determine any make up work.

Pre-scheduled medical, dental, behavioral health appointments

**STEP 1**

Students who have a medical / dental / behavioral health care appointment that is scheduled in advance should submit the **"Request for Anticipated or Unanticipated Absence" electronic form.**  
 A request for an anticipated absence for medical appointments **may be submitted less than 45 days.**

**STEP 1**

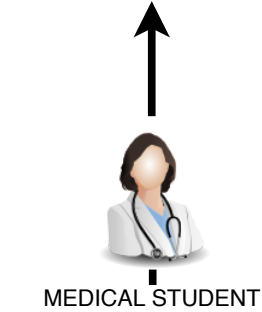
Students must immediately notify their preceptor at their site and the MS4 Clerkship Coordinator. The MS4 Clerkship Coordinator will notify the MS4 Year Director and appropriate director (e.g., Critical Care Medicine, Sub-internship, elective, Radiology, Transition to Residency) and the Executive Associate Dean for Student Affairs..

**STEP 2**

Students must complete the **"Request for Anticipated or Unanticipated Absence" electronic form** within 48 hours of the start of the unanticipated absence which is routed to the MS4 Director, MS4 Coordinators and Executive Associate Dean for Student Affairs.

- Religious holidays
- Weddings
- Jury Duty
- Scholarly presentations at conferences (even if pending acceptance decision)
- Student leadership representation at conferences
- Residency interviews

**REQUESTING AN "ANTICIPATED ABSENCE"**



**REQUESTING AN "UNANTICIPATED ABSENCE"**

- Acute illness
- Death of an immediate family member
- Family emergency
- Automobile breakdown

**NOTE: Unexcused absences will be reported and will result in a professionalism referral by the Clerkship Director and Executive Associate Dean of Student Affairs.**  
 The student may also be at risk of failing the MS4 rotation and not graduating on time.  
 Students do not have a quota of "unexcused absences" to claim and use as they are not allowed.