

UC Riverside, School of Medicine Policies and Procedures**Policy Title:** Attendance and Planned Emergency Unexcused and Extended Absences**Policy Number:** 950-07-016

Responsible Officer:	Senior Associate Dean, Medical Education, and Executive Associate Dean, Student Affairs
Responsible Office:	Office of Medical Education, Office of Student Affairs
Origination Date:	01/27/2017
Date of Revision:	5/19/2022; 7/21/2022; 9/15/22; 12/14/22; 11/16/23
Scope:	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 all 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 and members of one's team.

Medical students are encouraged to maintain their physical and mental well-being, seeking resources, including accessing health care services in order 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 of the time and/or date of their absence.

IV. Responsibilities: Office of Student Affairs**V. Procedures****A. Years 1 and 2****1. Attendance and Scheduling**

- a. Attendance is not required at lecture sessions in first- and second-year courses but is strongly recommended.
- 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 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":

Active Learning	Not Active Learning
Case-Based Instruction/Learning Clinical Experience - Ambulatory Clinical Experience - Inpatient Concept Mapping Conference Demonstration Discussion, Large Group (>12) Discussion, Small Group (<12) Games Independent Learning Journal Club Laboratory Mentorship Patient Presentation - Faculty Patient Presentation - Learner Patient Presentation - Patient Peer Teaching Preceptorship Problem-Based Learning (PBL) Reflection Research Role Play/Dramatization Self-Directed Learning Service Learning Activity Simulation Team-Based Learning (TBL) Team-Building Tutorial Ward Rounds Workshop	Lecture

- ii. Student attendance is mandatory at all laboratory sessions, case-based learning (CBM) modules, clinical skills and doctoring sessions, and longitudinal ambulatory care experiences (LACE).
- iii. 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).
- iv. Block Directors may designate additional sessions as required in the course syllabus (e.g., guest lecturers) with approval of the Associate Dean of Pre-clerkship Curriculum.
- v. Attendance will be taken at all required educational activities.

2. School Holidays

- a. Instructional sessions are not scheduled on official UC school holidays as indicated on the Academic Calendar.

3. 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:
 - i. Students should first contact the Pre-Clerkship Coordinator and Block Director, who will approve or disapprove the request on a case-by-case basis. All requests for planned

- absences should be submitted at least 45 days prior to the absence. A student who does not agree with the Block Director's decision may appeal to the Senior Associate Dean of Student Affairs.
- ii. The Block Director approving or disapproving the anticipated absence will sign the "Request for Approved Absence (MS1, 2 and 3) Form" and then submit to the Senior Associate Dean of Student Affairs for final review and approval.
 - iii. 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.
 - iv. Students will not be allowed to miss scheduled exams, labs, and LACE clerkship responsibilities unless approved by the Senior Associate Dean of Student Affairs.
 - v. If an anticipated absence request is approved, the student must work with the appropriate course instructor(s) and Block Director(s) to determine the times and dates to complete the required educational experiences and/or rescheduled examinations. All rescheduled examinations will occur after the scheduled exam, not before.
 - vi. Students who do not adhere to this policy may be referred to the professionalism committee.
- 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 Approved Absence (MS1, 2, and 3)" form to the pre-clerkship coordinator or block coordinator with final Review and approval by the Senior Associate Dean of Student Affairs.
- d. Jury duty - If a student is summoned for jury duty, they should complete the "Document Request Form – Current Students Form" and submit it, along with 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 development 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 Senior 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 absences to present at a research conference per academic year. Students are strongly encouraged to submit a "Request for Approved Absence (MS1, 2, and 3)" 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 Senior Associate Dean for Student Affairs.

4. Unanticipated Absences

- a. Typical unanticipated absences may include acute illness, death of an immediate family member, automobile breakdown, etc.
 - b. 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 (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.
 - c. In order to request short-term emergency or unanticipated absence:
 - i. Students should first contact the Pre-Clerkship Coordinator and Block Director, who will approve or disapprove the request on a case-by-case basis.
 - ii. The Block Director will sign the Request for Approved Absence (MS1, 2 and 3) form and then submit to the Senior Associate Dean of Student Affairs for final review and approval.
 - iii. 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.
 - iv. If the request is approved, the student must work with the appropriate course instructor(s) and Block Director(s) to determine the times and dates of the required educational experiences and/or rescheduled examinations. All rescheduled examinations will occur after the scheduled exam, not before.
5. Requests for video recorded or streamed access to missed required in-person attendance sessions will only be considered for students that are in quarantine for any public health emergency declared by federal, state, and/or local health agencies (e.g., COVID-19, Monkeypox or other emerging communicable diseases exposure or infection), if possible and if consent is given by the live participants. Students requesting video recorded or streamed access to past, present or future required in-person attendance sessions for other reasons will be denied. Students requesting consideration of video alternatives for required in-person attendance sessions citing all other chronic health conditions will only be granted after assessment and approval by the Student Disability Resource Center (SDRC), and if approved, accommodations are not retroactive.
6. Absences that exceed 10% of the total number of required sessions in the foundational module in each block will require make up, on a case by case basis. Absences in other modules (LACE, doctoring, CS, CBL, Epi/Biostat) will follow procedures in place for those modules and will be considered on a case-by-case basis.
7. **Unexcused absences**
- a. Unexcused absences will be reported and may result in a professionalism referral by the Block Director or Senior Associate Dean of Student Affairs.
 - b. 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.

B. Year 3:**1. Attendance and Scheduling**

- a. The Third Year is a full-time commitment and 100% attendance at all assigned learning experiences 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)

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 may be allowed up to 2 days of anticipated absences per 6-month block during the 3rd year.
- c. Students must request time off for anticipated absences:
 - i. Students must submit a "Request for Approved Absence (MS1, 2 and 3)" form to the appropriate Clerkship Coordinator at least 45 days prior to the start of the anticipated absence. Submission of a request does not constitute approval.
 - ii. All anticipated absences must next be approved by the Clerkship Director 30 days prior to the start of the requested time off. The Clerkship Director may require additional documentation before considering approval of absences.
 - iii. Once approved or disapproved by the Clerkship Director, the request will be forwarded to the Senior Associate Dean of Student Affairs for final review and approval, at which point the student will be notified of the decision. The excuse is not approved until this step has been completed.
- d. 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 Approved Absence (MS1, 2, and 3)" form to the clerkship coordinator with final review and approval by the Senior Associate Dean of Student Affairs.
- e. Jury duty - If a student is summoned for jury duty, they should complete the "Document Request Form – Current Students Form" and submit it, along with 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.
- f. 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 Senior 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 Approved Absence (MS1, 2, and 3)" form

as soon as possible even if they have not yet received confirmation that their research presentation has been accepted by the conference committee.

- g. 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 Senior Associate Dean for Student Affairs.

4. Unanticipated Absences

- a. Typical unanticipated absences may include acute illness, death of an immediate family member, etc.
- b. Students needing to miss clinical and educational hours for unanticipated reasons must immediately notify their preceptor at their site (including the LACE site, if applicable) and the MS3 Clerkship Coordinator (and LACE Program coordinator, if applicable). The Clerkship Coordinator will notify the Clerkship Director and the Senior Associate Dean for Student Affairs.
- c. 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. 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).
- d. Only students that are in quarantine for any public health emergency declared by federal, state, and/or local health agencies (e.g., COVID-19, Monkeypox or other emerging communicable diseases exposure or infection), will be offered a virtual curriculum by the Clerkship Director. Students requesting consideration for attendance accommodations for all other chronic health conditions will be referred to the Student Disability Resource Center (SDRC) for assessment, and if approved, accommodations are not retroactive.

5. Absences that extend beyond one week per block will require make up time.

6. Unexcused absences

- a. Unexcused absences will be reported and may result in a professionalism referral by the Block Director or Senior Associate Dean of Student Affairs.
- b. 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.

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)

2. School Holidays

- b. 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.
 - i. 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.
 - ii. Students must request time off for anticipated absences by submitting a “Request for Approved Absence (MS4)” form 45 days in advance to the MS4 Year Director and MS4 Year Coordinator to determine any make up work.
 - iii. All anticipated (non-residency interview related) absences must next be approved by the MS4 Year Coordinator and MS4 Year Director prior to the start of the requested time off. The MS4 Year Director may require additional documentation before considering approval of absences.
 - iv. Final review and approval of absences is by the Senior Associate Dean of Student Affairs.
 - v. 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."
 - vi. 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.
 - Students who have a medical care appointment that is scheduled in advance should submit the “MS4 Request for Approved Absence” form to the clerkship coordinator with final review and approval by the Senior Associate Dean of Student Affairs.
 - vii. Jury duty - If a student is summoned for jury duty, they should complete the “Document Request Form – Current Students Form” and submit it, along with 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.
 - viii. 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 Senior 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 Approved Absence (MS4)” form as soon as possible even if they have not yet received confirmation that their research presentation has been accepted by the conference committee.
 - ix. 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 Senior Associate Dean for Student Affairs.

4. Unanticipated Absences

- a. Typical unanticipated absences may include acute illness, death of an immediate family member, etc.
- b. Students needing to miss clinical and educational hours for unanticipated reasons 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, Back 2 Basics) and the Senior Associate Dean for Student Affairs.
- c. 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. 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).
- d. Only students that are in quarantine for any public health emergency declared by federal, state, and/or local health agencies (e.g., COVID-19, Monkeypox or other emerging communicable diseases exposure or infection), will be offered a virtual curriculum by the MS4 Year Director. 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 Block Director or Senior Associate Dean of Student Affairs.
- b. 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. 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. First Year Orientation Week
 - b. Second Year Orientation Session
 - c. Second Year Orientation to Third Year Sessions (e.g., Introduction to MS3 Year and Site Assignment Process; Onboarding Inservice)
 - d. Transition to Clerkship Course
 - e. Fourth Year Orientation Session
 - f. 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.

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

Approvals:

MEDICAL EDUCATION COMMITTEE (11/16/2023)

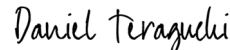
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