

UC Riverside, School of Medicine Policies and Procedures	
Policy Title: 950-06-007	
Policy Number: Planned, Emergency, Unexcused and Extended Absences	

Responsible Officer:	Senior Associate Dean, Student Affairs
Responsible Office:	Undergraduate Medical Education
Origination Date:	01/27/2017
Date of Revision:	04/15/2021
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 his/her professional responsibilities through participation in all aspects of the curriculum as defined by the faculty.

II. Definitions

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.

IV. Responsibilities

V. Procedures

A. Attendance and Short-Term Absences

1. Years 1 and 2:

- a. Students should attend all scheduled educational activities but will be required to attend all sessions labeled as mandatory. Required sessions include, but are not limited to, laboratory sessions, case-based learning (CBL) modules, clinical skills, doctoring, and longitudinal ambulatory care experiences (LACE). Block Directors may designate additional sessions as required in the course syllabus.

- b. Attendance will be taken at all required educational activities.
 - c. In order to request a short-term emergency or other planned absence, students should first contact the Pre-Clerkship Coordinator and Block Director, who will approve or disapprove the request on a case-by-case basis. Typical excused absences may include religious holidays, weddings, illness, death of an immediate family member, or presentation or leadership position at a conference. 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. All requests for planned absences should be submitted at least 60 days prior to the absence. 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 exams, labs, and clerkship responsibilities unless approved by the Senior Associate Dean of Student Affairs. 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 rescheduled examinations and/or required educational experiences. All rescheduled examinations will occur after the scheduled exam, not before.
 - i. Students who are acutely ill in the preclinical years will be allowed a total of two days of absences per semester (i.e. August -Dec and Jan -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 Oct and another day in Dec, any additional excused days will require a doctor's note regardless of the length of absence).
 - ii. 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.
 - d. Unexcused absences
 - i. Unexcused absences will be reported and may result in a professionalism referral by the Block Director or Senior Associate Dean of Student Affairs.
2. Years 3 and 4:
- a. Attendance and Scheduling

The Third Year Clerkship and 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. School Holidays

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.

c. Anticipated Absences

i. MS3 Year

- a. Students may be allowed up to 2 days of anticipated absences per 6-month block during the 3rd year.
 - Examples of anticipated absences include religious holidays and weddings.
 - Students who present their research at professional meetings may be granted two consecutive days (e.g., a travel day and presentation day) at the discretion of the Block Director.
 - 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.
- b. Students must request time off for anticipated absences by submitting a “Request for Approved Absence (MS1, 2 and 3)” form to the appropriate Clerkship Coordinator at least 60 days prior to the start of the anticipated absence. Submission of a request does not constitute approval.
- c. All anticipated absences must next be approved by the Block Director 30 days prior to the start of the requested time off. The Block Director may require additional documentation before considering approval of absences.
- d. Once approved by the Block 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.
- e. 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.

ii. MS4 Year

- a. Students may be allowed up to 2 days of anticipated absences per block during the 4th year.
- b. Examples of anticipated absences include religious holidays, weddings, presentations at conferences and residency interviews.
- c. Students must request time off for anticipated absences by submitting a “Request for Approved Absence (MS4)” form to the appropriate faculty preceptor to determine any make up work.

- d. All anticipated absences must next be approved by the MS4 Clerkship Coordinator and MS4 Clerkship Director prior to the start of the requested time off. The MS4 Clerkship Director may require additional documentation before considering approval of absences.
 - e. If a “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.
- d. Unanticipated Absences
- i. All unanticipated absences (e.g., acute illness, personal or family emergency) will be considered on a case-by-case basis.
 - ii. Students needing to miss duty hours for unanticipated reasons must immediately notify their preceptor at their site (including the LACE site, if applicable) and the MS3 or MS4 Clerkship Coordinator (and LACE Program coordinator, if applicable). The Clerkship Coordinator will notify the Clerkship Director and the Senior Associate Dean for Student Affairs.
 - iii. Absences that extend beyond one week per block may require make up time.

B. Extended Leave of Absence

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 to approve or disapprove the request.

Upon approval, the Office of Student Affairs will notify the Block Directors and Clerkship Coordinator that a student is on a leave of absence.

VI. Forms/Instructions

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

VII. Related Information

Medical Student Handbook

VIII. Revision History

Original 01/27/2017
New 04/15/2021

Approvals:

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