

## **University of Illinois College of Medicine - M3/M4 Clinical Experiences Absence Policy**

*Approved by the College Executive Committee, 6/08/16*

Students on clinical rotations are considered active working members of patient care teams. Expectations for weekend duties and attendance on “university holidays” will be at the discretion of the Clerkship/Elective Director in accordance with the following policy.

With prior approval from the Clerkship/Elective Director, students may be allowed up to an average of 1 full day of excused absence for every 2 weeks of clinical experience in the M3 and M4 years. Excused absences may be taken as 1 day of excused absence per 2 week rotation, 2 days of excused absence per 4 week rotation, etc. Students between October and January of their M4 year may be allowed up to an average of one day of excused absence per week to help accommodate residency interviewing

It is recommended that M4 students schedule as many interviews as possible when he or she does not have College of Medicine activities scheduled. This excused absence is in addition to the 1 day off per week required by the U of I Policy on Student Work Hours. Didactic sessions are covered under the same policy as described above.

***The allowance of excused absence does not preclude the students’ need to complete all requirements as stipulated by the Clerkship/Elective Director for successful completion of the clinical experience.***

Requests for an excused absence must be made in writing no later than one week in advance of the anticipated absence, and as soon as feasible in the event of an emergent situation. Students are strongly encouraged to make their requests as soon as possible (even if months prior to the start of rotation.)

**Examples of absence requests that are often approved at the discretion of the Clerkship/Elective Director:** *(Written documentation of absence may be required.)*

1. Illness of student, significant other or immediate family member
2. Funeral of family member
3. Doctor’s appointment for student
4. Religious Holidays\*
5. Presentation at a conference
6. Own wedding
7. Jury duty *(Contact Office of Student Affairs immediately.)*
8. Court date
9. Residency interviews
10. Student representative on College of Medicine (COM) Committee
11. USMLE Examinations

\* Documentation of attendance is not required.

**Examples of absence requests that may be approved at the discretion of the Clerkship/Elective Director:** (*Written documentation of absence may be required.*)

1. Illness of extended family member or friend
2. Funeral of a friend
3. Wedding of a family member or participation in a wedding of a non-family member
4. Teaching Electives
5. Attendance at a medical conference (not presenting)
6. Other circumstances of an extreme, unanticipated, and compelling nature.

College of Medicine-required student meetings and educational activities are excused absences that do not count when calculating the amount of time a student is allowed to miss within a scheduled clinical experience.

Absence exceeding 1 full day for every 2 weeks (excused and unexcused) must be made up at the discretion of the Clerkship/Elective Director and must abide by the guidelines set by the U of I Policy on Student Work Hours. Whether an absence is considered *excused* or *unexcused*, the student is responsible for working with the Clerkship/Elective Director to make up the missed time. Students who do not complete the make-up time prior to the end of the rotation will have a grade of “incomplete” assigned until the time is satisfactorily completed. Students who do not complete the make-up within the time limit set by the Clerkship/Elective Director will have a grade of “unsatisfactory” assigned and will not receive credit for the experience unless repeated in its entirety.

Unexcused absence or repeated tardiness may impact a student's standing and could result in a final grade of “unsatisfactory” as a direct result of his/her unprofessional behavior, with no credit assigned for the clerkship/elective unless repeated in its entirety.

Once the Clerkship/Elective Director has approved the absence, students must notify the Student Affairs Office of that absence.

Students in need of significant absence are encouraged to contact the Office of Student Affairs to consider possible options including taking a “leave of absence.”