

ABSENCES / ATTENDANCE

Students are expected to attend all scheduled hours of clinical responsibilities and didactic instruction. Mandatory session and clerkship participation requirements in modules and clerkships and remediation due to absence are determined by the module/clerkship directors. The student will be held responsible for any material covered during the excused absence, but will be permitted a reasonable amount of time to complete any missed work. Recognizing that situations arise which require students to miss time from their module/clerkship responsibilities, the procedures presented below will be followed when absence is necessary:

1. YEAR 1 AND YEAR 2 MODULES

MANDATORY ATTENDANCE POLICY M1/M2 YEARS

Students are required to be at their local residence during term time. Attendance is mandatory for all sessions involving patients, standardized patients, small group work (labs, cases, team-based learning) and other special sessions as indicated by module directors. Mandatory sessions will be identified in the module calendar. Notice by UCF email is given within 24 hours if changes to the calendar are made. An excused absence form is completed whenever a mandatory session is missed. Unexcused absences are reported as a professionalism violation to the Student Evaluation and Promotions Committee.

EMERGENCIES – PERSONAL ILLNESS, FAMILY ILLNESS, ETC.

If the absenteeism will result in the student missing a scheduled exam or mandatory module requirement, the student must e-mail or telephone the Office of Student Affairs to report his or her absenteeism on the first day of being absent. The student should indicate the nature of the emergency. The Office of Student Affairs will take whatever action is necessary and will notify the module director of the student's absence. If possible, the student should contact the module director as well. Upon return the [student absence form](#) must be completed by the student. Excusal from an exam will only be granted in cases of severe illness (e.g. hospitalization) or a death in the family. If the student will miss an exam due to illness, a physician's note is required from a physician with whom the student has a legitimate relationship (e.g., their primary care provider).

SCHEDULED TIME OFF

(Conflicts, out of town meetings, personal requests, etc.)

All modules: Students must submit a written request to the module director for permission to miss scheduled exams, module projects, or mandatory sessions. The request should be submitted **at least one month** in advance of the scheduled event. The decision to grant or deny the request and determine subsequent action will be at the discretion of the module director. It is the responsibility of the student to advise the module director if they are on probation or experiencing academic difficulties. Consideration

will be given for activities such as presenting research, elected student representation to various organizations, and personal requests.

The student must provide any documentation requested to the Office of Student Affairs addressing absenteeism. Students who miss scheduled time are expected to acquire the same level of competency as other students involved in the module/clerkship.

2. YEAR 3 CLERKSHIPS AND YEAR 4 SENIOR REQUIRED AND ELECTIVE ROTATIONS

1. Students on both required and elective rotations in the fourth year will be allowed to miss no more than **three** full days of responsibilities as excused absences for the following:
 - Personal Illness
 - Family emergencies
 - Presentation at professional meetings
 - Residency interviews
2. Absences due to illness or family emergencies should be reported to the clerkship director or site director, clerkship coordinator and supervising physician/chief resident on service on the first day of any absence.
3. Absences due to Illness during the final two weeks of a 3rd year rotation:
 - a. Requires a physician's note from a physician with whom the student has a legitimate relationship (e.g., their primary care provider). The note must indicate days/dates of work that may be excused due to illness. If this information is missing, the note will be good for one day of excused time.
 - b. Failure to provide a note will result in loss of 10 points for each day missed.
 - c. Additional remediation may be required at the clerkship director's discretion.
4. Approval for anticipated leave, including residency interviews and student presentations at professional meetings:
 - a. Requests must be submitted in writing prior to the start of the affected rotation, and at least six weeks in advance of the scheduled event. Requests must be approved by the clerkship or elective director.
 - b. Once approved, the student must inform their supervising physician/chief resident and their team of the anticipated absence.
 - c. Approved [student absence form](#) will be completed and forwarded to the Office of Student Affairs by the clerkship coordinator.
5. Excused absences exceeding three days will require make-up, the nature of which will be determined by the clerkship or elective director. Examples include the taking of additional call or weekend shift.
6. Excused absences **do not** include:
 - a. Vacations, personal days or social events, including weddings, graduations or birthdays
 - b. Routine doctor/dental appointments
 - c. Taking Step 2 exam
 - d. Missing Orientation or Capstone or LCT Session

Unexcused Absences

1. In the event of an absence from the clerkship without permission from the clerkship director, the student will lose 5 points per unexcused absence from their final clerkship grade.
2. Additional remediation may be required at the clerkship director's discretion (e.g., the taking of extra call).

3. RELIGIOUS OBSERVANCES

It is the policy of the University of Central Florida to reasonably accommodate the religious observances, practices and beliefs of individuals in regard to admissions, class attendance and the scheduling of examinations and work assignments. A student who desires to observe a religious holy day of his or her religious faith must notify all of his or her instructors and will be excused from classes to observe the religious holy day.

The student will be held responsible for any material covered during the excused absence, but will be permitted a reasonable amount of time to complete any missed work. Where practicable, major examinations, major assignments and university ceremonies will not be scheduled on a major religious holy day.

Students who are absent from academic or social activities because of religious observances will not be penalized. A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices may seek redress under the Student Grievance Procedure, located in the [*Golden Rule*](#).

The student must provide any documentation requested to the Office of Student Affairs addressing absenteeism. Students who miss scheduled hours are expected to acquire the same level of competency as other students involved in the module/clerkship.