

**Policy Title:** Attendance Policy

**Policy Number** (relate to LCME Element as applicable): UCF COM Policy 8.8.2

**Applies to:** All medical students at the University of Central Florida College of Medicine (UCF COM).

**Date:** 10/18/2019

**1.0 Purpose:**

To specify anticipated and unanticipated absences during medical school.

**2.0 Policy Statement:**

**General Attendance Policy**

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:

**M-1 and M-2**

***Mandatory Attendance Policy M-1/M-2 Years***

Students are required to be at their local residence during term time. Mandatory sessions will be identified in the module calendar. Notice by UCF email is given within three days 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 (SEPC).

***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 significant illness 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 patient 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.

### **M-3 and M-4**

As a member of a health care team during the third and fourth years of medical school, students are expected to attend all scheduled hours of clinical responsibilities and didactic instruction. There is no guaranteed time off for secular holidays. Students are expected to follow the holiday practice of the clinic/hospital/site at which they are rotating. Clinical responsibilities such as night call and rounding take precedence over holiday schedules. If situations arise which require students to miss time from clerkship responsibilities, the guidelines below will be followed. Additional remediation may be required at the clerkship director's discretion (e.g., the taking of extra call). The clerkship or rotation director should be notified prior to the start of the rotation of requests for absences for religious observances (see "Religious Observances").

#### **Excused Absences – Definitions and Required Actions:**

Students are allowed to take an excused absence for 1 day (for a 2 week rotation), 2 days (for a 4 week rotation) and 3 days (for a 6 or more weeks rotation). Any excused absences in excess of these limits will be allowed at the discretion of the module director and will require the student to make up this excess missed time through an equivalent experience, e.g., through weekend or on-call duties.

#### ***Anticipated Absences:***

- **Presentation of research at professional meeting**
  - Maximum of one meeting per academic year; and
  - Same research project may not be presented at more than one meeting; and
  - Time away is only for presentation of data and travel time; and
  - Requests must be submitted to clerkship directors for approval no later than 6 weeks prior to date of presentation.
  - If approved, the student is responsible for notifying the attending/resident and their team in advance of all anticipated absences.
  - The student must complete the absence form, have it signed by the clerkship director and forward it to the Office of Student Affairs.
  - **Requests for exceptions to this policy (e.g., for those on National Committees or those with compelling reasons to give additional research presentations) must be discussed with the clerkship director in advance.**
- **Residency interviews**
  - During interview months of October-January, students will be allowed to take time off for interviews.
  - On 4-week rotations, the maximum number of days allowed is 4 (no more than 3 consecutive days). On 2-week rotations, the maximum is 2 days. Requests for additional days must be discussed and approved by the rotation director. If request exceeds the maximum number allowable, student may be required to repeat the rotation.

- Requests must be submitted in writing to rotation director/s prior to the start of the affected rotation/s or within 24 hours of an interview offer during the course of the rotation.
- Once approved, the student is responsible for notifying the attending/resident and their team in advance of all anticipated absences.
- The student must complete the absence form, have it signed by the rotation director and forward it to the Office of Student Affairs.
- **Meeting with Advising Academy Leader, specialty advisor, or associate dean for students**
  - May schedule one meeting with advisor or associate dean for students during each clerkship/elective
  - Meeting/s must be approved in advance by the clerkship director; and
  - Meeting/s must be scheduled at a time that minimizes disruption of clinical responsibilities, didactics and other clerkship activities; and
  - Absence includes time for meeting and appropriate travel time only; and
  - Students are required to be present at clinical sites before and after meeting/s as dictated by their clinical schedules.
- **Health Care Visits (e.g., well visits, preventive care): students should try to schedule these appointments when on vacation or not on clinical duty, but if this is not possible, they can apply for an excused absence:**
  - Meeting/s must be approved in advance by the clerkship director; and
  - Meeting/s must be scheduled at a time that minimizes disruption of clinical responsibilities, didactics and other clerkship activities; and
  - Absence includes time for meeting and appropriate travel time only; and
  - Students are required to be present at clinical sites before and after meeting/s as dictated by their clinical schedules.

***Unanticipated Absences:***

- **Hospitalization of student**
- **Death of family member**
- **Illness**
  - An excused absence may be granted if you are ill.
  - An excused absence due to illness requires that a note from your physician be obtained and given to the clerkship coordinator within 24 hours of the first day missed if: illness lasts 72 hours or more at any time, lasts 24 hours during the final week of a rotation, or at the discretion of the clerkship director; and
  - The clerkship coordinator and the attending physician/resident physician on your clinical team are notified by you in a timely fashion (e.g., before the start of AM rounds); and
  - The student absence form is completed, signed by the clerkship director and forwarded to Student Affairs.

***Failure to comply with any component of the above instructions will result in unexcused absence and loss of 5 points from the final clerkship grade for each day missed***

***Residents or faculty directly working with students cannot grant approval for absence. Please do not approach these individuals, as approval by them is not official.***

***Unexcused Absences: Definitions and Required Actions:***

- **Unexcused Absences include:**
  - Vacations, personal days or social events, including weddings, graduations or birthdays
  - Taking Step 2 exams during the third year

- If the student chooses to travel for personal reasons during the rotation (e.g., a weekend off), it is expected that the student will return to her/his clinical responsibilities on time. Delays in returning (e.g., bad weather, missed flights) will be considered as unexcused.
- Missing any portion of the Orientation to the Third Year, the M-3 Capstone, the M-4 Capstone or the Longitudinal Curricular Theme sessions
- In the event of an absence from the clerkship without permission from the clerkship director, the student will lose 5 points for each unexcused day. These points will be taken off the final clerkship grade.
- Additional remediation may be required at the clerkship director's discretion (e.g., the taking of extra call).
- Unexcused absences impact upon assessment of a student's professionalism and will be reported to the SEPC.

The Third and Fourth Year Attendance Agreement Form is included in Appendix A.

### **Religious Observances**

#### ***M-1 and M-2***

Under the guidance and protection of Affirmative Action and the Office of Institutional Equity, and in accordance of the bylaws of the Board of Governors, 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 their religious faith during the M1 and/or M2 academic year must follow the below procedure:

1. During the first week of each academic school year, the student must register with the Medical Students Accessibility Office in the Office of Student Academic Support Services in the College of Medicine and state the requested dates to be observed.
2. The student will complete the "Religious Observances Request Form" provided by the Medical Students Accessibility Office, and turn it in to the Medical Student Accessibility Liaison.
3. The Medical Students Accessibility Office will provide a copy of the "Religious Observances Request Form" to the specific Module Director(s)/Coordinator(s) whose module occurs during the requested religious holy day(s).
4. 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(s).

In the event a student will need to make up an exam after the exam has occurred, the student will be held to the standards of the College of Medicine Honor Code, and will be instructed not to discuss any of the exam material with fellow classmates, as this will result in a violation of the Honor Code which could lead to dismissal.

Students who are absent from academic or social activities because of religious observances will not be penalized. A student who believes that they have been unreasonably denied an educational benefit due to their 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 Medical Students Accessibility Office addressing absenteeism. Students who miss scheduled hours are expected to complete these hours in order to acquire the same level of competency as other students involved in the module.

Students or faculty with questions may contact the Medical Students Accessibility Liaison in COM 205. All religious requests are viewed case by case.

The Religious Observance Form for M-1 and M-2 is included in Appendix B.

### **M-3**

Under the guidance and protection of Affirmative Action and the Office of Institutional Equity, and in accordance of the by-laws of the Board of Governors, 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 their religious faith during the M3 Clerkship year must follow the below procedure:

1. Six months prior to the beginning of the M-3 year, a student must register with the Medical Students Accessibility Office in the Office of Student Academic Support Services in the College of Medicine and state the requested dates to be observed.
2. The student will complete the "Religious Observances Request Form" provided by the Medical Students Accessibility Office, and turn it in to the Medical Student Accessibility Liaison.
3. The Medical Students Accessibility Office will provide a copy of the "Religious Observances Request Form" to the specific Clerkship Director(s)/Coordinator(s) whose clerkship occurs during the requested religious holy day(s).
4. 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(s).

In the event a student will need to make up an exam after the exam has occurred, the student will be held to the standards of the College of Medicine Honor Code, and will be instructed not to discuss any of the exam material with fellow classmates, as this will result in a violation of the Honor Code which could lead to dismissal.

Students who are absent from academic or social activities because of religious observances will not be penalized. A student who believes that they have been unreasonably denied an educational benefit due to their 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 Medical Students Accessibility Office addressing absenteeism. Students who miss scheduled hours are expected to complete these hours in order to acquire the same level of competency as other students involved in the clerkship.

Students or faculty with questions may contact the Medical Students Accessibility Liaison in COM 205. All religious requests are viewed case by case.

### **M-4**

Under the guidance and protection of Affirmative Action and the Office of Institutional Equity, and in accordance of the by-laws of the Board of Governors, 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. Due to the scheduling structure of the M4 year which requires students to be placed in various locations across the country, the student will work with their respective site with any religious observance requests. However, in the event a student believes that they have been unreasonably denied an educational benefit due to his or her religious belief or practices, they may seek redress under the Student Grievance Procedure, located in the Golden Rule. In addition, the student should contact the Medical Student Accessibility Liaison in the Office of Student Academic Support Services in the College of Medicine for assistance with this matter.

The Religious Observance Form for M-3 and M-4 is included in Appendix C.

**3.0 Definitions:**

N/A

**4.0 Responsibilities:**

Module, clerkship, and rotation directors are responsible for adherence to the policy.

**5.0 Monitoring Procedures:**

- After review of this policy during M-3 Orientation, all students will sign the attendance agreement. Students can sign this policy electronically in WebCourses.

**6.0 Related Policies:**

N/A

**7.0 Key Search Words:**

Attendance	Anticipated absences	Unanticipated absences
Unexcused absences		

**8.0 Revision History:**

Version	Date Approved	Modifications
V1		Original
V2	2/14/2014	Additional information on anticipated and unanticipated absences, and compliance
	6/29/2015	Additional information on reporting to the student SEPC
V4	Approved by M-3/M-4 Subcommittee on 12/16/2016	Clarification regarding holidays and health care visits
V5	1/20/2017	Minor updates
V6	7/21/2017	Included M-1/M-2 and religious observances sections
V7	10/18/2019	Update on excused absences

**9.0 References:**

N/A

**Responsible Office:** Associate Dean for Faculty and Academic Affairs, Associate Dean for Students

**Policy Contact:** Assistant Deans of Medical Education, Director of Student Academic Support Services

**Supersedes:** Attendance Policy for Clerkships and Required and Elective Rotations  
Attendance Policy for M-1/M-2  
Religious Observance Policy

**APPENDIX A**  
**Third and Fourth Year Attendance Agreement Form**

*University of Central Florida*  
*College of Medicine*

---

***3rd and 4th Year Attendance Agreement***

Student: \_\_\_\_\_ Class of: \_\_\_\_\_

I have read and understand the policy on 3rd and 4th Year Attendance. I understand that absence from the clerkship may require me to make up time, which could include additional call or a weekend shift. I also understand that failure to adhere to the Attendance Policy may affect my final grade.

Medical Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerkship Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**APPENDIX B**  
**Religious Observance Form for M-1 and M-2**



UNIVERSITY OF CENTRAL FLORIDA  
*College of Medicine*

**Religious Observance Request Form**

Student's Name: \_\_\_\_\_ PID: \_\_\_\_\_

Request that I be excused from the following educational requirement due to religious observance.

Mandatory Module Requirement \_\_\_\_\_

Please specify date(s):

Date(s)	Specific Time Frame (e.g., all day, every Monday 3-4)

By my signature below, I hereby acknowledge that this information is complete and accurate. False or fraudulent statements may result in disciplinary actions.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Module Director Signature \_\_\_\_\_ Date \_\_\_\_\_

SASS Director Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
**Associate or Assistant Dean for Students** \_\_\_\_\_ **Date**

Notes: \_\_\_\_\_  
 \_\_\_\_\_

**APPENDIX C**  
**Religious Observance Form for M-3**



UNIVERSITY OF CENTRAL FLORIDA  
**College of Medicine**

**Religious Observance Request Form**

Student's Name: \_\_\_\_\_ PID: \_\_\_\_\_

Request that I be excused from the following educational requirement due to religious observance.

Mandatory Clerkship Requirement \_\_\_\_\_

Please specify date(s):

Date(s)	Specific Time Frame (e.g., all day, every Monday 3-4)

By my signature below, I hereby acknowledge that this information is complete and accurate. False or fraudulent statements may result in disciplinary actions.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Clerkship Director Signature \_\_\_\_\_ Date \_\_\_\_\_

SASS Director Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
**Associate or Assistant Dean for Students** \_\_\_\_\_  
**Date**

Notes: \_\_\_\_\_

\_\_\_\_\_