

## Section One: Attendance Policy for Preclinical Years

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Approved: July 8, 2009

Revised: June 7, 2017

### Policy Statement:

This policy establishes guidelines and procedures for attendance and absences in mandatory classroom and clinical activities. Participation in learning activities is critical for students to develop into effective physicians. It is important for students to act in a professional manner and demonstrate a commitment to professional responsibilities.

- Attendance at all small-group sessions, all sessions in which patients are present, and all interprofessional activities is mandatory.
- Attendance is mandatory at any other activity that has been announced as being required.
- The student must request an excused absence a minimum of two weeks in advance and must be recorded in ArizonaMed (see Procedure for Reporting and Tracking Absences).
- Attendance at all exams is mandatory. This includes course exams, retake exams, exams for course remediation, OSCE, NBME and any other scheduled exam.
- Attendance Sign-In Sheet/Form: Signing-in or submitting an attendance sheet/form for another student is unethical and considered an Honor Code Policy violation. Students may ONLY sign-in/submit attendance sheet/form for themselves and no other student.

### 1. Excused Absences

- **Illness.** In the case of a student's own illness or injury, it is the student's responsibility to ensure that an absence request is submitted to the Course Director in a timely manner. A note may be required from Campus Health or a primary care provider.
- **Presentation at a professional conference.** An excused absence may be granted for a student to present at a professional conference. Conference attendance alone, without presentation responsibilities, does not meet the requirements for an excused absence. Proof of acceptance to the conference where the student is presenting must be provided.
- **Leadership activity.** An excused absence may be granted for a student to represent the University of Arizona College of Medicine in a leadership capacity at a professional conference or meeting (for example, as an elected representative of UACOM on an AMSA committee). Conference attendance alone, without leadership responsibilities, does not meet the requirements for an excused absence.
- **Religious observance.** An excused absence may be granted for a student to observe a religious holiday, in accordance with University policy.
- **Jury Duty.** An excused absence may be granted for a student to fulfill this civic responsibility.
- **Bereavement.** An excused absence may be granted for up to three (3) days

because of the death of student's spouse, parent (natural parent, step-parent, adoptive parent), parent-in-law, sibling, child (natural child, adoptive child, foster-child, step-child), grandparents, grandchildren, brother or sister-in-law, or any other person who is a member of the student's household.

A student may be granted up to two (2) additional days in order to attend or arrange funeral services out-of-state. If a student requires an excused absence for more than five (5) days, the student must request a Leave of Absence with the Associate Dean for Student Affairs.

## 2. Personal Day Passes

- Students are allowed up to two (2) Personal Day Passes during each of their preclinical years to attend to personal business, weddings, reunions, or other events that are not included on the list of recognized excused absences.
- Students must submit a request for a Personal Day Pass to the course director/Societies director a minimum of two weeks in advance. The request must be approved by the course/Societies director. Student will receive final approval by email from the Associate Dean for Students Affairs.
- Personal Day Passes may **not** be taken for the following:
  - Course exams
  - Retake exams
  - Exams for course remediation
  - OSCE
  - NBME exams
  - Other scheduled exams
  - Interprofessional activities
- No half days or hour counts are permitted.
- Personal Day Passes are non-transferrable.
- A specific reason for a Personal Day Pass is not required.
- Approval is not guaranteed but will depend on the nature of the missed sessions and whether the sessions can be remediated, if deemed necessary, by the course director and/or societies mentor.
- After the use of two Personal Day Passes within a single preclinical year, any additional absence that does not meet the criteria for an excused absence will be considered an unexcused absence.

## 3. Unexcused Absences and Consequences of Unexcused Absences

- Any non-emergency absence that is taken without prior notification or permission of the course director is considered an unexcused absence and will be treated as an act of unprofessional behavior.
- An unexcused absence will result in a 10% deduction from the student's Professionalism grade for the course and a score of zero on any graded activity (e.g., the IRAT and GRAT in a Team Learning session).

### Procedure for Requesting and Tracking Absences

#### 1. Requesting an absence

- To request an absence from a mandatory course activity, except in cases of personal illness, injury, or emergency, students must consult the course director (or Societies mentor) no less than **2 weeks in advance** of the anticipated absence.
- The student must enter all absence requests in ArizonaMed. This applies to excused and unexcused absences (including Personal Day Pass).
- The reason for the absence (except for Personal Day Pass) and the date(s) of the absence must be included in the request entered on ArizonaMed. A note may be required from Campus Health or a primary care provider in the case of illness.
- Student will receive final approval by email from the Associate Dean for Students Affairs.
- A student who misses any small group activity for any reason is responsible for notifying the student's facilitator/mentor and small-group members in advance of the absence.
- In the event of long term, serious medical or personal issues, the student should contact the Associate Dean for Student Affairs to request a [leave of absence](#).

#### 2. Tracking absences

- The Associate Dean for Student Affairs will review the student absence reports, and if a student has a pattern of frequent absences from mandatory sessions, the student will be required to meet with the Associate Dean for Student Affairs to explain the reasons and discuss a plan for improvement in attendance.
- The Associate Dean for Student Affairs shall present the data from student absence reports to the Tucson Curriculum Management Subcommittee (TCMS) on an annual basis so that trends in the data can be noted and discussed.

### Section Two: Attendance Policy for Clinical Years

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Approved by EPC September 12, 2011

Amended: May 4, 2016

Effective: July 4, 2016

**Policy Statement:**

This policy establishes guidelines and procedures for attendance and absences in required clerkships. Participation in learning activities is critical for students to develop into effective physicians. It is important for students to act in a professional manner and demonstrate a commitment to professional responsibilities.

- All clerkship experiences are mandatory including Transition to Clerkships and Intersessions 1 & 2. Any absence must be recorded in ArizonaMed (see Procedure for Reporting and Tracking Absences).
- Excused absences will be remediated as deemed appropriate by the clerkship director.
  - To demonstrate that a student has remediated an absence, students will be expected to know the information and follow the requirements found in each clerkship manual.
- All absences must be requested a minimum of **30 days** prior to the anticipated absence.
- Attendance Sign-In Sheet/Form: Signing-in or submitting an attendance sheet/form for another student is unethical and considered an Honor Code Policy violation. Students may **ONLY** sign-in/submit attendance sheet/form for themselves and no other student.

1. Excused absences

- **Illness.** In the case of a student's own illness or injury, it is the student's responsibility to ensure that an absence request is submitted to the clerkship director/clerkship coordinator in a timely manner. A note may be required from Campus Health or a primary care provider.
- **Presentation at a professional conference.** An excused absence may be granted for a student to present at a professional conference. Conference attendance alone, without presentation responsibilities, does not meet the requirements for an excused absence. Proof of acceptance to the conference where the student is presenting must be provided to the clerkship. The number of days excused may not exceed those allowed in the absence policy for each clerkship.
- **Leadership activity.** An excused absence may be granted for a student to represent the University of Arizona College of Medicine in a leadership capacity at a professional conference or meeting (for example, as an elected representative of UACOM on an AMSA committee). Conference attendance alone, without leadership responsibilities, does not meet the requirements for an excused absence.
- **Religious observance.** An excused absence may be granted for a student to observe a religious holiday, in accordance with University policy.
- **Jury Duty.** An excused absence may be granted for a student to fulfill this civic responsibility.

- **Bereavement.** An excused absence may be granted for up to three (3) days because of the death of student's spouse, parent (natural parent, step-parent, adoptive parent), parent-in-law, sibling, child (natural child, adoptive child, foster-child, step-child), grandparents, grandchildren, brother or sister-in-law, or any other person who is a member of the student's household.

A student may be granted up to two (2) additional days in order to attend or arrange funeral services out-of-state. If a student requires an excused absence for more than five (5) days, the student must request a Leave of Absence with the Associate Dean for Student Affairs.

## 2. Personal Day Passes

- Students are allowed up to two (2) Personal Day Passes during their entire clerkship year curriculum to attend to personal business, weddings, reunions, or other events that are not included on the list of recognized excused absences.
- Students must submit a request for a Personal Day Pass a minimum of 30 days in advance to the clerkship director/coordinator and the request must be approved by the clerkship director/coordinator.
- Personal days may **not** be taken during the following:
  - Orientation
  - Last week of a clerkship rotation
  - Teaching/didactic days
  - OSCE
  - NBME exams
  - Other scheduled exams
  - Transition to Clerkships
  - Intersessions 1 & 2
- No half days or hour counts are permitted.
- Personal Day Passes are non-transferrable.
- A specific reason for a Personal Day Pass is not required.
- Approval is not guaranteed but will depend on the nature of the missed sessions and whether the sessions can be remediated, if deemed necessary, by the clerkship director.
- Absences may not exceed the maximum number of days allowed in a clerkship (see Procedure for Requesting and Tracking Absences). Two (2) absences or Personal Day Passes may not be requested while on the Neurology clerkship; this exceeds the maximum number of 1.5 days allowed for 3 week rotations.
- Personal Day Passes are not applicable to 4<sup>th</sup> year students.
- After use of two Personal Day Passes, any additional absence that does not meet criteria for an excused absence will be considered an unexcused absence.

### 3. Remediation of excused absences

- The clerkship directors will create a remediation plan that is specific to the unique requirements of their clerkship and that will apply to students at all sites within that clerkship.
- In the event that: (1) an absence is requested 30 days in advance; and (2) the clerkship director is unable to arrange a remediation plan because of the student's prolonged absence or the clerkship director's inability to recreate the needed clinical or didactic material, the clerkship director may deny approval for the requested absence.
- In the event that: (1) an absence due to illness or unanticipated events (i.e., 30 days advance notice is impossible); and (2) the clerkship director is unable to arrange a remediation plan because of a student's prolonged absence, or the clerkship director is unable to recreate the needed clinical or didactic material, the clerkship director, in consultation with the Associate Dean for Student Affairs, may require the student to repeat the entire clerkship.

### 4. Unexcused Absences and Consequences of Unexcused Absences

- Any non-emergency absence that is taken without prior notification or permission of the clerkship director is considered an unexcused absence. This will be treated as an act of unprofessional behavior which will be included in the student's final assessment.
- An unexcused absence from clerkship didactics may be noted in the final assessment and may affect the student's final grade.

### 5. Holidays

- Clerkship sites will observe the [holiday schedule of the University of Arizona](#).
- A student may request to work on a day designated as a holiday by the University of Arizona. Upon approval by the clerkship director in advance, the holiday day may be substituted for a regular non-holiday work day. Clarify with the clerkship coordinator or director if it is required to report for weekend service following a holiday at the end of the week.

### **Procedure for Requesting and Tracking Absences**

#### 1. Requesting an excused absence:

- To request an excused absence, except in cases of personal illness, injury, or emergency, students must send an email to the clerkship director/clerkship coordinator no less than **30 days in advance** of the anticipated absence. The reason for the absence (except for Personal Day Pass) and the date(s) of the absence must be included in the request.

- If a student requests an excused absence due to illness or injury, he/she will contact the clerkship director/clerkship coordinator as soon as possible. A note may be required from Campus Health or a primary care provider.
- The student must enter all absences in ArizonaMed. This applies to excused and unexcused absences (including Personal Day Pass).
- The clerkship director or coordinator will inform the student of his or her decision regarding the request for an excused absence by email.
- In the event of long term, serious medical or personal issues, the student should contact the Associate Dean for Student Affairs to request a [leave of absence](#).

## 2. Tracking absences

The following indicates the maximum number of absences for clerkships of various lengths.

- .5 days for a 1-week course
  - 1 day for a 2-week course
  - 1.5 days for a 3-week rotation
  - 2 days for a 4-week rotation
  - 3 days for a 6-week rotation
  - 6 days for a 12-week rotation
- If the number of absences exceeds the maximum allowed, the student will be required to repeat the clerkship.
  - The Associate Dean for Student Affairs will review the student absence reports, and if a student exhibits a pattern of excessive absences, the student will be required to meet with the Associate Dean for Student Affairs to explain the reasons and discuss a plan for improvement in attendance.
  - The Associate Dean for Student Affairs shall present the data from student absence reports to the Tucson Clinical Curriculum Subcommittee (TCCS) on an annual basis so that trends in the data can be noted and discussed.

## Section Three: Attendance Policy for Electives

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Approved: December 14, 2011

1. Attendance is required at all activities identified for an elective course. The student must complete the amount of work in the course that matches the number of credit hours established for the elective course.
  - The electives course director must approve an absence. The student should contact the electives course director in advance of the absence whenever possible.

- Even if a request is made in advance, approval of an absence is not guaranteed. The elective course director may refuse to excuse an absence in the case where alternative experiences/work cannot be arranged such that the student cannot accomplish the course objectives.
- If a student has an excused or unexcused absence, the student must arrange with the course director to complete an equivalent amount of work at an alternative time.
- Unexcused absence(s) may result in a failure of the course at the discretion of the course director. The criteria for failure due to unexcused absence(s) will be communicated to students and written in course materials.

2. Acceptable reasons for excused days of absence include the following:

Note: Regardless of the reason, a student must follow the policies above for obtaining an excused absence and arranging for the work to be completed.

- **Interviews for residency.** It is expected that students use discretionary days to schedule interviews. However, circumstances may occur such that an interview is unavoidable during an elective (particularly for the months of Nov, Dec and Jan).
- **Presentation at a Professional Conference or Leadership Activity** (e.g., as an AMSA Committee Member) on behalf of the University of Arizona College of Medicine.
- **Religious observance.** Students may arrange for an absence for religious observances, which will be considered in accordance with law and University policy.
- **Extenuating Personal Circumstances.** Extenuating personal circumstances may include, without limitation, significant family or personal events that acutely disrupt the student's ability to attend to rotation responsibilities. The student should contact the electives course director as soon as possible.
- **Personal Illness, injury or disability.** In the case of a student's own illness, injury or disability, it is the student's responsibility to ensure that electives course director is informed of the absence in a timely manner. If the student is seriously ill (injured, etc), a family member or friend can inform the electives director.
- **Holiday schedule.** Fourth-year students participating in electives will observe the holiday schedule of the institutions of their elective rotations.