

Clerkship Absence Policy

Unless the absence in question is entirely unanticipated (death or serious illness in the family), students need to enter their requests at least 30 days before the proposed absence. This policy applies to all clinical rotations (Basic Cores, Advanced Cores, Acting Internships, Electives).

1) Limited absence that can be approved by the Discipline Leader or Course Director:

- a) Limited to 3 days and
- b) **Involve clear-cut reasons** such as meeting presentation, major events involving close family (weddings, funerals, etc.)
- c) Missed curricular content (such as case conference, simulation, etc.) would need to be made up at the discretion of the director
- d) Absence that affects the Friday afternoon curriculum needs to be approved by the appropriate course directors for either the College or the University Program.
Please note that all of these Friday absences must be approved separately from any conversation with the clerkship director or discipline leader.

2) Absence that would require discussion with Discipline Leader/Course Director and Society Dean/Physician Advisor:

- a) Repeated absence in one Basic Core Block, Advanced Core, Acting Internship or Elective for any reason **or** absence greater than three days.
- b) In the event that any leave beyond 3 days is approved, both the content and time of this additional leave would need to be made up in a fashion acceptable to the educational leadership.