

REQUEST FOR CLINICAL CLERKSHIP EXCUSED ABSENCE

NAME _____ YEAR _____
SCHEDULED _____
CLERKSHIP _____ MONTH/YEAR _____

Students are expected to attend and participate in every session of a clinical clerkship. Excused absences are subject to approval by the Clerkship Director and will be accommodated only to the extent that such absences do not interfere unreasonably with the goals and objectives established for the clerkship.

Per Council on Evaluation, "A student will receive a 'Fail/No Credit' grade if s/he is absent for any reason, either excused or unexcused, more than 5 working days from a one-month required rotation and/or elective course and more than 10 working days from a two-month required rotation and/or elective course."

Immediate excused absences from a clinical clerkship must be approved by the Clerkship Director in writing and will generally be allowed only for the following reasons:

1. Death within the immediate family.
2. Hospitalization or illness requiring a physician's attention.

Planned excused absences for the following reasons, must be approved in writing, two weeks before the clerkship begins by the Clerkship Director and/or Coordinator

1. Residency interviews for Year 6 students
2. Attendance at professional meetings. (Written documentation of meeting registration/ attendance required)
3. Representation of UMKC in an official capacity
4. If extenuating circumstances arise (other than the above mentioned routine reasons) students seeking excused absences must receive approval from the Clerkship Director and Coordinator two weeks prior to the start of the clerkship.

Students with excused absences are expected to make arrangements with the Clerkship Director for alternative or make-up work. Failure to do so two weeks prior to the clerkship start-date, will result in an unexcused absence. Students enrolled on Docent Rotation should seek approval for excused absences from their assigned Docent. Consequences of unexcused absences will be determined by the Clerkship Director and may result in a No Credit for the Clerkship.

STEPS TO FOLLOW:

1. Student must obtain a "Request for Clerkship Excused Absence Form" from student's advisor.
2. Take the completed form to the Clerkship Coordinator FIRST and then the Director (or the docent, in the case of Docent Rotation or Clinic) for approval and signature. (Do not just leave the form to be signed; student must speak directly to the Rotation Coordinator and Director to obtain their signature). The Clerkship Coordinator will keep approved forms on file for their future reference.

Excused Absence Date(s) _____ Approved _____ Disapproved _____

Clerkship Director _____ Date _____
Signature

Rotation Coordinator _____ Date _____
Signature