

REQUEST FOR CLINICAL CLERKSHIP EXCUSED ABSENCE

NAME _____ MED YEAR _____
CLERKSHIP _____ BLOCK/YEAR _____

Policy on Absences from Required Clinical Clerkships

Students are expected to attend and participate in every session of a clinical clerkship to facilitate their development of the competencies in each core specialty. **Students are allowed to miss two days per two block clerkship and one day per one block clerkship for a planned or emergency absence, averaged over the entire clerkship.** This is in addition to scheduled days off.

Planned excused absences from a clerkship must be requested to the Clerkship Director and/or Clerkship Coordinator in writing two blocks prior to the start of the clerkship and will generally be allowed for the following reasons:

1. Presenting at a professional conference or representing UMKC in an official capacity (it is recognized that this information may not be known in advance)
2. Scheduled USMLE examination
3. Significant event, such as a wedding or graduation
4. Student Personal Holiday as approved by the Office of Student Affairs

Emergency excused absences from a clerkship must be requested to the Clerkship Director and/or Clerkship Coordinator prior to the scheduled start of the day of absence and will generally be allowed for the following reasons:

1. Hospitalization or illness of self (mental and physical illness)
2. Unexpected circumstances such as car problems or motor vehicle accident
3. Critical illness, hospitalization, or death of immediate family member (as defined by the UMKC Bereavement Policy to include parent, child, partner, partner's parent, siblings, grandparent)

Documentation may be required for any planned absence or clinic appointment. This requirement will be outlined in the syllabus. Emergency absences will not require documentation unless the student misses more than the allowed number of days off for the rotation.

In general, students may not have a planned absence on the days of the clerkship exam, clinical performance assessments and orientation. If an emergency absence occurs during these times, the clerkship may require documentation to substantiate the absence. This requirement will be outlined in the clerkship syllabus.

Missing clinical duties without an excused absence will result in the following consequences:

1. First unexcused absence: The student's overall grade will be reduced by 10% (of the total allowable points for the clerkship) and the student will be notified by the Clerkship Director
2. Second unexcused absence: The student's overall grade will be reduced by 25% (of the total allowable points for the clerkship) and the student will be notified by the Clerkship Director
3. Third unexcused absence will result in failure of the clerkship

The complete Council on Curriculum policy can be found on the curriculum website:

<https://med.umkc.edu/curriculum/info/>

STEPS TO FOLLOW:

1. Student must obtain and complete a “Request for Clerkship Excused Absence Form” from the Curriculum website or student’s ETC.
2. Student must submit the Excused Absence Request form no later than two blocks prior to the clerkship start date.
3. Student must take the completed form to the Clerkship Coordinator FIRST, then the Director, for approval and signatures (do not leave the form to be signed; student must speak directly to the Clerkship Coordinator and Director to obtain their signature). The Clerkship Coordinator will keep approved forms on file for their future reference.

By submitting this form, you are acknowledging that you have read and understood the policy on absences from required clinical clerkships.

Excused Absence Date(s): _____

Reason for Excused Absence: _____

Approved _____ Denied _____

Director Signature: _____

Coordinator Signature: _____