
Policy on Attendance

Regular attendance at all curricular activities is expected. Attendance at certain designated activities is mandatory. These include:

- ❑ All orientation meetings organized by the Office of Student Affairs, Office of Medical Education, or Departments.
- ❑ All small group sessions.
- ❑ Any clinically related activities, including clinical rotations in Components III and IV, longitudinal clinic in Component II, and Physical Diagnosis sessions in Component I.
- ❑ Structured clinical activities at the Clinical Assessment Center.
- ❑ Any other activity designated as mandatory by a course or clerkship.

Any student who will unavoidably be absent from a mandatory curricular activity must get written permission in advance and make arrangements to make up the missed activity/work prior to receiving a grade for that course, clerkship or elective.

- ❑ A single absence from a mandatory course activity requires the approval of the course or clerkship director. Component III and IV students must also receive the approval of the attending physician.
- ❑ A request to postpone an exam requires an advance arrangement with either the component director or the Associate Dean for Student Affairs.
- ❑ In case of illness that prevents a student from attending a mandatory activity, the student must inform the component director or the Associate Dean for Student Affairs in a timely manner.

Written permission for an absence is sought by completing the appropriate Student Absence/Exception Request form. This form can be obtained from the Curriculum Coordinator of the relevant Component, Clerkship or Elective. If the request is approved, the completed form is signed by the responsible faculty member and forwarded to the Associate Dean for Student Affairs for placement in the student's permanent file. **Excessive requests for absence will not be approved. Absence without permission will result in action up to and including failure of the course, clerkship or elective.**

Students who anticipate a longer absence from curricular activities may request a leave of absence from the Associate Dean for Student Affairs as described on page 10 of the Student Handbook.