



MEDICAL SCHOOL POLICY

# Excused Absences

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**Senior Leader:** Jakub Tolar, M.D., Ph.D., Medical School Dean

**Responsible University Officer:** Associate Dean for Undergraduate Medical Education

**Policy Owner:** Assistant Dean for Curriculum, Central Campus in the Twin Cities

**Policy Contact:** Assistant Dean for Curriculum, Central Campus in the Twin Cities

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## POLICY STATEMENT

Students are not permitted more than two absences (days) during a four week rotation. This policy pertains to ALL clerkships and courses, required or elective. Such absences include but are not limited to the following: emergencies, residency program interviews, illness, and family crisis.

Some days are required and not excusable; these will be communicated in the syllabus and/or through formal communications when activities are scheduled (ie, clerkship orientations)

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## REASON FOR POLICY

To maximize learning opportunities, students' time off from patient care opportunities during clinical rotations must be limited.

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## PROCEDURES

- As per the *Duty Hours, Years 3 and 4 Policy*, students on clerkships will be scheduled at least two consecutive days off every other week and at least one day off every seven days
- Preclinical students are expected to attend required sessions (as noted in the course schedule), and all formal in class examinations. For students on the Central Campus in the Twin Cities, refer to the *Missed/Rescheduled Exam Procedure* for detailed guidelines on requesting to reschedule an exam. Students on the Regional Campus in Duluth, contact the Course Director to arrange to reschedule an exam.
- Students may be excused for absences, as long as the reasons are consistent with the above policies or to address urgent care needs. This includes scheduled appointments with a healthcare provider. In these instances, students should inform the Course Director, Clerkship Director or clinical preceptor in advance to ensure minimal impact to patient care and to identify how missed academic work will be made up.
- Course and clerkship faculty should make every effort to accommodate student requests to attend to healthcare needs including accessing health services during a course or clerkship. Any concerns about how such requests impact the student's academic responsibilities or the functioning of the course or clerkship should be addressed to the Assistant Dean for Curriculum.
- 4th year students may take "Interview Days Off", one half day per week, for a total of 2 full days for a 4 week clerkship for residency program interviews only if approved by the site and clerkship directors. These "Interview Days Off" may occur only during residency interview season (ie, October-January of 4th year). Any other days off required for interviews may be granted at the discretion of the clerkship director. Students will be required to make up those missed days as specified by the clerkship director and as soon as possible.

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## FORMS/INSTRUCTIONS

There are no forms associated with this policy.

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## APPENDICES

There are no appendices associated with this policy.

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## FREQUENTLY ASKED QUESTIONS

There is no FAQ associated with this policy.

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## ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
<b>Primary Contact</b>	<b>Name</b>	<b>Phone</b>	<b>Fax/Email</b>
Director for Integrated Education - Clinical Sciences	Jessamina Blum	612-625-2621	<a href="mailto:jblum@umn.edu">jblum@umn.edu</a>

## DEFINITIONS

There are no definitions associated with this policy

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## RESPONSIBILITIES

There are no responsibilities associated with this policy.

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## RELATED INFORMATION

### **Duty Hours, Year 3 and 4:**

[https://med.umn.edu/sites/med.umn.edu/files/policy\\_on\\_duty\\_hours.pdf](https://med.umn.edu/sites/med.umn.edu/files/policy_on_duty_hours.pdf)

### **Student Examination Security Policy:**

[https://med.umn.edu/sites/med.umn.edu/files/student\\_examination\\_security.pdf](https://med.umn.edu/sites/med.umn.edu/files/student_examination_security.pdf)

### **Missed/Rescheduled Exam Procedure**

[https://med.umn.edu/sites/med.umn.edu/files/missed\\_or\\_rescheduled\\_exam\\_procedure\\_tc.pdf](https://med.umn.edu/sites/med.umn.edu/files/missed_or_rescheduled_exam_procedure_tc.pdf)

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## HISTORY

**Amended:** June 2014

**Updated for formatting:** September, 2019