



POLICY TITLE

Attendance Policy for Application Phase

PURPOSE AND SCOPE

This policy outlines the attendance policy for the Application Phase and the procedure students must follow to obtain an excused absence. The policy also identifies consequences for excessive absences.

RESPONSIBLE PARTY AND REVIEW CYCLE

The Application Phase Committee will review the policy in even-numbered years or as needed, and the Education Committee will approve it.

LCME REFERENCE(S)

LCME 12.4: Student Access to Healthcare Services

HISTORY OF APPROVALS AND UPDATES

Approved by Education Committee April 2018.

POLICY

The professional standards and expectations in medical school are similar to residency and beyond. Attendance to clinical assignments and required course activities is a full-time commitment and a measure of professionalism. Students must make every effort to attend required activities, using off days for personal activities to the greatest extent possible.

Students must obtain an excuse for all absences from Student Affairs (central campus students) or Student Affairs liaisons (branch campus students). Preceptors cannot grant excused absences, nor can they excuse a student from clinical duties. Students must make up all excused and unexcused absences at the discretion of the course directors or branch campus course director. Work that is not made up can result in comments in the MSPE and or adjustments in the final grade. Students who accrue more than two excused or unexcused absences days in a 16-week clinical course (or the equivalent in clinical courses of different lengths) are at risk for receiving a grade of Incomplete based on the quality of make-up work and level of competence and must meet with the course director or branch campus director.

Attendance for non-clinical courses in the Application Phase include:

- **Transition Course:** Attendance to the weeklong Transition course is required, and excused absences are rarely granted except for medical reasons or very extenuating circumstances.
- **Social Health System 4 Course:** Attendance to every Social Health System 4 session is required and tracked, and excused absences are rarely granted except for medical reasons or very extenuating circumstances.



Students may obtain an excused absence at the discretion of Student Affairs and its campus liaisons. Excused absences are not guaranteed except for medical reasons. Reasons for excused absences include:

- **Medical/illness:** Includes illness and medical appointments. There is no limit on absences for medical reasons. Students with chronic illness that involve multiple absences are encouraged to contact the Associate or Assistant Dean for Student Affairs and their College Advisor.
- **Family/close friend event or emergency:** Students must provide a brief explanation when requesting an excused absence. Examples include but are not limited to funerals and medical emergencies of family members.
- **Professional meeting:** An excused absence is only granted when the student is a presenter. Student must submit conference documentation when requesting an excused absence.
- **Jury Duty:** Student must provide a copy of the summons when requesting an excused absence.
- **Religious holidays:** Per University policy, students are authorized up to two excused absences each academic year for religious observances required by their faith. [See University Policy](#)
- **Weddings:** Students must request an administrative excuse for a wedding as soon as possible, no later than two weeks prior to the event. Students must also submit a copy of the wedding invitation. Students must use their professional judgement to minimize absences to weddings, and prioritize attendance to only the most significant weddings.
- **Required Training:** Students must provide details of the required training.

Students at all campuses must submit requests in advance whenever feasible or as soon as possible. If granted an excused absence, it is the student's professional obligation to notify faculty, house staff preceptors, site director, and site coordinators as soon as possible. It is also a student's responsibility to contact the course or site director as soon as possible to arrange make-up days and/or assignments.

Challenging Life Circumstances

Challenging life circumstances may require extended absences, and students should reach out to the Assistant or Associate Dean for Students Affairs, College Advisor, Campus Directors if applicable, and course directors as soon as possible to develop a plan.

Excessive Absences or Failure to Make Up Absences

In the event a student accrues excessive excused or unexcused absences according to the aforementioned thresholds for Application Phase, the Associate or Assistant Dean for Student Affairs or Campus Director will first contact the student out of concern for well-being. After this discussion, Student Affairs reserves the right to refer a student to the School's Progress Committee and/or Office of Academic Excellence. The Student Progress Committee reserves the right to recommend that a student's lack of attendance be noted in the Medical Student Performance Evaluation (MSPE). Referral to the Student Progress Committee or Office of Academic Excellence for excessive absenteeism does not



include absences for medical reasons. In the event a student fails to make up absences according to expectations set by course directors, Student Affairs reserves the right to refer a student to the School's Office of Academic Excellence or Progress Committee.

PROCEDURE(S):

Central Campus

Students must submit a request for an excused absence to <http://tinyurl.com/AdminExcuse>. Any required documentation can be uploaded at the time of the request via the electronic link above. The Associate or Assistant Dean for Student Affairs will grant or deny the request. A staff member will inform the student of the decision. Staff record all excused and unexcused absences in the school's evaluation software, One45. Staff never document the specific health in the evaluation system for medical absences. If granted the excused absence, the student must also notify faculty, house staff preceptors, and site coordinators of their absences as soon as possible. Students can check the number of excused absences in One45 at any time by clicking on Vacation/Leave tab under the schedule menu.

Branch Campuses

See addendum below. Students submit requests for excused absences to the campus Student Affairs liaison, who grants or denies the request. A campus staff member informs the student of the decision. Staff record all excused and unexcused absences in the school's evaluation software, one45. Staff never document the specific health in the evaluation system for medical absences. If granted the excused absence, the student must also notify faculty, house staff preceptors, site directors, and site coordinators of their absences as soon as possible. Students can check the number of excused absences in one45 at any time by clicking on Vacation/Leave tab under the schedule menu.

DEFINITIONS

NA



ADDENDUM

CENTRAL CAMPUS

Always required (in addition to clinical work):

Transition Course
Didactics
Social and Health Systems Science 4 sessions
Reporting Duty Hours

Exceptions

Situations will arise outside of exceptions listed which may lead you to other prioritization about attending required activities. Absence requests must be requested formally through the UNC SOM site at http://www.med.unc.edu/md/forms/copy_of_app-indiv-request-for-administrative-excuse, which will route your request to Central Student Affairs. The Associate or Assistant Dean for Students Affairs will review the request, communicate with others on the team, as necessary, and provide a response. In addition to contacting Central Student Affairs, students must also notify preceptors & hospital attendings of absences, if absence is granted.

Absence tracking and what to expect:

- One unexcused absence: Recorded in One45 as unexcused.
- Two unexcused absences: Recorded in One45, meet with the course director.
- Three unexcused absences: Recorded in One45, meet with your advisor, and consideration of comment in the MSPE letter.



ASHEVILLE BRANCH CAMPUS

Always required:

Transition Course
Didactics
Master Clinician
Art of Medicine
Radiology
Ethics
ABCCM

Exceptions

OB Night Float, Rural Surgery Rotation in Linville or Sylva, and Acute Care Surgery nights.

Situations will arise outside of exceptions listed which may lead you to other prioritization about attending required activities. Absence requests must be requested formally through the UNC SOM site at http://www.med.unc.edu/md/forms/copy_of_app-indiv-request-for-administrative-excuse, which will route your request to Jessica Poston, Dir. of Curriculum, and Gaye Colvin, Dir. of Student Affairs. We will review the request, communicate with others on the team, as necessary, and provide a response. In addition to contacting Jessica and Gaye, students must also work with Jessica specifically around a plan for notifying preceptors & hospital attendings of absences, if absence is granted.

Absence tracking and what to expect:

- One unexcused absence: Recorded in One45 as unexcused.
- Two unexcused absences: Recorded in One45, meet with your advisor (Dr. Latessa or Dr. Whitlock).
- Three unexcused absences: Recorded in One45, meet with your advisor, and consideration of comment in your MSPE letter.



CHARLOTTE BRANCH CAMPUS

Always Required:

Transition Course
Inpatient Didactics
Longitudinal Thread Classes: include Simulation, Ultrasound, Didactics, Pulse Weekend,
Hospice/Palliative Care Experience
Social and Health Systems Science (SHSS) Sessions
Scheduled Clinics
Scheduled exams, tests, quizzes
Reporting Duty Hours

Exceptions:

Inpatient Clerkship Directors will establish a policy for absence from lectures when a student is assigned to be on nights or different call schedules. Please inquire with the Clerkship Director or Coordinator for details and if call schedule conflicts with required Charlotte Campus Activities (e.g. Social and Health System Science days, Shelf Exams, OSCEs).

Personal situations may arise, outside of the exceptions listed, necessitating you to miss required activities. Anticipated absence requests must be submitted formally, in advance, through the UNC SOM site at http://www.med.unc.edu/md/forms/copy2_of_app-indiv-request-for-administrative-excuse. Your request will be received by Celeste Colcord and Helen Womack. It is best to also notify the Clerkship Director and Coordinator while awaiting official review of your requested excused absence. Celeste or Helen will notify you via email whether your absence is excused. You must notify your Clerkship Director/Coordinator, preceptor, and team of excused absences.

If you must be absent due to an emergency or illness, students must notify preceptors, team members, and the clerkship coordinator, *in addition* to submitting a formal request through the UNC system. This must be done for each day of your absence. If you are unable to access a computer, please text Celeste (704-661-6847) or Helen (704-609-1608) directly as soon as you are able.

Absence tracking and what to expect:

- All absences (excused and unexcused) are recorded in One45
- One unexcused absence: recorded in One45 as Unexcused
- Two unexcused absences: Recorded in One45, meet with Dr. Tarantino or Dr. Birch.
- Three or more unexcused absences: Recorded in One45, meet Dr. Tarantino or Dr. Birch, meet with UNC SOM Dean of Student Affairs or designee, and consideration of comment in your MSPE ("The Dean's Letter").



WILMINGTON BRANCH CAMPUS

Always Required:

Transition Course
Inpatient Didactics
Social and Health Systems Science (SHSS) Sessions
Scheduled Clinics
Scheduled exams, tests, quizzes
Reporting Duty Hours

Exceptions:

Course Directors will establish a policy for absence from lectures when a student is assigned to be on nights or different call schedules. Please inquire with the Course Director or Student Coordinator for details and if call schedule conflicts with required Campus Activities (e.g. Social and Health System Science days, Shelf Exams, OSCEs).

Personal situations may arise, outside of the exceptions listed, necessitating you to miss required activities. Anticipated absence requests must be submitted formally, in advance, through the UNC SOM site at <https://www.med.unc.edu/md/forms/request-for-administrative-excuse>. Your request will be received by Meredith Hughes and Tiffany Conway. It is best to also notify the Course Director and Student Coordinator while awaiting official review of your requested excused absence. Meredith or Tiffany will notify you via email whether your absence is excused. You are responsible for notifying your Course Director, Student Coordinator, preceptor (if applicable), and team of excused absences.

If you must be absent due to an emergency or illness, students must notify preceptors, team members, and the Student Coordinator, *in addition* to submitting a formal request through the UNC system. This must be done for **each day** of your absence. If you are unable to access a computer, please text Meredith (910-619-1401) or Tiffany (910-508-8449) directly as soon as you are able.

Absence tracking and what to expect:

- All absences (excused and unexcused) are recorded in One45
- One unexcused absence: recorded in One45 as Unexcused
- Two unexcused absences: Recorded in One45, meet with Meredith Hughes
- Three or more unexcused absences: Recorded in One45, meet Meredith Hughes or Dr. Joseph Pino, meet with UNC SOM Dean of Student Affairs or designee, and consideration of comment in your MSPE ("The Dean's Letter").