

UNIVERSITY OF TENNESSEE COLLEGE OF MEDICINE

Policy on Excused Absences

Approved by: Committee on Undergraduate Medical Education (CUME) & Clinical Sciences Subcommittee (CSS)

Approval date: 8/10/2015

POLICY STATEMENT:

There may be various reasons for a student to be absent from a clerkship. These may include:

A. Funerals-

Students may be excused for the death of immediate family only. It will be at the discretion of the CD as to what “immediate” means, how much time will be given off, how much needs to be made up and when.

B. Doctors’ appointments-

Requests for time off for doctors’ appointments should be approved through the CD as soon as possible, preferable 30 days before start of the rotation.

The appointments must be scheduled at a time that is least disruptive to patient care or education, should not be elective or preventative (These should be scheduled before and after the M-3 year) and will require proof of attendance.

C. Weddings-

Students may be excused for the weddings of immediate family only (again as determined by and at the discretion of the CD.)

Students should submit a request in writing for permission to be absent from the course no less than 30 days before the start of the clerkship.

If approved, time will be given off only for out of town weddings and only Friday afternoons and the following weekend.

Students may request absence for only 1 wedding in the M-3 year.

If necessary, the student may need to take a 2-week option block to accommodate other weddings.

At orientation to med school, students will be informed that there are no vacations in M-3 year, allowing students, family and friends to plan accordingly.

D. Step II CK/CS-

Students must complete all CORE M-3 clerkships before taking the Step II CK.

Students may not take time out of required M-4 rotations/JI to take Step II CK/CS.

Students should submit a request in writing for permission to be absent from an elective at least 30 days prior to the beginning of the rotation.

Permission must be obtained from the CD and faculty member in charge of the elective.

E. Residency Interviews-

Students may not be excused for traveling for interviews in required CORE rotations/JI’s.

Students should submit a request in writing for permission to be absent from an elective at least 30 days prior to the beginning of the rotation.

Permission must be obtained from the CD and faculty member in charge of the elective.