Attendance Policy

In the event that a Component III student must be absent from a clerkship or an elective, the student must immediately inform and then gain permission from his/her attending. The student must then complete a Student Leave Request form. The student must have the attending physician and the Clerkship Director sign this form and then return it to the Curriculum Coordinator for that department. The form will become part of the department record and a copy will be sent to the Medical Dean’s Office, Student Affairs, for placement in the student’s permanent file. A student who does not receive permission to be absent and/or does not complete the necessary paperwork is subject to action up to, and including, failure of that clerkship or elective. Excessive absenteeism will not be allowed. All students enrolled in clerkships are responsible for making-up any absence prior to receiving a grade for their clerkship or elective.

Regular attendance at all curricular activities is expected. Responsibilities assigned by the preceptor must be completed by the student. Should the student become ill, it is the student’s responsibility to inform either Ms. Deb Badura, Department of Family Medicine, or Ms. Michaela Meis, Department of Internal Medicine, (depending on which component you are currently completing) and/or the Associate Dean for Student Affairs of the nature of his/her illness. In the event that students must be absent from a clerkship for two or more days, the student must inform and gain approval from either Drs. Eugene Barone or Anna Maio prior to the absence. For absences in excess of two days, students must follow the above procedure as well as gain approval from the Associate Dean for Student Affairs who may require documentation to support the absence. All students enrolled in clerkships are responsible for making-up any absence prior to receiving a grade for their clerkship.