

Absenteeism Policy
Office of Clinical Education
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Lebanon, NH 03756
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Circumstances for Student Absenteeism

Illness

Student absence from a clerkship may be necessary due to illness. In the event an illness prevents attendance, the student is instructed to:

- Notify the ward attending or clinic preceptor.
- For absences totaling greater than 2 days in a 4-week clerkship or 3 days for a 7-week clerkship, the clerkship director should also be notified.

Conference or Interviews

Student may request time off for special events or extenuating circumstances (such as a presentation at a conference or interviews). Note the following:

- These requests should be discussed well in advance with the clerkship director and the ward attending or clinic preceptor. Approval is given on a case by case basis.

All Other

Contact Clerkship for policy.

Absenteeism Requirements

In the event of absence, the following must be made up:

- Course requirements, such as exams or presentations.
- Make-up missed activities before a grade is assigned.
- A grade of Incomplete may be issued until the student makes up for any lost time.

Maximum Absenteeism Allowance

The allowance is based upon the length of the rotation and approval must be acquired

3 days for 7-week rotations

2 days for 4-week rotation

Maximum Absenteeism Allowance Exceeded

If an approved absence exceeds the maximum allowance, a grade of "Incomplete" may be issued until the student fulfills the "Absenteeism Requirements" stated above. It is expected that lost time will be made up. If an absence is not approved, a grade of "Fail" may result.