

## Attendance & Absence Policies for the Alpine & Summit / Post-clerkship Curriculum

Alpine & Summit / Post-clerkship ( <i>CU Students Only</i> )	Overall Phase; See Specific Courses/Course Types Below
Overall Considerations	<p>Students have a great amount of flexibility and unscheduled time available during the Post-clerkship phase. Every attempt must be made to schedule absences for voluntary situations outside of the required curricular elements, especially Advanced Science Courses, Trail Immersions, Basecamps, and Clinical courses.</p> <p>Attendance of Post-clerkship Courses is generally required. Absences are generally not permitted, but extenuating circumstances may be considered, especially if brought to the attention of the Office of Student Life &gt; 4 weeks in advance of the beginning of a course.</p> <p>Specific exceptions:</p> <p>Presentation at conference: One instance of up to 48 hours of excused absence time for the Post-clerkship phase may be granted during any course that is greater than 2 weeks. The 48 hours includes the day of presentation, travel time, etc. Students are responsible for coordinating with Course Directors and completing make-up work for any missed work/assignments that are required.</p> <p>Missing time (for voluntary or involuntary reasons) may require make-up work.</p> <p>Apart from absences, students will receive at least 1 day off per week in accordance with duty hour policy (4 days for 4-week rotations, 2 days for 2-week rotations).</p> <p>Definitions:</p> <ul style="list-style-type: none"> <li>• Voluntary absence: an absence requested greater than 4 weeks in advance for any reason (weddings, interview days, etc.)</li> <li>• Involuntary absence: an absence that was not requested in advance for a reason outside of the student's control, i.e., sickness.</li> <li>• Excused absence: a voluntary absence that was requested in advance and approved, or an involuntary absence where student notified the course director and OSL promptly and was approved.</li> <li>• Unexcused absence: an absence for any reason that was not approved by the course director and/or OSL.</li> </ul>

	Failure to obtain approval for absences is considered a professionalism issue.
PROCESS to Seek an Excused Absence or to Inform of an Involuntary Absence	
Requested Absence	<p>Submit your request via email to the Alpine &amp; Summit Curriculum Course Coordinator and OSL Deans for approval. Requests must be presented greater than 4 weeks in advance and submitted with reasonable documentation.</p> <p>If accommodations can be made, an appropriate plan will be developed by the Course Director in conjunction with the student.</p>
Involuntary Situation	<p>Student must contact the Alpine &amp; Summit Curriculum Course Coordinator, the Student Life Dean(s) and the related Course Directors, as soon as possible.</p> <p>To be considered an “excused” absence, an absence for an involuntary situation must be approved by the OSL Dean(s) who will receive request from the Curriculum Manager and/or appropriate Course Coordinator.</p>
CONSEQUENCE OF ABSENCE (e.g., make-up work/days, remediation, professional report, grading)	
	<p>Excused or approved absences (voluntary or involuntary) may require a student to make-up missed time.</p> <p>Absences exceeding 2 days (voluntary or involuntary, excused or unexcused) will require a student to make-up missed activities. The Course Director will work with the student regarding make-up time/work, issues for credit, etc.</p> <p>Students must still complete all other requirements of their course, while adhering to duty hour rules, to avoid make-up work.</p> <p>Failure to comply with the absence policy is considered unprofessional behavior that may affect the student’s grade, including the possibility of failure of the course, and will be forwarded to the Student Professionalism Committee. If the agreed upon make-up session or work is not completed, not</p>

	completed within the agreed upon timeframe, or not completed with satisfactory quality, then the Course Director can assign a non-passing grade (an “IP” or a “F”).
REQUESTING MAKE-UP TIME	
	If a student misses less days than the maximum allowed (and is not required to do any make-up), but feels their grade, letters of recommendations and/or experience was impacted by the missed days, they have the option to work with the Assistant Dean for Medical Education, Alpine & Summit curriculum, the Course Director and their career advisor to discuss make-up time.

Alpine & Summit / Post-clerkship ( <i>CU Students Only</i> )      Advanced Science Courses	
Expectations	<p>Attendance in Advance Science Courses is required. Absences are generally not permitted, but extenuating circumstances may be considered.</p> <p>Missing time (for voluntary or involuntary reasons) may require make-up work.</p> <p>Apart from absences, students will receive at least 1 day off per week in accordance with duty hour policy (4 days for 4-week rotations, 2 days for 2-week rotations).</p> <p>Definitions:</p> <ol style="list-style-type: none"> <li>1. Voluntary absence: an absence requested greater than 4 weeks in advance for any reason (weddings, interview days, etc.)</li> <li>2. Involuntary absence: an absence that was not requested in advance for a reason outside of the student’s control, i.e., sickness.</li> <li>3. Excused absence: a voluntary absence that was requested in advance and approved, or an involuntary absence where student notified the course director and OSL promptly and was approved.</li> <li>4. Unexcused absence: an absence for any reason that was not approved by the course director and/or OSL.</li> </ol> <p>Failure to obtain approval for absences is considered a professionalism issue.</p>

<p><b>PROCESS to Seek an Excused Absence or to Inform of an Involuntary Absence</b></p>	
<p><b>Requested Absence</b></p>	<p>Submit your request via email to the Alpine &amp; Summit Curriculum Course Coordinator and OSL Deans for approval. Requests must be presented greater than 4 weeks in advance and submitted with reasonable documentation.</p> <p>If accommodations can be made, an appropriate plan will be developed by the Course Director in conjunction with the student.</p>
<p><b>Involuntary Situation</b></p>	<p>Student must contact the Alpine &amp; Summit Curriculum Course Coordinator, the Student Life Dean(s) and the related Advanced Science Course Directors, as soon as possible.</p> <p>To be considered an “excused” absence, an absence for an involuntary situation must be approved by the OSL Dean(s) who will receive request from the Curriculum Manager.</p>
<p><b>CONSEQUENCE OF ABSENCE (e.g., make-up work/days, remediation, professional report, grading)</b></p>	
	<p>Excused or approved absences (voluntary or involuntary) may require a student to make-up missed time.</p>

Absences exceeding 2 days (voluntary or involuntary, excused or unexcused) will require a student to make-up mixed activities. The Course Director will work with the student regarding make-up time/work, issues for credit, etc.

Students must still complete all other requirements of their course, while adhering to duty hour rules, to avoid make-up work.

Failure to comply with absence policy is considered unprofessional behavior that may affect the student's grade, including the possibility of failure of the course, and will be forwarded to the Student Professionalism Committee. If the agreed upon make-up session or work is not completed, not completed within the agreed upon timeframe, or not completed with satisfactory quality, then the Course Director can assign a non-passing grade (an "IP" or a "F").

#### REQUESTING MAKE-UP TIME

If a student misses less days than the maximum allowed (and is not required to do any make-up), but feels their grade, letters of recommendations and/or experience was impacted by the missed days, they have the option to work with the Assistant Dean for Medical Education, Alpine & Summit curriculum, the Course Director and their career advisor to discuss make-up time.

Expectations

Attendance in Acting Internships, Electives, and Trail courses is required. Absences are generally not permitted, but a unique circumstance may be considered.

For 4-week courses:

Missing more than 2 days (for voluntary or involuntary reasons) will require make-up work.

For 2-week courses:

Missing more than 1 day (for voluntary or involuntary reasons) will require make-up work.

Apart from absences, students will receive at least 1 day off per week in accordance with duty hour policy (4 days for 4-week rotations, 2 days for 2-week rotations).

Definitions:

1. Voluntary absence: an absence requested in advance for any reason (weddings, interview days, etc.)
2. Involuntary absence: an absence that was not requested in advance for a reason outside of the student's control, i.e., sickness.
3. Excused absence: a voluntary absence that was requested in advance and approved, or an involuntary absence where student notified the course director and OSL promptly and was approved.
4. Unexcused absence: an absence for any reason that was not approved by the Course Director and/or OSL.

Failure to obtain approval for absences is considered a professionalism issue.

PROCESS to Seek an Excused Absence or to Inform of an Involuntary Absence

Requested Absence

Submit your request via email to the Office of Student Life, which will forward the request to the Assistant Dean of Medical Education, Alpine & Summit for approval. Requests must be presented before the start of the student's rotation and submitted with reasonable documentation.

	<p>If accommodations can be made, an appropriate plan will be developed by the Course Director in conjunction with the student.</p>
<p>Involuntary Situation</p>	<p>Student must contact their attending and/or resident as well as Course Director, as soon as possible.</p> <p>To be considered an “excused” absence, an absence for an involuntary situation must be approved by the Course Director.</p>
<p>Inform Office of Student Life</p>	<p>Student must report to an Assistant Dean of Student Affairs, any of the following:</p> <ul style="list-style-type: none"> <li>• <u>Any</u> unexcused absences</li> <li>• Involuntary absences exceeding 2 days.</li> </ul> <p>Ultimate responsibility for notifying an Assistant Dean of Student Affairs rests with the student.</p>
<p>CONSEQUENCE OF ABSENCE (e.g., make-up work/days, remediation, professional report, grading)</p>	
	<p>For 4-week Courses:</p> <p>Excused or approved absences (voluntary or involuntary) of 2 or fewer days do not require a student to make-up missed time.</p> <p>Absences exceeding 2 days (voluntary or involuntary, excused or unexcused) require a student to make-up any missed time beyond the 2 days. The Course Director will work with the student regarding make-up time/work, issues for credit, etc.</p> <p>Students must still complete all other requirements of their rotation, while adhering to duty hour rules, to avoid make-up work.</p> <p>For 2-week Courses:</p>

	<p>Excused or approved absences (voluntary or involuntary) 1 day does not require a student to make-up missed time.</p> <p>Absences exceeding 1 day (voluntary or involuntary, excused or unexcused) require a student to make-up any missed time beyond the 1 day. The Course Director will work with the student regarding make-up time/work, issues for credit, etc.</p> <p>Students must still complete all other requirements of their rotation, while adhering to duty hour rules, to avoid make up work.</p> <p>Failure to comply with absence policy is considered unprofessional behavior that may affect the student's grade, including the possibility of failure of the course, and will be forwarded to the Student Professionalism Committee. If the agreed upon make-up session or work is not completed, not completed within the agreed upon timeframe, or not completed with satisfactory quality, then the Acting Internship/Elective course director can assign a non-passing grade (an "IP" or a "F").</p>
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**REQUESTING MAKE-UP TIME**

	<p>If a student misses less days than the maximum allowed (and is not required to do any make-up), but feels their grade, letters of recommendations and/or experience was impacted by the missed days, they have the option to work with the Office of Student Life, the course director and their career advisor to discuss make-up time.</p>
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**1.1.1.1 Attendance & Absence Policies for Basecamps**

<b>Basecamps</b>	
<b>Expectations</b>	<p>Attendance is mandatory for <b>all</b> Basecamp sessions, including lectures, small groups, large groups, etc. unless otherwise posted as "optional". Every attempt must be made to schedule absences for voluntary situations outside of the required curricular elements (e.g., holidays, course breaks). In general, voluntary absences will NOT be approved. If a student fails to complete at least 90% of the required Basecamp curriculum, they will be required to engage in make-up work.</p>



PROCESS to Seek an Excused Absence or to Inform of an Involuntary Absence

Requested Absence	<p>Petition an Assistant Dean of Student Affairs for approval. Requests must be presented well in advance, in writing and reasonable documentation is required.</p> <p>Absences that are not approved are considered “unexcused” absences. “Unexcused absences” result in completion of a Professional Feedback Form and may result in a review by the Student Professionalism Committee and required remediation.</p> <p>Missing a session due to an excused absence may require the student to complete make-up assignment(s) covering the missed material, and to do so in a timely manner. Further consequences described below.</p>
Involuntary Situation	<p>Student must contact Basecamps Director(s) and the Assistant Dean of Student Affairs as soon as possible.</p> <p>To be considered an “excused” absence, an absence for an involuntary situation must be approved by the Course Director and the Assistant Dean of Students Affairs.</p> <p>Missing a session due to an involuntary situation may require the student to complete make-up assignment(s) covering the missed material, and to do so in a timely manner. Further consequences described below.</p>
Inform Office of Student Life	<p>Student or Basecamps Director must report to an Assistant Dean of Student Affairs, any of the following:</p> <ul style="list-style-type: none"><li>• <u>Any</u> “unexcused” absence</li><li>• Involuntary absences exceeding 2 days.</li></ul> <p>Ultimate responsibility for notifying an Assistant Dean of Student Affairs rests with the student.</p>

CONSEQUENCE OF ABSENCE (e.g., make-up work/days, remediation, professional report, grading)

Students missing required sessions (or exams) at the CAPE or FCB clinical skills session will be responsible for rescheduling. Some sessions offered are only for student benefit; while no make-up is required for these sessions, no alternative method of obtaining this material will be offered, and any requirements that students have to obtain this material will be the student's sole responsibility. Additionally, a student excused for a voluntary situation may be responsible for the costs involved in rescheduling the CAPE session/exam. Other mandatory sessions may require similar costs. A student must complete at least 90% of the Basecamp curriculum or make-up work will be required.

A grade of IP for the course will be posted 3 weeks after the completion of the course until remediation is completed and may result in the disqualification to take the USMLE Step 2 and/or not being promoted (e.g., allowed) to take Alpine medical school courses. Similarly, due to the proximity of the Summit Basecamp and graduation, timely completion of make-up assignments must be within two calendar days of the course ending, otherwise a student's graduation certificate may be delayed.

#### **Absences Permitted to Seek Healthcare for Clerkship & Post-Clerkship Phases**

Absences related to healthcare are considered "requested absences" as defined above. Students are expected to seek necessary health care to maintain their physical and mental well-being. Examples of necessary health care include preventive health services, visits for acute illness, ongoing care for chronic illnesses, physical therapy, and behavioral health services. Students are also expected to attend all required elements, and to the extent possible, should schedule healthcare appointments outside of required curricular activities or courses. Students requiring regular (e.g., weekly) healthcare appointments should contact the Office of Disability, Access, and Inclusion (ODAI) to determine whether accommodations are needed.

For planned absences related to healthcare, students should follow the specific procedures provided in Section 1.4.2 - Absence Policies by Phases and Curricular Areas. It is the student's responsibility to report absences to inform all relevant parties, which may include reporting through the learning management system, to supervising attendings or residents, course directors, and/or to the appropriate Assistant Dean, to coordinate time away from the course, clerkship, or other required curriculum.

Consistent with their rights under University policies and the law, students have a right to privacy when seeking care. Students need not disclose the specific type of healthcare that is being sought. Additionally, a student's decision to seek healthcare during a required curricular activity or course should have no impact on his or her performance evaluation. Details regarding work-related expectations are found under "Consequence of Absence" in the appropriate tables in Section 1.4.2.