University of Colorado School of Medicine
Integrated Clinician Course (ICC) Attendance Policy

- Attendance is mandatory at all Integrated Clinician Courses and Sessions, unless specifically stated on the course syllabus.

- Voluntary and involuntary absences should be discussed in advanced with Anna Neumeier, MD, ICC Director.

- Voluntary absences should be planned for times when courses are not in session (holidays and course breaks). Voluntary absences are generally not permitted, but unique circumstances may be discussed with the Assistant Dean. Requests must be put in writing and reasonable documentation is required.

- Make-up assignment completion is required for all absences – voluntary and involuntary (see remediation policy below). Make-up assignment plans will be developed by the course director in conjunction with the student.

- Students missing required sessions/exams at the CAPE will be responsible for rescheduling the session/exam with the CAPE. A student with a voluntary absence who does not communicate their situation to course directors ahead of time may be responsible for accruing the costs involved in CAPE rescheduling and testing. Other mandatory sessions may require similar costs. Inability to reschedule and complete required session/exams at CAPE may result in the disqualification to take USMLE Step 2 CK and/or disqualification to take fourth year medical school courses.

- For any absence lasting more than two days, the Assistant Dean may work with the student regarding scheduling, remediation assignments, and issues regarding credit, etc.

**Definition of Involuntary and Voluntary Absences**

**Involuntary Absences:** serious illness, family illness, jury duty, and academic difficulties

**Voluntary Absences:** weddings, travel, local or national meetings, etc.

**Make-up Assignment Policy**

- The purpose of the make-up assignment is to gain competency and meet learning objectives of the missed curriculum.

- Make-up requirements and assignments will be determined by the ICC Directors. When possible, students will be provided with remediation options.

- Students missing sessions/exams at the CAPE can only make-up the session by rescheduling and completing the missed session/exam at the CAPE.

- Until all make-up assignments are complete the student will receive an IP grade.

*School of Medicine general policies on attendance, sick leave, vacations and leaves of absence are described in the Academic Policies and Procedures handbook under “Attendance Policies.”*
University of Colorado School of Medicine
Integrated Clinician Course (ICC) Absence Request Form

Please read the ICC Attendance Policy prior to submitting this form.

Please complete and submit this form in order to provide us with the relevant information required to make a determination for an excused voluntary absence. We also request this form for involuntary absences that are foreseeable.

Email the completed form as an attachment to Anna Neumeier MD, ICC Director.

Thank you for your attention to the proper policies for attendance. Please direct further questions to the ICC Course Directors and copy the ICC Course Coordinators.

**ICC Directors and Coordinators:**

- Anna Neumeier MD, Director, Integrated Clinicians Course, anna.neumeier@cuanschutz.edu
- Matthew Rustici, MD, Associate Director, Integrated Clinicians Course, matthew.rustici@cuanschutz.edu
- Cason Pierce, MD, Associate Director, Integrated Clinicians Course, cason.pierce@dhha.org
- Mary Teel, ICC Coordinator, mary.teel@cuanschutz.edu

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Name: ______
Class of: ______

ICC course for which the absence is requested: IDPT ______

Please indicate whether this is a voluntary or involuntary absence: ______

Dates and times of requested absence: ______

Reason for absence: please include as much detail as possible, and submit any supporting documentation:
✓ For meeting or conference absence requests, please explain your role in the project, the meeting/conference name and URL line, and the name of your mentor.
✓ We respect your confidentiality for medical absences. Details are not necessary and are at your discretion.

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By electronically signing this form, you agree you have read the absence and remediation policy, and agree to have all remediation completed and turned in within two weeks of the completion of this course. If you cannot meet this deadline, it is your responsibility to contact the course directors and administrators.

Your Email Address: ______
Date: ______

Updated: 2/19/2021
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