

Attendance & Absence Policies for Phase IV

Phase IV (CU Students Only)	Acting-Internships & Electives
Expectations	<p>Attendance on clinical rotations is required. Absences are generally not permitted, but a unique circumstance may be considered.</p> <p><u>For 4-week courses:</u> Missing more than 4 days (for voluntary or involuntary reasons) will require make up work.</p> <p><u>For 2-week courses:</u> Missing more than 2 days (for voluntary or involuntary reasons) will require makeup.</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><u>Definitions</u></p> <p><u>Voluntary absence:</u> an absence requested in advance for any reason (weddings, interview days, etc.)</p> <p><u>Involuntary absence:</u> an absence that was not requested in advance for a reason outside of the student's control, i.e. sickness.</p> <p><u>Excused absence:</u> 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.</p> <p><u>Unexcused absence:</u> an absence for any reason that was not approved by the course director and/or OSL.</p> <p style="text-align: center;">Failure to obtain approval for absences is considered a professionalism issue.</p>
PROCESS to Seek an Excused Absence or to Inform of an Involuntary Absence	
Requested Absence	<p>Submit your request via email to the Office of Student Life, which will forward the request to the Acting-Internship or Elective Director for approval. Requests must be presented before the start of the student's rotation 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 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>
Inform Office of Student Life	<p>Student or appropriate Acting-Internship or Elective Director must report to the Assistant Dean of Student Affairs, any of the following:</p> <ul style="list-style-type: none"> • <u>Any</u> unexcused absences • Involuntary absences exceeding 2 days. <p>Ultimate responsibility for notifying the Assistant Dean of Student Affairs rests with the student.</p>

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

For 4-week Acting Internships or Electives:

Excused or approved absences (voluntary or involuntary) of 4 or fewer days do not require a student to make up missed time.

Absences exceeding 4 days (voluntary or involuntary, excused or unexcused) require a student to make up any missed time beyond the 4 days. 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 rotation, while adhering to duty hour rules, to avoid make up work.

For 2-week electives:

Excused or approved absences (voluntary or involuntary) of 2 or fewer days do not require a student to make up missed time.

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.

Students must still complete all other requirements of their rotation, 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 Acting Internship/Elective course director can assign a non-passing grade (an "I" 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 Office of Student Life, the course director and their career advisor to discuss make-up time.

August 2020 Note on revised policy:

- The number of allowed absences has been doubled from the original policy. This was done to specifically address challenges related to COVID, and the plan is to revert back to the original policy when possible.