

SAA 006 LCME 12.4 Excused Absences for Health Services Policy

Policy Type: Academic
Responsible Office: Student Affairs & Admissions
Responsible for Oversight: Student Affairs & Admissions
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Training Required: No
LCME Required: Yes

Approved by:



Alison Netski, MD, Interim Dean

Date: July 7, 2025

Definitions

None

Statement of Purpose

This policy is intended to ensure compliance with LCME Standard 12.4: A medical school provides its medical students with timely access to needed diagnostic, preventive, and therapeutic health services at sites in reasonable proximity to the locations of their required educational experiences and has policies and procedures in place that permit students to be excused from these experiences to seek needed care.

Entities Affected by This Policy

This policy applies to medical students actively enrolled in the MD program of the Kirk Kerkorian School of Medicine at UNLV.

Required Acknowledgement

This policy is posted in the appropriate catalog(s) and/or syllabi, and accessible for student and faculty reference.

Policy

In accordance with LCME Standard 12.4, any medical student seeking necessary health services (including mental health services) will receive an excused absence from any required educational experiences (including exams), provided that the medical student complies with this policy.

All absence requests must be submitted through the online Absence Request System that provides appropriate documentation and tracking. Requests should be made as early as possible. The dean for student affairs and career services or their designee will approve or deny all absence requests. The dean for student affairs and career services will notify the appropriate course/clerkship director and/or appropriate faculty. Depending on the nature of the educational activities that are missed during the absence, subsequent make-up activities or remediation may be required to fulfill the program requirements.

Planned Absences

Students who wish to obtain an excused absence for non-urgent reasons should submit a request via the online system at least 10 business days before the required curricular activity (15 business days before examinations). If the request is approved by the dean for student affairs and career services, the student will be required to work with the course director to determine an appropriate make-up plan.

If a student is excused from a clinical activity, it is the student's responsibility to contact the course/clerkship director, course/clerkship coordinator, or attending physician, to notify them of the excused absence and to ensure that their clinical responsibilities are covered. Students are not obligated to disclose the nature or reason of an excused absence to others.

Students should try to plan routine health and wellness visits (e.g., annual physical, lab testing, non-urgent dental appointment) around required academic activities. If a student requires more than three days off for an illness, they will be required at the direction of the dean for student affairs and career services, to submit appropriate medical documentation to the Office of Student Affairs.

Unplanned/Emergency Absences

In the event of an unplanned absence or emergency, the student or his/her designee should contact the Office of Student Affairs as soon as possible. Failure to contact the Office of Student Affairs within 24 hours of an unplanned absence will be recorded as an unexcused absence unless the student can show they were unable to contact the office. Students on clinical rotations should also attempt to contact the course/clerkship director, course/clerkship coordinator, or attending physician to ensure their clinical duties are covered. If the student is unable to do so, the dean for student affairs and career services will contact the appropriate individuals on their behalf. At the direction of the dean for student affairs and career services, students may be required to submit to the Office of Student Affairs supporting documentation concerning the unplanned absence/emergency.

Exams

Examination schedules are posted prior to the beginning of each academic year. All students are expected to take examinations at the scheduled date, time, and location. Students requesting alternate dates for examinations must notify the dean for student affairs and career services in advance with the reason for the request. The dean has the responsibility of approving or denying the student's request. Students may be required to submit documentation (e.g., doctor's note) to support an excused absence request.

Requests for excused absences from examinations require as much advance notice as possible. For planned absences, requests should be made via the excused absence request system at least 15 business days before the examination. The dean for student affairs has the authority to approve or deny the request. If the request is approved, the Office of Student Affairs will notify the course instructor/director(s) and will help coordinate re-scheduling of the missed exam as needed.

For an unplanned absence/emergency, the student or his/her designee should contact the Office of Student Affairs as soon as possible. The office will notify the course instructor/director(s) and will help coordinate re-scheduling of the missed exam as needed. Failure to contact the Office of Student Affairs within 24 hours of an unplanned absence/emergency will be recorded as an unexcused absence unless the student can show they were unable to contact the office. An unexcused absence for an examination will result in a grade of zero for the examination and generates a Notice of Professionalism Concern that will be referred to the Student Progress Committee.

If the dean for student affairs and admissions denies the excused absence request, the student may appeal the decision to the vice dean for academic affairs within 24 hours of learning of the denial. The vice dean for academic affairs will inform the student of the final decision within two business days.

Access to Care

All actively enrolled SOM medical students pay a student health fee that allows them to obtain a variety of diagnostic, therapeutic, and preventative health services offered by the Student Wellness Center or arranged by the SOM with local providers. All students are also required to carry the UNLV Student Health Insurance (SHI) or a comparable insurance policy. The SHI provides students comprehensive health services throughout the country with in-network and out-of-network providers. Available health services are listed on the UNLV Student Wellness Center website. Students can also seek guidance about health services through the SOM Office of Student Affairs.

Review of Policy

This policy shall be reviewed by the dean for student affairs and career services and Curriculum Oversight Committee at least annually from the effective date.

Related Documents

[Absence Request System](#)

[Student Health and Wellness - Student Wellness Center](#)

Contacts

Student Affairs & Career Services
studentaffairs@medicine.unlv.edu

Academic Affairs & Education
somcurriculum@medicine.unlv.edu