

AE 012 Phases 2 & 3 Attendance Policy

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Responsible for Oversight: Curriculum Oversight Committee (COC)
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Approved by:



Alison Netski, MD, Interim Dean

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Definitions

Absence: A situation where a student does not attend a required educational activity, such as a class, lecture, lab, or other mandatory school-related event, regardless of the reason. This does not refer to a leave of absence ("LOA") as defined and set forth in the Student Handbook.

Excused Absence: Absence from a required educational activity that has been approved by the dean for student affairs and career services or other designated authority.

Unexcused Absence: Absence from a required educational activity that is not authorized or approved by the dean for student affairs and career services or other designated authority.

Statement of Purpose

The purpose of this attendance policy is to establish clear expectations regarding student participation in educational activities, ensuring alignment with the mission and academic integrity of the Kirk Kerkorian School of Medicine. Consistent attendance is vital for the professional development of future physicians, fostering accountability, teamwork, and excellence in patient care.

This policy defines attendance requirements and outlines the processes for excused absences. It is designed to ensure that students meet the rigorous standards of professional behavior expected by the Liaison Committee on Medical Education (LCME) accreditation standards, as well as the policies established by the Nevada System of Higher Education (NSHE) Board of Regents and the University of Nevada, Las Vegas (UNLV).

The clinical phases of the Kirk Kerkorian School of Medicine at UNLV curriculum require a full-time commitment by the student for all patient care and educational activities. Students are part of a health care team and assume a supervised, but active role in the care of patients. Educational experiences, including patient care, clinics, classes, rounds, conferences, simulation, and presentations, are not considered "optional" unless clearly stated in the syllabus.

Entities Affected by This Policy

This policy stipulates attendance requirements for Phase 2 & Phase 3 rotations.

This policy applies to all UNLV medical students enrolled in Phases 2: Clerkships and Phase 3: Career Exploration & Scholarship of the Medical Degree ("MD") program.

Required Acknowledgement

This policy is posted in the clerkship syllabus, the Student Handbook, the Electives Catalog, and reviewed during the clinical preparation course. This policy is also accessible online for student and faculty reference in the school's curriculum management system, MedHub.

Policy

Mandatory Attendance

The Phase 2: Clerkship curriculum requires students to attend all educational experiences, including patient care, clinics, classes, rounds, conferences, simulations, presentations and clerkship school. Phase 2 educational experiences are not considered "optional" unless clearly stated in the syllabus.

The Phase 3: Career Exploration & Scholarship curriculum requires students to attend all educational experiences, including patient care, clinics, classes, rounds, conferences, simulations, presentations, the Nevada Community Medicine course, and Capstone to fulfill graduation requirements. Students must also be physically present in Las Vegas, NV during Match Week (Monday through Friday).

Excused Absence and Request for Approval

Students are permitted a total of twelve (12) excused absence days during Phase 2 and twelve (12) absence days during Phase 3. All absences must be pre-approved. Approval or denial of absence requests is determined by the dean for student affairs and career services or delegate. Decisions may be made in consultation with the dean for clinical education.

Excused absences may be granted in certain circumstances. These may include, but are not limited to:

- **Health care.** In keeping with LCME Standard 12.4, medical students may seek timely access to needed diagnostic, preventive, and therapeutic health services at sites in reasonable proximity to the locations of their required educational experiences. This policy permits students to be excused from required educational activities to seek needed care. Students missing more than three (3) consecutive days of required course activities due to illness must obtain and provide documentation from a licensed physician to student affairs.
- **Religious obligation.** It is the policy of the Board of Regents and UNLV to be sensitive to the religious obligations of its students. Any student missing class, quizzes, examinations or any other class or lab work because of observance of religious holidays shall, whenever possible, be given an opportunity during that semester to make up the missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the dean for student affairs and career services in advance if the student intends to participate in a religious holiday that does not fall on state holidays or periods of class recess. This policy shall not apply if administering the assignment at an alternate time would impose an undue hardship on the School of Medicine that could not reasonably have been avoided.
- **Emergency of self or immediate family.** Medical students may seek an excused absence to address personal or family emergencies. The excused absence period will be determined by the dean for student affairs and career services.
- **Bereavement.** Students who experience the loss of an immediate family member or close relative may seek an excused absence for bereavement. The excused absence period will be determined by the dean for student affairs and career services.

- **Medical/Research Conference.** In keeping with LCME Standard 3.2, the SOM encourages students to participate in research and scholarship. **In addition** to the twelve (12) excused absence days mentioned above, students are permitted to miss clinical activities to attend a research conference under the following conditions:
 - The student is the primary author of the research; or,
 - The research was conducted during medical school under the supervision of a Kirk Kerkorian School of Medicine faculty member, or as part of an external research project approved by the director of medical student research.

Each student may also utilize up to two (2) days per year to attend a medical or leadership conference. Requests for these days must be submitted at least sixty (60) days in advance. These two (2) days are included in the total of twelve (12) allowed excused absences during Phase 2 and Phase 3.

Pre-approval for conference attendance must be obtained from the director of medical student research before seeking an excused absence from the dean for student affairs and career services.

During **exam periods**, the only permissible excuses for absences are personal illness, emergencies involving oneself or immediate family members, or bereavement. Students are NOT excused to attend conferences during exam dates.

Students missing more than three (3) consecutive days of required activities due to illness must obtain and provide documentation from a licensed physician to dean for student affairs and career services.

Student Responsibilities

All requests for absences must be submitted through the absence portal for review and approval. Upon approval, it is the student's responsibility to inform the clerkship director, course director, and the attending on the service of the absence. Failure to notify the clerkship director, course director, and the attending on the service, even after receiving approval from the dean for student affairs and career services, will result in an immediate professionalism citation.

Requests for excused absences should not be submitted via email, phone calls, or text messages. Residents are not authorized to grant absence approvals. If a student receives an excused absence from a resident without completing a request through the absence portal, it will be considered an unexcused absence and potentially lead to a professionalism citation.

Students who become ill are encouraged to take appropriate time off and seek medical attention. If absent for more than three (3) days, a medical note will be required before returning to clinical activities.

Communication in an Emergency

In the event of an emergency preventing a student from attending a clinical assignment, the student should, as much as possible, notify the clerkship director, course director or the attending on the service. If the emergency is related to illness, the student is not obligated to disclose specific details about their condition. Subsequently, the student must submit an absence request through the absence portal.

Make-Up Time

Phase 2: If a student exceeds three (3) missed days of clinical rotations/assignments during a 6-week clerkship, or four (4) days during an 8-week clerkship, the student may be requested to make up for the missed time. The specific makeup activities are determined by the clerkship director or course director, and may involve reclaiming time after the clerkship period, potentially leading to a delay in sitting for the USMLE Step 2 and delay advancement into Phase 3 of the curriculum.

Phase 3: Students who miss more than one day in a 2-week rotation, or more than two days in a 4-week rotation, may be required to make up the missed time, as determined by the course director.

Federal and State Holidays during Phase 2 and Phase 3

Students are required to attend all clinical assignments on state holidays. Students must verify with the clerkship or course director whether outpatient sites are open or closed for state-recognized holidays. Attendance is required if the outpatient site is open and seeing patients.

Recognized/observed Nevada State holidays include:

- Third Monday in January: Martin Luther Day
- Third Monday in February: President's Day
- Last Monday in May: Memorial Day
- June 19: Juneteenth (If June 19 falls on a Saturday, it is observed on the Friday before. If June 19 falls on a Sunday, it is observed on the Monday thereafter).
- July 4: Independence Day (If July 4 falls on a Saturday, it is observed on the Friday before. If July 4 falls on a Sunday, it is observed on the Monday thereafter).
- First Monday in September: Labor Day
- Last Friday in October: Nevada Day
- November 11: Veteran's Day
- Fourth Thursday in November: Thanksgiving Day
- Day after Thanksgiving: Family Day

Students are provided with one (1) day off for Thanksgiving and one (1) day off for Family Day. Clerkship school is not scheduled during the week of Thanksgiving, although clinical assignments may still be scheduled.

Please note: Observing a holiday does not extend into a long weekend. For example, if a recognized state holiday or observance falls on a Friday, it does not automatically grant Saturday and Sunday off from clinical responsibilities or weekend assignments. Attendance is required in those circumstances.

Review of Policy

This policy is reviewed by the Curriculum Oversight Committee ("COC") every three (3) years per the previous date of approval.

Related Documents

Clerkship Syllabi
Student Handbook
Electives Catalog
MedHub

Contacts

Academic Affairs & Education
somcurriculum@medicine.unlv.edu

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