

Absence from Clerkships

All absences must be submitted and reported through CORE ELMS>Absences.

Unreported absences and/or chronic absenteeism may lead to a referral to an appropriate University official or SPC. Excessive absences may result in failure of the clerkship, repetition of the clerkship, and/or referral to SPC. ([COM Student Attendance and Leaves of Absence Policy](#))

When unexpected circumstances arise, communicate with the site, preceptor, and CHSU clinical Clerkship Coordinator immediately. Documentation may be required before returning to clinical activities. Some absences may require online or on-campus learning to substitute for missed time. Students must work with their preceptor, site, and/or the Community Clinical Education Dean to make up the missed time.

Official CHSU calendar breaks, closures and holidays **do not apply to third- and fourth-year students.** (*e.g. Memorial Day, Labor Day, Winter Break, Spring Break, etc.*); as noted in previous sections, it is the expectation that the student will follow the schedule of their preceptor except for COM required programming.

In the event an assigned preceptor is unavailable, the student immediately must work with their Clerkship Site or CHSU Clinical Clerkship coordinator to secure an alternative.

On the first day of the clerkship experience, students must communicate the dates/time of required Education Day didactics and are the expectation that they are excused from clerkships on those days.

Unplanned absences such as illness must be submitted immediately through CORE.

For consideration of any planned absence, students must submit the absence through CORE ELMS>Absences. Obtain the preceptor's and/or clerkship director's approval at least *30 days before* the planned absence.

All absences in OMS-III and OMS-IV years are subject to approval by the Community Clinical Education Dean. More than 4 absences in a 4-week rotation (whether planned or unplanned) may subject the student to additional requirements to meet rotation goals and receive a passing grade.