Students who are late to or absent and not excused from a required session, must contact the course directors, clerkship director or faculty in charge of the session. For pre-clerkship courses, course directors will inform students which activities are required attendance at the beginning of the course (generally all activities, except for lectures unless otherwise designated). For clerkships, attendance at all activities is required. For Transition to Clerkship, Third Year Colloquia and Senior Seminars, attendance at all activities is required. The consequences will be decided by the course directors or clerkship director and may include:

- Make-up session and/or supplemental assignment
- Counseling
- Notification of the Office of Student Affairs
- Discussion at the Evaluation, Review and Remediation Committee
- Referral to the Student Standing and Promotion Committee

The following will be considered in determining student referral to the Student Standing and Promotion Committee:

- Review of past absences of individual with OME and OSA
- Review of past behavior and professionalism issues with OSA

In addition, any absences from a required session may result in an “incomplete” grade until the make-up session and/or supplemental assignment, as determined by the course/clerkship directors, has been completed, or a “no credit” grade for the course/clerkship.

The following will be considered excused absences:

- Approved educational/research activities (e.g. presenting at a conference)
- Illness (with notification of course/clerkship directors or faculty supervising the activity prior to session)
- Unavoidable circumstances (documentation may be requested by course/clerkship directors) (e.g. accidents, transportation failure, care for immediate family member)
Approvals (e.g. conferences, etc.) are **not guaranteed**, and the correct request form (pre-clerkship or clerkship) must be submitted to course or clerkship directors at least three months in advance for foreseeable events (exceptions may be made on a case-by-case basis). For certain unforeseeable events (e.g. residency interviews), students should notify their course or clerkship directors as soon as possible. Factors involved in decision-making include academic progress, type of event and the student role in the event, and what the faculty feel would be in the best interest of the student. Students may also place a request for personal reasons (e.g. funeral of a close family member), but as with all requests, approvals are not guaranteed. Students may appeal the decision with the Directors of the Office of Student Affairs and Office of Medical Education, and those directors should consult the course or clerkship directors in making their decision. Students should also notify OSA if they will be traveling off island.

As noted under “Excused Absences to Access Health Care”, there is no academic penalty when taking time away from classes and clinical responsibilities when needed to access health care.

**Process:**

1. **On the request form, the student will note which required sessions they will be missing and obtain signatures or attach email approval from the appropriate faculty in charge.**
2. **Course or Clerkship Director approval/disapproval**
3. **OSA approval/disapproval**
4. **The student should return the fully signed form to the course or clerkship director, and the course or clerkship director should provide a copy to OSA for their records.**

Approved by JABSOM Curriculum Committee August 13, 2021