

UNIVERSITY EYE INSTITUTE
ABSENCE REPORT

Name: _____ Today's Date: _____

Date of absence(s): _____

Reason for absence: _____

- Excused- No Make up required (Official Business/Professional Days)**
- Excused- 1:1 make up ratio**
- Unexcused- 2:1 make up ratio**
- Clinic Trades (signatures & trade dates required from both clinicians)**

Trade Dates/Signatures: _____

Signature of Coursemaster: _____

Makeup clinic is scheduled for semester break only.

Drs. Knowles or Gaume (2nd yr coursemasters) or Dr. Herring (3rd & 4th yr coursemaster)

Clinic(s) / Grand Rounds
(AM-PM)

Signatures (Obtain in order listed):

• _____	_____	Service Director
	_____	Coordinator
• _____	_____	Service Director
	_____	Coordinator
• _____	_____	Service Director
	_____	Coordinator
• _____	_____	Service Director
	_____	Coordinator
• _____	_____	Service Director
	_____	Coordinator

UHCO CLINIC ABSENCES POLICY

TO: All Clinical Faculty and Students

FROM: Amber Gaume Giannoni, O.D., Second Year Co-Course-Master

Julianne Knowles, O.D., Second Year Co-Course-Master

Ralph Herring, O.D., M.H.A, Assistant Dean for Professional Studies, Third & Fourth Year Course-Master

Danica Marrelli, O.D., Assistant Dean for Clinical Education

Established: April 1990 Modified: August 2018

Clinic Attendance

You have an obligation to attend all of your assigned clinics according to your group schedules.

If circumstances require you to miss a clinic, there are very specific protocols which must be followed.

A clinic absence may be considered excused or unexcused.

Excused Absence

- Illness, sanctioned religious holidays and unforeseen events such as car trouble, traffic accidents or family illnesses/deaths. Students who are ill should not expose patients, clinic staff, clinic faculty or fellow classmates. Clinic Faculty and Coordinators have the authority to send a student home.
- **Excused absence require a 1:1 make-up clinic. *Make-up clinics are scheduled after the last day of the semester.***
- **Only two types of excused absences do not require make-up clinic:**
 1. Students in good standing who are representing UHCO in an official capacity as an officer, trustee or presenter at an optometric meeting, or who are the recipient of a nationally competitive travel grant/scholarship to a meeting. ***Administration may limit the number of representatives and days.***

Students must submit a copy of the conference schedule along with their completed absence report form(s) to the Course-Master ***at least one month in advance for approval.*** Upon return, documentation supporting their attendance must be submitted to the Course-Master.

2. Professional Days are provided for the purpose of interviewing for residency and/or employment. A maximum of two excused absences are available to each Fourth Year student.

Students must submit their completed absence report form(s) to the Course-Master ***at least one month in advance, when possible, for approval.*** Upon return, documentation confirming the interview must be submitted to the Course-Master.

Unexcused Absence

- Family reunions, weddings, graduations, trips, etc.
- Unexcused absences are rarely approved. The Course-Master **and** Service Director(s) must approve. Approval must be obtained and absence request form completed, with all signatures, ***at least one month in advance.***
- **Unexcused absences require a 2:1 make-up clinic.**

Clinic Trades

- Not all students nor all clinical assignments are eligible.
- Require approval from both the Course-Master **and** Service Director(s) ***at least one month in advance.***
- Failure to show for a clinic trade is considered an unexcused absence.

Mission Trips

- Students must be in good standing.
- Approved by the Course-Master(s).
- Second Year students are not eligible to miss any clinical assignments.

NBEO

- Clinics must be informed of your absence ***at least one month in advance.***