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 Course Director: ____________________________________________

Makeup clinic is scheduled for semester break only.

Dr. Knowles (2nd yr course director) or Dr. Herring (3rd & 4th yr course director)

<table>
<thead>
<tr>
<th>Clinic(s) / Grand Rounds (AM-PM)</th>
<th>Signatures (Obtain in order listed):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Service Director</td>
</tr>
<tr>
<td></td>
<td>Coordinator</td>
</tr>
<tr>
<td></td>
<td>Service Director</td>
</tr>
<tr>
<td></td>
<td>Coordinator</td>
</tr>
<tr>
<td></td>
<td>Service Director</td>
</tr>
<tr>
<td></td>
<td>Coordinator</td>
</tr>
<tr>
<td></td>
<td>Service Director</td>
</tr>
<tr>
<td></td>
<td>Coordinator</td>
</tr>
<tr>
<td></td>
<td>Service Director</td>
</tr>
<tr>
<td></td>
<td>Coordinator</td>
</tr>
</tbody>
</table>
UHCO CLINIC ABSENCES POLICY

TO: All Clinical Faculty and Students
FROM: Julianne Knowles, O.D., Second Year Course Director
  Ralph Herring, O.D., M.H.A, Assistant Dean for Professional Studies, Third & Fourth Year Course Director
  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 Director at least one month in advance for approval. Upon return, documentation supporting their attendance must be submitted to the Course-Director.
  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-Director at least one month in advance, when possible, for approval. Upon return, documentation confirming the interview must be submitted to the Course-Director.

Unexcused Absence
- Family reunions, weddings, graduations, trips, etc.
- Unexcused absences are rarely approved. The Course-Director 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-Director 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-Director(s).
- Second Year students are not eligible to miss any clinical assignments.

NBEO
- See NBEO Policy.
- Clinics must be informed of your absence at least one month in advance.