

**UNIVERSITY OF TENNESSEE**  
**COLLEGE OF MEDICINE**

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**Guidelines on Use of Excused Absences for Presentations**

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*Based on Policy COM106 (Excused Absence & Wellness Days)*

*Approved by: Committee on Undergraduate Medical Education (CUME) Approval date: 02/18/19*

*Revision Date: 11/18/19*

*Latest Review Date: N/A*

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**Background:**

Students are both encouraged and required to take part in scholarly projects including research, patient safety/quality improvement, or in community and/or global population health. Many of our students are involved in ongoing research projects and may be invited to present their work at regional or national meetings. The Office of Medical Education (OME) and Office of Student Affairs (OSA) encourages scholarly activity by students and asks that Course and Clerkship Directors work with students and allow them to present their work with as minimal impact as possible on required preclinical events, and during clerkships on patient care and team responsibilities.

- A. Students need to contact the OME or OSA as soon as the student receives an invitation to attend or present at a meeting. The invitation and acceptance of an abstract for presentation should be included. The OME/OSA will ensure the criteria for attendance at a meeting are met.
- B. After approval by OME/OSA, students must submit a Limited Leave Request Form to the relevant Course or Clerkship Director and request permission to be absent for the purpose of presenting scholarly work at a meeting. This should be done 30 days before the start of the clerkship, or 30 days prior to the event for preclinical courses.
- C. Restrictions on attendance may apply as described in the policy on Excused Absences and Wellness Days (COM106). If allowable, this will be counted as an Excused Absence.
- D. Course or Clerkship Directors may refuse the request for time off if it is made less than 30 days before the requested excused absence.