

## **Preclerkship Program Excused Absence Policy**

For required courses in the MSUCOM curriculum, MSUCOM students must follow the requirements outlined in the course syllabus. Receiving an excused absence from a course activity does not affect the expectation that the student will meet the course requirements as outlined in the course syllabus.

MSUCOM considers osteopathic medical student education a participatory activity. Student attendance and participation in scheduled MSUCOM courses is expected and can be used in faculty's assessment of student performance. The college supports and understands the right of the faculty to expect student attendance and participation in many curricular components and the need to impose consequences if those expectations are not met.

### **Mandatory Class Sessions and Examinations**

In the spirit of professional behavior and the mastery of defined educational objectives, MSUCOM students are expected to attend all class sessions (e.g., lectures, laboratories) and take all examinations during their originally scheduled times. If this is not possible, the student must request an excused absence. If an excused absence is not obtained, the course coordinator(s) may give the student a "zero" for class session(s)/examination(s) missed which may result in an "N" grade for the course(s). An excused absence does not relieve the student from responsibilities for missed mandatory class sessions and examinations. It is highly possible that an excused absence will not be granted for a mandatory class session due to scheduling of equipment and faculty. If one of these mandatory sessions is missed, even though an excused absence is granted, and cannot be made up, the student may be required to repeat the course at its next offering. It is the student's responsibility to refer to course syllabus to understand daily requirements, responsibilities and the consequences of not completing these requirements.

To obtain an excused absence, you need to complete an [Excused Absence Request](#) form prior to the scheduled mandatory class session(s) or the administration of an examination(s). The form is available on-line via the student portal. Materials documenting the reason for the absence should also be attached to the Excused Absence Request Form.

### **Emergencies:**

Acute illness, hospitalization, automobile accident, or death of an immediate family member will be acceptable reasons for a retroactive excused absence. Retroactive excused absence requests must be received within a reasonable time frame after the relevant emergency. Failure to request an excused absence within a reasonable frame may result in the excused absence not being granted.

### **When there is Advance Notice of Absence:**

A student must submit his or her excused absence request at least one week in advance of the scheduled mandatory class session(s) or examination(s).

The request for an excused absence will be considered and the student will be notified of a decision in a timely fashion. Retroactive excused absence requests will not be accepted.

### **Conferences, Conventions, Meetings, College Sponsored Activities**

MSUCOM students are encouraged to participate locally, regionally, nationally and internationally with student organizations and other medically related groups. However, the college recognizes the student's academic program to be the priority and it is the students' responsibility to fulfill all course requirements.

If a student wishes to attend a conference, convention, meeting, or college sponsored activity which will cause him or her to miss a mandatory class [session(s) or examination(s)], he or she must complete and submit an [Excused Absence Request](#) Form to in accordance with the course syllabus at least two weeks prior to the expected absence period and provide a copy of the conference, convention, meeting or college sponsored activity announcement. Examination dates and mandatory class sessions will not routinely be changed for these activities. In order to make up a missed mandatory class session or missed examination, a student must have obtained an excused absence. If an excused absence is not obtained, the course coordinator(s) may give the student a "zero" for those examinations and mandatory class sessions missed which may result in an "N" grade for the course(s). In order to make up a missed examination or mandatory class session, a student must have obtained an excused absence.

### **Extended Absences**

MSUCOM will not excuse students for extended absences involving elective travel and medical mission work in another country. Approval of extended absences for unavoidable situations will be considered in accordance with the course syllabus on a case-by-case basis.