


<p><b>Name of Policy:</b> Excused absences from required academic activities in the preclinical years</p> <p><b>Policy Number:</b> 3364-81-04-014-05</p> <p><b>Approving Officer:</b> Dean, College of Medicine</p> <p><b>Responsible Agent:</b> Associate Dean for Student Affairs</p> <p><b>Scope:</b> All University of Toledo Campuses</p>	 <p><b>Effective date:</b> 08/20/07</p>
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy
<input type="checkbox"/> Major revision of existing policy	

(A) Policy statement

Attendance is expected at all scheduled instructional periods. Attendance is mandatory for all examinations and summative and formative assessments, for specified classes and academic activities in the preclinical years at the discretion of the block directors, when participation by students is deemed essential to the proper acquisition of knowledge, skills, and behaviors. Failure to attend for any reason, whether excused or unexcused, does not relieve a student from responsibility for curriculum content during an absence. Requests for excused absences in the preclinical years must be approved by the Associate Dean for Student Affairs or designee.

(B) Purpose of policy

Attendance is mandatory for all examinations and summative and formative assessments, as well as for specified classes and academic activities in the preclinical years. Thus, policies and procedures for the timely notification of all appropriate parties in the event of an absence, as well as for requesting a formal excuse for the absence, have been developed, implemented, and enforced.

(D) Procedure

1. In the event that illness or other significant extenuating circumstances preclude a student from attending an examination/assessment, or classes/sessions with required attendance, all students must notify the Office of Student Affairs prior to the time of the required activity as far in advance as possible. An excused absence can be requested via phone by calling the Office of Student Affairs @ 419-383-6428, (419) 383-5452, or (419) 205-5421. In addition, Excused Absence Request Forms are available in the Office of Student Affairs (OSA) or can be downloaded from the OSA website (<http://hsc.utoledo.edu/depts/stuaff/forms.html>).
2. In addition to notifying the Office of Student Affairs, students are required to notify any and all appropriate parties of their absence, indicating to them that a request for the absence to be excused has been or will be forwarded to the Office of Student Affairs. Students on clinical clerkship rotations, for example, must notify their attending and/or supervising resident, as well as the clerkship office, when they will be absent. The Clinical Skills Center must be notified by the student if they are going to miss a scheduled activity at the Center. Also, students must notify the Academic Test Center if they will miss any examination scheduled to be administered at the Center. In the event, a student is unable to reach the Associate

Dean for Student Affairs or his/her designee prior to missing an examination, they should also contact the Block or Clerkship Director to report their absence prior to the time of an exam/mandatory activity.

3. The request for an excused absence should include written documentation of said illness or extenuating circumstance. Documentation of illness must be provided by Student Health Services or the student's personal health care provider. An excused absence for significant extenuating circumstances will also require written documentation as specified by the Associate Dean for Student Affairs.
4. Decisions on whether an absence will be excused cannot be made until written documentation is provided to and validated by the Associate Dean for Student Affairs or designee, and thus notifications of excused absences will often follow the date/time of the absence. The Associate Dean or designee will then notify the block/clerkship director as to whether a student has been granted an excused absence from the required examination or instructional requirement.
5. The faculty and administration realize that illnesses and significant extenuating circumstances may render a student incapable of sitting for an examination or attending required sessions. If the prescribed procedures for requesting an excused absence are followed, every effort will be made to offer the student an opportunity to make-up the examination or required activity. Even if an absence is excused, however, a block/clerkship may not offer the student a make-up opportunity; laboratory sessions and quizzes are two examples. In other situations, an alternative make-up activity may be required to receive credit for the required activity or examination. One example may be to write a paper in lieu of missed attendance at a required lecture or exercise. In all cases, it is the student's responsibility to verify the status of their excused absence request with the Associate Dean for Student Affairs (or designee), and to contact the block/clerkship director about their make-up policies for excused absences.
6. Failure to follow these procedures will result in an unexcused absence; there will be no exceptions. In the event of an unexcused absence, students will be given a grade of zero on any missed examinations, quizzes, assignments, or experiences, which may result in failure of the course/clerkship.
7. Any student who postpones examinations in three examination periods during one academic year will be referred to the Student Promotions Committee for a review of progress.

<p>Approved by:</p> <p>Jeffrey Gold, M.D.</p> <hr/> <p>Name Dean, College of Medicine</p> <hr/> <p>Title</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p><b>Policies Superseded by This Policy:</b> <b>None</b></p> <p><b>Initial effective date: 08/25/85</b></p> <p><b>Review/Revision Date:</b></p> <ul style="list-style-type: none"><li>• 08/25/85</li><li>• 08/25/86</li><li>• 08/13/87</li><li>• 08/22/89</li><li>• 08/15/90</li><li>• 10/01/91</li><li>• 02/24/94</li><li>• 07/01/95</li><li>• 08/19/96</li><li>• 04/01/98</li><li>• 05/27/99</li><li>• 08/17/00</li><li>• 08/17/01</li><li>• 07/16/03</li><li>• 09/17/04</li><li>• 12/01/05</li><li>• 02/20/07</li><li>• 08/20/07</li></ul> <p><b>Next review date: 08/20/10</b> (three years from most recent revision/review date)</p>
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