Appendix 2: Absence Request Flow Chart

Unplanned Absence Request

1. I will not be at school today. Is your absence planned or unplanned?
   - Unplanned

2. Is this an acute illness or emergency?
   - Yes
   - Submit an Absence Request today or asap!
   - No
   - Submit an Absence Request asap!

3. Are you missing an assessment?
   - Yes
   - Coordinate a new exam date with Course Director(s) and OAS.
   - No
   - DS1/DS2 - Notify Course Director, Watch Echo 360

4. Your absence is unexcused and a score of "NP" may be recorded!

Planned Absence Request

1. I will not be at school today. Is your absence planned or unplanned?
   - Planned

2. Was your request approved by OAS?
   - Yes
   - Was your request placed at least two weeks in advance?
     - Yes
     - Are you missing an assessment?
       - Yes
       - Coordinate a new exam date with Course Director(s) and OAS.
       - No
       - DS1/DS2 - Notify Course Director, Watch Echo 360
     - No
     - Attend Class and/or Clinic

   - No
   - DS3 - Notify Course Director, GPL, GPC, Rotation Leader, And Watch Echo 460

3. Your request may not be approved!

Acceptable reasons a student may request a change in the schedule for an exam or other assessment and which office will make notifications:

- Serious Illness (OAS)
- Hospitalization (OAS)
- Death in the immediate family (OAS)
- Religious Observance (OAS)
- Jury Duty (OAS)
- Other Pre-approved Counseling Reason (OAS)
- Other Pre-approved Academic or Professional Opportunities (OAS)
- SOM Approved Events (EO)
- Approved Accommodation for Disabilities (EO)
- Leave of Absence (EO)