Appendix 2: Absence Request Flow Chart
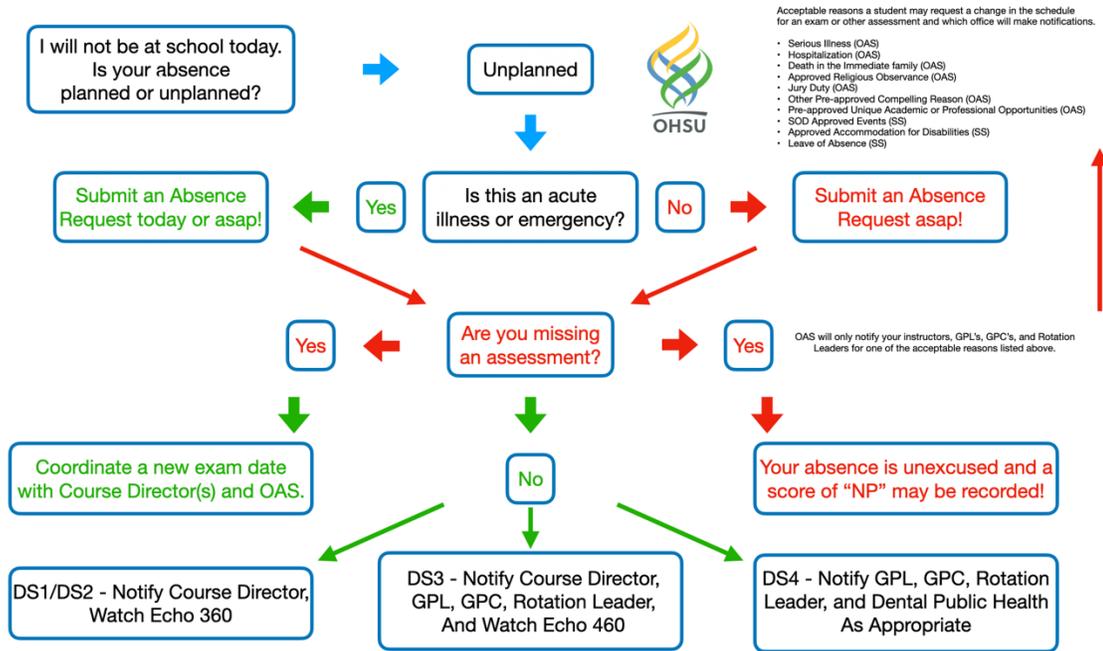
Unplanned Absence Request

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)
- Approved Religious Observance (OAS)
- Jury Duty (OAS)
- Other Pre-approved Compelling Reason (OAS)
- Pre-approved Unique Academic or Professional Opportunities (OAS)
- SOD Approved Events (SS)
- Approved Accommodation for Disabilities (SS)
- Leave of Absence (SS)

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

OHSU

Is this an acute illness or emergency?

Yes → Submit an Absence Request today or asap!

No → Submit an Absence Request asap!

Are you missing an assessment?

Yes → Coordinate a new exam date with Course Director(s) and OAS.

No

Yes → Your absence is unexcused and a score of "NP" may be recorded!

OAS will only notify your instructors, GPL's, GPC's, and Rotation Leaders for one of the acceptable reasons listed above.

DS1/DS2 - Notify Course Director, Watch Echo 360

DS3 - Notify Course Director, GPL, GPC, Rotation Leader, And Watch Echo 460

DS4 - Notify GPL, GPC, Rotation Leader, and Dental Public Health As Appropriate

Planned Absence Request

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)
- Approved Religious Observance (OAS)
- Jury Duty (OAS)
- Other Pre-approved Compelling Reason (OAS)
- Pre-approved Unique Academic or Professional Opportunities (OAS)
- SOD Approved Events (SS)
- Approved Accommodation for Disabilities (SS)
- Leave of Absence (SS)

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

OHSU

Was your request placed at least two weeks in advance?

Yes → Was your request approved by OAS?

No → Your request may not be approved!

No → Attend Class and/or Clinic

Yes

Yes → Was your request for one of the acceptable reasons listed above?

Are you missing an assessment?

Yes → Coordinate a new exam date with Course Director(s) and OAS.

No

OAS will only notify your instructors, GPL's, GPC's, and Rotation Leaders for one of the acceptable reasons listed above.

DS1/DS2 - Notify Course Director, Watch Echo 360

DS3 - Notify Course Director, GPL, GPC, Rotation Leader, And Watch Echo 460

DS4 - Notify GPL, GPC, Rotation Leader, and Dental Public Health As Appropriate