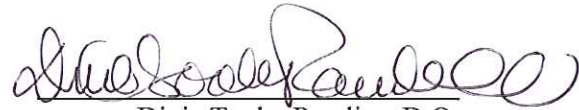


Edward Via College of Osteopathic Medicine

Policy Order No. S003

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VCOM Excused Absence Policy

1. PURPOSE	1
2. PROCESSING THE EXCUSED ABSENCE FORM	1
3. EXCUSED ABSENCES – ILLNESS OR EMERGENCY	1
4. EXCUSED ABSENCES – PLANNED	2
5. CONFERENCES	2
6. DURATION OF POLICY	2

1. PURPOSE

The Excused Absence Policy provides details regarding the circumstances in which students can request an excused absence for personal, emergency, family leave, professional, or health-related reasons and the process that must be completed for approval. Students receiving an excused absence will not be penalized for missing a class or exam. Faculty and students are expected to make reasonable accommodations for make-up exams, assignments, etc. where excused absences have been granted.

2. PROCESSING THE EXCUSED ABSENCE FORM

OMS 1 and OMS 2 students must complete a “Request for an Excused Absence” form available from the Office of Student Services or on the VCOM intranet site: <http://intranet.vcom.vt.edu/clinical> in order for any missed days to not count against the 85 percent attendance requirement as detailed in Policy #S002.

No excused absence will be granted after the fact except in emergencies as verified by the Associate Vice President for Student Services (OMS1 and OMS2) or the Associate Dean for Clinical Affairs (OMS3 and OMS4).

3. EXCUSED ABSENCES – ILLNESS OR EMERGENCY

Excused absences are required if a student misses greater than two consecutive days of class, or any written or practical exam, or mandatory class, lab, or clinical rotation. In those instances where the absence is not planned (illness or emergency), a “Request for Excused Absence” must be completed by the first day the student returns to class; however, students must contact the Office of Student Services and Department of Medical Education by 8:00

class; however, students must contact the Office of Student Services and Department of Medical Education by 8:00 AM of the day they will be absent due to an illness or emergency (for OMS1 and OMS2). For clinical rotations, students must call the Site Coordinator, their preceptors, the Director of Clinical Rotation (OMS3) and the Assistant Director, 4th Year Clinical Rotations (OMS4).

For all excused absences – OMS1 and OMS2 students will be required to make-up all mandatory classes or labs at the end of the block. OMS3 and OMS4 students are required to make-up all missed rotation days/time during the rotation from which the days were missed.

Students who do not receive an excused absence approval will be required to make-up all mandatory classes or labs the following year.

4. EXCUSED ABSENCES – PLANNED

For absences not related to medical illness or emergency, students must complete the “Request for Excused Absence” form a minimum of 30 days prior to the planned absence. Students are to return the form to the Medical Education Office (OMS1 and OMS2) or the Associate Dean for Clinical Affairs (OMS3 and OMS4). The student will be required to obtain signatures from all course directors/preceptors. Once all the paperwork is completed, an excused absence confirmation will be forwarded to each course directors/preceptors.

5. CONFERENCES

Students are only allowed to attend one conference per year of not greater than three consecutive days using the planned excused absence policy. Those conferences that qualify for consideration for excused absence will be determined yearly by the Vice Dean from each campus (Section 4).

Certain non-conference, national meetings will be excluded from this conference policy. Representatives from the Student Government Association who are required to attend greater than two meetings per year and other student officers who attend these national meetings will be expected to follow the excused absence policy.

Only students who do not have any conditional or failing grades can request an excused absence for such a conference and/or national meeting provided an absence from class does not interfere with the academic work of other students and does not result in the student missing a class assignment that cannot be remediated (as determined by the Division Chair and Associate Dean).

6. DURATION OF POLICY

The Excused Absence Policy established by Administration, Office of Student Services, Department of Medical Education, and the Office of Clinical Affairs is effective as of the date above and shall remain effective until amended or terminated by the President and the Dean.