

Absences

To request an excused absence from an examination you must either CALL the Assistant Dean for Student Affairs and Services (353-7140) prior to the exam or submit a written request prior to the exam. Retroactive excuses are not granted. See below for more information.

Process for Student Request for Excused Absence from Examination

A student must obtain an approved absence if he/she will miss **for any reason** a regularly-scheduled course examination or a scheduled remediation examination. **Failure to have the absence approved will result in earning 0% for that examination.**

Students will be granted approved absences if examinations conflict with religious holidays but the student must request the approved absence by following the procedures enumerated in this handbook.

Excused absences can be granted **only** by Dr. Wanda Lipscomb, the Assistant Dean for Student Affairs and Services.

An approved absence is valid **only** for the date specifically indicated on the approved absence request.

Documentation is required for all requests for approved absences. An approved absence is contingent on receipt of these documents and is conditional pending documentation in cases where documentation is not immediately available. Failure to provide documentation will result in the revocation of the excuse and the exam score will revert to 0%. Documentation will include items such as a written excuse from a licensed physician.

For emergent requests, documentation must be provided within 48 hours following the scheduled examination.

Acceptable reasons for requesting an approved absence:

- Extreme personal illness (with physician documentation)
- Family emergency (with documentation)
- Participation in a professional/scientific conference as a presenter (with documentation of role in the conference)
 - limited to one per year
 - travel plans must be made with the exam schedule in mind. Excused absences will not be given to solely accommodate optional travel; this applies to both domestic and international travel.
- Attendance at a professional/educational conference as an official CHM representative or an elected leader. (with documentation of role in the conference)
- Other extreme circumstances that impact the student adversely

Approved absences are limited and monitored as follows:

- More than one approved absence per semester is considered excessive unless the student has a documented health issue that accounts for the absences.
- Students requiring more than one approved absence in a single semester will meet with the Assistant Dean for Student Affairs and Services or the Assistant Dean for Preclinical Studies, in consultation with the Block Director, to discuss the circumstances and/or develop a plan to prevent future needs for excused absences.

A student with an approved absence is responsible for arranging a make-up examination. The schedule for make-up examinations is the prerogative of the course director

PLEASE NOTE:

- Absence from required class activities other than examinations (e.g. Clinical Skills experiences, small group meetings) must be reported to the course director or designated course administrator according to the procedures specified in the course protocol. No approved absences are issued by the Assistant Dean for Student Affairs and Services for absences from such mandatory academic activities.
- No approved absences are issued for in class quizzes unless explicitly specified in the course protocol.
- Elective academic activities and volunteer activities are not valid reasons for missing required Block II activities.

The procedure described above for obtaining an examination absence excuse applies to **all in-semester exams, final exams, and scheduled remediation exams**. In some cases it may be applied to make-up exams. Note that all excuses from exams are documented and monitored by the Assistant Dean for Student Affairs and Services, the Block I Director, and the Assistant Dean for Preclinical Curriculum. See page 20 for an example of the form "Request to Excused from an Examination".

**Process for Student Request for Excused
Absence from Small Group or Other Required Class Events**

A student must obtain an approved absence if he/she will miss **for any reason** a small group meeting, ICC session, mentor group meeting, or class meeting.

To obtain approval, a student must complete a "Request to be Excused from Small Group or ICC to Attend a Conference or Special Event" by going to the CHM Preclinical Students link in ANGEL (www.angel.msu.edu). See page 21 for an example.

Religious Observances

In keeping with the University policy on religious observances, faculty will honor student absences and requests for make-up opportunities when class activities fall on religious holidays. In the event that an examination is scheduled on a religious holiday, follow the

College's policy and make a request to the Assistant Dean for Student Affairs and Services for an excused exam absence and make a request to the Block I Office for an excused required course activity absence **at least 1 week in advance**. This will insure that the appropriate faculty member is notified of your absence and an opportunity for make-up will be provided.

Policies and Procedures Regarding Tardiness for Examinations

If a student arrives late for an examination, he/she should go directly to the assigned room to take the examination in the time remaining. Additional time will not be permitted.

Students that are late for an examination will not be allowed to sit for the examination if a student has already completed the exam and left the room. The student must go to the Office of Student Affairs and complete a "Request to be excused from examination" form.