

Request for Approved Absence Procedure

The Ohio University College of Osteopathic Medicine consistently strives for the achievement and maintenance of excellence in academic programming. The College also recognizes the value to students' professional development afforded by opportunities to participate in activities outside the formal structure of the OU-COM curriculum. Examples of such activities may include:

- presenting a paper or research project at a national convention (e.g. AOA);
- representing OU-COM as a student organization officer;
- participating in a leadership development program;
- taking advantage of appropriate educational opportunities not available at OU-COM.

In order to promote and support student participation in such valuable experiences, while minimizing the potential for negative impact on student learning that may result from conflicts with student responsibilities to attend scheduled activities, the following procedure will be followed:

1. A student who wishes to participate in a recognized professional activity that alters his/her ability to attend the scheduled learning activities of the formal OU-COM curriculum will complete a ***Request for Approved Absence*** form (attached).
2. The student will submit the completed request form first to the Assistant Dean for Pre-Clinical Education (AD-PCE) for a recommendation.
3. The student will then submit the form to the instructor(s) of record whose course activities will be missed because of the conference attendance. Pending approval by the instructor(s) of record, the student will be excused from formal curricular activities in order to attend the conference.
4. If the missed work includes making up a proctored exam, the student will coordinate with the instructor(s) of record and Angie Mowrer, Director Pre-Clinical Education, Academic Affairs, Grosvenor Hall 227 to find a time to make up the exam.
5. In the event that an instructor(s) of record denies the request, the student will not be excused from class attendance.
6. All requests must be submitted at least 4 weeks prior to date of the anticipated absence. Request forms are to be returned to Nicole Wadsworth, DO, FACOEP, FACEP Assistant Dean of Pre-Clinical Education, Grosvenor 345.

Request for Approved Absence from Required Academic Activities
to Participate in a Professional Conference

Date: _____

Student: _____ Year ___1___2 Curriculum: ___CPC___PCC

Conference Title: _____

Organization: _____

Dates of Requested Absence: _____

Student Role at Conference: _____

Required activities that will be missed: (use additional sheets if necessary)

___Recommended ___Not recommended

Nicole Wadsworth, DO, FACOEP, FACEP
Assistant Dean of Pre-Clinical Education

Date

Proposal to make up missed required activities: (use additional sheets if necessary)

___Approved ___Denied

Instructor of Record

Date

___Approved ___Denied

Instructor of Record

Date

___Approved ___Denied

Instructor of Record

Date

Return this form to Nicole Wadsworth, DO, FACOEP, FACEP, Assistant Dean of Pre-Clinical Education, Grosvenor 345. Hard copies of this form can be found in Grosvenor Hall 226.