1. Purpose
The purpose of this procedure is to provide guidelines to the OCE Staff for internal process for the
Excused Absence Requests from Clinical Rotations.

2. Related Policy/Authority
Attendance Policy

3. Faculty/Staff Responsibilities
Office of Clinical Education

4. Definitions/Abbreviations
A. OCE - The Office of Clinical Education

5. Procedural Steps
5.1. Planned absences: Students must submit their request for an excused absence through the online
form and attach any supporting documents if applicable.
   5.1.1. The Office of Clinical Education (OCE) will review and process the request.
   5.1.2. If the OCE cannot make the determination to approve/deny a request, the request will be
   routed to the corresponding Clerkship Director.
5.2. After the decision is made, the OCE will notify the Student, and designated Regional Hub Coordinator
   via email.
   5.2.1. The Hub Coordinator will notify the preceptor about the approved absence.
5.3. Absence for illness or other unexpected emergencies: the students must notify BCOM immediately
   about such absence.
   5.3.1. The Hub Coordinator will notify the preceptor immediately.
   5.3.2. The student must submit the excused absence request form as soon as they are able.
5.4. The OCE will keep absence records and track the number of absences per rotation to ensure the 4-
day absence policy is being followed.
5.5. Appealing the Denied Excused Absence Requests: The student may appeal the decision of the OCE
to the Regional Assistant Dean of the respective HUB within two business days of receiving the
notification. The RAD’s decision if final.
### 6. Reports/Charts/Forms/Attachments/Cross References

**Attendance Policy**
- Student Handbook
- Student-Clerkship-Manual

**Excused-absence-for-3rd-4th-year**

### 7. Maintenance

The OCE will review this procedure as necessary.

### 8. Signature

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<tr>
<td>Irina Zhorzhaliani, MBA</td>
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<tr>
<td>Director of Clinical Education</td>
<td>Date</td>
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### 9. Distribution List

Internal

### 10. Revision History

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<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
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