1. Purpose
This SOP outlines and defines the process by which students in the pre-clinical years (years 1 and 2) may request excused absences. Students may be excused from mandatory attendance activities for compelling reasons. This decision will be at the discretion of the Senior Associate Dean for Pre-Clinical Education or their designee.

2. Related Policy/Authority
This SOP references the policy on attendance, as stated in the BCOM Student Handbook. (found at: https://bcomnm.org/student-handbook_catalog/), and as stated in BCOM policy (found at: https://bcomnm.org/policy-b3102/).

3. Faculty/Staff Responsibilities
Responsibility for the approval of excused absences for students in Years 1 and 2 will rest with the Associate Dean of Pre-Clinical Education, and/or the Assistant Deans of Pre-Clerkship Curriculum and Student Assessment, in consultation with the Course Director of the course(s) for which the excused absence is being requested.

Responsibility for the receipt of excused absence requests for students in Years 1 and 2, and forwarding those requests to the appropriate individuals, will lie with the Curriculum Coordinators for Years 1 & 2, and the Clinical Course Coordinator.

4. Definitions/Abbreviations
Excused absence – the permission granted to a student to be absent from a required attendance event, such as a required laboratory session or exam. (See the Policy document and/or the Student Handbook document cited above).

5. Procedural Steps
The procedures for requesting, review of requests, and decision on requests is outlined below:

1. Whenever possible, an excused absence request must be submitted in advance of the activity for which excusal is being requested.

2. Student submission of an excused absence request.
   2.1 Students are directed to the on-line link to the Excused Absence Request form.
       2.1.1 The form is currently available at: https://bcomnm.org/students/student-forms/
       2.1.2 The student must complete the form, and attach any relevant and/or required documentation.
2.2 Upon completing the form, the student will submit the request by clicking on the submit button at the bottom of the form.

2.2.1 The request must describe in sufficient detail the rationale behind the request, and must include any relevant supporting documentation, to allow an informed decision to be made.

2.2.2 Appropriate documents may be submitted subsequent to the initial filing of the request, but must be provided before a final decision will be made.

2.3 Upon submission, the request will be automatically sent to the appropriate Coordinator.

2.3.1 Requests from 1st Year students will go to the Year 1 Curriculum Coordinator.

2.3.2 Requests from 2nd Year students will go to the Year 2 Curriculum Coordinator.

2.3.3 Requests regarding Year 1 & 2 clinical courses (PCP and OMM courses) will go to the Clinical Course Coordinator.

2.3.3.1 If the event involves a non-graded curricular session, the request will be accepted and recorded, but no denial or approval issued to the submitting student.

2.4 The Coordinator(s) will receive the request and supporting documents, through the academicsaffairs@bcomnm.org e-mail.

2.4.1 The appropriate Coordinator will communicate with the Course Director of the affected course.

2.4.1.1 If the event involves a non-graded curricular session, the request will be accepted and recorded, but no denial or approval issued to the submitting student.

2.4.2 A determination will be made by the Course Director, with consultation from Faculty, as appropriate.

2.4.3 The determination of the Course Director will be forwarded to the Assistant Dean of Pre-Clerkship Curriculum, who will make the final determination.

2.4.3.1 In the event the Assistant Dean of Pre-Clerkship Curriculum is unavailable, the matter will pass to the Associate Dean of Pre-Clinical Education.

2.4.4 The student will be notified of the decision on the excused absence request by the appropriate Coordinator.

2.4.4.1 If the request is approved, the Coordinator will then create a calendar appointment on the Excused Absence Calendar to document the date of the student absence, and making the information available to necessary parties (Testing Center, Associate and Assistant Deans, etc.).

2.4.4.2 If the request is denied, the student will be notified by the appropriate Coordinator.

2.4.4.3 Any appeal of the decision may be addressed to the Associate Dean of Pre-Clinical Education and/or to the Dean.

2.4.5 For approved requests, the requirement to make-up any missed graded event will be determined by the Course Director, in consultation with the Office of Pre-Clinical Education.

2.4.5.1 If it is determined that graded event will not require a make-up opportunity, the grade value of the event will be deleted from the excused student’s grade calculation. (e.g. an excused absence for a 5
point quiz, might result in the reduction of the total possible points of the student by 5 points.)

2.5 Absence from a graded mandatory session or event for any unexpected or urgent/emergent matter (e.g. sudden illness, auto accident) will follow the process outlined above, but will require submission of a completed absence request as soon as possible, and no later than the first date of return to the College.

2.5.1 The request must describe in sufficient detail the rationale behind the request, and must include any relevant supporting documentation, to allow an informed decision to be made.

2.6 Submission of a request should not cause the requestor to presume that the request will be approved. Rather, the decision to approve or deny the request will be made under the same guidelines as described in section 2, above.

2.7 Whenever possible, an excused absence request must be submitted in advance of the activity for which excusal is being requested.

6. Reports/Charts/Forms/Attachments/Cross References
The Excused Absence Request form for students is found at the following link:
https://bcomnm.org/students/student-forms/

7. Maintenance
This policy will be reviewed as necessary, with a review occurring at no more than three (3) year since the most recent review.

8. Signature
Robert Ketchum, PhD
8/28/2019

9. Distribution List
Internal/External

10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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<tr>
<td>7/23/19</td>
<td>All</td>
<td>Update to change from Academic Affairs to Pre-Clinical Education; includes change in numbering (from AA to PCE)</td>
<td>7/23/19</td>
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