



Policy and Procedure: **Student Attendance – Professional Meetings and Events**

October 17, 2013

“2013-2014 - Academic Standards Handbook”

7.1 Page 16: “On Campus Attendance Requirements – Students are expected to attend ALL lectures and laboratory periods, and are responsible for the course work requirements. Refer to syllabi for individual course attendance requirements.”

7.2 Page 16: “Clinical Attendance Requirements – 100% attendance is required at all scheduled clinical assignments. Prior approval from a clinical assignment must be received from the course director/coordinator and preceptor.”

10.3 Page 31: “Academic Probation – Probation represents an official sanction by the College for unacceptable academic performance.”

10.3.1 Page 31: “Terms of Probation – A student on probation will not be allowed to participate in student government or extracurricular activities for the duration of the probation. Exceptions may be attendance at local health fairs.”

Prelude: The role of a physician in healthcare is more than just the practice of medicine. There are also many advocacies, legislative, and off campus events that are rewarding in a student’s professional development. Attending professional meetings while a medical student can be both rewarding and educational and at the same time missing classes, required laboratory sessions, and clinical clerkships/rotations create a conflict regardless of the academic year. The following policy and procedure has been developed to minimize disruption of the student’s education:

Basic Points:

- As referenced above students on probation will not be permitted attendance, other than, a local health fair.
- Any student requesting attendance must be in good academic standing with a GPA of at least 2.5 and not failing any current sections of the curriculum.

Initial Process: OMS I –IV

Students begin the process by obtaining an “approval checklist” that is ONLY available at the office of the OSU CHS Register.

Procedure (3-4 weeks in advance):

1. Obtain verification that the student is in good standing from the Office of the Registrar (See Attachment A).
2. Obtain permission from the course coordinator to be absent and verify whether make up is required and what must be done (See Attachment A).
 - a. In clinical laboratories and classes/sessions where attendance is required, the student needs to be aware of each course syllabus and NOT over-extend their requests to adversely affect their grades.
 - b. **A separate attachment form must be completed for EACH OF THE COURSES/ROTATIONS MISSED**

NOTE: UNTIL THESE FIRST TWO STEPS ARE COMPLETED THE STUDENT SHOULD NOT FINALIZE ANY TRAVEL PLANS OR ITINERARIES.

3. Present a copy of the program agenda and the completed Attachment A (step 3) to the Associate Dean for Enrollment Management or Associate Dean for Clinical Education as appropriate for final approval.
 - a. With this final step completed the student can formalize plans as needed.
 - b. While the premise is 3-4 weeks in advance, this whole process should be initiated as soon as possible.

Final Process:

OMS I – II

Because the Associate Dean for Enrollment Management has the FINAL student contact and approval it is his/her responsibility to notify all course coordinators and the Director of Clinical Education and the Associate Dean for Clinical Education by providing a copy of the OMS I and II approval checklist.

OMS III –IV

Because the Associate Dean for Clinical Education has the FINAL student contact and approval it is his/her responsibility to notify both the course coordinator and the Director of Student Affairs and the Associate Dean for Enrollment Management by providing a copy of the OMS III and IV approved checklist.

William Pettit, D.O., M.A.
Interim Senior Associate Dean
Associate Dean for Rural Health