

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Excused Absence Requests Years 1 and 2		SOP #: SA.024.03
Effective Date	10.02.2018	
Last Revision/Review	05.09.2023	

1. Purpose

To outline and define the processes by which students in the pre-clinical years (years 1 and 2) may request an excused absence. Students may be excused from mandatory attendance activities for compelling reasons. This decision will be at the discretion of the Assistant Vice President of Student Affairs or their designee.

2. Related Policy/Authority

This SOP references the policy on attendance, as stated in the Student Handbook:
https://burrell.edu/students/student-handbook_catalog/ and as stated in B9110 Attendance Policies:
<https://burrell.edu/about-bcom/governance/institutional-policies/>

3. Faculty/Staff Responsibilities

Responsibility for the approval of excused absences for students in Years 1 and 2 will rest with the Office of Student Affairs

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 Office of Student Affairs.

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:

- 1.1 Whenever possible, an excused absence request must be submitted in advance of the activity for which excusal is being requested.
- 2 1.2 Student submission of an excused absence request.
 - a. Students are directed to the on-line link to the Excused Absence Request form.
 - i. The form is currently available at:
<https://burrell.edu/students/student-forms/>
 - ii. The student must complete the form and attach any relevant and/or required documentation.
 - c. Upon completing the form, the student will submit the request by clicking on the submit button at the bottom of the form.

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- i. 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.
 - ii. Appropriate documents may be submitted subsequent to the initial filing of the request but must be provided before a final decision is made.
 - d. The Office of Student Affairs will receive the request and supporting documents, through the studentaffairs@burrell.edu e-mail.
 - e. The final determination of approval or denial of the request will be made by the Office of Student Affairs. Submitting a request is not a guarantee of approval
 - i. The student will be notified of the decision on the excused absence request by the Office of Student Affairs.
 - 1. If the request is approved, the Office of Student Affairs will create a calendar appointment on the Excused Absence Calendar to document the date of the student absence and make the information available to necessary parties.
 - 2. Access to view the excused absence calendar includes but not limited to: Testing Center, Course Directors (when course is active), Administrative Assistants assigned to academic departments.
 - 3. If the request is denied, the student will be notified by the Office of Student Affairs. Any appeal of the decision may be addressed to the Assistant Vice President of Student Affairs and/or to the Dean.
 - f. 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. If a make-up of missed activity is necessary, the student will be notified by the Course Director.
 - i. If it is determined that a 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.)
 - 1.3 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.
- 1.1 1.4 Submitting a request on behalf of a student
- a. There may be circumstances wherein an excused absence request will need to be submitted by the College on the student's behalf.
 - b. Under these circumstances, the Office of Student Affairs will fulfill steps 2.1 and 2.2 above to accommodate the student's need.
- 1.5 Related to COVID-19

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- a. In the event a student tests positive for COVID-19, the Exposure Containment Plan (SOP GA.007) should be followed.

6. Reports/Charts/Forms/Attachments/Cross References

The Excused Absence Request form for students is found at the following link:

<https://burrell.edu/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

Approved by

Department Head President of Student Affairs

05.09.2023

Date

9. Distribution List

Internal/External

10. Revision History

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
10.06.2020	2.4	Update to procedural steps followed in the event of a request being approved		10.06.2020
07.23.2019	All	Update to change from Academic Affairs to Pre-Clinical Education; includes change in numbering (from AA to PCE)		07.23.2019
06.30.2019	All	Routed Excused Absence Request to the Office of Student Affairs; added COVID related information; changed the numbering from PCE.002 to SA.024.		6.30.19
10.06.2020	2.4	Added information about communication of approved and denied excused absences.		10.13.2020
03.31.2022	2.4	Added information regarding those with approved access to view approved excused absences		4.1.2022
05.09.2023	All	Title, email, and URL updates; revise COVID information to reflect current policy		5.19.2023