

OCE – Clinical Rotations: Excused Absences		SOP #: CE.007.02
Effective Date	07/01/18	
Last Revision/Review	10/21/2022	

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 \(Policy B9110\)](#)

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 designated Coordinator will review and process the request.

5.1.2. If the designated Coordinator cannot make the determination to approve/deny a request, the request will be routed to the OCE.

5.2. After the decision is made, the designated Coordinator will notify the Student, via email system.

5.2.1. The RAC Coordinator will notify the preceptor about the approved absence.

5.3. Absence for illness or other unexpected emergencies: the students must notify the College immediately about such absence.

5.3.1. The RAC 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 to the Regional Assistant Dean of the respective RAC within two business days of receiving the notification. The RAD's decision is final.

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STANDARD OPERATING PROCEDURES

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

Approved by

Director of Clinical Education

10/21/2022

Date

9. Distribution List

Internal

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
10.21.2022	2	Policy number linked		10.21.2022