

PATIENT CENTERED MEDICINE 2 COURSE ABSENCE POLICY

ABSENCES

1. In all cases of absence, it is the student's responsibility to inform each of the following:
 1. **Office of Student Affairs**
 2. **Course Coordinator**
 3. **Course Directors**
 4. **Small group facilitators** (*if it is a small group activity*)
2. Follow Stritch School of Medicine (SSOM) policy on any absence for medical reasons.
3. The student is responsible for the missed information and skills presented, discussed and demonstrated during the session.
4. Students may be required to meet with the course director(s) to determine an appropriate course of action for a missed session.
5. Any planned, non-emergent absences must be cleared first through the Office of Student Affairs.
6. Procedure for requests for absences should follow the Academic Policy Manual.
7. For any **small group session** that is not attended, in addition to following the SSOM policy:
 - A. If the absence is ***planned***, and approved by the Office of Student Affairs, students must submit their answers to any small group assignments, such as questions, cases, EKGs or CXRs, to the course coordinator and the small group facilitator(s) by **9:00 am on the day of the scheduled session**.
 - B. If it is an absence due to an ***urgent matter***, it should be submitted within two days of the student's return to school. Failure to submit the materials by the designated deadline may result in a "Concern" for the Professionalism Competency.