Appendix A: Unplanned Absence Notification Procedures Flowchart

1. Student Submits Notification
   • Student submits notification using MD Program’s online unplanned absence notification form
   • Course Administrator informs clinical site leaders asap if not included on notification

2. Review by Course Director
   • Course Director (or delegate) acknowledges receipt of notification, determines if deferred/make-up work is required, and communicates any next steps to the student
   • Student responsible for covering material and knowing the content from any missed sessions and, if applicable, completing any deferred/make-up work or assessments

3. Tracking
   • Foundations/Clerkship Director and Associate Dean, OHPSA informed if student has recurrent or problematic absence history (as defined in the MD Program’s absence policy)

4. Absence History Review
   • Foundations/Clerkship Director reviews student’s absence history in consultation with the Associate Dean, OHPSA, where appropriate, and determines if a check-in meeting is warranted

5. Check-in Meeting
   • If warranted, student invited to check-in meeting with Foundations/Clerkship Director and/or Associate Dean, OHPSA to determine next steps