Appendix B: Planned Absence Request Procedures Flowchart

1. Student Submits Request
   - Student submits request using MD Program’s online planned absence request form

2. Tracking
   - If student has recurrent or problematic absence history (as defined in the MD Program's absence policy), skip to "4. Absence History Review"; if not, then proceed to "3. Review by Course Director"

3. Review by Course Director
   - Course Director (or delegate) reviews request and consults with other education leaders, as appropriate, and communicates approval status to the student, including details regarding any required deferred/make-up work or assessments
   - If approved, student responsible for informing immediate education supervisors of the activities they will be absent from, covering material and knowing the content from any missed sessions and, if applicable, completing any deferred/make-up work or assessments

4. Absence history review
   - Foundations/Clerkship Director reviews student's absence history in consultation with the Associate Dean, OHPSA, where appropriate, and determines if the request should be forwarded to the Course Director for review (step 3) or if a check-in meeting (step 5) 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