

Absences

Unless departmental policy differs, only the Department Chair or the Program/Course Director/Dean or their designee responsible for the course or rotation can authorize an excused absence. In the event that an absence from a mandatory attendance session occurs, the student must immediately notify the Department Chair, or the Program/Course Director/Dean involved or their designee of the circumstances causing the absence.

To complete the process for an excused absence, verbal notification must be followed by a written request with sufficient documentation attesting to the reasons for the absence. The student is solely responsible for informing the Department Chair or the Program/Course Director/Dean of the circumstances resulting in the absence and for submitting a written request for an excused absence. Some of the college dean's offices use an Absence Request Form for such purposes. Excused absences can be obtained for many reasons, including religious, but the process of obtaining approval as described above must be followed and include appropriate documentation. The student should check with their Dean's/Program Director's Office for proper documentation. Please also see Religious Absences in the College Catalog under Academic Policies. Forms can be found on the student portal through a central hub. To Access the University/College forms on the central hub, go to your student portal at online.midwestern.edu and log in. Once logged in, navigate to the Academic Services tab and click on the University/College Forms link. Students will need to download the appropriate form, fill out the form, and return to their respective College Dean.

Absences to Attend Off-Campus Conferences and Events

A policy has been established for students to be excused from classes/laboratories/rotations to attend approved off-campus functions. This policy includes a procedure for student organizations and individual students to follow.

1. Students seeking permission to attend an off-campus conference or program must be in good academic, disciplinary and professional standing.
2. Midwestern University approved student organizations must seek and be granted permission from the appropriate Academic Dean or program/division director to send student representatives to an off-campus activity. This written request (usually made by the president of the organization) must be made at least one month prior to the activity. Student organizations may offer partial reimbursements for students who travel to approved professional conferences/events within the United States. Expenses for international travel are not eligible for reimbursement by student organizations except for approved clinical rotations for course credit, University-approved research conferences (at which the student presents research done at Midwestern University), or Midwestern University approved medical missions. The process for petitioning for reimbursement and minimum/maximum awards are determined by each awarding student organization. All processes must follow the reimbursement guidelines set forth by the Business Services Office.
3. Students who desire to attend an approved off-campus activity must obtain a signature approval from the course directors/coordinators of the course(s) that they will miss through an Absence Request Form. These sign-off forms are available in the Dean's office of the appropriate college. Completed forms indicate that students are approved to attend the activity because they are performing satisfactorily in the courses to be missed and are in good academic, disciplinary and professional standing. Written requests to attend approved off-campus activities must be submitted to the appropriate Academic Dean or program/division director a minimum of one month prior to the activity. Students on rotation need to follow the guidelines for an excused absence that are outlined in their clinical education manual.
4. Students attending off-campus conferences or events must take full responsibility for making up any missed classes, laboratories, examinations, or other course assignments.

For Non-Emergency Personal Absences

A policy has been established for students to be excused from classes/laboratories/rotations for non-emergency personal absences.

1. Students seeking permission to be absent from class for personal reasons should be in good academic, disciplinary and professional standing.
2. Students who are requesting permission to miss class for personal reasons must obtain a signature approval from the course directors/coordinators of the course(s) that they will miss through an Absence Request Form. These sign-off forms are available in the Academic Dean's office of the appropriate college. The forms must be submitted to the appropriate Academic Dean or program/division director a minimum of one month prior to the absence for their approval. Students on rotation need to follow the guidelines for an excused absence that are outlined in their clinical education manual.
3. Students with excused absences for personal reasons must take full responsibility for making up any missed classes, laboratories, examinations, or other course assignments.