Medical Student Status Form

Medical Student Status Form (MSSF) are collected by the College of Medicine to track various actions of students. The majority of the forms are used to track student's absence from required activities. Students also use the form to submit transfer requests to another medical school, withdrawal from the College of Medicine, and Leave of Absences.

Forms will be submitted to the appropriate department for approval. M1 and M2 are sent to either the Associate Dean of Student Affairs and Advising or the M1/M2 Medical Education Curriculum Chair. M3 and M4 requests are approved by the departments.

A listing of submitted actions will be displayed. Listing includes the form#, the type of action, the from/to date of the action, the course/clerkship that was missed, the date of each activity missed during the absence, indication if it was a full day absence, the activity missed, the status of the activity, if documents have been uploaded, and if the action is active/inactive. A tally of total absences submitted per course will also be displayed.

Absence:
Students are required to submit a form when they are absent from school during required activities.
All required activities missed during the absence need to be listed on this form.

Absences are either Planned or Unplanned. Planned absences must be submitted with at least 2 weeks’ notice. Anything in the next two weeks would be considered unplanned.

Absences cannot be submitted on blackout dates. Not all blackout dates may be prohibited from being entered into the system due to various clerkship rotations variations in scheduling. Please check with your course coordinator to determine any site/rotation specific dates. M4 rotations will be blocked the first and last day of any rotation. Please refer the Student Handbook for more details on the absence policy.

Select the reason for the absence. Please provide additional comments concerning your absence if required. Please note that certain documentation is also required depending on the reason for the absence. If students are absent due to a conference, the student should be in good standing.

Enter the date of absence and indicate if this is a full day absence. For half-day absence, please indicate in the comment box which part of the day you will be absent. Based on the course year, the activity dropdown box will be pre-populated. If activity of ‘Other’ is selected, please specify the other activity in the box provided.

Multiple activities can be listed for each temporary absence. Select the Add Activity after each activity.
When all activities have been listed, press the submit button at the bottom.

**Withdrawal from the College of Medicine**

Student wishing to withdraw must submit an official request. Requests will be forwarded to the Associate Dean of Student Affairs for approval.

<table>
<thead>
<tr>
<th>Please select action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Absence</td>
</tr>
<tr>
<td>☐ Withdrawal from COM</td>
</tr>
<tr>
<td>☐ Transfer</td>
</tr>
<tr>
<td>☐ LOA</td>
</tr>
<tr>
<td>☐ Remediation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Request Date: 12/15/2014</th>
<th>Status: Unsubmitted</th>
</tr>
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</table>

**Withdrawal from the University of Cincinnati - College of Medicine**

Withdrawal Date: [Select Date]

I request a withdrawal from medical school for the following reason(s):

- ☐ Medical
- ☐ Career Exploration
- ☐ Family Reasons
- ☐ Academic
- ☐ Other, Please Specify

If Other, please specify: [Enter]

<table>
<thead>
<tr>
<th>Submit</th>
<th>Cancel</th>
</tr>
</thead>
</table>

Complete the withdrawal date and the reason for your withdrawal.

**Transfer**

Student wishing to transfer from the COM to another institution must submit an official request. Requests will be forwarded to the Associate Dean of Student Affairs for approval.
Leave of Absence

Students wishing to take a leave of absence must also submit a request. Students are only eligible to submit a request for a voluntary LOA. Mandatory or Emergency LOA will be submitted by the Assistant Dean for Academic Advising or the Associate Dean of Student Affairs.

Enter the reason for the leave and the dates requested. Please note that PAC must approve all requests. An email must be sent to PAC. Students can select the link associated with the PAC or ADSAA.

Upload Documentation
Some Actions require documentation prior to approval by the appropriate departments. Student should click the link to upload documentation.

- Conference (required documentation: invitation)
- Family Death (required documentation: Funeral Program)
- Illness (required documentation: MD note for 2 or more consecutive days)

Select the Form number associated with the absence. Please note that documentation is not needed for each activity missed, but for the absence that was missed. Select the File to upload. Select the ‘Upload’ button. Once submitted, an icon representing documents will be displayed in the listing of all actions.

Cancel
If a form has been submitted for a future date and needs to be cancelled, press the ‘Cancel’ link corresponding to the appropriate activity. If you have multiple activities listed, each will need to be cancelled. Only absences submitted for future dates are permitted to be cancelled. The registrar will approve any cancellations. If the registrar chooses, the cancellation request can be denied. If this occurs, the request will be forwarded to the appropriate department for approval. Any cancelled requests will remain on file, however the status of the request will be inactive. Those requests contain a red X in the active column.

Emails
Students will receive an email when a request is submitted or documentation uploaded. The corresponding department responsible for approval and the registrar will also receive an email notification when request submitted or documentation uploaded. After a request has been approved, the student, corresponding department and registrar will receive a confirmation email.