

From: [Everse, Stephen J.](#)
To: [LCOM Class Of 2025 List](#)
Cc: [Hielscher, Abigail](#)
Subject: Policy Remindures
Date: Wednesday, September 15, 2021 8:19:24 AM

Good Morning,

We wanted to take a moment to remind you of some LCOM policies.

If you need to miss ANY required element of FoCS (Small Groups, Doctoring Skills, Anatomy lab, TBLs, or IPEs) you must complete an [Excused Absence and Decision Form](#) and submit it through OASIS as soon as possible!

Please make every effort to arrive on time for your assigned laboratory dissection. Your colleagues count on you to assist with the dissection process and that can be hampered when a member is late. Of course, we recognize that certain circumstances may arise thus preventing you from being on time. If you anticipate that you might be < 10 min late, please alert your group and Dr. Hielscher or Dr. Everse in advance. If you will be more than 10 min late please complete the Excused Absence and Decision Form linked above.

Please make sure to finish your assigned dissection. If you're not able to finish the dissection in the provided time, please schedule a time to come in with your group members outside of class time to finish prior to the arrival of the next group. Often, the next group relies on having a completed dissection to perform their assigned dissection. Thus, it's important that the dissection be completed in a timely manner.

You've all put a tremendous amount of work into your dissections and study of the material, and we commend you all for your efforts. As faculty helping with your dissections, we all enjoy the time we have to assist you and have overall been very impressed with the dedication and hard work you have all put into this. These are just reminders to ensure that everyone continues to work in a cooperative manner.

If you have any questions or concerns, please feel free to reach out to one of us at any time.

Best of luck with your studies and continued work in the lab!!

Abby Hielscher, Ph.D.
Stephen Everse, Ph.D.