**From:** \*\*\*  
**Sent:** Wednesday, February 20, 2019 2:12 PM  
**To:** Curtis, Louis  
**Cc:**    
**Subject:** Unexcused LC Absences

Dear Louis,

It has come to my attention that your Learning Communities group had a meeting on 2/19/2019, and you were not present. I wanted to remind you that Learning Communities meeting attendance is a mandatory part of your OSU College of Medicine experience unless you have an excused absence, like a family or medical emergency.

LC attendance is important because it shows respect for your hard working LC leader, it shows that you are ready for the professional requirements of becoming a physician, it enables you to glean important lessons or information from your group, and it enables others in your group to benefit from your vast experiences and perspectives.

Each student has one unexcused absence they may use each academic year, but this absence is your second unexcused absence. Since you have had two unexcused LC meeting absences you will be required to write a 2-3 page paper on the professionalism topic of your choice. Additional absences would require a meeting with me and additional corrective action.

Please email your LC leader, apologize for your absence, and inform your leader that you plan to attend your future LC meetings. Feel free to communicate to your leader the best times for you to meet in the future.

If this email was sent in error, I apologize for any inconvenience. Please feel free to contact me with any questions.

Thanks again,

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Dr. \*\*\*,

I wish to apologize for my absences to our LC meetings. You have shown goodwill and kindness in hosting these sessions and nurturing our development into future physicians. These are valuable meetings that take a significant portion of time and effort out of your busy schedules, and I did not sufficiently respect that.​ I inexcusably treated them as optional despite being informed that they are mandatory in nature. I hope that I am still invited to future meetings with the group, and I guarantee my future attendance if I am welcome.

Sincerely,

Louis Curtis