



## CLERKSHIP PROGRAM EXCUSED ABSENCE REQUEST FORM

Maximum allowable absences (OMS 3 and OMS 4): **2 days/4-week rotation, 0 days/2-week rotation**

Maximum allowable absences (OMS 4 OCT-JAN only. Increased for interviews ONLY): **4 days/4-week rotation, 2 days/2-week rotation.**

Maximum allowable Personal Day absences: **5/year** (personal day use must comply with maximum allowed absences).

Students: Please review the course syllabus and the Clerkship Attendance Policy prior to submitting this form. It is your responsibility to follow any absence/make-up policy requirements of your course. Failure to comply may result in an N grade for the course. **\*Absences are not allowed on the first day of any rotation.**

### Student Information

Student name:

Phone: (    )

Email:

Class Year:

Site/Base Hospital:

Location:

Name of Rotation:

List all dates of prior or pending excused absences on this rotation:

Date(s) of Requested absence:

I have verified none of the above requested date(s) are the first day of a rotation.

Reason for absence request (select one of the below options):

Personal Day(s) absence request

Interview absence request

Exam Type:

Exam Date:

Examination absence request

Comments:

### Supervising Attending of Rotation

*This MSUCOM clerkship student has requested one or more days of excused absence from your rotation for the dates and stated reason above. Please complete this section to assist with form processing.*

Would support absence from rotation (if approved by the Rotation Site)

Terms for making up the absence:

Would not support absence from rotation

Reason:

Date:

Supervising Attending Physician Signature:

Printed Name:

### Rotation Site Approval

Request Approved

Date:

Medical Student Coordinator Signature:

Printed Name:

Request Denied

Reason:

**MSUCOM Associate Dean for Clerkship Education** (Required for absences that exceed the maximum allowable time off, bereavement, or prolonged absences-ex. Illness, maternity, etc.)

Contact the Associate Dean for Clerkship Education, Dr. Enright ([enright4@msu.edu](mailto:enright4@msu.edu)).

**\*Student: a completed form must be uploaded to the *Excused Absences* folder of the student's Medtrics profile\***  
If an absence request has been approved and it is inadvertently the first day of a rotation, it will be subsequently denied.