



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 your 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 with these requirements may result in an N grade for the course.

Student Information

Student name: _____ **Phone:** () _____
Email: _____ **Class Year:** _____
Site/Base Hospital: _____ **Date(s) of Absence:** _____
Name of Rotation: _____ **Location:** _____

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

Reason for absence request:

Personal Day(s) absence request

Interview absence request

Examination absence request

Exam Type:

Exam Date:

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).

Student: a completed form must be uploaded to the *Excused Absences* folder of the student's Medtrics profile