

CNUCOM Absence Request Form

Professional Meetings and Conferences:

Students who desire to attend professional meetings and conferences must meet with the Assistant Dean of Student Affairs prior to registering for the conference and prior to completing this form to obtain preliminary approval.

Session Faculty for Signatures:

M1 Medical Skills: Dr. Holguin

Masters Colloquium:

Elective: Course Director

M2 Medical Skills: Dr. Elango

Plan Approval: Dr. Glaser

Course Exam: Course Director

Plan Completion: College Master

Clinical Case: College Master

Clerkship Didactics: Clerkship Director

Mandatory Advising: Dr. Falck

Student Information:

Last Name: _____ First Name: _____

Student ID: _____ Class of: _____ Date of Birth: _____

Email: _____ Phone Number: _____

Dates of Absence:

Start Date: _____ Return to Class Date: _____

Nature of Absence (Check all that Apply):

Medical Religious Holiday Emergency Leave Bereavement Military Duty

Jury Duty Legal Involvement in Traffic Accident Immigration and Naturalization

Special Consideration: _____

Unexcused Absence: _____

Absence Documentation:

Explain the reason for the absence (attach appropriate supporting documentation): _____

Mandatory Session Make-Up Plan (space for additional sessions on reverse):

Session: _____ Date(s) Missed: _____ Session Faculty: _____

Make Up Plan: _____

Plan Approval: Faculty Signature: _____ Date: _____

Plan Completion: Faculty Signature: _____ Date: _____

For documentation, please notify COM Admins Alissa Loyola (M1s) or Vivian Nguyen (M2s) of your absence.

Please submit completed form with all signatures and supporting documents to Dr. Darilyn Falck.

Office of Student Affairs Use Only:

Dr. Darilyn Falck: _____ Excused Unexcused Date: _____

Assistant Dean of Student Affairs

Comments: _____

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Plan Completion: Faculty Signature: _____ Date: _____

Session: _____ Date(s) Missed: _____ Session Faculty: _____

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