



EXCUSED ABSENCE REQUEST FORM

INSTRUCTIONS:

- Submit your completed form and supporting documents to the Directors of the courses from which you are requesting an excused absence
- The form must be submitted at least 7 business days prior to the absence
- In case of a health emergency please make sure to send in your form within 24 hours
- The Course Directors will email a notice of approval/denial within three business days of receiving the request. If sessions for more than one course will be missed during the absence, all Course Directors must approve.

STUDENT INFORMATION:

Name: _____
Last First Middle

Student ID#: _____ Class of: _____ DOB: _____

Phone#: _____ E-mail: _____

INCLUSIVE DATE(S) TO BE EXCUSED FROM CLASS:

Start date: _____ Return to class date: _____

NATURE OF ABSENCE (check all that apply):

- Bereavement
- Emergency Leave
- Medical
- Religious Holiday (please attach the Religious Observance Excused Absence Request Form)
- Traffic accident documented by a law enforcement report
- Jury Duty
- Military Duty
- Immigration & Naturalization
- Legal
- *Professional Meeting/Conference
- Other _____

**Students who desire to attend professional meetings and conferences must obtain academic clearance from Dr. Raj Ramsamoj and Dr. Darilyn Falck along with course director's signature. Absence requests must be submitted with advance notice of at least 10 business days prior to conference's start date.*

Please explain reason for requesting excused absence, and provide appropriate supporting documentation. If additional space is required, attach your documentation to this form. Also indicate how missed educational activities will be made up.

Educational Activities That Will Be Missed					
Session	Date Missed	Course Director	Course Director's Signature	College Master	College Master's Signature

STUDENT ABSENCE GUIDELINES - Duration of Absence

A student may request no more than three academic days of excused absences per semester. Total excused and unexcused absences shall not exceed five academic days per semester (this includes any religious holidays). Absences exceeding five academic days per semester may require a student to request a leave of absence or a withdrawal. Any student who misses two or more required attendance activities (e.g., Clinical Presentations, Medical Skills, Clinical Cases small group discussions, etc.) will need to meet with the Dean for further discussion. Please contact the Office of Student Affairs for further information.

A student **MAY NOT** exceed the duration of the absence requested above, or request an excused absence for the following circumstances:

- Car repair or breakdown (arrange for alternative transportation if urgent)
- Disruptions in daycare, unless it is medical in nature
- Work and/or volunteer schedule
- Weddings
- Reunions
- Travel delays or vacation
- Undocumented causes
- Professional leave with less than 10 business days' notice

Date Received: _____ Course Director(s): _____

Excused Absence Request is: Approved Denied Date: _____

For COM Office Use Only

Dr. Darilyn Falck _____ Approved Denied _____
Assistant Dean of Student Affairs *Date*

Dr. Raj Ramsamooj _____ Approved Denied _____
Associate Dean of Curriculum *Date*