

ABSENCE REQUEST

This form must be completed for absences ranging 1-4 days from clinical rotations. **The student must obtain the Clerkship Director's approval for any absence requests before submitting the form to Academic Affairs.** A Clerkship Director may choose to give an incomplete or failing grade for unexcused absences. Absence requests must be submitted **no later than 2 weeks prior to the start of the clerkship. Once approval is determined by the Clerkship Director, the completed form should be submitted to the Clinical Education Coordinator, Academic Affairs. Students are not to complete this form for absences ranging 1-14 weeks. Absences ranging 1-14 weeks must be requested on the Make-up Request form.**

Name: _____ Class of: _____

Phone: _____ Email: _____

Clerkship rotation during absence: _____

Specific date(s) requested off (include half days): _____

_____ 1. *COMLEX Exam* (Exam day only)

_____ 2. *Conference/Convention* – Documentation of student's role in the conference must be submitted with request. Name of Organization: _____

Presentation title (if presenting) _____ Leadership Position _____

(One day for conference and one day for travel will be permitted as an excused absence provided student is making a presentation or representing RowanSOM as a leader in a national group.)

_____ 3. *Interview for Internship/Residency* (Only 3 days permitted per 4-week rotation for 4th year interviews.)

_____ 4. *Personal Day** (maximum of five personal days permitted during each academic year)

Please Note: The maximum is one personal day off per 2-week rotation, two personal days off per 4-6 week rotation and four days off per 8-12 week rotation. Absences beyond those limits (for any reason, including illness) may require the student to make up missed time.

Medical Student: _____ Date: _____
 (signature)

Hospital Attending: _____ Date: _____
 (signature)

Clerkship Director: _____ Date: _____
 (signature)

Resident and Intern notified by student _____ Beeper #: _____

Associate Dean, Academic Affairs (required for absence of 4 days)
 _____ Date: _____
 (signature)

* May be used for religious holidays. Unused personal days from Year 3 do not carry over into Year 4.