REQUEST TO MAKE UP CLINICAL WEEKS

PART 1: Third and fourth-year students may request 1 to 16 weeks away from rotation which must be made up in order to graduate. Make sure you read the information on the back page of this form before completing it, as consultations with either the Center for Teaching and Learning or the Assistant Dean for Student Affairs are required for approval. Time-off requests for academic reasons should be submitted no later than 2 weeks prior to the requested start date.

NAME: ___________________________________________ Rowan ID_____________________

PHONE: _______________________________ E-mail __________________________

I am requesting the following week(s) away from rotation. (Full weeks only, no partial weeks will be approved.)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Total Weeks</th>
<th>Clerkship(s) Missing</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________</td>
<td>__________</td>
<td>__________</td>
<td>__________________</td>
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</tbody>
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Reason for missing clinical weeks:
___ Academic (If academic, meet with a Center for Teaching and Learning staff member for Part 2)
___ Medical (If medical, meet with the Assistant Dean for Student Affairs for Part 3)
___ Personal (If personal, meet with the Assistant Dean for Student Affairs for part 3)

_________________________ __________________________
Student Signature Date

Students, meet with the staff member indicated above for your reason and do not write below this line.

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PART 2 (Academic reasons only): ___ I recommend time off for academic reasons
___ I do not recommend time off for academic reasons

_________________________ __________________________
Center for Teaching and Learning Staff Signature Date

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PART 3: Request to make up clinical weeks is:

_____ Approved _____ Denied

_________________________ __________________________
Assistant Dean for Student Affairs Signature/Date

_________________________ __________________________
Make Up Dates Clinical Coordinator Signature/Date

_________________________ __________________________
Anticipated Graduation Date Associate Registrar Signature/Date

cc:
___ Assistant Dean of Student Affairs ___ Clinical Coordinator
___ CTL ___ Director of Academic Affairs
___ Student copy ___ Clerkship Dept Contact
IMPORTANT INFORMATION REGARDING REQUESTS

This form is used to request 1 to 16 weeks away from clinical rotation. If you are only requesting 1 to 4 days, use the Absence Request Form. If you are requesting more than 16 weeks away from clinical rotation for any reason, you must take a leave of absence. You should not complete this form. Instead you should meet with the Assistant Dean for Student Affairs for approval. Your student status will go from “Active” to “Inactive” during your leave of absence, which may have implications for your financial aid. Inactive students are not covered by the university’s professional liability (malpractice) insurance. Therefore, you will not be permitted to participate in activities such as the Camden Health Clinic or shadowing physicians. In addition, you will be moved into the next year’s graduating class.

The Clinical Coordinator will schedule your make-up weeks. STUDENTS ARE NOT PERMITTED TO ARRANGE THEIR OWN MAKE-UP TIME UNDER ANY CIRCUMSTANCES. Students who complete unauthorized make-ups will be required to repeat the weeks.

Time-off requests for academic reasons should be submitted no later than 2 weeks prior to the requested start date.

Academic Reasons
1. An acceptable academic reason is the need to prepare for COMLEX due to: (1) a previous COMLEX failure or course failure, (2) placement on Academic Warning and/or (3) demonstrated low question bank scores and COMSAE scores. Unacceptable academic reasons include anxiety about taking COMLEX, preparing for USMLE or a desire to get a better score to enhance match potential.

2. If you are requesting 1 to 16 weeks away from clinical rotation for an academic reason, you should complete this form and meet with a staff member in the Center for Teaching and Learning (CTL). If the CTL staff member does not recommend taking time off then your request is denied. If the CTL staff member recommends taking time off, then bring the form to the Assistant Dean for Student Affairs for approval. If approved, the Clinical Coordinator will schedule your make-up weeks. You will not be permitted to complete your make-up weeks during your COMLEX Prep month unless you have already taken COMLEX 2-CE by that time.

3. Please note: For time off for academic reasons ranging from 3 to 16 weeks you will be registered for an “Independent Study” and your transcript will reflect this as a non-credit course.

Medical/Personal Reasons
1. Acceptable medical reasons are for the student only and include time off for maternity, surgical/medical procedures and recovery and mental health reasons. Unacceptable medical reasons include reasons related to the health of anyone other than the student (which would be considered a personal reason.)

2. Acceptable personal reasons include time off for marriage, a death in the family or other family situations requiring assistance from the student. Unacceptable personal reasons include taking vacation or other personal time off from rotations.

3. If you are requesting up to 1 to 16 weeks away from clinical rotation for a medical or personal reason, you should complete this form and meet with the Assistant Dean for Student Affairs for approval. If approved, the Clinical Coordinator will schedule your make-up weeks. You will be permitted to complete your make-up weeks during your COMLEX Prep month if so desired.

4. Please note: For time off for medical or personal reasons ranging from 5 to 16 weeks, you will be placed on a leave of absence. Your student status will go from “Active” to “Inactive” during your time off, which may have implications for your financial aid. Inactive students are not covered by the university’s professional liability (malpractice) insurance. Therefore, you will not be permitted to participate in activities such as the Camden Health Clinic or shadowing physicians.