



Pre-Clinical Absence Form

MSUCOM considers student education a participatory activity. Student attendance and participation in scheduled MSUCOM PA Medicine courses is expected and can be used in faculty's assessment of student performance. Please refer to the [Attendance and Absence Policy](#) for full details and student responsibilities. Please submit this form for any absences during the pre-clinical (didactic) phase.

Process:

- For planned absences, submit this form at least one week in advance to the following people:
 - John McGinnity, Program Director, mcginn82@msu.edu, Kate Braden, Executive Administrator, bradenk1@msu.edu and Zainab Faessal, Curriculum Assistant, faessalz@msu.edu
 - **Notify ALL Course Coordinators involved in the sessions that you will be absent for.**
- For unplanned absences, please notify the Program Director, Executive Administrator, Curriculum Assistant, and all Course Coordinators for the sessions/activities that will be missed, **via email as soon as possible**, and then submit this form when you are able.
- For medical absences, documentation from a provider is **required**.
- The form will be uploaded to Exxat within 5 business days. The student will be notified via email once the form has been excused/unexcused and uploaded.
- You are responsible for notifying the course coordinator for each course impacted by the absence when you submit the request, including the date of absence and activities that will be missed.
- **It is your duty to follow up with the course coordinator(s) for any missed content, procedures, labs, assessments per program policy.**

Student name: _____

Date(s) absence: _____

Courses/Sessions missed: _____

Reason for absence request:

Student signature: _____ Date: _____

Program Use Only:

Excused Unexcused

Comments:

Program Director Signature: _____ Date: _____