



## 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 both of the following people:
  - John McGinnity, Program Director, [Mcginn82@msu.edu](mailto:Mcginn82@msu.edu)
  - Kate Braden, Executive Administrator, [Bradenk1@msu.edu](mailto:Bradenk1@msu.edu)
- For unplanned absences, please notify the both the Program Director and Executive Administrator via email as soon as possible, and then submit this form when you are able
- Please attach any supporting documentation
- You will be notified if this absence will be categorized as excused or unexcused within 3-5 business days
- You are responsible for following up with the course director(s) for the content, labs, or assessments that were missed during the absence, per program policy

Student name: \_\_\_\_\_

Date(s) absence: \_\_\_\_\_

Courses/Sessions missed: \_\_\_\_\_

Reason for absence request (state general reason without detail about illness/condition/personal issue):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Program Use Only:**

☐ Excused      ☐ Unexcused

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_