

## Excused Absence Request Form

Please fill out this form completely. Requests for planned absences should be made at **least four (4) weeks in advance**. Unplanned absence requests should be submitted as soon as possible. **For all emergency absences, please call the Office of Student Affairs at 956-296-1410.** Completion of this form does not constitute an automatic approval.

- You need to have your Module Co-Director and the Assistant Dean for Pre-clerkship/Clerkship sign off on the form **prior to submission**.
- You are also responsible to notify your facilitators prior to your absence.
- Completed signed forms must be submitted to the Student Affairs Office.

Response to a request will generally be provided within five (5) business days. Students are strongly encouraged not to make any travel plans before receiving an approval.

<b>Last Name:</b>		<b>First Name:</b>	
<b>Class:</b>		<b>UTRGV SID:</b>	
<b>Cell phone:</b>		<b>UTRGV E-mail:</b>	

Complete the following table for all courses that you are seeking an excused absence:

Name of Course	Start Date	Start Time	Return Date	Return Time

Reason for request (check one):

- |  |  |
|--|--|
| <input type="checkbox"/> Unplanned/Emergencies ( <b>less than 4 weeks</b> )<br><input type="checkbox"/> Illness/ Illness (non-acute)<br><input type="checkbox"/> Accident<br><input type="checkbox"/> Family Illness / Death<br><input type="checkbox"/> Other unplanned event/emergency<br><input type="checkbox"/> Administrative matter<br><input type="checkbox"/> Planned ( <b>4 weeks or more</b> )<br><input type="checkbox"/> Access Healthcare Services<br><input type="checkbox"/> Religious observation<br><input type="checkbox"/> Weddings (student's or first degree relative's)<br><input type="checkbox"/> Maternity / Paternity | Planned ( <i>continued</i> )<br><input type="checkbox"/> Military orders or Officer training*<br><input type="checkbox"/> Jury duty / Legal matter*<br><input type="checkbox"/> Professional activity (e.g. professional conference, representing UTRGV SOM, summer activity)+<br><input type="checkbox"/> Scholarly activity (e.g. presenting poster or abstract at a conference)+<br><input type="checkbox"/> Academic activity (e.g. NHELP visit, USMLE, academic remediation)+<br><input type="checkbox"/> Other planned event |
|--|--|

\* Please provide a copy of military orders or jury duty/legal notices.

+ Requests to attend professional, scholarly, or academic activities will be referred to the Department of Medical Education for review and approval. Such requests will not be approved for students who are on academic or professional probation.

**Please use the comment box below to provide a brief explanation for your request.** In certain cases, additional documentation may be requested.

<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	
<b>Student's Signature</b>	<b>Date</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
	<b>Co-Module/Clerkship Director Signature</b>	<b>Date</b>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
	<b>Assistant Dean for Pre-Clerkship/Clerkship Signature</b>	<b>Date</b>
<input type="checkbox"/> Reviewed	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
	<b>Associate Dean for Student Affairs Signature</b>	<b>Date</b>

**Comments:**

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graph TD; Student[Student] --> MC[Module Co-Director]; MC --> AD[Assistant Dean for Pre-Clerkship/Clerkship Director]; AD --> OSA[Office of Student Affairs]; OSA --> Arrow[Downward Arrow];
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**Student**

**Module Co-Director**

**Assistant Dean for  
Pre-Clerkship/Clerkship  
Director**

**Office of  
Student Affairs**