**M4 Absence Request Form Process**

**Form Distributes to:**

**Elect. Director and faculty can communicate any information or concerns as needed since they are notified upon submission of the form.**

**Student is expected to attend class, Absence from the course may result in professionalisms referral and would result in failure.**

**Student is expected to attend class. Absence from the course may result in professionalisms referral and could result in failure.**

**Disapproval is forwarded to Student, Elective Director and Coordinator**

**Absences (Approval/**

**Disapproval)**

**Asst. Dean approves or disapproves absence**

Assistant Dean of Academic Affairs & Academic Affairs M4 Coordinator

**Student provides any necessary documentation after the absence to Asst. Dean of AA**

**Approval is forwarded to student, Elective Director and Coordinator.**

**Elective Coordinator records absence in One45.**

**Absence (Approval/**

**Disapproval)**

* **Form completed for absences during any COM elective.**
* **Form completed for interviews that take place during an elective or clinical duties mandatory activities.**

**AA 4th year Coordinator will file interview information.**

**Coordinator ensures communication of absence or interview with Director and Faculty**

**If the time off will result in missing 2/4 days of 2/4 weeks rotation, AA will work with the Elective Director to mediate the creation, implementation and completion of a remediation plan if necessary.**

**Interview information is recorded in One45**

**Student completes and submits M34Absence Request Form**

**Interview Notification (only if missing mandatory activities)**

**If the time off will result in missing more than 2/4 days of 2/4 week rotation, AA will work with the Elective Director to mediate the creation, implementation and completion of a remediation plan if necessary.**

**AA 4th year coordinator will file interview information.**

**Interview information is recorded in One45**

Elective Director (and individual faculty if student includes their email)

Elective Coordinator at Elective Campus

**Coordinator ensures communication of absence or interview with Director and Faculty**