

EAST TENNESSEE STATE UNIVERSITY  
QUILLEN COLLEGE OF MEDICINE

M4 Request for Permission to be Absent Form

It is the responsibility of the student to ensure that all required signature(s) are secured in advance as per MSEC Policy 0111-4 M4 Attendance/Leave Policy

This form is required for ALL absences from a Senior Selective or Elective Course. If you have any questions, please contact the Senior Elective/Selective Clerkship Coordinator of the department from which you are requesting the absence.

Name \_\_\_\_\_ Date \_\_\_\_\_

Senior Selective/Elective Course Name \_\_\_\_\_

Date(s) of requested leave \_\_\_\_\_

Indicate the type of leave requested:

**Medical Leave:** Planned absences are limited to two (2) total days. #of hours if less than a full day \_\_\_\_\_

**Residency Interview: Electives** - planned absences are limited to five (5) days for a four-week (4) rotation and two and a half days (2 ½) for a two-week (2) rotation. Total absences are not to exceed more than twenty-five percent (25%) of a rotation. **Selectives** – planned absences are limited to two (2) days for justifiable circumstances. Supporting documentation is required with the request to be absent.

**Quillen Activity:** Official QCOM committee or Integrated Grand Rounds / other teaching activity.

Activity Name \_\_\_\_\_ # of hours if less than a full day \_\_\_\_\_

**Other:** Electives and Selectives - planned absences are limited to two (2) days for justifiable circumstances. Supporting documentation is required with the request to be absent.

**Approved**

**Disapproved**

Selective/Elective Course Director: \_\_\_\_\_ Date: \_\_\_\_\_

**For M4 Elective:** Does this request, in addition to any other approved absences, exceed 25% of the rotation time?  NO  YES

If yes, the individual signing above must attach a plan for making up the missed time.

**Return the completed form to the appropriate Senior Clerkship Coordinator:**

Family Medicine: Caitlin McBride  
Internal Medicine: Becky Stallard  
OB/GYN: Michael Freeman  
Pediatrics: Gina Williams

Rural Track: Sarah Orick  
Surgery: Brenda Holt  
Psychiatry: Nicole Fisher  
All Others: Kortni Dolinger/Academic Affairs