LIBERTY UNIVERSITY | COLLEGE of OSTEOPATHIC MEDICINE

Excused absence request form - OMS-III & OMS-IV

Planned excused absences must be requested at least 30 days prior to the absence and have approval granted by the Office of Clinical Education, who will then communicate with the site for final approval.

For any unplanned absence, the student must contact the OCE, their preceptor, and site coordinator by phone and/or in writing by 8:00 a.m. and/or prior to the start of their shift of the day they will be absent. Retroactively, students will be required to complete the excused absence request form.

Approved absences will require that students provide documentation of approved absences (ex: doctor's note, obituary, proof of conference attendance, etc) to LUCOMClinicalEducation@liberty.edu.

Student first and last name: _____
Site name: _____
Name of rotation: _____
Preceptor name: _____
Dates of requested absence: _____
Reason for request:

Student signature: _____ Date: _____

_____ _____ Approved ○ Denied ○
Office of Clinical Education Signature Date

_____ _____ Approved ○ Denied ○
Core Site Coordinator Signature Date

_____ _____ Approved ○ Denied ○
Preceptor Signature Date