



- Harlem Campus
- Middletown Campus

Student Request Form for an Excused Absence

This form must be completed and submitted along with supporting documentation (if required), to the Office of the Dean of Student Affairs within 24 hours of returning to school. To report a medical excuse, include the second page (**Part B**) along with this page, to the Dean of Student Affairs.

Submission of this form does not guarantee an excused absence. Please submit the completed form to the Office of Student Affairs via email.

Student Name: _____ Student ID: _____ Class of: _____

Date(s) of Absence: From: _____ To: _____ Number of Days Absent: _____

Course(s) Missed: List lecture(s) & lab(s) separately, e.g., if you missed OMM lecture **and** lab, you must list both.

Reason for Absence(s): Non-Medical Medical If medical, please refer to **Part B** - to be completed by the physician.

Part A:

OFFICE USE ONLY

Number of times student previously requested excused absences: _____

Interview with student requested before decision.

Appointment Date & Time: _____

Interview findings:

Excused Absence not granted.

Excused Absence granted.

Excused Absence granted for the following day(s) ONLY: _____

Dean of Student Affairs' Signature: _____ Date: _____

Student, I.T. Specialist, and Course Directors informed of decision.

E-mail sent by (Printed Name): _____ On: _____



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Student Request Form for an Excused Medical Absence

To the Physician:

A student of The Touro College of Osteopathic Medicine is making a request for an excused absence. Medical excuses should be provided in limited circumstances when a medical condition poses a threat to the student and/or the students' classmates. Your signature attests that such conditions are met.

The College reserves the right to ask for additional documentation in support of the request for an excused absence. Being seen in a physician's office does not satisfy the requirement for a medical excuse. Acute trauma, immunocompromised status, or having a communicable condition (documented with laboratory confirmation) are examples that might meet the requirement for a medical excuse. It is the student who is making this request, and is to authorize you to provide medical information. The student is charged with the responsibility to inform the physician that in order to be excused from a medical school examination, a medical note documenting the reason why it was a danger to the student and/or to the students' classmates, must be provided.

Part B:

PHYSICIAN USE ONLY

Date student was examined: _____

Student Name: _____

First date student was unable to attend class: _____

Date student may return to class: _____

Laboratory test results attached? Yes No

Reason for Absence:

Physician's Signature: _____

Date: _____



AFFIX PHYSICIAN'S STAMP ABOVE