

**ETSU Quillen College of Medicine  
Course / Clerkship Syllabus Guidelines**

**Attendance Exception Request (MS1 & MS2)\*  
for Student Absence / Enrollment Delay**

All ETSU College of Medicine students are expected to adhere to the published Academic Calendar, which identifies the beginning and ending dates of each semester. In addition, students are required to follow the attendance policy outlined in each course syllabus. A request for an exception to these published dates / policies may be submitted for review, and approval / denial.

\_\_\_\_\_ **Print** Student Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Dates of Absence: \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

_____	_____	_____	Approved [ ]	Denied [ ]
Course Name	Signature of Course Director	Date	[ ]	[ ]
_____	_____	_____	[ ]	[ ]
Course Name	Signature of Course Director	Date	[ ]	[ ]
_____	_____	_____	[ ]	[ ]
Course Name	Signature of Course Director	Date	[ ]	[ ]
_____	_____	_____	[ ]	[ ]
Course Name	Signature of Course Director	Date	[ ]	[ ]
_____	_____	_____	[ ]	[ ]
Course Name	Signature of Course Director	Date	[ ]	[ ]

\_\_\_\_\_ Student Signature \_\_\_\_\_ Date

\_\_\_\_\_ Academic Affairs – Exe. Assoc. Dean, or designate \_\_\_\_\_ Date \_\_\_\_\_ Circle One: Approved Denied

**Attendance Exception Policy:**  
In order to provide consistency and allow for tracking, those students requesting approval must complete the request form. The student is responsible for obtaining all Course Director signatures prior to submitting the request to the Executive Associate Dean for Academic and Faculty Affairs for final review, and approval / denial.

This exception policy will be included in each course syllabus. Once approved / denied, a copy of the form will be retained in the student's file. \*MS3 & MS4 students must follow attendance / absence procedures outlined by each clerkship / rotation.