

PSYCHIATRY CLERKSHIP ABSENCE POLICY

All absences must be approved by the Clerkship Director. The director determines a makeup plan for the student. There may be times a student may be asked to return to the Psychiatry Department during a vacation, weekend or break period to make up the time missed.

It is the student's responsibility to contact the attending or resident and make them aware of their absence. They should then contact the Clerkship Office at 545-7668 and leave a message indicating why they are absent and confirming that attendings have been notified.

ABSENCE REQUEST

NAME _____

Date and Activity Missed	Who Notified	Time & Date	Reason for Absence

Approved

Denied

Psychiatry Clerkship Director

Date