

**Please request swaps *one week in advance if possible*. Last minute emergencies (sickness, serious illness or death in immediate family) should be reported *within 24 hours* (by phone/email to Academic Affairs).**

Tufts University School of Dental Medicine – Office of Academic Affairs  
**Swap/Absence Request Form**

**Person Initiating Swap**

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Provider Number: \_\_\_\_\_ Group Practice: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Rotation/ Seminar/Workshop \_\_\_\_\_

Date/Time of Absence: \_\_\_\_\_

**Person Agreeing to Swap**

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Provider Number: \_\_\_\_\_ Group Practice: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Rotation/ Seminar/Workshop \_\_\_\_\_

Date/Time of Absence: \_\_\_\_\_

**Send completed form via email attachment to Brian Edgar at [brian.edgar@tufts.edu](mailto:brian.edgar@tufts.edu).**

**On email please copy the student agreeing to swap with you, the rotation/seminar/workshop director and administrator. The swap cannot be confirmed until all confirm the swap.**

**PLEASE REMEMBER:**

- You receive six swaps per Academic Year (use them wisely!)
- Person initiating swap will receive the swap deduction. The person agreeing to the swap will not receive a deduction.
- Once the form is submitted, the person agreeing to the swap must send a confirmation email in order for the swap to be processed and the change to occur in Axium.
- Deductions will occur per event, not per swap. For example if you swap an entire week of OMFS surgery this counts as one swap. If you swap one day of OMFS this counts as one swap.

In situations when students believe they need to exceed the six trade limit, they must ask the Associate Dean for Student Affairs for approval. **The Associate Dean for Student Affairs may grant approval only for the following reasons and only if documentation is presented:**

- Personal or familial emergency or illness (does not include pets)
- Funerals (does not include pets)
- PG interviews
- Court ordered appearances

If you will be missing an exam, it must be for one of the reasons mentioned above and supported with documentation. Please send the form (top information field completed) and supporting documentation to [brian.edgar@tufts.edu](mailto:brian.edgar@tufts.edu).

In instances when the Associate Dean for Student Affairs grants permission for the additional swap, students must follow the protocol described above.