

Last minute emergencies (sickness, serious illness or death in immediate family) must be reported before 10:00am on the date of the session (email to Academic Affairs and Student Affairs). Retroactive absence requests will be considered only in extreme circumstances.

Tufts University School of Dental Medicine – Office of Student Affairs
Absence Request Form

Name: _____ Class: _____ Provider Number: _____ Group Practice: _____

Today's Date: _____ Date(s)/Time(s) of Requested Absence: _____

Rotation/Seminar/ Test /Workshop: _____

Explain why you are requesting an absence:

Reason for the Request

The Associate Dean for Student Affairs may grant excused absences 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
- School related and school sanctioned functions in which you are asked to represent TUSDM
- Court ordered appearances
- Weddings (personal, family or member of wedding party)
- Ceremonies/Graduations (personal or family member; does not include anniversaries or birthdays)
- Military Obligations
- Travel delays due to inclement weather (only when returning to Boston from school approved travel)

To request an excused absence, you must send this completed form and supporting documentation electronically to Robert.Kasberg@tufts.edu. When the Associate Dean for Student Affairs grants permission for an excused absence for tests, students must contact their professors to learn when and where make-up tests will be given. When the Associate Dean for Student Affairs grants permission for an excused absence for rotations, seminars and workshops, students must coordinate with Academic Affairs staff to reschedule the assignments.