

Practicum Leave of Absence Request Form

**Loewenberg College of Nursing
University of Memphis**

This form is to be used in the event that a student enrolled in a LCON clinical course requests to be absent for a clinical day. Planned excused absences can be requested for university-sponsored activities such as SNA conferences, Nurse Day at the Capitol, university athletic team events for which the student is a member of the team, university ROTC requirements, etc. Students must be successfully demonstrating course outcomes to receive approval for the absence.

Prior to being granted a planned excused absence, the student must submit this form to the clinical instructor for approval as soon as possible, but not less than one week prior to the planned absence. Form submission to faculty does not automatically equate to approval. The form requires the signature of the clinical faculty as approval for the planned absence. Once approval is received the form should be sent to the program director and the faculty sponsor/coach of the event for which the student has requested an absence.

Make-up work may be assigned to continue demonstrating course outcomes and in an equivalent volume appropriate to the absence. This will be arranged at the discretion of the faculty and should be agreed upon prior to the student's planned absence.

Student Name _____

Date(s) of Planned Excused Absence(s) _____

Course Name and Number _____

Name of Event for Which the Student Will be Absent _____

Student role in the event/rationale for the absence _____

Student Signature _____ Date ____/____/____

Faculty Signature _____ Date ____/____/____

Make up work assigned to meet course outcomes:

Due Date _____

Submitted via (check one)

email _____ canvas assignment link/dropbox _____ paper _____ other _____