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## Medical Student Status Form (MSSF)

Select Student:

please select

1

[Student Handbook](#)

### Please select action:

Absence

Withdrawal from COM

Transfer

LOA

Remediation

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1. Select your name from the dropdown box.

2. Click the **<Absence>** radio button.

## MSSF Request Form

## Absence Form for Required Student Activities

**IMPORTANT: It is the student's responsibility to contact the course director to determine if there is MANDATORY make up activities/assignments that must be completed regardless of whether the absence is excused or unexcused.**

Please select the date(s), course(s) and activities for ALL required events missed during your absence on this form. Multiple Events can be submitted on the same form.

Select the date/course/activity and press 'Add Activity' for each record.  
After all activities have been entered for this absence, submit form. [M3 Blackout Dates](#)

Date of Absence:   Full Day Absence?

Course/Rotation:

Activity:  Please specify:

Required Activities to be submitted...				
CourseName	ActivityDate	ActivityDesc	Full Day	
PRECEPT IN FAM MED OP	9/22/2021	Clinical Rotation	Y	<input type="button" value="Delete"/>

Please select the best reason for your temporary absence:

- Conference (required documentation: Invitation)
- Family Death or Critical Emergency (required documentation: Funeral Program)
- Jury Duty
- Other
- Residency Interview

Briefly enter additional information concerning your absence(No additional information is required for OTHER):

Upload any needed documentation

Select File to upload:

No file chosen

(.doc, .docx, .pdf)

3. Choose the date of your absence and then indicate whether the absence is a Full or Half Day by checking/unchecking the <Full Day Absence?> box. For convenience, M3 Blackout Dates are accessible via the link.

4. Determine **ALL** required courses & activities missed during your absence.

5. Choose the appropriate course and then each missed activity from the dropdown boxes, clicking the <Add Activity> button after each selection. This will build a table of missed activities related to this particular absence (please see the circled example table to the left).

6. When you are finished building all missed courses & activities into the table, click the radio button next to the reason for your absence.

7. Briefly describe and/or add any important information pertaining to your absence. **\*\*No additional information is required for 'Other' or 'Medical Appointment'.**

8. Upload any pertinent documentation. Files must be in one of the three acceptable formats: doc/docx/pdf. **\*\*Documentation is REQUIRED for all conference attendance, jury duty & family death requests.**

9. Click <Submit>

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