

Externship/Absence from School Request Form (Pre-Planned or Extended Absence)

Student Name	Dental Class Of
Student Email	Dates of Experience
Type of Experience <input type="checkbox"/> Conference <input type="checkbox"/> Externship <input type="checkbox"/> GIOCH <input type="checkbox"/> Other	Description of Experience
Organization Name & Location	
Contact Person/Supervisor	Contact Phone/Email
Name of PCC	

Necessary Approvals

1. Course Director and Faculty Coach Approvals

All students planning to participate in an externship/internship/conference/GIOCH/extended absence during regularly scheduled class time are responsible for contacting their course directors/clinic directors for absences related to their course or clinical work. If you will be missing course/clinical work, the following approvals must be obtained:

List names of **ALL** course directors and your Faculty Coach below. Have each director and your Faculty Coach initial by their name to indicate: they approve your time away from their course/clinic; you have discussed how the absence will be managed with respect to course policies; and you have discussed a plan to make up missed work if necessary.

Course Director/Fac.Coach Name (printed)	Initials	Course Director/Fac.Coach Name (printed)	Initials

2. If your experience requires international travel, you will need approval from Dr. Margherita Fontana Director of Global Initiatives in Oral and Craniofacial Health. *If you will be traveling internationally, be sure to register your trip with the University Travel Office <https://global.umich.edu/travel-resources/register-your-travel/> (Before seeking Dr. Fontana's approval, students traveling internationally for an educational or service experience not sponsored by UM – GIOCH must complete the [International Education Experience Form](#)).*

Margherita Fontana, DDS, PhD, Director of GIOCH

Date

3. Final experience absence approval is required from Dr. Renée E. Duff, Assistant Dean for Student Services.

Renée E. Duff, DDS, MS; Associate Dean for Students

Date

Comments: _____

4. Once your experience is approved by Dr. Duff, you will need to fill out the Student Absence Notification Form in MiTools.

Please note that a copy of your completed form will be sent to your PCC and the School's Registrar Office