

# APPE PLANNED ABSENCE NOTIFICATION AND APPROVAL FORM

UNIVERSITY of NORTH TEXAS HEALTH SCIENCE CENTER at Fort Worth  
UNT System College of Pharmacy

If approved, the student will be granted up to 16 hours (2 eight hour days) of excused absence per rotation. Additional missed time will be made up at the discretion of the preceptor.

**This form should be submitted on or before the rotation start date.**

Student's Name	Class of	Date Request Submitted
Rotation Type and Block	Preceptor's Name	Site
Requested Dates of Absence	From:	To:
<p><b>INSTRUCTIONS</b></p> <ol style="list-style-type: none"> <li>1. Complete form.</li> <li>2. Sign and attach paperwork.</li> <li>3. Take form in person to preceptor for approval.</li> <li>4. Deliver completed form to: Office of Experiential Education, RES 402, or via fax 817-735-2317 or <a href="mailto:Genika.Reed@unthsc.edu">Genika.Reed@unthsc.edu</a>.</li> </ol>		<p><b>CIRCUMSTANCES OF ABSENCE: attach documentation</b></p> <p><input type="checkbox"/> Professional Meeting (attach registration or invitation to present) _____</p> <p><input type="checkbox"/> Interview for Post-Graduation Position (attach interview invitation) _____</p> <p><input type="checkbox"/> Recognized Religious Holiday (name and give date) _____</p> <p>Received by Office of Experiential Education _____ _____ _____</p>

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Approved  
Preceptor Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Not Approved  
Preceptor Signature*

\_\_\_\_\_  
*Date*