Externship/Absence from School Request Form

Student Name:  
Dental Class:  

Pathway:  
- O HCD  
- O Leadership  
- O Research  

Type of Experience:  
- O Conference  
- O Externship  
- O Internship  

Student Contact Information:  

Organization Name:  
Contact Person/Supervisor:  

Organization Address:  
Contact Phone/Email:  

Necessary Approvals:

1. All students planning to participate in an externship/internship/conference 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:

Please list names of **ALL** course directors and your clinic director below. Please have each director initial by their name to indicate you have discussed your absence with them and have made a plan to make-up missed work if necessary.

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2. If your externship requires international travel, you will need approval from Dr. Carlos Gonzalez, Director of Global Oral Health Initiatives.  
*(Before seeking Dr. Gonzalez’s approval, students traveling internationally for an educational or service experience must complete the **International Education Experience Form**)*  

Carlos Gonzalez-Cabezas, DDS (Director)  
Date
Externship/Absence from School Request Form

Comments:

________________________________________________________________________
________________________________________________________________________

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

Renée E. Duff, DDS, MS, Assistant Dean for Student Services  Date

Comments: _______________________________________________________________
________________________________________________________________________

4. After obtaining all necessary approvals, please return your completed form to the Registrar's Office in room G226.

Please Note:
Once your externship/absence is approved by Dr. Gonzalez, you will need to fill out the Student Absence Notification Form in MiTools. If you will be traveling internationally, please register your trip with the University Travel Office.