

Policy Area: Academic Affairs

Name of Policy: DDS Attendance Policy

Policy #____

Date Adopted: February 1, 2017

Date Amended: September 6, 2017

University of Minnesota
School of Dentistry Policy

Doctor of Dental Surgery Attendance Policy

I. Purpose:

The School of Dentistry has the responsibility of preparing its students both academically and clinically for the practice of dentistry. Successful skill and knowledge-based development requires continuous attendance in all classes and clinical sessions as designated by curriculum and clinic schedules.

II. Policy:

School of Dentistry students are expected to demonstrate professional behavior by attending all classes and clinics as indicated on School of Dentistry course schedules and the School of Dentistry academic calendar.

Students may be approved for time off from class or clinic for the following reasons.

1. Excused Absences
2. Family Leave
3. Vacation*
4. Personal Sessions*
5. Student Selectives*

*Vacation, personal sessions, and student selectives apply only to DDS3 and DDS4 students during clinical sessions.

Excused Absences

Student absences from class or clinic may be excused for the following reasons:

1. Physical or mental illness of a student or a student's dependent, including medical conditions related to pregnancy
 - a. Students are required to submit a doctor's note to be excused from class or clinic and make-up any graded course component (exams, quizzes, practicals, etc.).
 - b. Students experiencing challenges scheduling appointments with providers for physical or mental illness due to course and clinic scheduling should consult with the Director of Student Affairs to make arrangements for an excused absence.
2. Subpoenas
3. Jury Duty
4. Military Service
5. Recognized Religious Observances

- a. Recognized religious observances as determined by the Office of Equal Opportunity and Affirmative Action.
- 6. Emergency
 - a. Unavoidable or legitimate circumstances preventing attendance as determined by the Office of Student Affairs (e.g., medical emergency of a family member). Flat tires and over-sleeping are not considered emergencies.
 - b. Faculty and administration reserve the right to request documentation for an excused absence due to emergency.
- 7. Bereavement, including travel for bereavement
- 8. National Board Dental Examinations (*DDS4 only*)¹
- 9. Official School Business

Students who plan to be absent due to circumstances described above must submit a planned absence request at least ten days in advance to the Office of Student Affairs or a same-day absence request to the Registrar, following procedures outlined in the *School of Dentistry Student Handbook*.

Instructors may not penalize students with excused absences and must provide reasonable and timely accommodations to make up exams or other course requirements if the student:

- Was absent due to circumstances identified as excused in the reasons above or through family leave;
- Has complied with notification requirements; and
- Has provided any requested documentation.

Unexcused Absences – Didactic Courses

Students are expected to be in class as designated by School of Dentistry course schedules and the School of Dentistry academic calendar. Attendance may be included as a mandatory, graded component of a course.

Instructors are not required to offer make-up work to students who do not attend didactic courses and do not have excused absences.

Clinic Attendance

Students must be present in clinic a minimum of 90% of available sessions each academic year to ensure competency at the time of graduation. Students who present in clinic less than 90% of available sessions must meet with the Associate Dean for Academic Affairs to discuss their academic status and impact on their progress toward graduation. The Associate Dean for Academic Affairs may approve the student's additional absences or refer the student's situation to the appropriate progression sub-committee for further discussion. The sub-committee will have the authority to suggest a remediation plan and/or a program extension.

¹ Reasons #8 and #9 are not considered excused when students are scheduled on outreach per the attendance statement in the Outreach syllabus.

The number of sessions required to fulfill the 90% requirement will be determined by the Offices of Academic and Clinical Affairs.

Students will be granted 14 personal sessions and one vacation week each academic year. Personal sessions should be used for job interviews, doctor’s appointments, daycare changes, etc. Students requesting personal sessions and/or use of a vacation week must follow notification procedures or be subject to denial of the absence and/or a referral to the School of Dentistry Code of Conduct Officer.

Students who are not present in clinic and do not have an approved absence will be charged a personal session and reported to the School of Dentistry Code of Conduct Officer. Students will remain enrolled in the School of Dentistry if they have a negative personal session balance at the time of graduation until their balance is zero, unless there is an approved exemption from the Associate Dean for Academic Affairs.

Students with more than five sessions of unexcused same-day absences will be required to submit documentation (e.g., doctor’s note) for all same-day absences for the rest of the academic year. Students will be charged personal sessions if the required documentation is not submitted.

Details about Family Leave and Student Selectives are further described in the *School of Dentistry Student Handbook*.

III. Definition(s):

- Students: For the purposes of this policy, students are those enrolled in the doctor of dental surgery program.
- Excused Absences: Students who have followed absence notification procedures and received approval for a legitimate excused absences must be granted an opportunity to make-up exams or other course requirements.
- Clinic Session: A half day in clinic. Each clinic day is composed of an AM and PM session.
- Present in Clinic: Student scheduled in clinic must be available to see patients and easily contacted, for the entire session, even when a patient is not scheduled.

Policy Owner:	Associate Dean for Academic Affairs
External References:	U of M Administrative Policy: <i>Makeup Work for Legitimate Absences</i>
Related Policies:	
Approved by:	Council of Chairs
Approval Date:	February 1, 2017
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Revision Date:	
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