School of Dentistry Attendance Policy
DT and DH Students

REASON FOR POLICY
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, instructional sessions and participation in clinical assignments as designated by curriculum/clinical schedules.

POLICY STATEMENT
School of Dentistry students are expected to demonstrate professional behavior in keeping with this attendance policy by attending all classes and/or clinics as indicated on their schedules.

Types of Approved Absences
Students may be approved for time off from class or clinic for several reasons. Details about each type of approved absence are further described under the related section.
A. Excused Absences
B. Family Leave
C. Vacation*
D. Personal Sessions*

*Personal sessions apply only to those students who have advanced to clinic. Vacation applies only to DT students in their final year.

A. Excused Absences [1]
Student absences from class or clinic may be excused for the following reasons:
1. Physical or mental illness of the student or his or her dependent, including medical conditions related to pregnancy [2]
   Students are required to submit a doctor’s note to be excused from class or clinic
2. Subpoenas
3. Jury duty
4. Military service
5. Recognized religious observances, as determined by the Office of Equal Opportunity and Affirmative Action
6. Emergency
   Unavoidable or legitimate circumstances preventing attendance as determined by the Office of Student Affairs.
7. Bereavement, including travel related to bereavement
8. Official school business

If a student is absent due to circumstances identified above, the instructor may not penalize the student and must provide reasonable and timely accommodation or opportunity to make up exams or other course requirements

[1] Additional policies apply when students are on outreach. Please refer to the outreach attendance policy for additional information.
[2] In the case of illness, students are required to submit a physician’s note if they are absent on the day of any graded course component (exams, quizzes, practicals, etc.) to the Registrar (Ali Suehle). Clinical faculty and administration also reserve the right to request a doctor’s note for any clinical session absence due to illness. A student with multiple absences due to illness may be scheduled to meet with the Associate Dean for Academic Affairs to discuss the situation, the impact on the student’s education and potential strategies for moving forward to ensure the student’s long-term success.
that have an impact on the course grade (See *U of M Administrative Policy: Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester*).

Students who plan to be absent due to circumstances identified above must submit a planned absence request, or a same-day absence request if appropriate, through myDentApps (students in clinic) or submit a form through [z.umn.edu/excused](http://z.umn.edu/excused) (students not in clinic). Students must submit requests and notify instructors as far in advance as possible so that students and instructors have adequate time to make alternative arrangements.

**B. Family Leave**
The following absence policy applies to pregnant students, students who have pregnant spouses/partners, and students adopting children during enrollment:

1. Three weeks (15 days) may be used by pregnant students, students who have pregnant spouses/partners, and students adopting children during enrollment. Time-off can be used any time during pregnancy, the adoption process, and for up to six months post-delivery/adoption.

2. Family leave sessions are excused absences and may be used in conjunction with personal sessions and vacation weeks for students in clinic.

3. Students absent due to family leave must submit planned absence requests through myDentApps (students in clinic) or paper requests (students not in clinic) as far in advance as possible and must also meet with the Director of Student Affairs (15-106 Moos Tower) prior to using this time. Students and course directors should speak in advance of parental leave to discuss make-up work.

Students are required to submit a doctor’s note if a provider determines it is medically necessary for a longer leave. The School will then work with the student to determine the best strategy for making up missed work and may offer alternative scheduling solutions to ensure long-term student success in the program.

Per Department of Ed guidelines distributed during the summer of 2013, Title IX requires a school to excuse a student’s absences due to pregnancy or related conditions, including recovery from childbirth, for as long as the student’s doctor deems the absences to be medically necessary.

**C. Vacation**
DT students in their third year (MDT) are permitted one week of vacation. Vacation must be taken in one-week blocks (5 consecutive days, Monday through Friday), and must be requested one semester in advance to the Clinical Systems scheduler using the form provided to students. Vacation must **not** be requested through myDentApps. Restrictions apply for when a student may take vacation; restrictions are clearly stated on the annual vacation request form provided.

**D. Personal Sessions**
Personal sessions are absences from clinic for which the student has requested prior approval, per the Procedure: "Planned & Same-Day Absence Requests for Students In Clinic." Personal sessions are only given to students who are in clinic. Personal sessions will not be approved for students on outreach.

Personal sessions may only be taken for clinic sessions, NOT during class.

Requests to use personal sessions during the last two weeks of the final semester in the Dental Hygiene program (DH4 Summer) will not be honored (this does not include finals week).
DH Students

1. DH students are allowed 6 personal sessions (6 half days or 3 full days) during their entire program in clinic.

Dual Degree DH/DT Students

1. While in the DH Program, dual degree students are allowed 6 personal sessions (6 half days or 3 full days) that must be taken by the end of the Spring semester of the DH4 year. Any leftover sessions will not rollover into the Summer semester.

2. Beginning the Summer semester of the DH4 year, dual degree students are allowed 14 personal sessions (14 half days or 7 full days) for the last year of the program, including DH4 Summer and MDT Fall and Spring semesters.

OTHER ATTENDANCE INFORMATION

Absences from Class

Students who are absent from a lecture or laboratory class for an excused absence or family leave must submit a planned absence request in order to be offered make-up work. Students not in clinic must follow the “Procedure: Planned & Same-Day Absence Requests for Students Not In Clinic.” Students who are in both class and clinic must submit a request through myDentApps for all excused absences.

If a student is absent from a lecture or laboratory class for a reason other than an excused absence or approved family leave, it is not necessary to submit a planned absence request. However, students with unexcused absences are personally responsible for any missed class content. Instructors are not required to offer make-up work (e.g., exams, quizzes, practicals, etc.) if a student’s absence is not excused.

Absences from Clinic Sessions

Students are expected to be in school every day and readily accessible even when a patient is not scheduled as there may be need for them to assist with an emergency in clinic or other patient care.

Students absent from clinic sessions must report all absences to ensure consistency in patient care. Students in clinic must follow the “Procedure: Planned & Same-Day Absence Requests for Students In Clinic.” Students who are in both class and clinic must submit a request through myDentApps for all excused absences. Requests for personal sessions must be submitted in myDentApps at least 10 days in advance. Requests submitted fewer than 10 days in advance may not be approved. Excused absences must be submitted in myDentApps at least 10 days in advance whenever possible. Instructors are not required to offer make-up work (e.g., exams, quizzes, practicals, etc.) if a student’s absence is not excused.

Reporting

Records of submitted absence requests will be maintained by the Office of Academic Affairs. If a student fails to comply with the attendance policy, a written professional behavior report may be filed. Absence information will be reported to academic review committees as requested.