I will not be at school today.

Are you ill?

NO

Is the absence pre-approved by the OAA?

NO

Call the OAA - ASAP
503-418-8090
Must provide Acceptable Reason
*See List Below

YES

No Action Needed

YES

Email Course Director & Call OAA - ASAP
503-418-8090

No Action Needed

Missing an exam or quiz?

YES

Notify Course Director, GL, CC, Rotation Leader & Watch Echo 360

NO

DS1 or DS2?

NO

NO

Notify GL, CC, Rotation Leader or Community Dentistry if appropriate

YES

Notify Course Director
Watch Echo 360

Acceptable reasons for absence & which office will make notifications

- Serious Illness (OAA)
- Hospitalization (OAA)
- Death in the immediate family (OAA)
- Approved religious observance (OAA)
- Jury Duty (OAA)
- Other Pre-Approved compelling reason (OAA)
- Pre-Approved Unique academic or professional opportunities (OAA)
- SoD Approved Events (SA)
- Approved accommodations for disabilities (SA)
- Leave of Absence (SA)

The Office of Academic Affairs (OAA) or Student Affairs (SA) will only notify your instructors, GL’s, CC’s and Rotation Leaders for one of these acceptable reasons. Students are responsible for ALL other notifications.