

## Attendance Policy for DMD Students

### Overview

The policy of the School of Dentistry is that attendance for all students enrolled in the DMD Program is mandatory at all scheduled class, pre-clinic and clinic sessions.

### I. Purpose:

This policy establishes the expectations for student attendance while enrolled in the School of Dentistry at the Oregon Health & Science University and sets forth notification requirements in the event of absence.

### II. Attendance Expectations:

Student attendance at scheduled classes, small group sessions, seminars, presentations, intramural clinics and rotations, extramural clinics and rotations, and official School or University required functions is mandatory. Students are expected to challenge all examinations and tests given as part of the DMD program of study at the times scheduled by the course director. A score of "0" (zero) will be recorded for examinations or tests that have been missed. At the discretion of the Course Director, attendance may be part of the course grading rubric and in general there is no make-up for quizzes or assessments that require laboratories or simulation activities.

Acceptable reasons a student may be allowed to make up a missed examination or test are defined by ***OHSU Policy 02-70-045 "Change in Scheduled Examination and Other Assessments"*** and include the following:

- Serious Illness
- Hospitalization
- Death in the immediate family
- Approved religious observance
- Approved accommodations for disabilities
- Unique academic or professional opportunities (pre-approved by the Office of Academic Affairs)
- SOD Approved Events (pre-approved by the Office of Student Affairs)
- Jury Duty
- Other compelling reason (pre-approved by the Office of Academic Affairs)

Students who seek to reschedule an examination for medical reasons may be required to provide appropriate documentation.

Students anticipating an absence that conflicts with a scheduled examination or test must inform the course director via email and the Office of Academic Affairs via phone call as soon as possible. For absences due to illness or unexpected emergencies, students must call the Office of Academic Affairs *prior* to scheduled exam. Students who miss an examination or test for medical reasons will be required to provide appropriate documentation.

Students who will miss a scheduled examination or test due to attendance at an SOD approved event, must notify the Associate Dean for Student Affairs no later than 30 days prior to the SOD approved event in which they would like to participate. The Office of Student Affairs will provide the Office of Academic Affairs with a list of students approved to participate in each SOD Approved Event two weeks prior to the scheduled event. Only the students pre-approved will be allowed to make-up any missed examinations or tests.

The Associate Dean for Academic Affairs in consultation with the course director has the authority to arrange the scheduling of make-up examinations students who have missed a scheduled examination or test due to an excused absence.

### **Extramural Patient Care Sessions**

The student shall notify the Office of Community Dentistry prior to the scheduled session that will be missed due to the absence. The Office of Community Dentistry will notify the appropriate community sites and the Office of Academic Affairs. Depending on the length of the absence, students may be required to make-up the missed community rotation absences.

### **Special Conditions**

From time to time special situations will arise that need individualized planning and considerations. Among these situations are personal health issues, family obligations, as well as post graduate educational interviews and National Board examinations.

### **Personal Health Issues and Family Obligations**

The student is advised to meet with the Associate Dean for Student Affairs and/or the Associate Dean for Academic Affairs preferably two weeks prior to the expected absence. The School and University have resources available to help address issues. School Bylaws permit the granting of Leaves of Absence to facilitate this process. Accommodating remedial work will be determined by the Student Promotions Committee (SPC). The plan will be communicated to the student and the appropriate Course Directors, Group Leader, Office of Extramural Programs and the Office of Student Affairs.

### **Post Graduate, GPR, AEGD and Private Practice Interviews**

Interviews should be conducted outside of regularly scheduled school hours. If students are unable to arrange interviews outside of school hours and the interview falls on an examination or test date, prior approval must be obtained from the course director and the Office of Academic Affairs at least one week in advance. Course instructors are not obligated to provide make-up exams for absences due to interviews.

### **Externships**

Externships should be scheduled during break weeks between terms. All externships must be pre-approved by Associate Dean of Academic Affairs in conjunction with the Group Leader.

**National Board Examinations**

Students are expected to schedule National Board examinations during term breaks. It is understood that limitations related to testing sites and dates occur. In these circumstances, students must notify the Course Director and the Office of Academic Affairs prior to challenging the exam.

**Faculty Responsibility**

There is no intent in this policy to mandate monitoring of student attendance by faculty. However, Course Directors may choose to include attendance in their course assessment measures and to document the expectation in the course syllabus. In addition, if a faculty is aware of student attendance issues, the faculty should report the concern to the Office of Student Affairs or the Office of Academic Affairs for investigation.

Approved by Curriculum Committee on June 22, 2016