I will not be at school today.

Are you ill?

NO

Is the absence pre-approved by the OAS?

NO

Email the OAS - ASAP
sodacademic@ohsu.edu
Must provide Acceptable Reason
*See List Below

Unapproved Request:
Standby for previously unassigned clinical experience

YES

Email Course Director &
OAS – ASAP
sodacademic@ohsu.edu

No Action Needed

YES

Missing an Assessment?

NO

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

DS1 or DS2?

Yes

Contact OAS
Notify Course Director
Watch Echo 360

DS3

Notify OAS, GL, CC, Rotation
Leader, and Dental Public
Health as appropriate

DS4

The Office of Academic Systems (OAS) or
Student Services (SS) 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.

Acceptable reasons for absence & which office will make notifications

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