

I will not be at school today.
Is your absence
planned or unplanned?

Planned



Acceptable reasons a student may request a change in the schedule for an exam or other assessment, and which office will make notifications.

- Serious Illness (OAS)
- Hospitalization (OAS)
- Death in the Immediate family (OAS)
- Approved Religious Observance (OAS)
- Approved Accommodations (OAS)
- Jury Duty (OAS)
- Other Pre-approved Compelling Reason (OAS)
- Pre-approved Unique Academic or Professional Opportunities (OAS)
- SOD Approved Events (SS)

Was your request
approved by OAS?

Yes

Was your request
placed at least two
weeks in advance?

No

Your request may
not be approved!

No

Yes

Yes

Are you missing
an assessment?

Yes

OAS will only notify your instructors, GPL's, GPC's, and Rotation Leaders for one of the acceptable reasons listed above.

Attend Class
and/or Clinic

Was your request for one of the
acceptable reasons listed above?

No

Coordinate a new exam date
with Course Director(s) and OAS.

DS1/DS2 - Notify Course Director,
Watch Echo 360

DS3 - Notify Course Director,
GPL, GPC, Rotation Leader,
And Watch Echo 360

DS4 - Notify GPL, GPC, Rotation
Leader, and Dental Public Health
As Appropriate

