

University of Tennessee Health Science Center College of Dentistry Excused Absences Policy

Excused absence requests must be submitted online at the following link:

https://uthsc.co1.qualtrics.com/jfe/form/SV_8CltMyVmB5Wz8yh OR

http://bit.ly/UTNDent_EXABS

- Students may attach documentation (pdf, photo, document) when submitting the online form.
- An absence is NOT officially excused until the student is notified by the College of Dentistry administration (Dean or designee)
- No other College of Dentistry personnel (Course Directors, Chairs, Group Leaders, etc. may grant an excused absence.)
- D3 and D4 dental students are allowed 6 personal half-days per semester for personal business. Personal days may not be taken on a day of a scheduled examination. The following days away from College of Dentistry clinics are NOT included: rotations at any official CoD extramural rotation. (Excused absence NOT required).
- D-3 and D-4 students are allowed a maximum total of two weeks (10 business days) for College of Dentistry extramural/off-site rotations.
- Sick days without a doctor's excuse count towards the 6 half-day total.
- Personal days may be carried over from the Fall to the Spring semester, subject to adequate academic and clinical progress, as defined by students' group leaders and the Office of Academic Affairs.
- Personal days may NOT be carried over to the next academic year.
- The use of a personal day must NOT compromise patient care or continuity of care.
- An excused absence does not excuse a student from assigned clinic or clinical blocks. It is the student's professional responsibility to obtain a replacement for any assigned block rotation and notify the departmental block coordinator of the change.
- For clinical excused absences, the student must call and let their PCC, and any scheduled patients know of their inability to keep the appointment.
- Excused absences allow students to miss class and/or clinic without penalty.

Events / situations that are usually excused: (* indicates documentation MUST be attached to the excused absence request)

- Formal residency interviews*
- Graduation ceremonies of first-degree relatives
- Private practice interviews (limited to 4 interviews in D4 year ONLY; documentation required; students MAY NOT miss a scheduled class for a private practice interview)*
- Formal, academic invited externships . Student must be in good academic standing (No probation and sufficient progress in clinic)*
- Serious illness with note from treating clinic or doctor's appointment.*

- Automobile accident
- Complications related to pregnancy
- Childbirth (student and spouse/partner only)*
- National Boards (day of exam only and one travel day, if > 100 miles from Memphis), ADAT or GRE.* If at all possible, students should AVOID taking exams when class/clinic is in session
- Death or sudden, serious illness of immediate family member (spouse/partner, child, parent, grandparent)*
- Representing the college/university in an official capacity (as defined by the College). Student must be in good academic standing (No probation and sufficient progress in clinic)*
- Regional/national meetings of dental-related organizations with student involvement. (Primary College of Dentistry student officers only; Student must be in good academic standing with no academic probation and must be making sufficient progress in clinic)*
- Scientific meetings (ONLY if presenting). Student must be in good academic standing; (No probation and sufficient progress in clinic)*
- Jury duty and other judicial matters
- Military service
- Recognized religious holidays

Notes:

1. In the case of unanticipated illnesses or family emergencies, students who miss a scheduled course or clinic session, must provide documentation, within five working days of the resumption of matriculation to obtain an excused absence.

- Medical documentation must be obtained from the University Health Service, or the student's health care provider.
- An excused absence does not excuse a student from assigned clinic or clinic blocks (patient treatment), nor does it excuse students from any course requirements.
- It is the student's professional responsibility to obtain a replacement for any assigned block rotation and notify the departmental block coordinator of the change.

2. In the case of professional and/or scientific meetings, students MUST obtain an excused absence BEFORE making travel arrangements.

Events that are NOT excused:

- Weddings including student's own and any associated events
- Vacations
- "Free dental days," CE courses, dental meetings, or mission trips not sponsored by the College
- Shadow/observe a residency program without an official invitation
- Acting as a dental assistant for board exams (without prior approval from clinical affairs)

- Routine family events: birthdays, anniversaries, babies, vacations, or similar events
- Funerals and/or sudden medical events (other than immediate family as listed above)
- Unfortunate events (examples: flat tires, alarm malfunctions, traffic, etc.)

Students who cannot provide proper documentation will NOT receive an excused absence and thus may not be offered an opportunity to make-up missed examinations, quizzes, or other assignments. For these students, course directors have the discretion of requiring alternative assignments or examinations. All decisions regarding feasibility of providing required educational experiences in an alternative manor will be made by the course director with input from the departmental chair.

- Every possibility cannot be anticipated. Exceptions may be granted at the discretion of the Dean or designee.
- Students are bound by the requirements of the course(s) from which they are absent, as well as the UT Health Science Center Honor Code.