

University of Tennessee Health Science Center College of Dentistry
Excused Absence Policy for all DDS and DH Students

Excused absence requests must be submitted on-line at the following link:

https://uthsc.co1.qualtrics.com/jfe/form/SV_8CItMyVmB5Wz8yh

OR

http://bit.ly/UTNDent_EXABS

Students may attach documentation (pdf, photo, document) when submitting the on-line form.

An absence is NOT officially excused until the student is notified by the College of Dentistry (CoD) administration (Dean or designee: Associate or Assistant Deans). No other CoD personnel (Course Directors, Chairs, Group Leaders, etc. may grant an excused absence.)

DDS Students: D-3 and D-4 students are allowed 6 half-days per semester for personal business. The following days away from CoD 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 CoD 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.

For clinical excused absences, the student must call and let their PCC and any scheduled patients know of their unavailability to keep the appointment. Excused absences allow students to miss class and/or clinic without penalty.

DH Students: Please adhere to the specific course syllabus for direction re: absence from class. After submitting your request to have your absence excused and approved, notify your course director via email.

For absences in clinic or at rotations, once you have requested an excused absence and had it approved, please notify Ms. Beth Mobilian (bmobilia@uthsc.edu).

Events / situations that are usually excused:

*** indicates documentation MUST be attached to the excused absence request**

- Formal residency interviews*
- 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 AND in good academic standing (*No probation and sufficient progress in clinic*)*
- Illness with note from treating clinic or doctor's appointment.*
- Childbirth (*student and spouse/partner only*)*
- National Boards (day of exam only and one travel day, if > 100 miles from Memphis), ADAT or GRE or clinical board exams.* 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*)*

University of Tennessee Health Science Center College of Dentistry
Excused Absence Policy for all DDS and DH Students

- Representing the college/university in an official capacity (as defined by the College) AND in good academic standing (*No probation and sufficient progress in clinic*)*
- Regional/national meetings of dental-related organizations with student involvement. (*Primary CoD officers only; No academic probation and sufficient progress in clinic*)*
- Scientific meetings (ONLY if presenting) AND in good academic standing; No probation and sufficient progress in clinic)*

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.

Examples of events that are NOT excused:

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

Since every possibility cannot be anticipated, exceptions may be granted at the discretion of the Dean or designee (Associate or Assistant Deans) Students are bound by the course requirements of the course(s) from which they are absent, as well as the UTHSC Honor Code.