

**University of Illinois at Chicago College of Dentistry
DMD and DMDAS Programs**

<i>Policy</i>	DMD/DMDAS Student Attendance		
<i>Sponsoring Office</i>	Office of Academic Affairs		
<i>Responsible Officer</i>	Academic Dean	<i>Contact Information</i>	Dir. of Academic Affairs Lea Alexander leaalex@uic.edu
<i>Approvals</i>	Curriculum Committee	<i>Date</i>	7/21/2015

Objective/Rationale:

This policy establishes the expectations for student attendance while enrolled in the DMD curriculum. The DMD program is a hands on, interactive and collaborative educational experience that requires students be present and engaged. Care has been taken to ensure that all scheduled experiences are meaningful and courses are continuously reviewed and improved. Failure to attend course sessions and to fully participate in the educational experience limits individual student learning and small group activities and can diminish the overall educational experience. When students do not attend required sessions there are limited opportunities to offer proper make up sessions that include instructor feedback. Students who do not attend clinic sessions may compromise patient care experiences.

Policy Statement:

Student attendance is required at scheduled interactive didactic sessions, small group sessions, seminars, presentations, intramural clinic rotations, extramural clinic rotations, clinic sessions, assessments, class meetings and official College or University functions. Student attendance and proper management of unavoidable absences are part of the professionalism requirements of the College.

Requirements:

1. Students who cannot be present at the College (see unexpected absences below) must notify their supervising course/component leaders as soon as possible – prior to class/clinic.
2. Students who wish to spend time away from the College (see planned absences below) must contact their instructors to request approval.
3. Students must consult with the course director to determine a plan for completing missed assignments and assessments.
4. Credit given for make-up work, late assignments and missed assessments is at the discretion of the course and/or component director.
5. When an absence is due to illness and lasts three consecutive days or more, a note from a doctor must be submitted to the Office of Academic Affairs prior to returning to class.
6. When a student is unable to complete a scheduled assessment due to an illness or medical condition a note from a health care provider must be submitted to the Office of Academic Affairs prior to the student being allowed to take the assessment.
7. A pattern of absences, unreported absences or frequent absences will be reported to the Office of Student and Diversity Affairs for review.
8. Course syllabi may contain additional guidelines/requirements/procedures.

[^]Students on academic probation or students experiencing significant difficulty with course work should not receive approval.

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Procedures:

Unexpected Absences:

Examples: personal illness, illness of an immediate family member, transportation, etc.

1. If you are ill and potentially infectious to others, it is recommended that you remain at home. As a guideline, the CDC suggests that you not return to normal activity until you are afebrile for 24 hours.
2. Email your instructors (those responsible for instruction/supervision on the date(s) of the absence) prior to class/clinic and briefly explain the situation. A list of instructors is available in the syllabi and each session on the class schedule indicates an instructor. Contact your instructor upon your return to make up work.

Planned Absences:

Examples: medical appointments, national/state meetings, NBDE, PG interviews, externships, funerals, weddings, family events.

1. Contact your instructors (those responsible for instruction/supervision on the date(s) of the absence)-when the need to be absent arises, a minimum of two weeks when possible.
2. All missed work and assessments must be made up.
3. Credit given for made up work, late assignments and missed assessments are at the discretion of the course and/or component director.

Best Practices for Planned absences:

- Use break weeks and personal days whenever possible.
- National Board Exams: allowed two days per exam
- PG interviews: allowed 15 days total including personal days.[^]
- Meetings/Conferences: should be approved by course directors and MP (where applicable) a minimum of 1 month in advance.[^]
- Externships – must utilize break weeks.[^]

Related Policies:

The UIC Senate Policy on religious holidays (approved May 25, 1988):

"The faculty of the University of Illinois at Chicago shall make every effort to avoid scheduling examinations or requiring that student projects be turned in or completed on religious holidays. Students who wish to observe their religious holidays shall notify the faculty member by the tenth day of the semester of the date when they will be absent unless the religious holiday is observed on or before the tenth day of the semester. In such cases, the students shall notify the faculty member at least five days in advance of the date when he/she will be absent. The faculty member shall make every reasonable effort to honor the request, not penalize the student for missing the class, and if an examination or project is due during the absence, give the student an exam or assignment equivalent to the one completed by those students in attendance. If the student feels aggrieved, he/she may request remedy through the campus grievance procedure."

Academic Year Holidays and Religious Days of Special Observance
<http://oae.uic.edu/docs/ReligiousHolidaysFY20142016.pdf>

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