

The College of Dentistry recognizes student needs for predictable course and clinic schedules that comprise the Academic Calendar. The Dental Registrar's office distributes course schedules in advance of the upcoming academic calendar year for review by the Department Executive Officers (DEOs), among others. The review process allows opportunity to ensure accurate number of session occurrences and clock hours are accurate, annotation for mid-term or final examinations, and for DEOs and course directors to identify potential schedule conflicts in order to manage faculty coverage in support of the curriculum.

The University of Iowa Operations Manual states responsibilities to students (Chapter 15.2) as follows:

*"The faculty member has the responsibility to meet classes as scheduled and, when circumstances prevent this, to arrange equivalent alternate instruction."*

Each DEO manages faculty leave and faculty coverage schedules when there are planned and unanticipated faculty absences to ensure courses proceed as scheduled. No changes will be made to the published course schedules. If any change such as a class cancellation occurs, students should be notified well in advance, e.g. one-week advance notice, and the DEO ensures either faculty back-up to provide a lecture or cover clinic supervision, or alternate instruction. If circumstances prevent appropriate faculty coverage, alternate instruction must be provided. If classes are cancelled without notice and/or alternate instruction is not provided, course clock hours will be adjusted to reduce clock hours scheduled for future reference.