

D3 CLERKSHIP ATTENDANCE POLICY

D3 students are required to attend all classes, seminars and clinic sessions as scheduled for each clinical clerkship unless an absence has been approved in advance. Successful skill acquisition and knowledge development are dependent on consistently attending and actively participating in all clinical and didactic sessions.

Designated university holidays and collegiate vacation days include Labor Day, Thanksgiving Break, Christmas Break, Martin Luther King's Day, Spring Break, Memorial Day, and Summer Break.

To provide you with some flexibility in scheduling, each student is permitted up to **four** full-day or **eight** half-days of excused absences that can be used with prior approval from the Clerkship Director(s) whose clinic course is impacted. These days include sick time requests.

Time must be taken as a single clinic session or entire day (not hour by hour). Absences must conform to the following guidelines:

- Cannot exceed
 - One full day during a 5 week clerkship {OD/RAD/Path; Oral Surgery}
 - One full day from each of the clerkships in a 10 week block {Operative/Pediatrics}
 - Two full days during "superblock" (Prosthodontics/Endodontics/Periodontics)
- Excused absences **cannot be used to extend** University holidays or designated breaks
- Excused absences **cannot be saved** until the end of the academic calendar year

Attendance at a state, regional or national meeting for Continuing Education credit will count against excused absences.

Absences will be tracked and you may not take more time off than the allotted four days without special permission from the Associate Dean for Student Affairs in consultation with the course director(s).

Advance planning is recommended whenever possible. Upon your absence request, the clerkship director may provide counseling about your individual academic progress and make recommendations based on academic status. It is at the clerkship director's discretion to determine if additional experiences are required in lieu of the absence(s). Individual clerkships may have a maximum number of student absences allowed for a clinic session, which may affect your request.

With pre-approval from the respective clerkship director(s), D3 students in good academic standing are allowed time to present at scientific conferences or attend as a leader in a national organization. In this instance, the absence will not count against the number of excused absences. You are still required to submit the appropriate documentation through AxiUm and designate the 'Type of Absence' as Professional.

Steps for requesting time away from D3 Clinic for personal or professional reasons:

- 1) Complete the “absence request” form in AxiUm.
 - designate Type of Absence as:
 - Personal, or
 - Professional (indicate name of the meeting and purpose, e.g. presenter, leader)
- 2) Use the “running man” to forward the request to your clinic clerk.
- 3) The clinic clerk will review your schedule and approve your request if appropriate.
- 4) The clinic clerk will forward your request to the Clerkship Director using the “running man”.
- 5) The clerkship director will approve your request if appropriate.
- 6) The clerkship director will forward your request to the Associate Dean of Student Affairs and back to the Clinic Clerk so all parties know the request has been approved.
- 7) The Associate Dean of Student Affairs will forward the approved or denied request to the D3 student.
- 8) Until you receive the completed form with all approvals, do not assume your absence has been approved.