

UW School of Dentistry Predoctoral Absence Policy & Procedure

General Absences

Professional students in the Doctor of Dental Surgery program are responsible for seeking permission and making arrangements directly with all course directors regarding missed assignments or clinic sessions prior to any planned absence, or immediately upon returning to school in the case of unplanned absences such as illness. The course director holds the authority to excuse absences and/or allow make up of coursework.

In cases of illness, you should email and/or call your course directors the same day of your illness if you are physically able. Be aware that missing classes and/or clinic sessions could jeopardize your academic standing, your clinic privileges, and your ability to graduate on time.

With any absence, you must also contact the Office of Student Life and Admissions and make certain that a staff member has received your message. Although not authorized to excuse you from classes or clinic sessions, the Office of Student Life and Admissions will send an email to course directors and departments confirming your absence. For students with clinical responsibilities, the notification will provide clinic personnel with the opportunity to make arrangements to cover or fill any scheduled appointments.

Final Exam Weeks

This policy includes absences during final exam weeks. Students need to plan on being available for exams until the end of every quarter including finals week. Final exam week is noted on the academic calendar. Any personal plans (e.g., flight arrangements) should be scheduled during the regular, quarterly breaks in order to avoid unexcused absences. Failure to follow this procedure could put you at risk academically.

Absences from Clinic – Planned or Extended

In addition to gaining permission from your clinical course director and/or clinical program director to be absent, it is also your responsibility to let your assigned patient care coordinator know who will be covering your emergencies while you are away, and if you have anyone in temporary status or in dentures that may need a follow-up appointment. Third and fourth year students must change their voicemail to reflect the absence.

Absences Due to Inclement Weather

The University of Washington usually remains open regardless of the weather. To confirm any UW closures/suspended operations, call the UW Information Hotline at (206) 547-INFO. If the UW is open but you are unable to travel, please follow the General Absences procedure above.

Appeals Process

Should there be a disagreement between a faculty member and a student over whether an excused absence will be granted, the student may make an appeal to the Associate Dean for Student Life and Admissions to meet with him/her and the course director to attempt to find a resolution.

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