General Absence Procedures

Updated 6/10/2021

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<th>Procedure Title</th>
<th>UCSF SOD Absence Procedures</th>
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<tr>
<td>Published By</td>
<td>SOD Learner Success Center (Reviewed Annually)</td>
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<tr>
<td>Applies To</td>
<td>Predoctoral Dental Students</td>
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<td>Implemented By</td>
<td>SOD Learner Success Center</td>
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Purpose

While the expectation is that students are fully engaged and attend all classes, the SOD recognizes there are times that students must take time away from studies for personal and professional reasons. The following procedures will provide guidance for students, faculty and staff to assist with these absences.

Instructions

Please review the Engagement Policy, types of absences and definitions here. Refer to the Information, Deadlines and Approval table below for guidance on requesting a specific absence.

Important Considerations

- Students should be thoughtful of the impact of their requests on their overall academic performance/progression and seek appropriate academic counseling from the Course Director(s)/LSC.
- Students should be aware that there is no guarantee that they will be able to make up missed requirements in time to receive a passing grade in the course. For multi-quarter courses, a UP grade may be awarded if the student cannot make up work by the end of the quarter.
- Students must challenge any missed activity/evaluation as required and re-scheduled by the Course Director. Individual make-up requests will not be supported. Failure to attend will result in a non-passing grade.
- Exam make-up dates will be coordinated through with the appropriate LSC Course Coordinator(s) in conjunction with the Course Director. Students should not make other arrangements with the Course Director or Section Leaders. Please see the Examination Policy for more information.
- Switching scheduled mandatory pre-clinical activities with another student is not allowed without written Course Director(s) approval. Students are advised to retain and provide such communications.
- For all absences, students must meet the required submission deadlines below. Requests that do not meet the deadlines will not be approved. Exceptions may be made with supporting documentation on a case by case basis.
- For all clinical absences, it is the responsibility of the student to 1) find and provide name of a replacement for any assisting/ER duties 2) cancel any scheduled patients.

Unexcused Absences

When student fails to attend classes and/or pre-clinical or clinical activity for which they are scheduled and expected, the absence will be considered unexcused. This includes unapproved absences that are taken in spite of not having met the criteria of the SOD Absence Policies and Procedures, including deadlines for submission. Additionally, switching scheduled mandatory pre-clinical activities with another student will be considered unexcused if the switch request has not been submitted on the relevant absence tracker form and received Course Director(s) approval. Unexcused absences will be reported to the Learner Success Center. If a student chooses to take an unexcused absence the following applies:

- The absence will be logged on the unexcused absence report and will be included in the student’s attendance monitoring data.
- Unexcused absences will be tracked each quarter and submitted to the relevant Student Status Committee for consideration/appropriate action in accordance with SOD Engagement and Professionalism Policy and Procedures and SOD Bylaws, Regulations and Procedures.
  - The unexcused absence will be considered a breach of professionalism and the student will receive a moderate concern Professionalism Evaluation Report (PER), which will be reported to the Student Status Committee and remain open until resolved.
  - The student notes and acknowledges that there is no guarantee they will be able to make up/mediate in time to receive a passing grade.
  - A non-passing grade will result in academic probation and may impact the student’s financial aid eligibility. The non-passing grade will remain on the student’s transcript until the probation is resolved.
  - The student notes and acknowledges that this time off is at their own discretion and may have an impact on their academic progression and/or ability to graduate on time.
  - Make-up dates are the responsibility of the student and are dependent on faculty and staff availability.
    - Didactic make-up dates will take place during the remediation period.
    - Clinical make-up dates are dependent on faculty and staff availability and the clinic schedule. The School will not be able to provide additional clinic chair time to accommodate this absence.
  - Repeated absences may result in the student becoming eligible for dismissal.

Additionally, if a student has not been excused from an exam, test case, or mandatory preclinical activity, they will:

- Receive a zero score on the exam/test case/pre-clinical mandatory activity.
• Have one opportunity to remediate the zero score per the direction of the Course Director. Remediation dates will be coordinated through the Learner Success Center Course Coordinator(s) in conjunction with the Course Director. Students should not make other arrangements with the Course Director or Section Leaders.
• Not have any additional opportunities to remediate.
• Forfeit receiving honors in the course.

Additional Absence Procedures during COVID-19 Pandemic

COVID Exposure and Quarantine Procedures

• Students should follow the instructions from Student Health and Counseling Services (SHCS) https://studenthealth.ucsf.edu/covid19-care-testing. Students should be prepared that guidance may include self-quarantine and/or require a negative COVID test.
• Please start by sending secure message to Student Health Services nurse hotline at https://studenthealth.ucsf.edu/covid19-care-testing to report the incident and get risk assessment and next steps.
• Until you receive guidance from SHCS, please stay home and notify Julia Hwang who will provide you with absence procedures.

COVID Positive Students

• Students should follow the instructions from Student Health and Counseling Services (SHCS) https://studenthealth.ucsf.edu/covid19-care-testing. Students should be prepared that guidance may include self-quarantine and/or require a negative COVID test.
• If tested at a non-UCSF location, you are required to self-report a positive COVID-19 test to UCSF nurse.
• Students should contact the Director of Education and Student Affairs, Julia Hwang, to confidentially report a medical leave and to receive further guidance.

UCSF Travel Guidance

https://coronavirus.ucsf.edu/travel

Additional Resources and Information

• SOD General Absence Procedures
• Short Term Leave of Absence Procedures
• Withdrawal and Leave of Absence Policy
• Parental Leave Policy
• Religious Accommodation Guidelines
• Absences and availability of multimedia lecture recordings: please see the following policy.

Form Quick Links

• Preclinical and Course Absence Tracker Form: D1 & D2 Students
• Clinic and Course Absence Tracker: D3, ID3, D4, ID4 Students
• Short Term Leave of Absence Request Form
• SOD Religious Accommodation Form

Absences from Rotations and Community Based Externships

See the chart below for instructions for a day of illness/emergency absence from a specialty rotation or community based externship

Specialty Rotation Absence:

Requests for absences from a specialty rotation are considered on a case by case basis for reasons such as a religious accommodation, medical accommodation, residency interview, family emergency. A discretionary day absence cannot be used during your scheduled specialty rotation. Prior approval and submission of the Absence Tracker is required.

Community Based Externship Absence:

Requests for absences from a community based externship (CBE) are considered on a case by case basis for reasons such as a religious accommodation, medical accommodation, residency interview, family emergency. A discretionary day absence cannot be used during your scheduled externship. Students may not contact the site to add/change any scheduled dates.

Prior approval and submission of the Absence Tracker is required.

Information, Deadlines and Approvals
<table>
<thead>
<tr>
<th>Absence Request</th>
<th>Type of Absence to which Students Apply</th>
<th>Deadline to Submit Form (Requests that do not meet submission deadline will not be approved)</th>
<th>Form</th>
<th>Notes and requirements for approval</th>
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<tbody>
<tr>
<td>Day of Illness or Emergency-Didactic Course Absence</td>
<td>Unplanned All Students</td>
<td>By 7:30am the day of.</td>
<td>D1-D2 Preclinical and Course Absence Tracker Form D3-D4: Clinic and Course Absence Tracker Form</td>
<td>Students must complete the relevant Absence Tracker Form each day they are absent. For illnesses over three days, please contact The Learner Success Center for further guidance.</td>
</tr>
<tr>
<td>Day of Illness or Emergency-Clinic Absence</td>
<td>Unplanned 3rd and 4th Year Students</td>
<td>By 7:30am the day of.</td>
<td>Follow call in procedures: -Call any patients to cancel appointments. -If you are scheduled to assist, let your team member know. -Call in to the clinic below to report you will not be in. Parnassus: Call 415-476-1778 or email <a href="mailto:david.gonzalez@ucsf.edu">david.gonzalez@ucsf.edu</a> Buchanan: Email <a href="mailto:lloyd.harris@ucsf.edu">lloyd.harris@ucsf.edu</a></td>
<td>Students must call in/email each day they are absent. For illnesses over three days, please contact The Learner Success Center for further guidance.</td>
</tr>
<tr>
<td>Day of Illness or Emergency-Rotation Absence</td>
<td>Unplanned 3rd and 4th Year Students</td>
<td>By 7:30am the day of.</td>
<td>Follow these procedures: 1. Send an email to the rotation director and your GPL and cc the following: <a href="mailto:julia.hwang@ucsf.edu">julia.hwang@ucsf.edu</a> <a href="mailto:david.gonzalez@ucsf.edu">david.gonzalez@ucsf.edu</a> a. Provide a reason for your one day absence and your provider number. 2. Complete the D3-D4: Clinic and Course Absence Tracker Form and select &quot;Specialty Rotation Absence-Day of Illness or Emergency.&quot; 3. You will be contacted with instructions on making the day up.</td>
<td>Students must call in/email each day they are absent. For illnesses over three days, please contact The Learner Success Center for further guidance.</td>
</tr>
<tr>
<td>Day of Illness or Emergency-Community Based Externship Absence</td>
<td>Unplanned 4th Year Students</td>
<td>By 7:30am the day of.</td>
<td>1. Send an email to the site director and cc the following: <a href="mailto:julia.hwang@ucsf.edu">julia.hwang@ucsf.edu</a> <a href="mailto:david.gonzalez@ucsf.edu">david.gonzalez@ucsf.edu</a> or email <a href="mailto:david.gonzalez@ucsf.edu">david.gonzalez@ucsf.edu</a> <a href="mailto:MayTran.Stebnick@ucsf.edu">MayTran.Stebnick@ucsf.edu</a> a. Provide a reason for your one day absence and your provider number. 2. Complete the D3-D4: Clinic and Course Absence Tracker Form and select &quot;Community Based Externship Absence.&quot; 3. You will be contacted with instructions on making the day up.</td>
<td>Students must call in/email each day they are absent. For illnesses over three days, please contact The Learner Success Center for further guidance.</td>
</tr>
<tr>
<td>Bereavement</td>
<td>Planned-Excused All Students</td>
<td>Student submits when known.</td>
<td>D1-D2 Preclinical and Course Absence Tracker Form D3-D4: Clinic and Course Absence Tracker Form</td>
<td>Complete the relevant Absence Tracker Form.</td>
</tr>
<tr>
<td>Government/Immigration</td>
<td>Planned-Excused All Students</td>
<td>Student submits when notified and provides documentation of date received.</td>
<td>D1-D2 Preclinical and Course Absence Tracker Form D3-D4: Clinic and Course Absence Tracker Form</td>
<td>Complete the relevant Absence Tracker Form. Upload supporting documentation including date received.</td>
</tr>
<tr>
<td>Approved Religious Accommodation</td>
<td>Planned-Excused All Students</td>
<td>Student submits: 3 months in advance.</td>
<td>SOD Religious Accommodation Form Once approved, LSC will inform you to complete: D1-D2 Preclinical and Course Absence Tracker Form D3-D4: Clinic and Course Absence Tracker Form</td>
<td>Follow the religious accommodation guidelines found here. Complete the SOD Religious Accommodation Form. Wait for Committee Approval and notification from The Learner Success Center. Complete the relevant Absence Tracker Form. Upload committee approval email from LSC.</td>
</tr>
<tr>
<td>SOD INBDE-INBDE Mock Exam (one day max for Part I and two day max for Part II/INBDE; exception for approved SDS accommodation)</td>
<td>Planned-Excused 2nd and 4th Year Students</td>
<td>Student submits: At least 2 weeks in advance.</td>
<td>D1-D2: Preclinical and Course Absence Tracker Form D3-D4: Clinic and Course Absence Tracker Form</td>
<td>The Learner Success Center will provide sign-up instructions and approve date. Students cannot select a date where they have a rotation, externship, Kanbar or any other activity that cannot be made up. Complete the relevant Absence Tracker Form. Upload confirmation email from LSC.</td>
</tr>
<tr>
<td>INBDE or NBDE Board Exam (One day max for Part I and two day max for Part II/INBDE; exception for approved SDS accommodation) 3rd and 4th Year Students Only</td>
<td>Planned-Excused 3rd and 4th Year Students</td>
<td>Student submits: At least 2 weeks in advance.</td>
<td>D3-D4: Clinic and Course Absence Tracker Form</td>
<td>Students advised to select a date that does not conflict with rotation, externship, Kanbar or any other activity that cannot be made up. As this may not always be possible, exceptions will be reviewed. Complete the relevant Absence Tracker Form. Upload confirmation email from ADA including date received.</td>
</tr>
</tbody>
</table>
| Professional: Residency Interview (4th year only) | Plan to: Exclude | All Students | Student submits: 1-3 months in advance or as soon as known. If less than one month notice, as soon as invitation received with supporting documentation of receipt of invitation. | D3-D4: Clinic and Course Absence Tracker Form | • Prior approval required.  
• May take place on mandatory day.  
• Student notes and acknowledges that there is no guarantee they will be able to make up/eliminate in time to receive a passing grade.  
• Complete the relevant Absence Tracker Form.  
• Upload invitation email from including date received. |
| --- | --- | --- | --- | --- | --- |
| Professional Research Presentation | Plan to: Exclude | All Students | Student submits: 1-3 months in advance or as soon as known. If less than one month notice, as soon as invitation received with supporting documentation of receipt of invitation. | D1-D2: Preclinical and Course Absence Tracker Form D3-D4: Clinic and Course Absence Tracker Form | • Prior approval required.  
• May take place on mandatory day.  
• Must be in good standing per transcript.  
• No outstanding Professionalism Evaluation Reports.  
• Must be on track for current quarter per course/clinic director and/or GPL.  
• Student notes and acknowledges that there is no guarantee they will be able to make up/eliminate in time to receive passing grades.  
• Make-up dates are the responsibility of the student and are dependent on faculty and staff availability.  
• Complete the relevant Absence Tracker Form.  
• Upload invitation email from including date received. |
| Professional Summer Research Fellow Mandatory Activity | Plan to: Exclude | All Students | Student submits: 1-3 months in advance or as soon as known. If less than one month notice, as soon as invitation received with supporting documentation of receipt of invitation. | D1-D2: Preclinical and Course Absence Tracker Form D3-D4: Clinic and Course Absence Tracker Form | • Prior approval required.  
• May take place on mandatory day.  
• Must be in good standing per transcript.  
• No outstanding Professionalism Evaluation Reports.  
• Must be on track for current quarter per course/clinic director and/or GPL.  
• Student notes and acknowledges that there is no guarantee they will be able to make up/eliminate in time to receive a passing grade.  
• Make-up dates are the responsibility of the student and are dependent on faculty and staff availability.  
• Complete the relevant Absence Tracker Form.  
• Upload invitation email from including date received. |
| Professional: Externship /Observership Development (3rd/4th year only) | Plan to: Exclude | 3rd and 4th Year Students | Student submits: 1-3 months in advance or as soon as known. If less than one month notice, as soon as invitation received with supporting documentation of receipt of invitation. | Complete the Professional Externship/Observership Form for each professional externship you are applying for and as soon as you know of your externship application has been accepted. This should be completed as soon as known but no later than 1-3 months before your externship/observership start date. Final approval for clinic time off will be required once this information is collected. Follow the professional externship procedures found here. | • Prior approval required.  
• May take place on mandatory day but not during a scheduled rotation, externship, Kanbar or any other activity that cannot be made up.  
• Must be in good standing per transcript.  
• No outstanding Professionalism Evaluation Reports.  
• Must be on track for current quarter per course/clinic director and/or GPL.  
• Student notes and acknowledges that there is no guarantee they will be able to make up/eliminate in time to receive a passing grade.  
• Make-up dates are the responsibility of the student and are dependent on faculty and staff availability.  
• Complete the relevant Absence Tracker Form.  
• Upload invitation email from including date received. |
<table>
<thead>
<tr>
<th>Conference Attendance</th>
<th>Planned-Excused</th>
<th>All</th>
<th>Student submits: 1-3 months in advance or as soon as known. If less than one month notice, as soon as invitation received with supporting documentation of receipt of invitation.</th>
<th>D1-D2 Preclinical and Course Absence Tracker Form</th>
<th>D3-D4: Clinic and Course Absence Tracker Form</th>
<th>For up to date information please review the UCSF Travel Guidance website: <a href="https://coronavirus.ucsf.edu/travel">https://coronavirus.ucsf.edu/travel</a></th>
</tr>
</thead>
</table>
| Discretionary Day (3 max per year) | Planned-Discretionary | All | Student submits: At least 2 weeks in advance. | D1-D2 Preclinical and Course Absence Tracker Form | D3-D4: Clinic and Course Absence Tracker Form | Prior approval required.  
May take place on mandatory day but not during a scheduled rotation, externship, Kanbar or any other activity that cannot be made up.  
Must be in good standing per transcript.  
No outstanding Professionalism Evaluation Reports.  
Must be on track for current quarter per course/clinic director and/or GPL.  
Student notes and acknowledges that there is no guarantee they will be able to make up/mediate in time to receive a passing grade.  
Complete the relevant Absence Tracker Form.  
Upload supporting documentation. |
| Other—please describe: (e.g. family care giving, childcare concerns) | Varies | All | Student submits: At least 2 weeks in advance. | D1-D2 Preclinical and Course Absence Tracker Form | D3-D4: Clinic and Course Absence Tracker Form | Prior approval required.  
May take place on mandatory day but not during a scheduled rotation, externship, Kanbar or any other activity that cannot be made up.  
Must be in good standing per transcript.  
No outstanding Professionalism Evaluation Reports.  
Must be on track for current quarter per course/clinic director and/or GPL.  
Student notes and acknowledges that there is no guarantee they will be able to make up/mediate in time to receive a passing grade.  
Complete the relevant Absence Tracker Form.  
Upload supporting documentation. |
| Approved Short Term Leave of Absence (over five days) Medical/Parental/Maternity/Critical Emergency | Short Term Leave of Absence | All | Student submits when known. | Short Term Leave of Absence Request Form | Once approved, LSC will inform you to complete: | Follow the short term leave of absence procedures found here.  
Complete the Short Term Leave of Absence Request Form.  
The Learner Success Center will contact you with more information. |
| Formal Leave of Absence or Honorable Withdrawal | Formal Leave | All | Student submits when known. | Meet with the Director of Education and Student Affairs. | | Read the information found here.  
Contact the Director of Education and Student Affairs for further guidance. |