REVISED Policy Governing Student Leaves of Absence
Approved and Adopted by Faculty Council June, 2009
Updated February 3, 2010

Students occasionally require leaves of absence for a number of reasons including: family emergencies, health issues, maternity leave, new parenting responsibilities. Students may also request leaves for academic enrichment purposes. Examples include: presentation of research at national meetings; student member attendance at meetings of national and state dental organizations (see below for the kinds of activities that do and do not qualify in the academic enrichment category. The purpose of these guidelines is to establish baseline criteria so that the Associate Dean for Academic Affairs and/or the Associate Dean for Education can formulate a leave and reentry plan on a case-by-case basis.

Failure to adhere to these policies will be reported to the Dean’s office as Unprofessional Conduct. Unprofessional conduct is taken seriously, as outlined in the School's Professionalism policies:

http://dentistry.ucsf.edu/students-faculty-staff/students/professionalism-as-a-core-competency

General guidelines

- Students who are absent for a few days, a week or more, must communicate directly with course directors and clinic directors to customize make-up activities. Short leaves of absence will only be approved for specified reasons as described below. The Associate Dean for Education and Student Affairs must sign off on any planned absence one week or greater. In addition, the Associate Dean for Education and Student Affairs will determine, along with the course directors, when a planned absence is too lengthy for make-up activities.

- First year dental students who need to be absent for an extended period of time (for example several weeks, one quarter or more) may be asked to re-apply for admission the following year.

- Second year dental students who need to be absent for an extended period of time (several weeks, one quarter or more) and who are in good academic standing will be required to repeat the year. It is not possible to reenter the same class year as there is no provision to take missed course material in ensuing quarters and courses are not repeated during the academic year.

- Third or fourth year dental students (including international dental students) will be required to make up all missed clinic sessions irrespective of course progress or academic standing. Those who need to be absent for an extended period of time (several weeks, one quarter or more) and will be asked to repeat all or part of the year, including both clinical and didactic courses. It may also be required for the student to extend the educational program into the months after the graduation ceremony in order to complete coursework and earn the DDS degree.

- As a general principle, all students returning from leave are required to attend classes and clinics on a full-time basis. The faculty have determined that part-time attendance does not conform to the programmatic requirements given the particular structure of the DDS curriculum.

- Students who need to arrange extended leaves must first contact the Student Services manager in Educational Services (Room D-4010; 476-1101) and meet with the Associate Dean for Education and Student Affairs to develop a
plan for absence and reentry. Where the need for leave is anticipated, students should make this contact as far in advance as possible to allow adequate time for planning. If notification is not made in a timely manner, student conduct may be considered unprofessional in nature and subject to censure.

- Students are required to make up missed course work and reduced clinic attendance resulting from extended absences. This may result in students having to remain in dental school past the end of the 4th year.
- Upon re-entry, confirmation of competency in courses previously successfully completed may be required and, if necessary, additional exams and coursework may be required.
- All extended leave requests are managed on a case-by-case basis.

- Planned leaves for Academic and other Enrichment Activities
  - Opportunities likely to be reviewed favorably include:
    - Leaves to present research at major research conferences, including, but not limited to AADR/IADR, ADEA.
    - Attendance at meetings of student groups related to organized dentistry, such as ASDA
    - Participation in externship programs related to future Postgraduate opportunities. However, every effort should be made to schedule these during quarter breaks.
    - UCSF-sponsored Global Health opportunities. This does not include trips that are not directly sponsored by UCSF Global Health.
    - Note that any clinic sessions that are missed due to the above approved activities will need to be made up.
  - Planned leaves that will NOT be approved if they occur during the academic year
    - International travel during academic year that is not associated with UCSF global health, regardless of worthiness.
    - Travel related to dental fraternity conventions or other social organization meetings
    - Travel related to religious-affiliated dental organizations
    - Non-emergency family events, such as weddings

- Planned health-related leaves including maternity leaves
  - The faculty understand that health leaves may arise at unpredictable times and may require extended absences from academic work. All general guidelines also apply to health and maternity leaves.
  - The student must first contact the student services manager in Educational Services and meet with the Associate Dean for Education and Student Affairs to develop a plan for absence and reentry and should do so as soon as possible upon learning of the need for leave.

It is the intent of the School of Dentistry that this leave of absence policy be administered in accordance with all applicable laws and regulations. The School of Dentistry does not discriminate against any student on any protected basis and is committed to making reasonable accommodations for protected disabilities.
PLANNED ABSENCE FORM

DATE: ________________

STUDENT NAME_________________________________________ STUDENT # ___________

ACTION(S) REQUESTED:

1. PLANNED STUDENT ABSENCE (Requires Course Directors approvals)

   Date/s: ________________________________________________

   a. Reason: _______________________________________________

   b. Dental activity, location, supervising faculty: ________________

      Activities off-campus for dental purposes must be preauthorized by Assoc. Dean Student Affairs

2. □ MAKEUP TIME REQUEST
□ ELECTIVE TIME REQUEST

   a. Procedure: ______________________________________________

   b. Date/Session (am and/or pm): ________________________________

3. APPROVALS, as applicable

   Makeup plan in place

   a. Clinic Director: __________________________DATE: _______ Y/N___not needed___

      Name printed __________ signature

   b. Clinic Director: __________________________DATE: _______ Y/N___not needed___

      Name printed __________ signature

   c. Clinic Director: __________________________DATE: _______ Y/N___not needed___

      Name printed __________ signature

   d. Clinic Director: __________________________DATE: _______ Y/N___not needed___

      Name printed __________ signature

   e. Clinic Director: __________________________DATE: _______ Y/N___not needed___

      Name printed __________ signature

   f. Clinic Director: __________________________DATE: _______ Y/N___not needed___

      Name printed __________ signature

   g. Clinic Director: __________________________DATE: _______ Y/N___not needed___

      Name printed __________ signature

   h. Clinic Director: __________________________DATE: _______ Y/N___not needed___

      Name printed __________ signature

   For absences longer than one week, a signature from the Associate Dean, Student Affairs is required:

   i. Assoc. Dean of Student Affairs: __________________________DATE: __________

      A “fitness to return to school” report from your healthcare practitioner may be requested.

4. ROUTING - after approval, forward to the following:

   a. □ Clinic Assistant
   b. □ Network Information Services, D1000
   c. □ Educational Services, D 4010
   d. √ Make a copy and keep it for your records     See page two for the Absence Protocol
ABSENCE PROTOCOL

In general, absence from class or clinic is at the discretion of the course director. Student notification of absence does not constitute an excused absence. *It is the student’s responsibility to contact the course directors regarding makeup work for absences. Refer to the course outlines for policies on attendance and makeup work for the specific courses you are taking.* If you will be absent from an examination it is critical that you contact the appropriate course director directly before the examination is scheduled to begin. (Students who are “no-shows” for an examination without an adequate reason may receive a failing grade.) If your instructor(s) requires you to document your absence, request an Absence Record, from Educational Services in Room D 4010 once you return to school. The document will verify your fitness to return to clinic &/or class. The following procedures are outlined to provide direction for students who must be absent from a class or clinic.

A. UNPLANNED ABSENCE

CLINICAL ABSENCE

1) Call your scheduled patients early, ASAP, to cancel their appointment. If you are scheduled to treat patients at the Buchanan Dental Center, dial 476-4930 between 7:30am and 8am. Speak directly with someone and let them know that you are unable to treat your patients that day. **Do not leave a voice mail message.** You must call every day that you are out sick.

2) Call the Office of Clinical Services (476-1778) to inform them of your absence, that you have contacted your patients to cancel or that you need Clinical Services assistance in contacting your patients. The Office of Clinical Services will inform additional faculty and staff of your absence. If Clinical Services is unavailable, call Educational Services (476-1101) and ask to speak to Student Services to report your absence. (If Student Services is not in, ask to speak to Student Records). The Educational Services Office will document the absence and will inform additional faculty and staff of your absence. When appropriate, visit Student Health Services or a health care provider for treatment of illness.

NON-CLINICAL ABSENCE

Call Educational Services (476-1101) and ask to speak to Student Services to report your absence. (If Student Services is not in, ask to speak to Student Records). The Educational Services Office will document the absence and contact course directors by e-mail.

B. PLANNED ABSENCE for OFF-Campus Activities

Planned absences may include medical appointments, jury duty, court appearances, family emergencies, etc.

NON-UCSF SCHOOL OF DENTISTRY EXTERNSHIP ACTIVITIES

All student related externship activities (those not included in the formal educational program) must be conducted on the student’s personal time and have prior approval from the Associate Dean for Student Affairs. These activities do not constitute part of the dental curriculum and are not covered by UC professional liability.

CLINICAL ABSENCE

Complete a Planned Absence Form, have it signed by the applicable course director(s) then return it to Network Information Services in room D 1000, as soon as possible, or at least one week prior to your planned absence. You may obtain a Planned Absence Form from Educational Services, Clinical Services or on-line. For an absence beyond one week, the form will need to be approved by the Associate Dean for Student Affairs. **Absence longer than one week may require a “fitness to return to school” report from your healthcare practitioner.** Forms will be filed in your student record in Educational Services for reference.

NON-CLINICAL ABSENCE

Planned Absence Forms are available in Educational Services and from the Clinic Directors. Have your course director(s) sign the form and return it to Educational Services. For an absence beyond one week, the form will need to be approved by the Associate Dean for Student Affairs. **Absences longer than one week may require a “fitness to return to school” report from your healthcare practitioner.** Forms will be filed in your student record in Educational Services for reference.