

PLANNED ABSENCE FORM Last update: 1-15-15

STUDENT NAME _____ STUDENT # _____ DATE: _____

ACTION(S) REQUESTED:

1. PLANNED STUDENT ABSENCE (Requires Course Directors and, if clinic sessions will be missed, Clinic Directors approvals)

Date/s: _____

a. Reason: _____

Activities off-campus for dental purposes must be preauthorized by Associate Dean for Education & Student Affairs

b. Dental activity off campus: location, supervising faculty (if applicable):

c. Associate Dean for Education & Student Affairs _____ DATE: _____
signature

2. **MAKEUP TIME REQUEST**

ELECTIVE TIME REQUEST

a. Procedure: _____

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

3. APPROVALS, as applicable:

Makeup plan in place, as applicable

a. **Clinic Director:** _____ DATE: _____ y/n
Name printed signature

b. **Clinic Director:** _____ DATE: _____ y/n
Name printed signature

c. **Course Director:** _____ DATE: _____ y/n
Name printed signature

d. **Course Director:** _____ DATE: _____ y/n
Name printed signature

e. **Course Director:** _____ DATE: _____ y/n
Name printed signature

f. **Course Director:** _____ DATE: _____ y/n
Name printed signature

g. **Course Director:** _____ DATE: _____ y/n
Name printed signature

h. **Course Director:** _____ DATE: _____ y/n
Name printed signature

Absences of ONE WEEK OR LONGER REQUIRE the signature of the Associate Dean:

Assoc. Dean for Education & Student Affairs _____ DATE: _____
signature

A "fitness to return to school" report from your healthcare practitioner may be required.

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

- a. Administrative Clinic Coordinator
- 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

ABBREVIATED ABSENCE PROTOCOL - full version available on wiki
<https://wiki.library.ucsf.edu/display/DentistryClinicPolicies/Table+of+Contents> (you must sign into My Access)

Planned absences may include medical appointments, jury duty, court appearances, family emergencies, post grad interviews and etc.

In general, absence from class or clinic is at the discretion of the course director and clinic director. Student notification of absence does not constitute an excused absence. All absences must be made up. *It is the student's responsibility to contact the course directors and clinic directors regarding makeup work for absences. Refer to the course syllabi for policies on attendance and makeup work for the specific courses you may be missing. If you will be absent from an examination in one of your courses it is critical that you contact the appropriate course director directly prior to the examination date. (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 and/or class.* The following procedures are outlined to provide direction for students who must be absent from a class or clinic for an extended period such as a week or longer (including ISO time)

Planned leaves for Academic and other Enrichment Activities

All student-related clinical activities (i.e. health fairs and others 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 Education and Student Affairs. These activities do not constitute part of the dental curriculum and are not covered by UC professional liability.

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 programs.
- 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, including your own wedding.

CLINICAL ABSENCE

Complete a Planned Absence Form by obtaining signatures from the appropriate course and clinic director(s) for absences of any length; and the Associate Dean for Education and Student Affairs in the case of absences of one week or longer. Copies of the approved form need to be submitted to Educational Services (D 4010), Network Information Services (D 1000) and an Administrative Clinic Coordinator as soon as possible (at least one week prior to your planned absence). You may obtain a Planned Absence Form from Educational Services or one of the Administrative Clinic Coordinators. For an absence of one week or longer, the form must be approved by the Associate Dean for Education and Student Affairs after the clinic directors and course directors have approved it. *Absence for one week or longer 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.

DIDACTIC AND LABORATORY COURSE ABSENCE

Planned Absence Forms are available in Educational Services and from the Administrative Clinic Coordinators. Have your course director(s) sign the form and return it to Educational Services. For an absence of one week or longer, the form will need to be approved by the Assoc. Dean for Education and Student Affairs. *Absences one week or longer 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.