ATTENDANCE POLICY

Intent. All dental hygiene program attendance practice policy requirements are based on the belief that a student can profit from this program only if they attend regularly, actively participate in class/clinical learning activities, and are adequately prepared for learning experiences.

Classroom, laboratory, and clinical attendance are expected of all students. All absences are to be communicated directly by the student prior to class by contacting the instructor. Any absences anticipated by the student are to be discussed with the instructor ahead of time. Absences that are not communicated in this manner will be considered unexcused and are subject to disciplinary action including dismissal from the program. It is the student’s responsibility to obtain lecture notes, handouts, and assignments for the day(s) absent from class.

A medical clearance is required for all illnesses or health conditions that put the student, faculty, classmates, and patients at risk. Additionally, the student will need to obtain a doctor’s clearance to be able to resume their clinical sessions following an illness or health condition that puts the student, faculty, classmates, or patients at risk.

Challenging Attendance. Students have one week after attendance is posted to discuss any tardies or absences that they feel are discrepancies. After one week, attendance will be reposted and will not be changed. (See Instructor)

All missed contact hours, after two (2) hours, will be remediated as per agreement between the student and the program.

TARDY/ABSENCE POLICY

Tardy. In theory classes, a student will be considered tardy if the student arrives after content instruction has begun. On the fourth incident of tardiness, and with all future tardiness, the student will be considered absent.

In the clinical setting, students who arrive late, but within fifteen minutes of the stated start time of clinical, will be considered tardy. If the student is expected to arrive early for clinical setup time for patients, that will be considered the start time of clinic. If tardy, the student may be allowed to stay and participate in the clinical session at the instructor’s discretion. This decision may be based on a number of factors, including but not limited to, whether or not the student’s tardiness will affect another student or a scheduled patient. On the fourth incident of tardiness, and with all future tardiness, the student will be considered absent.

Students who arrive between 15 and 30 minutes late for their clinical experience will be considered absent, but may be allowed to stay and participate in the clinical session at the
instructor’s discretion. Students who arrive more than 30 minutes late will be considered absent and will not be allowed to stay and participate in the clinical session.

DEFINITIONS

In **theory classes**, a student will be considered absent when:
1. They do not come to class at all for the day.
2. Starting with their fourth tardy, that tardy and all further tardiness will be considered an absence.
3. The student leaves class 15 or more minutes prior to the scheduled end of class without prior approval of the instructor.

In the **clinical setting**, a student will be considered absent when:
1. They do not come to clinical at all for the day.
2. They arrive more than 15 minutes after the stated start time of clinical (see above regarding start time).
3. Starting with their fourth tardy, that tardy and all further tardiness will be considered an absence.
4. They leave clinical 15 or more minutes prior to the scheduled end of class without prior approval of the instructor.

MAKE-UP OF MISSED TIME

**Theory.** Any time missed in theory courses can be made up based on mutual agreement between the student and at the instructor/program’s discretion, which may or may not include case studies or other methodologies. The student cannot accrue points for the case studies, but this will be required for the student to make-up for any lost time (contact hours).

**Clinical.** Any time lost in the clinical setting will be made up by utilizing available summer clinical sessions immediately following the term in which the time was missed.

PARTICIPATION GRADE

All clinical and theory absences will result in a decrease in participation points as outlined below (per term):

- First absence decreases points by 5%
- Second absence decreases points by 10%
- Third absence decreases points by 20%
- An instructor initiated drop will occur in all dental hygiene courses when four class sessions have been missed in any one course, or **16 hours** or greater of clinical time is missed.

INSTRUCTOR INTIATED DROP POLICY
The program may consider an instructor/program initiated drop under the following circumstances, any one or combination of:

1) Unsafe practice* – opportunity for remediation can occur at instructor or program discretion depending on severity and repetition of unsafe practice breach.  
2) Unprofessional conduct – opportunity for remediation can occur at instructor or program discretion depending on severity and repetition of conduct.  
3) GPA in two or more didactic courses at or below 74% for more than successive four (4) weeks in a row.  
4) GPA in clinical sessions of 74% or below for more than four (4) successive weeks in a row.  
5) Program Requirements 25% below average expectation of most students in previous cohorts and/or currently enrolled cohort for any time in length of four (4) successive weeks in a row.  
6) Attendance Policy violation reaching maximum allowed missed time.  

*Students failing to apply safe clinical practice methodologies, resulting in the potential for or actual harm, injury, or death, will not be allowed to continue to provide clinical dental hygiene care and will receive a failing clinical grade, be dismissed from the program, and will not be eligible for re-entry.

In addition to the above, unsafe clinical practice includes any radiation safety violation. Gross violations of radiation safety may result in disqualification of the FMX, BW critique, and/or dismissal from the dental hygiene program.

Examples of radiation safety violations include but are not limited to:
   a. Unsafe exposure technique which may jeopardize patient, or student health.  
   b. Any exposure which have not been authorized by the supervising dentist (all exposures requested by dentist should be communicated by the student to faculty prior to exposure). This includes additional exposures.  
   c. Breaches in infection control technique.