

PROTOCOL FOR APPROVED ABSENCE FOR PROFESSIONAL DEVELOPMENT & INTERVIEWS

Candidacy/Residency/Job interviews:

- Documentation of appointment must be given to 1) the Office of Academic Affairs and 2) the Office of Clinic Affairs if clinic time will be affected.
- For residency/job interviews, it is the responsibility of clinical students to find coverage for any assigned rotations and submit a rotation change request to the Office of Clinic Affairs.
 - Additionally, a Clinic Attendance Adjustment form must be completed for date of absence and submitted to Office of Clinic Affairs.

Professional Development:

The following are guidelines for predoctoral dental student absences for professional development. This may include, but is not limited to, absences for professional development opportunities such as:

- Research Presentations
- Delta Sigma Delta Meetings
- American Student Dental Association Meetings
- Student Professionalism and Ethics Association Meetings
- Internship/Externship Opportunities

Guidelines for student approval include:

- Documentation of appointment must be given to 1) the Office of Academic Affairs and 2) the Office of Clinic Affairs if clinic time will be affected.
- Student must be in good academic and professional standing (determined by Office of Academic Affairs.)
 - Students must not be on probation.
 - Students must not have any ongoing disciplinary process.

- Clinical students must be in good clinical standing (determined by the Office of Clinic Affairs/Team Leaders).
 - Students must be on schedule with benchmarks in all disciplines, as determined by the clinical course directors.
 - Students must not have any clinical disciplinary/protocol concerns as determined by their Team Leader and Dr. Godwin.
 - Students must have 90% attendance for the semester prior to any organizational trip.
- Approval by the faculty representative for the organization for organizational trips (ASDA, Delts, SPEA).
 - The faculty representative should submit the list of students and date/s students will be absent to Clinic and Academic Affairs prior to the Academic and Professional Standards Committee meeting before the trip date.
 - Number of students permitted to attend may be limited if it affects clinical operations. If this is the case, students may be selected based on representation of the organization and/or class standing. This is to be determined by the organizational faculty representative, Associate Dean for Academic Affairs, and Associate Dean for Clinic Affairs.
- If the request is submitted after chairs are opened/rotations are assigned, clinical students must find coverage for any assigned rotations and submit a rotation change request to the Office of Clinic Affairs.
- Approval by **didactic** course directors if a didactic course will be missed.

For approval: If the above guidelines are met, the student must complete the 'Approved Absence for Professional Development' form and submit it to the Academic and Professional Standards Chair no later than 30 days prior to the event.

APPROVED ABSENCE FORM FOR PROFESSIONAL DEVELOPMENT

Student Name: _____ D2 _____

Date of form submission: _____

Event: _____

Date(s) of absence: _____

Courses/events to be missed: _____

Student to obtain signatures from designees in the following order:

1) Didactic Course Director approvals:

2) Academic Affairs approval (Dr. Perrine): _____

3) Clinic Affairs approval (Dr. Godwin): _____

4) APSC Approval (Dr. Godwin, Chair): _____

Entered in Axium by _____ on _____ (Date)