Policy on Student Attendance in the D.M.D. Program

Special Consideration Request Form

As per the College of Dentistry’s Policy on Student Attendance in the D.M.D. Program (see reverse of this page for more information and link to full policy), students may apply for special consideration for an excused absence from the college for religious observance and for unavoidable extended absence due to illness, healthcare or equivalent compassionate reasons. Please note that to ensure a request is considered by the College, prior notification of these absences must be received. Further, all absences must be supported by subsequent documentation.

To submit a request for consideration:

- Please complete the following form and submit it to Student Services, D028
- Please plan to submit Acceptable Supporting Documentation after returning from the planned absence.

Please Print

Student Name: ____________________________________________

Student #: ________________________________________________

Phone #: ____________________________  E-mail: ____________________________

Date(s) of Absence: ________________________________________

The following reasons are typical reasons for planned absences. Please circle the applicable one and write a brief explanation.

☐ Medical/Dental Appointment Series
☐ Faculty representative at a conference
☐ Recognized religious holiday
☐ Other, please specify: ________________________________________________

Explanation:

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Student Signature: ____________________________  Date: ________________

Faculty Use:

☐ Approved  ☐ NOT Approved

Signature: ____________________________  Date: ________________
ATTENDANCE:
The Faculty of Dentistry Policy on Student Attendance (http://umanitoba.ca/faculties/dentistry/student_resources/governance/attendance_policy.html) states that students are required to attend all scheduled classes, exams, labs, and clinics. Students arriving >10-minutes late will be recorded as absent. Students are allowed a few days absence, up to 5% of the scheduled course sessions, for illness or other non-avoidable reasons without incurring academic penalty. Student absenteeism between 5% and 15% is below expected attendance and may result academic penalty to a maximum of 10% of the course grade. The minimum acceptable level of attendance is 85% for each course. Students with attendance below 85% risk debarment from class, lab, clinic, and/or final examination, and may be debarred from receiving academic credit for the course and be required to repeat the course or year in the program. Absence for religious observance can be excused, and students can request ‘special consideration’ for unavoidable extended absence due to illness, healthcare or equivalent compassionate reasons. Absence from an examination will result in a mark of “Zero” unless the student provides prior notification and subsequent documentation (physician’s certificate required for illness) of the absence. On days when a student will be absent from a clinic for which University staff have booked patients for the student (Pediatric Dentistry, Orthodontic, General Practice, Urgent Care, Oral Sleep Medicine, TMD, and Community Externship clinics), the student is required to report the absence prior to the scheduled appointment time. Failure to provide prior notice may result in serious academic consequences, including suspension/expulsion. Students can report all absences to the Dean’s Office at (204) 480-1355 or absent@ad.umanitoba.ca.