

Dental Assisting Attendance Requirements

A student enrolled in Dental Assisting is obligated for all work that may be assigned. Punctual and regular attendance is vital to the discharge of this obligation. Absences, excused or allowable, do not preclude a student's responsibility for class activities missed during the period of absence.

The College reserves the right to sever its relationship with any student who has broken the attendance policy and will award a grade of "F". A student cannot receive credit for a course if he/she does not attend at least 85 percent of the scheduled class meeting, excluding excused absences. (See individual course syllabi)

It is the student's responsibility to notify instructors and clinical sites of their absence.

A student is tardy for class if they arrive after their name has been called during attendance check or leaves class before it is officially dismissed. Three tardies are equivalent to one class period of absence. If a student arrives 10 minutes or more after roll has been called they will be considered absent.

Excused absences may be allowed for:

1. Personal illness*
2. Serious illness or death in the immediate*
3. Such conditions as the College may consider as dangerous to the health, welfare or life of the student
4. Jury duty or other absences caused by legal authority*
5. Military related obligation*
6. Direct participation in a College-sponsored activity
7. Other extenuation circumstances approved by the program coordinator, division director and Dean.

All excused absences must be approved by the instructor, program coordinator and division director. The student's progress in the course, course objectives and the amount of time that the student was absent will be factors for consideration. Close scrutiny will be given to any student who has a pattern of being absent or tardy (excused or unexcused).

*Documentation/verification required and must be presented upon student's return to school.