

Dental Hygiene Attendance Policy

Effective January 8, 2018, Revised July 2018

WVU Dental Hygiene is committed to providing the best education for future dental hygienists; therefore, students are required to attend all classes, laboratories, clinic sessions, events, and meetings. Students are expected to be knowledgeable professionals, provide high quality patient care, and must achieve competency in all areas which necessitates **mandatory attendance**.

A. Attendance policies

- a. You must call the dental hygiene office (304-293-3417) and email both the dental hygiene office (lgroover@hsc.wvu.edu) and your course director to report absence or tardiness; failure to do so will count as two (2) absences or incidence of tardiness.
- b. Tardiness is disruptive, and two infractions of tardiness will be treated as one unexcused absence.
- c. Any use of electronic devices (i.e., cell phones, etc.) for non-course related activity will result in immediate dismissal from class and will be treated as an unexcused absence.
- d. Sleeping in class is an indication of inattentiveness and will be recorded as an unexcused absence.
- e. **Two unexcused absences will result in one letter drop from the final grade calculation.**
- f. An unexcused absence the day prior to or following a holiday or break will be counted as two (2) absences, resulting in one letter grade drop from the final grade.

B. Days of special concern

- a. Faculty members will make reasonable accommodations for Days of Special Concern, which are listed in the Schedule of Courses.
- b. Students are responsible for requesting any/all accommodations for the entire semester in which they are enrolled, via email, by the Friday of the first week of class or the day prior to the first day of special concern, whichever comes first.

C. Meetings

- a. In addition to class/clinic/lab sessions, mandatory meetings will occur throughout the semester.
- b. These may be announced via email, in class, or found on the School of Dentistry calendar.
- c. Absences/tardiness from mandatory meetings will be counted toward the attendance in this class for which it is required or may result in a grade deduction as stated in course syllabus (i.e. individual meetings with clinic supervisors).
- d. Absences/tardiness for mandatory meetings by Program, School, HSC, or University will be deducted in the corresponding clinical course (DTHY 205, 225, 226, 370, 374, 405, 406).

D. Excused Absences

- a. It is the sole responsibility of the student to make up any missed work/exams/activities. Students must contact the course director prior to the excused absences (if it is a previously scheduled activity) or within 24 hours of their return to class.

- b. Excused absences that result in missing more than 15% of the course will result in review by the Dental Hygiene Academic and Professional Standards Committee and may result up to and including failure of the course.
- c. Absences that are excused by the University
 - i. Student hospitalization
 - ii. Death of immediate family member(s) (Father, Mother, Children, Siblings, Spouse, Mother/Father-in-law, Son/Daughter-in-law, Grandparents, Grandchildren, Step parents, Step children, and others considered members of the household living under the same room)
 - iii. Authorized University Activity
 - 1. Information regarding students participating in an Authorized University Activity will be communicated to faculty via an official letter or e-mail from a University official.
 - 2. Additionally, students must notify the course director, via email, as soon as the information is posted on the sponsoring unit's website.
 - iv. Emergency military service
 - v. Jury duty
- d. Course Director has the right to permit or deny an excused absence for reasons not listed above.