

OHS Absence and Make-up Policy

Planned Absences

Any student expecting to miss an assessment (IRAT/TRAT, quiz, exam) due to personal circumstance or dental school related commitments (i.e. interview) may be eligible for a make-up or other accommodation. It is preferred that students schedule commitments around the assessment schedule. If a conflict is unavoidable, students **MUST** reach out to the Course Director, OHS Program Director, and OHS Program Manager as soon as they become aware of the conflict.

Unplanned Absences

We recognize that issues can arise suddenly and unexpectedly (e.g., illness, injury, personal or family emergency). In these instances, OHS students must contact the relevant Course Director, OHS Program Director, and OHS Program Manager as soon as possible prior to the assessment.

Absence Approval and Make-Up Assessments

All requests for absences that impact assessments, planned and unplanned, must be reviewed and approved by the OHS Program Director, in consultation with Course Director, **before the assessment start time**, unless the student is incapacitated. Students are not allowed to self-authorize absences from assessments; such instances will result in a score of zero for the missed assessment.

The date and time of make-up assessments are determined at the **discretion of the Course Director, in consultation with the OHS Program Director**. Some make-up assessments will take place at the end of the semester (in which the course was taught) and other assessments *may* be taken during the semester, as soon as possible after the missed assessment, at the discretion of the Course Director and OHS leadership.
