

NORTHWOOD TECHNICAL COLLEGE
DENTAL ASSISTANT
STUDENT POLICIES

ATTENDANCE REQUIREMENTS AND ABSENCES

1. Students are expected to attend all assigned classes/clinical/rotation experiences.
2. If a student must be absent, each instructor must be notified prior to the scheduled class time. The primary form of communication should be Northwood Tech assigned email. If a phone call serves as notification, students should follow up with a subsequent email summarizing the phone conversation.
3. When absences are anticipated, students should work with course faculty to determine plan to complete course work. Students will assume responsibility for arranging make-up work, obtaining handouts, notes, assignments, etc., when they are absent. Missed demonstrations must be coordinated with the instructor prior to the absence when possible.
4. Excessive absences may result in a student's inability to achieve course competences and therefore not permitted. Students should not miss one course more than 3 times, clear communication related to absences is key to student success. Learning experiences in the Dental Assistant Program progress from simple to complex and build on one another. Therefore, it is essential that students be present during class/labs to be successful and to ensure they have the ability to provide safe, proficient patient care. Students may receive a written warning or referral to college support after 2 absences occur; however, absences that exceed 3 class periods in any one program course may result in failure of that course. Although a doctor's excuse may be beneficial; it will not automatically excuse the absence. All absences will be left to the discretion of the instructor in collaboration with the DA Program Director/Academic Advisor.

Dental Assistant Clinicals and Rotations

1. Attendance is required for all scheduled dental assistant clinical dates/times. Students who cannot avoid an absence from dental assistant clinical/clinical advanced session or dental specialty rotation must notify the instructor as well as the external site prior to the time they were expected to arrive. Failure to make proper notification could result in course failure.
2. Tardiness at clinical will not be tolerated and may be treated as an absence. Excessive tardiness may result in removal from the clinical site and/or failure of the clinical course.

Missed exams

1. If a student is not able to come to class to take an exam at the designated date and time, the student must contact the instructor using Northwood Tech by email prior to the start of the exam. The student may also call the instructor and leave a voicemail to ensure that the instructor has received the email, but the phone message would be in addition to the email using the instructor's Northwood Tech email account.
2. If the student does not notify the instructor of not attending class to take the exam as described in the preceding paragraph, the student will not be able to make-up the exam and will receive a zero (0) for the exam. Exceptions to this process will only be for emergencies and are at the discretion of the faculty member.
3. To make up the missed exam, the student and the instructor must find a mutually agreeable time to take the exam. All make-up exams are to be taken as soon as possible but within one week of the scheduled exam unless other arrangements are made with the instructor. If the student fails to reschedule the exam within one week, the student will receive a zero. The student may not return to class until the exam is completed unless the instructor allows the student to return, and the date and time for the make-up exam has been established.

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4. If the student is not able to take the scheduled make-up exam for any reason, the student must follow the originally established process to communicate with the instructor and the student may not return to class until the exam has been made up.
5. If the student fails to contact the instructor and does not attend the scheduled make-up exam, the student will receive a zero for their exam. The student may not return to class until the exam has been taken for competency.

Missed assignments

All assignments must be submitted to the instructor on the date and time designated. Late work generally will not be accepted and is left at the discretion of the course instructor. Communication initiated by the student is key to navigating anticipated and unanticipated late assignments.