

WISCONSIN INDIANHEAD TECHNICAL COLLEGE  
DENTAL ASSISTANT  
STUDENT HANDBOOK

**ATTENDANCE REQUIREMENTS AND ABSENCES**

1. Students are expected to attend all assigned classes/clinical experiences.
2. If a student must be absent, each instructor must be notified prior to the scheduled class time, as stated in the course syllabus. The course syllabus and clinical information provided by the instructor will specify requirements for notification for all absences.  
Failure to meet the notification requirement may result in dismissal from the course.
3. When absences are anticipated, make-up work should be done or at least planned in advance. Students will assume responsibility for arranging make-up work, obtaining handouts, notes, assignments, etc. when absent.  
\*Missed demonstrations have to be coordinated with the instructor and may need to be scheduled outside of regular class hours (lunch hours, after class day, etc.).
4. Excessive absences may result in student's inability to achieve course competencies.
5. *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 will receive a written warning after two absences occur, however absences that exceed three 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.*

Dental Assistant Clinicals:

1. **Attendance is required for all scheduled dental assistant clinical dates/times.** Students must make up clinical experiences missed, regardless of the reason. Absences will be made up as arranged with the instructor and clinic supervisor.
2. Students who cannot avoid an absence from dental assistant clinical/clinical advanced session or practicum **must notify the instructor as well as the clinical site before** the time they were to have arrived. **Failure to make proper notification will result in course failure.**
3. A student's diploma will not be issued until all absences have been made up, and the evaluations from the clinical training site have been received by the instructor.
4. **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.**

Making-up a missed exam:

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 **WITC email prior to the start of the exam** so that the instructor will be aware of the student's inability to attend class for 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 WITC email account.**

2. In the event that 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. In order 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.
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 his/her exam. The student may not return to class until the exam has been taken for competency.

Missed assignments:

1. All assignments must be submitted to the instructor on the date and time designated. Please see course syllabi regarding late work.