#### **Dental Hygiene Attendance Policy**

Effective Fall 1995, Revised 7/10/15

Attendance in all courses is mandatory. Calling the office to report that you are going to be tardy or absent is **mandatory**, but **does not** denote an excused absence. Excused absences are those resulting from a death in the family, hospitalization or extenuating circumstances as determined by the course instructor or director. Two infractions of tardiness will be treated as one (1) absence. The number of absences resulting in a grade letter drop is determined by the credit hour designation. Any use of electronic devices (i.e., cell phones, beepers) including text messaging during a course will result in immediate dismissal from class and will be treated as an unexcused absence. Sleeping in class is an indication of inattentiveness and will be regarded as an absence. Please refer to the specific course syllabus for a detailed explanation of the course policy.

**Attendance Policy**

**Attendance is mandatory**. Tardiness is disruptive and two (2) infractions of tardiness will be treated as one (1) absence.

**To Report An Absence Is Also Mandatory**

**Call The Dental Hygiene Office (293-3417—Lori Groover)**

***Please put this number in your cell phone!!***

The number of absences resulting in a grade letter drop is determined by the course credit hour designation. The guidelines are as follows:

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| **Course Credit Number of Absences Affecting Final Grade**  1 hour Two (2) absences will result in **one (1)** letter drop  from the final grade calculations.  2 hours Three (3) absences will result in **one (1)** letter drop  from the final grade calculations.  3 hours Four (4) absences will result in **one (1)** letter drop  from the final grade calculations. |

*This policy does not include student* ***hospitalization*** *or a death in the family.*