

Notification of Use of Discretionary Day(s) Form

Office of Academic Affairs

Name: _____ DDS IDS Class year: _____

A student who wishes to use a discretionary day or part thereof must notify Office of Academic Affairs in advance or by 9:00 a.m. on the day of the absence. In the event of an emergency, the student must notify Academic Affairs as soon as reasonably possible. The Office of Academic Affairs will notify faculty promptly. Absences must be communicated daily.

Any absences of more than two (2) consecutive days require documentation supporting the absence and promptly submitted to the Office of Academic Affairs.

Discretionary days in effect for each class are as follows:

First-year DDS and IDS: 5 full days (DDS, no carryover to Year 2)

Second-year DDS: 8 full days

Third-year DDS* and second-year IDS*: 8 full days plus 50% of unused days from Year 2 (Year 1 for IDS students)

*Night clinic sessions count as one half-day. An absence for all three instructional sessions on Monday or Thursday (morning, afternoon, and evening) counts as 1.5 discretionary days.

Dates of Proposed Absence(s): From _____ To _____

Check appropriate box: 8am-1pm 2 - 5 pm Evening Clinic: 5:30 - 8:30 pm
(Half Days: events or appointments only)

Patients notified? Yes No No Patients scheduled N/A

Blocks? Yes No If yes, specify: _____

Do you have a replacement for your block? Yes No If yes, student's name: _____

Student's Signature: _____ **Date:** _____

Phone Number: (_____) _____ Current phone number
(during absence)

Absences can be reported to the Office of Academic Affairs by bringing this form to cube 4A14, emailing us at dentalabsence@pacific.edu, or calling us at 415-929-6437.

For Office Use Only:	Instructors Notified:	Date:
_____	_____	_____
_____	_____	_____
_____	_____	_____