

## PHARMD PROGRAM ATTENDANCE POLICY

### I. Overview

Attendance at all regularly scheduled classes, laboratories, experiential education rotations and examinations is expected of all students in their pursuit of academic and professional excellence. Students must follow individual course policies regarding expectations for class participation. However, the faculty and administration realize that special circumstances occasionally arise that may interfere with a student's ability to attend a required class session or take a quiz/exam as originally scheduled. The guidelines listed below are designed to address such situations.

### II. Policy

Students are allowed up to 2 days of excused absence per semester for either illness or personal/family events. Extended absences for more than 2 days will be considered on a case-by-case basis.

In addition, students are allowed up to 2 days absence per year for professional meetings.

**In all cases, requests must be submitted for approval, or they will not be excused.**

### III. Procedures

#### Unplanned Absence

If there is an unplanned absence for a required class session, the student must notify the Associate Dean for Student Services and the course coordinator before class if possible, but **no later than 5 pm the day of the missed class session**. If the absence occurs on a day with a written exam, standardized patient interaction, OSCE exam, required laboratory activity or final exam, documentation verifying the need for the absence will be required.

#### Planned Absence for Personal or Family Events

Students will request an excused absence from the Associate Dean for Student Services at least **two weeks in advance**.

#### Planned Absence for Professional Meetings

The College encourages students to participate in local, regional and national professional meetings. To this end, the College facilitates excused absences for the situations listed below, provided they are approved by the Associate Dean for Student Services.

Students will request an excused absence from the Associate Dean for Student Services at least **two weeks in advance**. Students must be in good academic standing and currently passing their classes in order to be excused for professional meetings.

The College will make every effort to avoid scheduling exams on days of the following meetings. However, this may not always be possible.

Pharmacy Day at the Capital (September)  
APhA Midyear Regional Meeting (October/November)  
ASHP Midyear Clinical Meeting (December)  
MPA Annual Meeting (February)  
APhA Annual Meeting (March)

- P4's may attend the ASHP Midyear Clinical Meeting in December (while adhering to the APPE attendance guidelines).
- P1's-P3's may attend a professional meeting of their choice unless there is a conflict with a standardized patient interaction, OSCE exam, required laboratory activity or final exam because these cannot be easily made up.

- If a student's professional meeting attendance conflicts with a written exam (excluding a standardized patient interaction, OSCE exam, required laboratory activity or final exam), the student will be excused only if he/she can arrange for a secure and proctored testing center to administer the exam at the same time as the College exam is given (or at an overlapping time) to assure no communication with other students. These arrangements must be approved and verified by the Associate Dean for Student Services.

#### Making Up Exams/Quizzes after an Absence

On days when graded course work or a quiz/exam occurs in class, the policy for absences is the following:

1. For an unexcused absence, no credit is given for any assigned in-class work or exams/quizzes that are missed.
2. For an excused absence, the excused student is allowed to make up the graded work, quiz, exam, etc. if possible. For work that cannot be made up, the procedures outlined in the course syllabus will be followed.

Excused students who miss an exam are expected to take the exam at the makeup time established by the course coordinator and the Associate Dean for Student Services. The Associate Dean for Student Services will advise students of available times and dates for the makeup exam.

#### **IV. Communication Plan**

Students will be informed through orientation sessions, as well as emails and class meetings. Faculty will be informed through email and a faculty meeting.

*Policy revised August 28, 2015*