

## DOCTOR OF PHARMACY ATTENDANCE GUIDELINES

### I. OVERVIEW

The College of Pharmacy expects that scheduled, curricular commitments and successful academic progress be **core priorities** for every Doctor of Pharmacy (PharmD) student. **Because the experience and value of in-class learning cannot always be replicated, it is important for students to understand their responsibility in balancing academic obligations with other conflicts while mitigating the impact of potential absences.** The college acknowledges that unique opportunities or circumstances arise that may inhibit attendance to a required course/lab session. This document is a resource for students that provides guidelines for attendance and requesting excused absences. However, this information **does not apply** to Introductory or Advanced Pharmacy Practice Experiences (IPPEs or APPEs) **OR** elective courses. Students need to consult with the Director of Experiential Education and their preceptor(s) when accommodations are needed for rotation hours or refer to the syllabus of an elective course in addition to communicating with the instructor.

Students who have disabilities which may require them to miss class or deadlines need to register with [Student Life Disability Services \(SLDS\)](#) to be granted a reasonable amount of flexibility with absences, exam dates, deadlines and participation points.

### II. TYPES OF ABSENCES

Absences may be planned or unplanned. Students are required to review their syllabi carefully for course-specific policies. **Fulfilling community health service (CHS) hours and employment\* WILL NOT be approved as excused absences.**

***\*Extenuating circumstances with regard to student employment will require documentation and if applicable, communication with the employer, in order to make an informed decision.***

#### Planned Absences

Students are expected to weigh the benefits of the absence and how it could impact their academic experience. Due to the varying meeting patterns and limited duration of some courses, the timing and length must be deemed reasonable for approval as an excused absence. Additionally, **there is no guarantee that planned absence requests will be excused.**

**1. Professional Activities:** Student participation is encouraged in relevant local, regional, and national professional activities hosted by all organizations approved by the college's Pharmacy Council. This also includes events organized by Career Services.

**2. Personal Reasons:** these may include medical appointments, [religious observances required by a student's faith](#), documented appearance in a court of law, and family events such as weddings, vacations, or any other celebratory/recreational/non-professional activities.

Because these are generally scheduled **well in advance**, students are expected to make the request **at least 4 weeks prior or as soon as the conflict is known.**

## II. TYPES OF ABSENCES (continued)

### Unplanned Absences

These happen unexpectedly and are generally out of the student's control. They include but are not limited to personal/family illness or emergencies as well as the death of a loved one.

### Excused Absences

Permission to make up missed work or other accommodations will be granted by the course director and it **does not** relieve students of the academic work from the missed class(es). Ultimately, students with excused absences bear the responsibility to be aware of and to comply in a timely manner.

### Unexcused Absences

Permission to make up missed work will **NOT** be granted and may negatively impact the student's final grade in the class. In addition, absences will be deemed unexcused if a student fails to follow the formal request process described below by the appropriate timeline.

---

## III. GUIDELINES & PROCESS

Students **MUST** consider the following critical factors prior to requesting any absence to be excused:

1. Requests to excuse **planned absences** should be made **at least 4 weeks prior or as soon as the student knows of the potential conflict.**
2. Requests to excuse **unplanned absences** should be made **as soon as possible.**
3. Approval for an excused absence request must be granted prior to finalizing travel arrangements. Incurred travel expenses DO NOT in themselves warrant an excused absence.
4. How does the academic impact of the absence compare to the benefit this activity/event would offer?
5. Will the request be made in a timely manner to allow the course director to make any necessary accommodations around the absence?
6. How will the duration of the absence impact academic progress in a course with reduced meeting dates within the semester?
7. How many other activities/events are taking place throughout the academic year and how closely do they occur?
8. How intensive and time-consuming are the travel logistics involved (travel duration and method, change in time zones, etc.)?
9. For professional activities, are other PharmD students planning to participate/attend?

All requests for excused absences must be documented by the college. Students are asked to follow the process below to request an excused absence:

**STEP 1:** Students should **complete and submit** the [PharmD Excused Absence Request Form](#) along with any supporting documentation, where they will indicate which course(s) will be impacted by the absence.

### III. GUIDELINES & PROCESS (continued)

**STEP 2:** Provided the submitted information is clear and accurate, Academic Affairs will review the request and consult with the course director(s) for the course(s) impacted. An email notifying the student of the outcome will be sent **within 7 business days** from when the form was submitted. If excused, the student will be asked to contact the course director to make the appropriate arrangements. If unexcused, the reason will be relayed to the student.

Although the college does not have a fixed number of excused absences that are allowed for each student in a given academic year, the amount of previously excused absences may impact the final decision of any new excused absence request submitted by a student. In addition, academic standing will also be a factor when reviewing requests.

---

### IV. LAB SECTIONS

Every semester, it is important for the college to maintain balanced enrollment between each lab section to ensure a positive teaching and learning experience for instructors and students. Therefore, requests to change labs sections should be made judiciously; scheduling conflicts including (but not limited to) work, volunteering, or recreational activities such as vacations **will NOT be approved**.

Students [registered through SLDS](#) who have the appropriate accommodation requirements for lab attendance modifications will need to work with their lab instructors. Academic Affairs may also assist with this process.

To request one-time switches for planned or unplanned absences, students are required to complete the process in Section III of this document.

To request a lab section change for the **entire** semester:

- 1)** The student is required to confirm with all course directors that their preferred lab section does not conflict with other classes (including specific activities and small group work), nor with IPPE rotations.
- 2)** If no conflicts with other courses or IPPE rotations exist, the student initiating the request is required to find another student enrolled in the preferred lab section who is willing to and has agreed to switch.
  - A.** Students **with extenuating circumstances** who are not able to find another student to switch lab sections for the entire semester will need to contact the Lab Course Director(s) and work with Academic Affairs staff to determine if the request can be accommodated.
- 3)** The student initiating the request is required to email the College Registrar to make the switch and provide the names and OSU IDs of each student. Once processed, the College Registrar will confirm the completion of the request with both students and the Lab Course Director(s).