

Policy:	Attending Class, Activities and Exams Outside a Student's Home Campus
Applicability:	All School of Pharmacy Professional Students
Who is affected:	Students and Faculty
Effective:	June 4, 2015
Last Revision:	June 4, 2015
Initiated By:	Academic Affairs
Responsibility:	Associate Dean for Academic Affairs
Policy Link:	http://go.pharmacy.umaryland.edu/policyactivity

Background

The School admits students to either the UMB or USG campus (their home campus) and has the expectation that students will attend exams, live presentations or video conferences (VTC) at their home campus. However, the School recognizes that there may be extenuating circumstances under which it is appropriate for a student to attend an activity or exam at the other campus. This policy outlines the process for seeking permission to attend an activity or exam at the other campus and the circumstances under which permission is typically granted.

Policy

Unless explicitly noted in this policy, students are not permitted to attend exams, live presentations or VTC classes outside their home campus before seeking and receiving permission using the process outlined below. When necessary, permission must be sought and granted on a course by course basis. Permission granted for one course must not be assumed to apply to all courses. Permission granted to one student must not be assumed to constitute permission for other students to attend activities or exams outside their home campus.

When is it Unnecessary to Seek Permission to Attend Class Away from Your Home Campus?

It is not necessary for USG students to seek permission to attend recorded lectures in any course taught in Pharmacy Hall N103 or N203 because there is sufficient seating capacity at all times.

Student enrolled in electives offered at only one campus need not seek permission to attend

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class away from their home campus. For these electives, permission is implicit in enrollment.

How to Seek Permission to Occasionally Attend Classes Away from Your Home Campus

Students should e-mail or meet with Course Managers to seek permission to occasionally attend lectures or small group discussions away from their home campus. Course Managers may grant permission without checking with the Associate Dean for Academic Affairs or Student Affairs.

The course manager may consider factors such as classroom or lab capacity, or that the increased number of students off their home campus does not disrupt the running of the activity on either campus in their decision. Other reasons considered by the course manager may include a student's enrollment in an elective or engaged in other school-sponsored activities off their home campus and cannot make it back to their home campus in time to participate as scheduled. Additional reasons may be acceptable at the Course Managers' discretion.

Only in **exceptional circumstances** will it be acceptable to attend the following activities outside a student's home campus:

Laboratory or OSCE activities (due to space limitations and logistics)

Activities involving group grades (due to the necessity of physical presence and participation in a group)

How to Seek Permission to Attend Exams or Assessments Away from Your Home Campus

Due to use of exam seating plans at UMB, limited seating capacity, and logistics associated with duplicating exam papers on both campuses it is only acceptable to take exams outside a student's home campus in **exceptional circumstances**. A UMB student taking an exam at USG requires permission from **both** the Assistant Dean for Shady Grove and the Course Manager. It is the student's responsibility to contact both these individuals at least 30 days in advance. A USG student taking an exam at UMB requires permission of **both** the Associate Dean for Academic Affairs and the Course Manager. It is the student's responsibility to contact both these individuals at least 30 days in advance.

Amendment History

Amendment Date
12/17/2010 Adoption
06/04/2015 Revision

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