

Guidance:	Procedures for the Request and Review of Excused Absence(s)
Applicability:	All PharmD Students
Who is affected:	Students, Faculty and Administrators
Effective:	Fall 2017
Last Revision:	January 30, 2018
Initiated By:	Academic Affairs
Responsibility:	Associate Deans for Academic Affairs and Student Affairs
Policy Link:	http://go.pharmacy.umaryland.edu/guidanceabsence

Process for Requesting Excused Absences:

PharmD students will make requests for excused absences to the Associate Dean for Academic Affairs and the Associate Dean for Students Affairs (Associate Deans), who will make the decision and communicate with students, course managers, and appropriate administrators. Students should produce evidence to substantiate the reason for their absence.

For a Planned Absence:

- At least two weeks in advance of planned absence (see list), the student should submit a request via the Excused Absence Request form in the Pharmacy Portal (<http://go.pharmacy.umaryland.edu/absencerequest>).

For an Unplanned Absence:

- In times where a planned absence is not possible (see list, e.g. illness, accident, dangerous travel, etc), the student should submit a request for an excused absence via the Excused Absence Request Form as soon as possible before a missed activity or assessment.
- Students should still contact the affected course managers to inform them of their absence as soon as possible.
- Students who cannot submit supporting documentation with the form due to the emergent nature of the absence, must submit documentation to the Associate Deans at excusedabsence@rx.umaryland.edu as soon as possible to substantiate the request. A failure to produce required documentation will result in an unexcused absence.).

Excused Absence Request Form

Student requests will detail courses and associated activities/assessments that will be missed, the associated campus, reason for leave, time frame for leave, and images or scanned PDF of support documents. The Associate Deans of Academic and Student Affairs will review and evaluate all student requests for excused absences based on this policy and in conjunction with campus Title IX staff where appropriate. Notice on the Associate Deans' final decision will be made to respective course managers, School/campus administrative staff (as appropriate), and

the requesting student.

Review Criteria for Excused Absence Requests

Religious Observance

1. At the beginning of each academic year, the Office of Student Affairs and the Office of Academic Affairs (or Graduate Program Director of the relevant graduate program) will review the dates of common religious observances likely to impact a significant number of students and share them with all students, faculty and administrators. When possible exams and assessments in required courses will be scheduled to avoid these dates. Faculty scheduling activities in elective courses that require attendance will also schedule around these dates.
2. Other religious observances will be accommodated on a case-by-case basis. Class and exam schedules will not be modified based on student requests.
3. Students seeking an excused absence are responsible for notifying the Associate Deans for each of their courses as soon as possible, but no later than the beginning of the semester about their intent to observe a religious holiday. They are also required to remind Associate Deans and course managers of approved religious observance about 7 days before affected exams and activities. Students should also promptly inform Associate Deans if a conflict arises as a result of a schedule changes made during the semester.

Medical Procedures, Childbirth, Illness and Accidents

1. Scheduled medical appointments or procedures for students or their dependents should be planned to avoid conflict with school activities. When this is not possible, the Associate Deans must be consulted about the best times to miss school, and later must be informed of both the date of the appointment or procedure and the estimated time away from school. As soon as the date of a scheduled absence is known, students must inform the Associate Deans.
2. Students or a representative are responsible for notifying the Associate Deans as soon as possible if they cannot attend class or any other required activity due to an emergency medical procedure, childbirth or pregnancy-related complications, or an illness or accident afflicting themselves or someone in their immediate family or care.
3. For a required attendance activity a student must produce evidence of a medical appointment with a licensed healthcare professional, scheduled medical procedure, or hospital admission. Students do not need to disclose the medical condition or diagnosis to seek an excused absence.

Death in the Family or of a Close Friend, and other Personal Situations

4. The student or a representative are responsible for notifying the Associate Deans as soon as possible if they cannot attend class or any other activity due to attendance at a funeral or the need to deal with a serious personal or family situation.

Dangerous to Attempt the Trip to School

5. When local weather conditions (such as flooding or snow) afflicting the students residence, but not the UMB or USG campus, make travel dangerous, students are responsible for notifying the Associate Deans as soon as possible if they cannot attend class or any other activity.
6. In the cases where there are delays or closings at either campus, the schedule will be modified as per the Inclement Weather Policy. Students need not contact individual faculty. Official sources of closure information are:
 - UMB Campus Alerts (<http://www.umaryland.edu/alerts>)
 - Shady Grove Campus Alerts (<http://shadygrove.umd.edu/alerts>)
 - E-mail from the School of Pharmacy Dean's Office
7. PharmD students on rotation where dangerous conditions affect a student's ability to attend rotation are must procedures in for excused absences in the ELP Policies and Procedures Manual (<http://go.pharmacy.umaryland.edu/elpstudentmanual>).

Participation in School Sanctioned Events and Professional Meetings

8. Students must inform the Associate Deans of their intent to participate in a meeting at least 30 days before their intended absence to be sure of receiving an excused absence. If less than 30 days' notice is given, the Associate Deans have discretion to excuse the absence or require school attendance.
9. All requests for excused absences for must submit documentation of meeting registration and travel (as appropriate) and a statement outlining their role at the meeting and its impact on the student's professional development and career preparation. As their primary obligation is to their studies, students are expected to minimize their time away from School and not extend their trip beyond the meeting dates and necessary travel time. Participation in social events at meetings is not an appropriate reason to seek an excused absence.
10. For meetings when there are more than 5 students attending, the sponsoring student organization should collect the names of students in attendance and submit them to the Associate Deans at least 30 days before the intended absence for approval. This request can be submitted to excusedabsence@rx.umaryland.edu and should include the list of

students attending and if they are making presentations, competing, receiving awards or serving in a major leadership role, the student's class year, their email address, the dates of attendance, and any assessment conflicts that may arise during that time.

School Sanctioned Events

11. Students attending Maryland Pharmacy Legislative Day are granted an excused absence. A list of attending students will be submitted to the Associate Deans for review and approval. Students seeking an excused absence for Maryland Pharmacy Legislative Day that do not attend scheduled activities is considered unprofessional behavior and will result in a grievance filed against the student.

Review for Excessive Absences

Students who are absent more than 3 times (excused or unexcused) per academic year must attend a mandatory meeting with the Associate Dean of Academic Affairs or Associate Dean of Student Affairs to discuss the number of absences over the student's entire enrollment at the School. Students who demonstrate a pattern of absences to avoid completing assignments or assessments are potentially in violation of the School's Honor Code.

Accommodations for Make-Up Activities/Assessments

Accommodations for make-up assessments or activities where permitted by School and course policy will be handled as follows:

- **Approved/excused:** missed assessments are made up within 1 week (5 business days) of return from absence. There will be no deduction of points.
- **Not approved/unexcused:** missed assessments are made up within 1 week (5 business days) of return from absence and a 15% deduction from score is made

Amendment History

Amendment Date
08/11/2017 Adoption
01/30/2018 Revision