

Policy:	Excused Absences for Classes, Assessments and Exams
Applicability:	PharmD Students when taking classes at the School of Pharmacy ¹ , and Graduate Students
Who is affected:	Students, Faculty and Administrators
Effective:	June 4, 2015
Last Revision:	June 4, 2015
Initiated By:	Academic Affairs
Responsibility:	Associate Dean for Academic Affairs and Associate Dean for Research and Graduate Education

Policy Link: <http://go.pharmacy.umaryland.edu/policyabsence>

Background

The School expects students to be physically present for activities at which attendance is required as noted on the course schedule or syllabus, and to be present for all assessments and examinations. Among other reasons, this is necessary to allow efficient teaching of material and active learning during some classes, to show respect for guest instructors, and to ensure the security of examinations. The School also recognizes that there are occasions when student attendance at these activities is not possible or prudent. This policy is intended to inform student and faculty actions in a variety of such situations.

¹*PharmD students on rotation must follow the excused absence policy in the ELP Policies and Procedures Manual (<http://go.pharmacy.umaryland.edu/elpstudentmanual>).*

Policy

The School considers the reasons outlined below to be valid ones for the granting of an *excused absence* when a student completes the actions noted under each section. For such excused absences, faculty members will assign make up work in a fair and equitable manner.

Students are free to make excused absence requests of individual course managers for other reasons in extenuating circumstances, but these are expected to be rare and will only be granted at the discretion of the course manager. The granting of a discretionary request by one course manager should not be taken to mean that other course managers will accommodate the request.

The course manager's decision is final for excused absence requests not explicitly covered by this policy.

For a missed examination, quiz or other assessment students must always send evidence of a clinic visit, scheduled medical procedure or hospital admission to the Course Manager concerned and to the Office of Student Affairs. The decision to allow a student to take the exam at a later date will be made jointly by the Course Manager(s) and the Associate Dean for Student Affairs. Students seeking an examination postponement must submit their reasons for doing so to both the Course Manager and the Associate Dean for Student Affairs. Permission to postpone an examination is granted only for exceptional circumstances arising close to the date of the examination and that interfere with the student's ability to study or take the examination. Such circumstances include severe illness, death of a family member or other similar emergencies. Examination postponements are tracked. If a student has received two or more postponements during their first three professional years, a review will be conducted as to whether a grievance should be filed for unprofessional behavior (which would be dealt with via the process outlined in the Honor Code) or failure to meet the School's Technical Standards.

Valid Reasons for Excused Absences

Religious Observance

The School's policy is intended to enable the campus policy, which states,

"It is the policy of the University of Maryland at Baltimore to excuse the absence(s) of students that result from the observance of religious holidays. Students shall be given the opportunity, whenever feasible, to make up, within a reasonable time, any academic assignments that are missed due to individual participation in religious observances. Opportunities to make up missed academic assignments shall be timely and shall not interfere with the regular academic assignments of the student."

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. 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. Religious observances impacting only a small number of students will be accommodated on a case-by-case basis, but the class and exam schedule will not be modified.
3. Students seeking an excused absence are responsible for notifying course managers for each of their courses at the beginning of the semester about their intent to observe a religious holiday. They are also required to remind course managers of the religious observance about 7 days before affected exams and activities. Students should also inform course managers if a conflict arises as a result of a schedule changes made during the semester.
4. Additional dates may be *scheduled around* in response to requests from a significant number of students, and only after consultation with the Associate Deans for Academic Affairs and Student Affairs (or Graduate Program Director of the relevant graduate program).

Medical Procedures, Childbirth, Illness and Accidents

5. When possible, scheduled medical procedures for students or their dependents should be planned to avoid conflict with school activities. When this is not possible, the course manager should be consulted about the best times to miss school, and later must be informed of both the date of the procedure and the estimated time away from school. As soon as the date of a scheduled absence is known, students must inform the course manager.
6. Students or a representative are responsible for notifying the course manager as soon as possible if they cannot attend class or any other required activity due to an emergency medical procedure, childbirth, an acute illness or accident afflicting themselves or someone in their immediate family or care.
7. For a required attendance activity a student must produce evidence of a doctor's appointment, scheduled medical procedure or hospital admission (but need not disclose the medical condition) if requested by a faculty member.

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

8. Students are responsible for notifying the course manager 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. It is generally not acceptable to let the course manager know of the situation immediately before or any time after the student has missed an activity or exam.
9. When requested by faculty, students must produce evidence to substantiate the reason for their absence.

Dangerous to Attempt the Trip to School

10. 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 course manager as soon as possible if they cannot attend class or any other activity.
11. 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
12. When requested by faculty, students must produce evidence to substantiate the reason for their absence.

Participation in School Sanctioned Events and Professional Meetings

13. The School encourages participation in local, national and international meetings which sometimes conflict with scheduled classes. In general a student should not attend meetings that conflict with academic activities unless they are presenting, competing, receiving awards or have a major leadership role at the meeting.
14. Students must inform the course manager 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 course manager has discretion to excuse the absence or require attendance.
15. When requested by faculty, students must produce evidence to substantiate the reason for their absence.
16. All P3 Classes are cancelled for the Monday, Tuesday and Wednesday during the week of the American Society of Health-System Pharmacists midyear clinical meeting due to the participation of large numbers of students in residency showcases and associated travel. In this instance there is no requirement for P3 students to inform faculty of their absence for these days.
17. All PharmD classes are scheduled around Maryland Pharmacy Legislative Day. In this instance there is no requirement for PharmD students to inform faculty of their absence.
18. 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.

Amendment History

Amendment Date
04/10/2010 Adoption
11/01/2011 Revision
06/04/2015 Revision