

<b>Policy:</b>	Excused Absences for Classes, Assessments and Exams
<b>Applicability:</b>	All PharmD Students
<b>Who is affected:</b>	Students, Faculty and Administrators
<b>Effective:</b>	Fall 2017
<b>Last Revision:</b>	January 30, 2018
<b>Initiated By:</b>	Academic Affairs
<b>Responsibility:</b>	Associate Deans for Academic Affairs and Student Affairs
<b>Policy Link:</b>	<a href="http://go.pharmacy.umaryland.edu/policyabsence">http://go.pharmacy.umaryland.edu/policyabsence</a>

### **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 students in a variety of such situations.

<sup>1</sup>*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. Students requesting an approved excused absence are required to follow outlined procedures (Procedures for the Request and Review of Excused Absences <http://go.pharmacy.umaryland.edu/guidanceabsence>). For excused absences, faculty members will assign make up work in a fair and equitable manner.

Students are free to make excused absence requests of the Associate Deans for other reasons in extenuating circumstances, but these are expected to be rare and will only be granted at the discretion of the Associate Deans.

The Associate Deans' 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, hospital admission or other documentation to the Associate Deans. The Associate Deans will review the circumstances and evidence in accordance with this policy to determine if an absence is excused or other interim measures are required in accordance with Title IX. The decision to allow a student to take the exam at a later date will be made by the Associate Deans. Students seeking an examination postponement must submit their reasons for doing so to the Associate Deans. 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. All absences and examination postponements are tracked.

If a student has received three or more absences or postponements during their first three professional years, a review will be conducted as to whether a grievance should be filed for unprofessional behavior in accordance with the Honor Code or failure to meet the School's Technical Standards.

Students who require absences longer than 5 consecutive days should consider a leave of absence due to the impact on academic progression. It is important to note that any long-term absence will likely extend a student's duration in the program beyond the typical 4 years.

### **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."

- **Medical Procedures, Childbirth, Illness and Accidents**

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

- **Dangerous to Attempt the Trip to School**

When local weather conditions (such as flooding or snow) afflicting the students residence, but not the UMB or USG campus, make travel dangerous, students may request an excused absence.

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**

The School encourages participation in local, national and international meetings which sometimes conflict with scheduled classes. Students are permitted to attend 2 professional meetings or School sanctioned events per academic year. Students are

strongly encourage to participate in meetings when they are presenting, competing, receiving awards or have a major leadership role. However, students who wish to attend a professional meeting or conference for professional development purposes may do so if they can appropriately justify to the Associate Deans the impact meeting attendance will have on their professional development.

- **School Sanctioned Events**

Events defined as a “School Sanctioned Events” in relation to this policy will be made by the Associate Deans of Academic and Student Affairs and/or the Dean.

### **Process for Requesting Excused Absences:**

PharmD students requesting an excused absence will follow the process outlined in the “Procedure for the Request and Review of Excused Absences” located at <http://go.pharmacy.umaryland.edu/guidanceabsence> and submit a request via the Excused Absence Request form in the Pharmacy Portal (<http://go.pharmacy.umaryland.edu/absencerequest>).

Notice on the Associate Deans’ final decision will be made to respective course managers, School/campus administrative staff (as appropriate), and the requesting student.

#### **Amendment History**

Amendment Date
04/10/2010 Adoption
11/01/2011 Revision
06/04/2015 Revision
07/14/2017 Revision
08/11/2017 Revision
01/30/2018 Revision