

OFFICE OF STUDENT AFFAIRS

Official Excuse Request

Guidelines for Requesting Excused Absences

Responsible behavior is expected of pharmacy students at all levels; consequently, excused absences are issued to students in order to prevent negative academic repercussions from a legitimate life event. It is not designed to accommodate students **who have not** acted responsibly.

The following guidelines will be used in determining the appropriateness of an excuse being issued:

1. Students should notify their Advisor/Counselor concerning any event that may cause their absences from any class, lab or scheduled session. This notice should occur as soon as the student is aware of the event. Students must electronically submit request(s) for excused absence(s) within 48 hours of return to school. The student also must submit a hard copy along with the original documentation to their Advisor/Counselor within 48 hours of return to school.
2. All requests for excused-absences must be made within 48-hours after a student is physically able to return to school. Requests after this period may or may not be considered.
3. In order to receive consideration for an excused absence(s) for illness, the student must submit the following:
 - An original doctor's statement from a doctor or clinic on their official letterhead. The statement must be clearly dated and signed.
 - For all scheduled exams and assignments, an original doctor's statements from a doctor or clinic official on their official letterhead is required and must be submitted to the advisor/counselor within 48-hours after the student is physically able to return to school.
4. If there is an illness or death of one's family member(s), the Advisor/Counselor should be notified as soon as the student becomes aware, so that the office can assist them with any academic and/or personal arrangements in an effort to facilitate their continued positive academic performance. All requests for excused absences must be submitted directly to the student's Advisor/Counselor. The request will be processed and forwarded to the Assistant Dean of Student Services for final approval. A copy of the excuse will be placed in the student's

file. An original will be given to the student to submit to his/her instructor(s). It is the student's responsibility to follow-up with their Advisor/Counselor regarding the status of their excuse.

5. All requests for excused absences must be submitted directly to the student's Advisor/Counselor. The request will be processed and forwarded to the Assistant Dean of Student Services for final approval. A copy of the excuse will be placed in the student's file. An original will be given to the student to submit to his/her instructor(s). It is the student's responsibility to follow-up with their Advisor/Counselor regarding the status of their excuse. Instructors will not allow a student to make-up assignments or exams without an approved excuse.
6. Instructors will not allow a student to make-up assignments or exams without an approved excuse.

It is important that students act responsibly so that we can assist them when there is a legitimate personal issue to resolve. We ask for cooperation in helping us to help students.

NOTE: ORIGINAL DOCUMENTATION MUST ACCOMPANY EACH REQUEST.