



Guidelines for Requesting Excused Absences

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

Students must inform faculty of an absence within 48 hours. An excused absence may be issued only by the Office of Student Affairs.

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

1. Students should notify their Advisor concerning any event that may cause their absence(s) from any class, lab or scheduled session. This notice should occur as soon as the student is aware of the event. Notice should be given in person when possible or by telephone if necessary.
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. To receive consideration for an excused absence for illness, the student must submit an original statement from a doctor or clinic official on their letterhead. **The statement must be clearly dated and signed.** If the illness does not warrant a trip to Student Health Services on Campus and/or a doctor's office, the student must notify their advisor if he/she is ill and unable to attend class(es). For major scheduled exams and assignments, a physician's statement will be required. All official statements **must** be submitted to the advisor within 48-hours after the scheduled exam(s) and assignment(s) or within 48 hours of returning to school. Any effort to circumvent the aforementioned requirements, and/or the altering of documentation will be construed as academic dishonesty. Absences due to COVID-19 or another communicable illness are treated as illness absences under this policy. The student must submit a dated, signed statement from a licensed healthcare provider or documentation of a positive test result, subject to the same 48-hour submission requirement.
All offenders will be referred to the College of Pharmacy Professional Conduct Committee (PCC) and University Judicial Committee for appropriate actions.
4. If there is illness or death of one's immediate family member(s), the Advisor should be notified as you become aware, so that the office can assist you in any academic and/or personal arrangements to facilitate your continued positive academic performance. Immediate family is defined as spouse, parents, children and grandparents.
5. All requests for excused absences must be submitted directly to the Advisor or an Office of Student Affairs representative. The request will be processed and forwarded to the Associate Dean for Student Affairs 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 instructors.
6. Instructors will not allow make-up assignments or exams without an approved excuse.

It is important that students act responsibly so that we can be of assistance when there is a legitimate personal issue to resolve. We ask for your cooperation in helping us to help you.

NOTE: ORIGINAL DOCUMENTATION MUST ACCOMPANY EACH REQUEST.