

College of Pharmacy Attendance and Absence Process

What to Do When You Will Miss Class or a Required Activity

PURPOSE: This document clarifies how existing University and College policies* will be applied for didactic courses. It does not create new categories of excused absence or remove course coordinator discretion where current policy assigns it. This guidance applies to didactic courses and does not supersede separate attendance requirements for experiential education, internships, or other field-based learning.

*For more information see the [University Manual](#) and the [College of Pharmacy Attendance Policy](#).

Clarification of Process

Individual or Short-Term Absence

- The **student** contacts the **course coordinator** directly
- The **course coordinator**:
 - Uses the excused/unexcused triage table
 - Applies the [University Manual](#) and published syllabus
 - Determines the academic remedy
 - Requests only the information necessary to make the decision
 - Refers the student to **Student Affairs** if confidential verification is needed
 - Maintains the normal course record of the absence and academic outcome

Extended or Sensitive Absence

- The **student** contacts **Student Affairs** when the situation:
 - Involves an extended absence, such as three or more consecutive days
 - Requires confidential documentation or verification
 - Affects multiple courses
 - Involves hospitalization, serious illness, injury, personal tragedy, or bereavement
 - May require coordination with DAI, the Dean of Students, or another University office
 - May prevent the student from completing substantial course requirements
- The **student** should also notify the affected **course coordinator(s)**
- **Student Affairs**:
 - Verifies the circumstances
 - Protects confidential information
 - Notifies affected faculty
- The **course coordinator** still determines the course-specific academic plan

COLLEGE OF PHARMACY ATTENDANCE PROCESS

Excused and Unexcused Absences

Use this table as a triage guide.

CATEGORY	EXAMPLES	STUDENT ACTION
Excused under University policy	- Religious holy days - Military service - University-sanctioned events - Jury duty - Verified serious illness or personal tragedy	Student contacts the course coordinator as soon as known conflicts arise and provides appropriate verification through Student Affairs when needed.
Requires individual review	- Brief illness - Short-term personal circumstance - Professional conference or interview	Contact the course coordinator promptly; course policy and the circumstances will determine the outcome.
Generally unexcused	- Vacation - Work conflict - Transportation problem - Oversleeping - Unapproved event	Notify the course coordinator; published course consequences ordinarily apply.

IMPORTANT: Missing an examination or required activity does not automatically make an absence excused. The circumstances will be reviewed under University policy and the course syllabus. Notification alone does not establish that an absence is excused.

Stepwise Process for Students

1. Identify whether the absence is planned or urgent

- For a known conflict, begin the process as soon as the date is known
- For an urgent or unforeseen event, communicate before the missed activity when reasonably possible

2. Notify the course coordinator promptly

- Use the course's stated contact method
- Include:
 - Your name
 - Course and section
 - Date(s)
 - What will be missed
 - Whether the event is planned or unforeseen
 - Whether you are seeking an excused absence or prior approval

3. Contact the Assistant Dean of Student Affairs when applicable

- Contact Student Affairs if documentation, confidentiality, extended absence coordination, or escalation is needed
- Submit documentation to Student Affairs for:
 - Serious illness, injury, hospitalization
 - Personal tragedy
 - Bereavement
 - Military/legal obligations
 - Another circumstance needing confidential verification

4. Request and confirm the academic plan

- a. Ask the course coordinator how missed work or an assessment will be handled
- b. A request for makeup work must be handled promptly and within any timeframe established by the University Manual and course policy (see [University Manual 8.51.16](#))
- c. Advance notice requirements for religious holy days ([8.51.11](#)), military service ([8.51.12](#)), University-sanctioned events ([8.51.13](#)), and legal obligations such as jury duty ([8.51.14](#)) still apply

5. Complete the plan by the established deadline

- a. Confirm the agreed date, format, location, and any conditions for makeup work
- b. Complete the alternative by the stated deadline
- c. An excused absence does not remove responsibility for course learning outcomes

Essential Reminders

Keep in mind:

- An excused absence does not eliminate responsibility for course learning outcomes.
- The course coordinator determines the academic remedy.
- Do not send sensitive medical or personal documentation to an entire teaching team.
- Students should not assume that a makeup has been approved until they receive confirmation.
- Course-specific attendance and makeup requirements are found in the syllabus.
- Experiential education follows its separate attendance and notification requirements.