



## **DOCTOR OF PHARMACY EXPERIENTIAL LEARNING PROGRAM ABSENCE REQUEST POLICY**

This policy is compliant with the **PharmD Program Policy and Procedure for Class Absences**, with additional definition of policy and process when applied to all experiential learning activities.

### **Policy**

Reliable attendance and active participation is required in all professional practice experiences for students to demonstrate achievement of learning outcomes and to meet practice needs during all pharmacy practice site rotations. During such experiences, it may be necessary for students to request approval of absences for reasons including:

- Unanticipated events including dangerous weather conditions, deaths in the family and other crises, or student illness/medical leave
  - Documentation as evidence of illness (such as a physician excuse) will be required.
- Anticipated events including observance of religious holiday or cultural practices
- Attendance at professional meetings for their own professional development (e.g., local, regional or national pharmacy organizations) and, at times, for residency/fellowship or workforce interviews that cannot be scheduled outside rotation hours or during off-blocks or semester breaks.

Students with a pattern of repeated absences, who fail to follow the procedures outlined below or who request absences not approved covered by this policy (such as excuses for work, studying for examinations or coursework, vacation and/or personal travel) will receive no credit for any missed time.

In such circumstance, resulting actions may include assignment of a grade of “Unsatisfactory” that will result in referral to the Academic Performance Committee, academic probation and delay in academic progression into next professional year as students would repeat the entire experiential learning course at its next offering.

### **Procedures During Advanced Pharmacy Practice Experiences (APPE)**

1. When a student is absent for one day or less per APPE rotation, required make-up work is determined by the preceptor, who specifies a plan and timetable for the activities.
2. Absences in excess of one day per APPE rotation require the student to complete the “Absence Request” form (*attached*) and follow the procedures outlines below (#3-5).

3. Days missed due to interviews or professional meetings (e.g., *ASHP Midyear*, *AMCP Nexus*, *APhA*, *PPA*) may be considered for approved absence designation. The procedure detailed below (#4) must be followed. Additional work will be required, as detailed by the Office of Experiential Learning.

When there is **advance knowledge of an absence (such as a professional meeting or interview)**, the student must discuss the absence request with their preceptor **at least 4-6 weeks before rotation start date**. It is the preceptor's decision as to whether the absence request can be approved with make-up work.

- a. If approved, the Absence Request form should be completed, detailing the plan (detailing activities) and specific timetable (dates, times) and signed by both student and preceptor and submitted to the Experiential Learning Office.
- b. After reviewing the plan for make-up of the missed days, the Experiential Learning Office will determine if the student can successfully make-up the missed rotation time.
- c. If the plan is not approved, the student may need to be reassigned to another site, and/or make-up time later in the APPE year. This will be determined by the Experiential Learning Office.

In the event the absence is **unanticipated (as described above)**, the student must notify the preceptor and the Experiential Learning Office as soon as the absence occurs.

- d. The Absence Request form should be completed, detailing the plan (work and activities) and specific timetable (dates, times), signed by both student and preceptor and submitted to the Experiential Learning Office **within three working days** of student return.
- e. After reviewing the plan for make-up of the missed days, the Experiential Learning Office will determine if the student can successfully make-up the missed rotation time or must repeat the APPE.

### **Procedures During Introductory Pharmacy Practice Experiences (IPPEs)**

1. Any missed time and activities during any IPPE rotation must be made up. Make-up work and timetable for completion is determined at the convenience of the preceptor and communicated to the student and Experiential Learning Office as outlined in the course syllabi. Students should follow guidance in the course syllabi for proper documentation of make-up hours for missed time.
2. When there is advance knowledge of an absence (such as a professional meeting), students must discuss the absence request with the Course Coordinator and notify Ms. Schmotzer ([annas@pitt.edu](mailto:annas@pitt.edu)), in advance of talking with the preceptor. It is the preceptor and Experiential Learning Office decision as to whether the absence request can be approved with make-up work. Hours, activities, and assignments will be made up at the convenience of the preceptor and must be documented on proper forms.
3. Given the compressed and full-time nature of a P3 IPPE 40-hour week, a student who misses more than 1 day of the week experience will be required to repeat the full experience in a later time block when an alternate site is available.



UNIVERSITY OF PITTSBURGH SCHOOL OF PHARMACY  
EXPERIENTIAL LEARNING PROGRAM  
ABSENCE REQUEST FORM

**STUDENT INFORMATION**

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Local Phone: \_\_\_\_\_

**PRECEPTOR INFORMATION**

Name: \_\_\_\_\_

Site: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Dates of Absence:** \_\_\_\_\_

**Reason for absences and total days/hours missed (Please be specific and use extra sheet if necessary):**

**Proposed make-up plan, including days/times/hours and activities that comprise the make-up work:  
(To be completed/signed by the preceptor in discussion with the student)**

\_\_\_\_\_  
Student's signature Date

\_\_\_\_\_  
Preceptor's Signature Date

\_\_\_\_\_  
Experiential Learning Office Signature/Approval Date

REQUEST:             Approved             Denied             Emergency N/A

If there are any questions about the form, or the Absence Policy, please contact the Experiential Learning Office at 412-624-8186 or Ms. Anna Schmotzer, Assistant Director, at [annas@pitt.edu](mailto:annas@pitt.edu).

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