

Doctor of Pharmacy Program Policy and Procedure for Class Absences

POLICY - As stated in the University of Pittsburgh Guidelines on Academic Integrity - Student and Faculty Obligations and Hearing Procedures, "...faculty should meet and students should attend their classes when scheduled..." ([Policy AC39.pdf \(pitt.edu\)](#))

For courses conducted in the Doctor of Pharmacy Program, course coordinators notify students of attendance requirements through the course syllabus. The statement on attendance should include the course attendance requirements, penalties (if any) for missing class sessions, and allowances for excused absences beyond those outlined in this policy and procedure.

Students may request that course coordinator(s) approve excused absences in advance of learning activities for reasons including:

- Anticipated events including observance of religious holiday/cultural practices, attendance at professional meetings for their own professional development (e.g., local, regional or national pharmacy organizations or meetings) and, at times, to seek gainful employment or post-graduation learning opportunities (eg, interviews unable to be scheduled outside of class time)
- Unanticipated events including dangerous weather conditions, deaths in the family and other crises, or student illness/medical leave.

Students who do not follow the procedures outlined below or who request absences not approved within this policy (such as work, study for coursework or vacation, or travel) may receive no credit for missed exams or other graded activities. Faculty are not required to offer make-up work available for credit in any of these circumstances.

PROCEDURE

Students requesting excused absences for expected reasons must contact and/or meet with the course coordinator(s) well before the absence date (usually one month).

- If the absence is excused by the coordinator(s), the student will work with the faculty or course coordinator(s) in advance to develop a mutually acceptable plan with a timetable for make-up work.
 - The student should complete the work in the time stated by the faculty member (ideally within 5 working days following the student's return).
 - Exams and major assessments should be administered within 5 working days following the student's return and may be a different format at the faculty member's discretion (an oral, written essay, or other formatted written make-up exam)
 - If the request falls outside of the list of criteria for approved absences above or is not requested well before the absence, the faculty member may deny it. If the student decides not to attend the class, exam or activity as scheduled, any associated points/grade is forfeited.
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Students requesting excused absences for unanticipated or urgent reasons must contact the course coordinator(s) before the start of the class session, exam or assessment activity or as soon as possible in cases where it is not feasible to give advanced notice.

- If the absence is excused, the student is responsible for negotiating a mutually acceptable plan with a timetable for missed work, at the earliest opportunity, with the course coordinator(s).
- Students who miss an assessment such as an exam or other graded activity, or consecutive series of classes due to illness may be asked to provide a signed note from a healthcare provider to be eligible to complete make-up work.
- The student should complete the work in the time stated by the faculty member (ideally within 5 working days following the student's return).
- Missed exams and major assessments should be administered within 5 working days following the student's return and may be a different format at the faculty member's discretion (an oral, written essay or assignment or other formatted written make-up exam).

Students requiring absences of 5 or more consecutive working days or who develop a condition or encounter a situation that impairs their ability to continue in full-time status in the program must contact both the Associate Dean of Student Success and the PharmD Program Director/Associate Director as soon as possible to discuss the situation and future needs. These individuals will be responsible for working with the student and course faculty for a specific plan for learning and assessment or facilitating a leave of absence from the program, as outlined in policies for academic progression of students.

Approved January 2002, Revised July 2024