



ADMINISTRATIVE PROCEDURE

Class Attendance Guidelines: College of Pharmacy

Related Policy: [Makeup Work for Legitimate Absences](#) (note: form 1886 is not used for this college process)

Class Attendance Guidelines

Students are expected to attend every class for which they are registered. Instructors may require attendance and may penalize students who are absent without a legitimate reason.

Faculty must clearly notify students of their attendance policy in their course syllabus and administer the policy and any exceptions in a consistent manner with all students. The syllabus attendance policy should also include the procedure students should use to make up missed coursework or exams as a result of an excused absence.

Cross-campus Class Attendance

Students are encouraged to participate in college-organized campus swap events. Aside from these swap events, students must secure faculty permission to attend class on the other campus. Students needing to attend class on an ongoing basis on the other campus should consult with their advisor about the Campus Transfer process.

Absence Reporting Procedure

1) Notification requirement:

- Students with a brief illness should notify relevant course faculty of their illness and absence as soon as possible. It is the student's responsibility to initiate a discussion with course faculty to arrange for make-up work as a result of the absence.
- Students who experience a crisis or an illness that requires an extended or indefinite absence (two days or more) should notify OSS as soon as possible. OSS staff will communicate with all relevant faculty, and indicate when the student will likely return to class, and whether the absence is excused per the reasons below. When the student returns from the absence, it is the student's responsibility to initiate a discussion with course faculty to make up coursework that was missed as a result of an absence.
 - Duluth: contact Amy Renne (218-726-6003)
 - Twin Cities: contact OSS (612-624-1945)

2) Excused absences: Below are the grounds under which absences are excused in the PharmD program.

- The U of M policy "[Makeup Work for Legitimate Absences](#)" outlines which absences are considered legitimate and therefore must be excused:

illness, physical or mental, of the student or a student's dependent;

medical conditions related to pregnancy;

participation in intercollegiate athletic events;

subpoenas;

jury duty;

military service;

bereavement, including travel related to bereavement;

religious observances;

participation in formal University system governance, including the University Senate, Student Senate, and Board of Regents meetings, by students selected as representatives to those bodies; and

activities sponsored by the University if identified by the senior academic officer for the campus or the officer's designee as the basis for excused absences.

- In addition to reasons found in this U of M policy, the college will also excuse absences for the following reasons:
 - Family emergency, such as emergency care of a dependent or spouse, or attending to an emergent life-threatening illness of a close family member.
 - Parental leave (not to exceed three weeks, unless medically necessary) for pregnant students, students with a pregnant spouse, and new adoptive parents.*
 - Participating in mandatory U.S. citizenship/naturalization appointments for the student, spouse, or immediate family member.
 - Unforeseen and unavoidable changes to childcare or dependent arrangements (eg. daycare closed with late notice).
- 3) **Seeking excused absence for other reasons:** Faculty can, but should not be expected to, excuse absences for reasons not found in this policy. Students must secure approval directly from course faculty to excuse absences not covered in reasons listed in the section above. See instructions in the FAQ below for securing excused absence for conference attendance or pharmacy related professional event.
- 4) **Verification & documentation:**
 - Single-day absences: Documentation is not required for a single episode medical absence that does not require medical services. However, documentation can be required for a single episode illness if it conflicts with an exam, lab sessions or important graded in-class assignments. The student is responsible for providing this documentation directly to the relevant course faculty.
 - Extended absences of two or more days: Students are responsible for submitting documentation of their absence to their OSS advisor. OSS will share documentation with faculty upon request. Students who fail to submit documentation can consider their absence to not be excused and OSS staff will notify course faculty of the lacking documentation.

**Parental leave is not equivalent to parental leave in an employed position in the didactic portion of the curriculum. While absences for parental leave are accommodated for up to three weeks, the curriculum continues at its pace for the cohort, and all students must complete prerequisite course material before beginning the next semester of required courses. Typically students take a brief leave of absence to accommodate parental leave in their fourth year during APPEs – this must be coordinated via the Office of Experiential Education.*

For students on IPPE or APPE:

Students are required to inform their preceptor and the Office of Applied and Experiential Education (copexpd@umn.edu) of any absence as early as possible, and prior to any on-site start time.

Students who are absent from the site for three or more days due to illness must obtain a physician's written documentation of the illness. More details can be found in the Experiential Education IPPE and APPE Manual.

Frequently Asked Questions

Q: I'd like to request time off for an important personal event (eg. family vacation, wedding of a friend or family member). How do I go about seeking an excused absence?

A: Please directly consult faculty in the affected courses as soon as possible (not OSS). These are not reasons that fall within the guidelines of the definition of a "legitimate absence," therefore faculty are not likely to excuse such an absence.

Q: I'd like to attend a pharmacy related conference. How do I seek an excused absence?

A: Please consult course faculty to have this absence excused. If you believe that several students in your class will also be attending the conference, it is recommended to consult with class representatives before you consult with course faculty in order to determine a way to address the absence for multiple students in your class.