Class Attendance Guidelines: College of Pharmacy

Related Policy: Makeup Work for Legitimate Absences

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 who wish to attend class on an ongoing basis on the other campus should complete and submit the Campus Transfer Form for approval.

Absence Reporting Procedure
1) It is the student’s responsibility to promptly notify course faculty regarding an absence, and to make arrangements to make up coursework that was missed as a result of an absence.

2) The U of M policy “Makeup Work for Legitimate Absences” outlines which absences are considered legitimate and therefore must be excused. Faculty can, but should not be expected to, excuse absences for reasons not found in this policy (eg. professional conference attendance, community service, legislative advocacy).

3) Students that experience either a significant legitimate absence (eg. illness, bereavement) of a long or indeterminate duration can communicate directly with OSS. An OSS student advisor can in turn share information with faculty in a consistent and timely manner.
   - Duluth: contact Amy Renne (218-726-6003)
   - Twin Cities: contact OSS (612-624-9490)

4) Students may need to provide documentation (e.g. physician’s note) if the course director requires it. U of M policy states documentation is not required for a single episode illness so long as it does not conflict with an exam, lab sessions or important graded in-class assignments.

5) Students seeking to be excused from class for attending a pharmacy related conference or activity should consult their course faculty directly. Class representatives may assist in identifying a process to accommodate student conference participation.

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 scheduled 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 in E*Value.
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 consult faculty in the affected courses as soon as possible. These are not reasons that fall within the guidelines of the U of M 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 in order to determine a way to address the absence for multiple students.

Q: I am experiencing a personal crisis or emergency that doesn’t exactly fit within the description of the U of M definition of a “legitimate absence,” but I know I’ll have to miss class because of this. (Examples include serious illness of a family member, birth of a child or family emergency – with suitable documentation of the situation available)
A: Please consult your student advisor, so your faculty can be informed in a consistent and uniform way. If excused, it will be your responsibility to schedule make-up arrangements with faculty from each course.

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