

EXPERIENTIAL LEARNING PROGRAM
ABSENCE REQUEST POLICY

1. Any absences by students of one day or less per rotation should be handled by the student and the preceptor. In these instances, it is the preceptor's decision and responsibility to specify and outline a plan for the make-up of the missed day.
2. Advanced Pharmacy Practice Experiences (P4 Year)
 - Any absences in excess of one day per rotation will require the student to complete the "Absence Request" form (*attached*). If possible (*advance knowledge of an absence*), this form should be submitted to both the preceptor and Ms. Anna Schmotzer in the Experiential Learning Office **at least six weeks prior to the scheduled absence**. In the event the absence is not scheduled (e.g., illness, emergency), the student must notify the preceptor as soon as the absence is going to occur, and the form should be submitted to both the preceptor and Ms. Anna Schmotzer in the Experiential Learning Office within three days of the student's return. The Experiential Learning Office will determine if the student can successfully make-up the missed rotation time after reviewing the plan for make-up of the missed days.
 - Days missed due to interviews and attending professional meetings (e.g., *ASHP Midyear, AMCP Nexus, APhA, PPA*) are considered absences and the guidelines outlined in items #1 and #2 above should be followed. Students must discuss interview schedules and professional meetings with their preceptor six weeks before rotation start date. It is the preceptor's decision if the student time off can be granted and made up. If the missed hours cannot be made up by the end of the rotation, the preceptor should contact the Experiential Learning Office for guidance.
 - If the student is attending a professional meeting during a scheduled APPE rotation, by the Monday following the end of that specific rotation, the student must submit the following documentation to their Pitt Pharmacy Dashboard, in addition to their other required assignments:
 - One-page reflection describing activities in which the student participated at the meeting, how the meeting contributed to the student's learning, and which curricular outcomes that the meeting helped the student to achieve. The student should also post the project presented at the meeting, if applicable (e.g., the poster, the presentation)
3. Introductory Pharmacy Practice Experiences (P3 Year)
 - During on-site activities, a student must notify the preceptor and Ms. Schmotzer (annas@pitt.edu) if he/she will be late or absent and also complete an Absence Request Form (see Home Page of E*Value for form) to be submitted to Ms. Schmotzer via email. Hours, activities and assignments will be made up at the convenience of the preceptor. Students may be requested to provide physician documentation as evidence of illness. Given the compressed and "full-time" nature of each IPPE week, a student who missed two or more days in an IPPE week will be required to repeat the experience in a later IPPE time block at an available site as available and may require delay in APPE schedules.
4. Absence requests for family vacations, personal travel, or other non-rotation/non-school reasons are not excused absences. Repeated absences from a rotation will result in an unsatisfactory grade for that rotation.

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 - please use extra sheet if necessary):*

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

REQUEST: Approved Denied Emergency N/A

Preceptor's Signature

Date

Experiential Learning Office Signature

Date

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.

April 2018
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