

POLICY AND PROCEDURE FOR CLASS ABSENCES

POLICY

As stated in the University of Pittsburgh Guidelines on Academic Integrity (adopted September, 1995) “Faculty should meet and students should attend their classes when scheduled; faculty should be available at reasonable times for appointments with students and both parties should keep such appointments; faculty and students should make appropriate preparations for classes and other meetings; students should submit their assignments in a timely manner; and faculty should perform their grading duties in a timely manner.

It is the policy of the School of Pharmacy that course coordinators should notify students of attendance requirements for each course through the course syllabus. The statement on attendance should include the faculty member’s attendance requirements, penalties (if any) for failure to attend class, and allowances for excused absences beyond those outlined in this policy and procedure. Excused absences may include, but are not limited to, such occurrences as dangerous weather conditions, student illness medical leave, funerals, and attendance at professional meetings.

Students are encouraged to attend professional meetings for their own professional development (e.g., local pharmacy organizations, ASP ASHP, and APhA) and at times, to search for gainful employment or residency opportunities after graduation. When there is conflict between class attendance and a professional development opportunity, the student is responsible for negotiating an acceptable compromise, at the earliest opportunity, with the involved course coordinators. Faculty members are responsible for making good faith efforts to enable students to accomplish both the goals of the classroom and the professional development opportunity.

PROCEDURE

Students who plan to attend a professional meeting should meet with the responsible course coordinators well in advance (ordinarily one month), if possible, to request an excused absence and to decide how to make up the missed work. If a student misses an exam, a faculty member may administer an oral, essay, or make-up exam in the week following the student’s return.

Students who will miss an exam or other activity for which a grade is given because of poor weather, illness, death in the family, or any unforeseen circumstances should contact the course coordinator *before* the class session (e.g., exam, other graded activity). Students who have missed an exam, a graded activity, or a consecutive series of classes, due to illness may be asked to provide a signed note from their physician. Students who develop a medical condition that impairs their ability to continue in the program may request a leave of absence from the program. The procedure for making a request for a leave of absence is outlined in the guidelines for Promotion of Students.

Students who fail to abide by the procedures outlined above may receive no credit for the missed exams or other graded activities. Students may appeal penalties through the School’s Code of Conduct Committee.

Approved January 2002

Reviewed March 2009