

## UMKC School of Pharmacy Attendance Policy

Dependability, responsibility, and trust are essential characteristics of a successful pharmacist. The attendance policy seeks to promote the development of positive professional habits and to ensure that students succeed in becoming practice-ready and team-ready graduates. Attendance and active participation are vital for student success in the Doctor of Pharmacy curriculum. Therefore, the faculty expects that students will participate in every class and for the entirety of the class, independent of whether attendance is formally part of the course grade. Students should strive to have as few absences from classes as possible.

This policy forms a framework for consistency for student absences while considering individual circumstances.

- This policy applies to P1-P3 didactic and laboratory classes.
- Attendance policies for experiential learning are in the Document Library of CORE ELMS.
- Students are encouraged to contact their individual course coordinators if a class session is going to be missed.
- Absences from required quizzes/exams, in-class activities, other evaluated assignments, or assessments that require attendance should be submitted to be considered for excused absence.

Students shall not be penalized for excused absences. "Excused absences" include the following:

- Illness of the student,
- Illness of an immediate family member for whom the student must care,
- Death of an immediate family member,
- Religious observance (where the nature of the observance prevents the student from being present during class),
- Representation of UMKC in an official capacity,
- Other compelling circumstances beyond the student's control.

Students seeking an excused absence must submit a request through the UMKC School of Pharmacy Excused Absence Request Form ([https://umkc.co1.qualtrics.com/jfe/form/SV\\_0U3d055zSNE8jgg](https://umkc.co1.qualtrics.com/jfe/form/SV_0U3d055zSNE8jgg)). Requests will be reviewed by the Associate Dean for Academic Affairs (ADAA) or the Associate Dean for Student Affairs (ADSA) within 24 hours.

If the absence is excused, students will work directly with course coordinators to complete missed assessments to the extent that an accommodation does not interfere with learning (e.g., completing assessments dependent upon class preparation or in-class participation that interferes with the student's ability to meet course learning objectives).

### STUDENT RESPONSIBILITIES:

- Submit the request within the appropriate timeframe:
  - *Nonemergent situations (e.g., planned travel, religious observance, representation of UMKC in an official capacity):* 4 weeks before the start of the requested absence
  - *Acute situations (e.g., acute illness (viral illness, migraine headache, etc.) of student or family member for which they provide care, death of a family member):* 2 hours before start of the missed course

- *Emergent situations (e.g., emergent medical situation, travel impairment, or accident on the way to class):* as soon as possible when all parties are safe
- Respond within 24 hours to any requests for additional information or documentation by the Associate Dean reviewing the request. Failure to respond promptly may result in denial of the request.
- Work with course coordinators and administrative assistants to schedule any missed assessments.

**ASSOCIATE DEAN RESPONSIBILITIES:**

- *Within 24 hours of request:* The Associate Dean responds to the student. The reviewing administrator may ask for additional information before approving or denying the request.
- *Within 48 hours of request:* The Associate Dean notifies the coordinator of the decision regarding the request or that there is an ongoing discussion with the student.

**COORDINATOR RESPONSIBILITY:**

- *Within 24 hours of notification by ADAA and ADSA of the decision:* Contact the student to schedule any approved missed assessments in coordination with the course administrative assistant.

Excessive absences, whether approved or not, may make it difficult for a student to meet the outcomes/expectations of a course. The ADAA and ADSA will monitor absence requests to identify trends. Students with excused absences for two assessments in one course or three assessments across courses during the same semester will be contacted by the ADSA/ADAA to determine if further intervention is needed.

**Approval Authority:** Faculty

**Responsible Party for Management and Updates:** Executive Committee

**Date Originally Issued:** 8/15/2023

**Revision dates:** 12/13/2023, 8/13/2024

**Related school, campus, or system policies and procedures:**

- Excused absence process for student organization travel
- UMKC Attendance Policy: <https://catalog.umkc.edu/undergraduate-academic-regulations-information/attendance-policy/>
- Experiential Learning attendance policies