Process for Students to Request an Excused Absence When Serving in an “Official Capacity”

The UMKC School of Pharmacy follows the university attendance policy when defining an excused absence: https://catalog.umkc.edu/undergraduate-academic-regulations-information/attendance-policy/. Course coordinators approve any excused absences from their course. One criteria for an excused absence is when the student represents UMKC in an “official capacity.” The UMKC School of Pharmacy defines “official capacity” as follows:

- Representing the school at a House of Delegates, or other such body whereby the absence of UMKC representation affects the organization’s good standing (e.g., Rho Chi House of Delegates)
- Membership on a committee for a national or state-wide pharmacy, scientific or health care organization and the student has responsibilities to the committee at the meeting
- Presenting a poster or making a platform presentation
- Representing the UMKC School of Pharmacy at a competition (e.g., Clinical Skills, Clarion, Compounding, Business Plan)
- Receipt of a scholarship at the School of Pharmacy at a competition (allowing for reasonable travel time the day of the event)
- Completing a co-curriculum requirement
  - Students planning to earn co-curricular credit for attendance at a professional meeting must include a copy of the email from the Director of Co-Curriculum showing the activity was approved for co-curricular credit.

NOTE: Students will not be granted an excused absence when serving in an “official capacity” if any of the following conditions are present:

- Event/presentation occurs during finals week due the complexities of missing a final and the quick turn-around for submission of final grades.
- Other programmatic activities where the logistics surrounding a make-up experience are unreasonable (e.g., IPE event, OSCE, Labs)
- Receipt of salary from work when serving in an Official Capacity

If the student does not meet one of these criteria, the absence is NOT excused and they cannot make up any missed work. In these circumstances:

- Students can chose to attend the meeting with an unexcused absence and receive zero for missed assessments. The student should only do so after assessing their status in the class and any risk for receiving a failing grade if they miss this class time.
- Student should consult with their advisor or mentor to identify an alternate meeting to present their research or make a platform presentation that aligns with policy and allows the student the experience of a live presentation.

How to Request an Excused Absence When Serving in an “Official Capacity”

Students must complete the attached form and send it to the course coordinator by email no less than two weeks from the date of the absence. The student is not considered excused until they have an email approval from the course coordinator. The student should keep a copy of this approval in their records until the class is complete at the end of the semester.
Form to Request an Excused Absence When Serving in an “Official Capacity”

In order to receive an excused absence when serving in an “official capacity,” the following steps MUST be followed:

- Student completes the form below and emails it to the Course Coordinator no less than two weeks from the requested date of the absence.
- The Course Coordinator indicates Approved or Denied and forwards the form to the Associate Dean for Student Affairs

Student name:_________________________________________________________

Student email:________________________________________________________

Name of the meeting/event:____________________________________________

Location of the meeting/event:__________________________________________

Dates of the meeting/event:____________________________________________

Dates of absence:_____________________________________________________

Name of the organization’s faculty advisor (if applicable):___________________

Please check which “official capacity” criteria applies to request:

Representing the school at a House of Delegates, or other such body and the absence of UMKC representation affects the organization’s ability to remain in good standing (e.g., Rho Chi House of Delegates)

Membership on a committee for a national or state-wide pharmacy, scientific or health care organization and the student has responsibilities to the committee at the organization’s meeting

Presenting a poster or making a platform presentation at the meeting

Representing the UMKC School of Pharmacy at a competition (e.g., clinical skills, Clarion, compounding)

Receiving a scholarship at the School of Pharmacy Achievers of Excellence event

Completing a co-curriculum requirement

Course Coordinator Decision:

Approved

Denied

Course Coordinator: Please email completed form to markenp@umkc.edu and inform student of final decision
Appendix A - Additional Considerations

Considerations for Course Coordinator:
- The university absence policy and the School of Pharmacy definition of “official capacity” are the basis for determining whether a student is serving in an “official capacity,” therefore allowing missed assessments to be made up.
- Course coordinators should use the meetings and events lists that are maintained on the Pharmacy Student Council Blackboard site as they plan tests and assessments. The Office of Student Affairs can also provide these to you if you cannot access the Pharmacy Student Council Blackboard site.
- Remind students to reserve their “drops,” if allowed in your course, for any unexcused absences when attending professional meetings or events.

Considerations for Students:
- In order to assist with planning coursework and for communication with all stakeholders, students will need to have signed up with the sponsoring organization or received approval from the director no later than 2 weeks prior to the professional meeting. This will be congruent with travel notifications that are due to the associate dean for student affairs. Failure to meet this deadline will preclude excused absence status.
- How well are you doing in the class–how will missing the live version of the class impact your learning? What is your plan to catch up even if there are no assessments when you miss class?
- How will missing class and the associated work affect your learning and overall grade?
- Can you go to the meeting for a shorter period of time and miss less class time? Is this the best meeting to present at or do other presentation opportunities exist?
- Talk with your faculty advisor as you make decisions about whether missing class time can be managed relative to your overall performance and responsibilities.
  - How do you meet the definition of “official capacity”?

Considerations for the Organization Faculty Advisor:
- Talk with the membership very early in the meeting/event planning process and identify which parts of the meeting are essential for students to attend and which may be less critical for their development. Have an open dialog about how a student can decide whether they should attend or not.
- When selections/recommendations are being made for a student to serve in an “official capacity,” remind students they want to reflect whether their academic standing is strong enough to support missing class if they are selected.
- If you want the event/meeting to become a co-curricular activity, work with the Director of Co-Curriculum to receive the approval.
  - Students wishing to attend a professional meeting and earn co-curricular credit will need to work with the sponsoring organization that has received approval by the director of co-curriculum or work with the director on a one-on-one basis for those professional meetings not sponsored by a group.
  - Student organizations who wish to provide co-curricular credit for its attendees will need to work with the Director of Co-Curriculum 4 weeks in advance to align learning outcomes and attendance requirements based on the meeting’s programming to ensure a meaningful experience.