University of Colorado Skaggs School of Pharmacy and Pharmaceutical Sciences

Absence Policy

This policy forms a framework within which decisions regarding student absences can be consistently determined while also taking individual circumstances into consideration. Only absences that result in missed quizzes/exams, activities, or other work that is evaluated and/or requires attendance should be processed through the Office of Student Services (OSS). For such absences, documentation is required for all requests. Decisions regarding the status of an absence request may take up to seven business days. Please see the Student Responsibilities section for further information.

Successful performance in a course is dependent upon regular student attendance and participation. It is the school’s expectation that a student will participate in every class, independent of whether attendance is formally part of the course grade. It is important to recognize that excessive absences, whether excused or not, may make it impossible for a student to meet the outcomes/expectations of a course, e.g., in a course requiring attendance and participation, or under circumstances in which the student has missed multiple graded assignments in a course. As such, it is important that the student understand the outcome and evaluation expectations of each course through deliberate communication with the course director(s). Under extenuating circumstances such as a student who needs to take an extended time away from the curriculum, an administrative solution should be explored with OSS, the student and course directors.

Absences are defined in the following categories:

A. **Excused absences protected by law**
B. **Excused absences allowed at the discretion of the school, and**
C. **Unexcused absences**

A. **Excused absences protected by law**
The school is required to provide make-up accommodations in these situations provided it is reasonable to do so and it does not fundamentally alter the curriculum:

- Disability-related absences that are documented through Disability Resources and Services (DRS)
  - The student formally requests the accommodations provided by a Faculty Notification Memorandum (FNM). The FNM must specifically include the ability to make-up missed work.
- Pre-approved absences due to jury duty
  - A student who receives jury summons must notify the OSS immediately. It is recommended that students postpone their jury summons (if possible) due to the challenges of coordinating the rigors of coursework with jury duty.
  - If a postponement is not permitted, the student must inform OSS and provide the jury summons and the certificate of completion of jury duty from the court.
- Pre-approved absences due to the observance of protected religious holidays
  - A student must inform OSS of their intention to observe religious holidays at the beginning of the semester.
- Medically-related absences due to pregnancy
  - The absence duration may be as long as deemed medically necessary by the student’s health care provider.
CU SSPPS Absence Policy

- Applies only to medically-necessary absences associated with pregnancy and childbirth. It does not, for example, apply to childcare or routine medical appointments.
- Applies to a spouse/partner during the labor and delivery, and 48 hours post-delivery.

Students must submit an [Excused Absence Request Form](#) along with documentation of their absence to OSS.

Course directors, in collaboration with OSS, DRS and Office of Equity, will determine if and when make-up work will be completed, e.g., before or after an evaluation is administered to the rest of the class, typically as soon as reasonable prior to a student’s departure or return to school. All students who take a make-up evaluation separately from the rest of the class will be required to sign an acknowledgement of the school’s Student Ethics and Conduct Code. A student may choose to waive their right to this process and follow the policies for other types of absences that are published in the syllabus. The school reserves the right to deny make-up options if the student does not provide adequate notification.

**B. Excused absences allowed at the discretion of the school**

Other types of absences may be considered excused at the school’s discretion. The school is not required to provide make-up accommodations in these situations. Therefore, individual course syllabi/course directors dictate how these absences will be managed. These absences generally fall within the definition of extenuating circumstances beyond the control of the student, examples of which are provided below:

- **Medical necessity** refers to unpredictable or serious illness of the student or immediate family. This category includes absences associated with common medical issues (e.g., colds, common GI disturbances, flu, etc.). Routine office visits or minor procedures within the control of the student are not considered extenuating and should be scheduled around the student’s course schedule.

- **Death of a family member** includes death of spouse/partner, children, or significant other within the immediate family as well as parents, grandparents and siblings of the student and/or spouse/partner.
  - The amount of time a student will be excused for the death of a family member is limited. It is usually the amount of time to travel to, attend and return any service(s).
  - It is important that the student contact OSS as soon as possible to discuss their options.

- **Weddings**
  - If bride or groom, the maximum number of excused days will be decided in conjunction with the Assistant Dean for Student Affairs and the student’s course director(s)
  - If attending a wedding in which the student is not the bride or groom, then a maximum of one class day will be excused.

- **Pre-approved professional activities** (e.g., conferences) when the student has followed the appropriate notification procedures.

- **Extenuating circumstances** include those not covered by the previous categories. A determination on these excused absences will be made by OSS in collaboration with course directors associated with the course, when necessary.
To request an absence, a student must submit an Excused Absence Request Form with documentation to OSS. It is the sole responsibility of the student to review the course syllabus, and in collaboration with their course director(s), determine how an excused absence of this category will be managed, and if it will impact their ability to succeed.

C. Unexcused Absences
Unexcused absences are absences that do not fall into any of the above categories. Common examples of these types of absences include student-scheduled experiential activities, outside employment, tardiness due to poor planning, extracurricular/family events. These absences are not considered excused and, as such, the school shall not provide make-up accommodations in these situations. A student who takes an unexcused absence is encouraged to use their discretion and discuss the ramifications of the missed activity or evaluation with the course director(s).

Student Responsibilities

Students are responsible for the following:

- Students who are (or anticipate) experiencing any circumstances which may impact their ability to be successful in the pharmacy curriculum, or have questions about the Absence Policy are strongly encouraged to contact OSS in person or at OSS@ucdenver.edu as soon as possible.

- Submitting an Excused Absence Request Form
  - **Organization**
    - Students must compile a summary of all assessments missed, including the course name and number, the course director(s) name(s), and the originally scheduled date and time of evaluations or required attendance activities.
  - **Documentation**
    - Students must provide necessary and complete documentation to allow the school to sufficiently evaluate the request for an excused absence. Additional information can be found in the “Acceptable Forms of Documentation” section of the absence form.
  - **Preapproval**
    - Students are expected to communicate with OSS in person or at OSS@ucdenver.edu, ideally 30 days prior to the absence, or when that is not possible, as soon as possible thereafter.
    - Failure to obtain preapproval in situations where it was reasonable may result in an unexcused absence, or for legally protected absences, not providing make-up options.
  - **Follow-up**
    - Students are expected to work with their course directors and in collaboration with OSS to determine how the absence will be managed. This will involve reference to the course structure/syllabus, as appropriate. When applicable, email confirmation of
the date and time of make-up plans should be forwarded to OSS (with course directors cc’d). This typically occurs within 48 hours prior to student’s departure or return to the curriculum.

• Obtaining *authorization for accommodations* through Disability Resources and Services (DRS) to allow for any make-up work due to a medical disability must occur before any make-up work will be administered. Neither the course director nor OSS can determine whether a student has a disability that is eligible for accommodations. Accordingly, students requesting accommodations for a disability must contact:

Sherry Holden | Coordinator
University of Colorado Anschutz Medical Campus Disability Resources & Services
Bldg. 500, Room Q20-EG 305A
Phone: (303) 724-5640, Fax (303) 724-5641 Part-time:
Monday, Tuesday and Thursday
sherry.holden@ucdenver.edu

Ms. Holden will assist in determining reasonable accommodations. Be aware that the determination of accommodations can take several weeks. No accommodations will be made for the course until Ms. Holden has notified the course directors and/or OSS of the approved accommodations. Once authorized, it is the student’s responsibility to coordinate approved accommodations with the OSS well in advance. Further general information regarding disability resources and services can be found at: [http://www.ucdenver.edu/student-services/resources/disability-resources-services/Pages/disability-resources-services.aspx](http://www.ucdenver.edu/student-services/resources/disability-resources-services/Pages/disability-resources-services.aspx)

• Pregnant students needing additional assistance or resources may contact:

William Dewese
Associate Director, Deputy Title IX Coordinator
Office of Equity
University of Colorado Denver | Anschutz Medical Campus
1380 Lawrence Street, Room 1234, Denver CO 80204
Phone: 303.315.0120 | william.dewese@ucdenver.edu | equity.ucdenver.edu