Absence Policy: Excused Absences

Only students who have a legitimate reason (see below) will be determined to have an excused absence.

Students are responsible for:

• obtaining advance approval (i.e., typically a minimum of 30 days) for any absences that require preapproval or in situations where students should reasonably be aware of a future absence.
• communicating with the Office of Student Services (OSS) prior to the start of an event (OSS@ucdenver.edu) or, when that is not possible, as soon as doable thereafter.
• making and attending an appointment to obtain authorization for accommodations through Disability Resources and Services (DRS) to allow for any make-up work due to a medical disability (this must happen before any make-up work will be administered). Students and course directors should recognize that it can take some time for accommodations to be authorized.
• providing necessary and complete documentation to allow the school to sufficiently evaluate the request for an excused absence. This may include a medical statement from a health care provider or an order of service/ceremony or obituary documentation.
• compiling a summary of all assessments missed including the course name, course director(s) name(s), and the originally scheduled date and time of assessment(s) and submitting it to OSS.
• obtaining email confirmation from course director(s) of the date and time the missed work will be made-up and forwarding it to OSS (with cc to course directors) with as much advance notice as possible.

The school defines absences in different categories: those the school is required by law to accommodate and absences that are accommodated at the school's discretion.

Excused absences protected by law

Students will be given the option to make-up any missed work due to the following types of excused absences, provided it is reasonable to do so and it does not fundamentally alter the curriculum. Documentation, such as notification of summons for jury duty, may be required to be submitted to OSS for central record-keeping. Students may choose to waive their right to this process and follow the policies for other types of absences that are published in the syllabus.

• Medically-related absences that are documented as a disability through DRS and the student is provided with an authorization for accommodations (Faculty Notification Memorandum, FNM) that includes the ability to make-up missed work.
• Pre-approved absences due to jury duty.
• Pre-approved absences due to the observance of protected religious holidays.
• Medically-related absences due to pregnancy for as long as deemed medically necessary by the student’s health care provider. (note this applies only to medically necessary absences associated with pregnancy and childbirth, it does not, for example, apply to childcare)
• Pregnant students needing assistance beyond what is offered by the SSPPS OSS should 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
• In situations where make-up work is allowed, course directors have the authority to determine whether make-up work will be completed before or after the assessment is administered to the rest of the class. If taken afterward, the course director has the authority to determine that it be completed as soon as the student’s class schedule permits. All students who take a make-up assessment separately from the rest of the class will be required to sign and honor an acknowledgement of the school’s Student Ethics and Conduct Code.

Excused absences allowed at the discretion of the school
Other types of absences that are accommodated at the school’s discretion generally fall within the definition of extenuating circumstances beyond the control of the student. The school is not required to provide make-up accommodations for these types of absences. Therefore, individual course syllabi dictate the policies that apply to excused absences in these categories. Please refer to specific course syllabi for details.

• Medical necessity refers to unpredictable or serious illness of the student and his/her immediate family. This category includes absences associated with common medical issues (e.g., colds, common GI disturbances, flu, etc.). Documentation such as a medical statement from the patient’s health care provider may be required for submission to OSS for central record-keeping. Routine office visits 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, children or significant other within the immediate family as well as parents, grandparents and siblings of the student and/or spouse. An order of service or obituary may be required as documentation submitted to OSS.
• Pre-approved professional activities may be excused when the student and/or student organization has followed the appropriate notification procedures outlined in the School of Pharmacy Student Bulletin. It is the sole responsibility of the student to discuss the plausibility with the course director and inform OSS of his/her planned absence at least one month in advance, preferably at the start of the semester. Documentation of attendance at the professional activity and/or travel itineraries may be required as documentation submitted to OSS.
• Extenuating circumstances represent those not covered by the previous categories. An excuse will be determined to be legitimate by OSS and in collaboration faculty members associated with the course, when necessary. It should be noted that such a decision regarding the status of an absence may take up to seven business days.

Absence Policy: Unexcused Absences
Unexcused Absences are absences that do not fall into any of the above categories (e.g., studentscheduled experiential activities, outside employment, tardiness due to poor planning, etc.) and are not permitted, nor considered excused. A student who takes an unexcused absence is required to discuss the ramifications of the missed activity with the course director(s).

Accommodations for disability:
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
Ms. Holden will assist in determining reasonable accommodations. Be aware that the determination of accommodations can take a long period of time. No accommodations will be made for the course until written documentation is provided by Ms. Holden to the Course Directors and/or OSS. 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/accommodations/Pages/accommodations.aspx