



School of Pharmacy

SOP OP: 200.010 – Student Leave

PURPOSE: The purpose of this Operating Policy and Procedure is to address circumstances of absences from the classroom or experiential environments. This policy is intended to inform student and faculty of actions in these situations.

REVIEW: This OP will be reviewed and revised by the Associate Dean of Academic and Curricular Affairs and the Student Affairs Committee during each odd year (starting 2013) and approved by the Dean and Executive Council. Approved by the MUSOP Faculty 06/29/18.

Timely attendance of and engagement within course activities is expected. The Student Leave policy distinguishes excused from unexcused absences, outlines procedures for notification of absence or tardiness, describes consequences for unexcused absences, and identifies mechanisms for receipt of developmental (Professional) leave. This policy applies to all students and courses comprising the MUSOP curriculum.

200.010.001 Emergency Leave:

Emergency leave applies to circumstances unforeseen prior to the start of the educational day. Examples of circumstances that may be considered appropriate need for emergency leave include, but are not limited to:

- Illness (personal or dependent)
- Accident
- Medical Emergency
- Death in the Family / Family Emergencies involving self, spouse, child, parent, legal guardian, grandparent, sibling or in-laws.
- Jury duty or subpoena for court appearance
- Military obligations

Absence due to emergency leave is **EXCUSED** if approved by Office of Student Affairs. Providing documentation to the Office of Student Affairs is required for any absence, and all documentation should be provided upon the student's return. Students must submit excused absence request forms and provide supporting documentation within three days of returning to school. If a student makes a claim for emergency leave that is determined to be untrue, then it becomes an issue of professional misconduct.

200.010.002 Receipt of Emergency Leave:

The student must communicate his/her absence to the Office of Student Affairs (Assistant Dean or Director of Student Affairs and Assessment) and, if currently practicing at an IPPE or APPE site, their clerkship site by the most appropriate, expedited means available (ie, cell phone, email, etc.). Regardless of the method(s) of communication employed, a student should obtain a response from the Office of Student Affairs and/or practice site before assuming that their absence is acknowledged and therefore excused. Excused absences will be communicated by Office of Student Affairs personnel to the course coordinators and Office of Experiential Learning for all courses the student is currently enrolled within. The student must immediately complete a University Excused Absence Application (http://www.marshall.edu/pharmacy/files/2012/08/MUSOP-Excused-Absence-Form_81512.pdf) upon returning to classes.

200.010.003 Unexcused absences:

Student absence for reasons other than approved professional leave or emergency leave (200.010.001) is considered **UNEXCUSED**. Faculty team members learning of an unexcused absence should notify the course coordinator and the Office of Student Affairs (Assistant Dean). The course coordinator will notify the student of their unexcused absence and advise them of the consequences associated with the missed class time. In the case of an unexcused absence for a major exam or Objective Structured Clinical Exam (OSCE) assessment, the faculty member administering the assessment (generally the course coordinator, Director of Simulation, or Chair of the Assessment Subcommittee) will execute a negative Professionalism Evaluation Form (PEF, http://www.marshall.edu/pharmacy/files/2012/11/MUSOP_PEF.pdf).

200.010.004 - Student Tardiness for graded assessments:

Tardiness for graded assessments is defined as arriving late after the assessment has begun but before anyone has finished. During exams, students arriving after any other student has finished and exited the exam room will not be allowed to take the exam. A student who is tardy or who anticipates being tardy must provide the same notifications as outlined under “receipt of emergency leave (200.010.002) to the course coordinator. In the case of tardiness for an exam, no time extensions will be provided.

200.010.005 Accommodations for excused absences:

Upon receiving approval of an excused absence by the Assistant Dean of Student Affairs, students have three school days to contact their professors by e-mail regarding the instructions for completing missed assessments. Failure to do so will result in a score of zero for each missed

assessment. The course team will make accommodations for the missed assessment. There will be no penalty for students completing makeup assessments within the timeframe described by the course team. Makeup assessments are not required to be the same format as the original assessment and the format will be at the discretion of the course team.

200.010.006 Consequences for an Unexcused Absence:

Consequences for unexcused absences are at the discretion of the course team and may include but are not limited to:

1. If an assessment was missed:
 - a. Receipt of a grade of 0 for the assessment.
 - b. A percentage deduction from assessment grade
 - c. Delivery of a make-up assessment (may be an alternative format to the original)
2. If no assessment was missed:
 - a. Completion of project
 - b. A percentage deduction from course grade

200.010.007 Professional Leave

It is the policy of the Marshall University School of Pharmacy to encourage and foster student professional development and involvement in professional pharmacy organizations.

1. The Office of Experiential Learning will be the official professional leave-granting department. All requests for professional leave and tracking of student leave days will be processed through this office.
2. Students in good academic standing will be granted up to 21 days of professional leave time. Professional leave is available in an incremental scale (3 days for P1/P2, 5 days for P3, and 10 days for P4) over the entirety of the student's professional academic careers. Not more than 5 days may be taken during an individual APPE rotation or 2 days in any individual IPPE rotation. The Office of Experiential Learning must receive and approve all leave requests prior to the start of the semester in which leave is to be taken. Additional leave may be granted on a case-by-case basis at the discretion of the Assistant Dean of Experiential Learning.
3. Professional Leave may be used to attend professional pharmacy organization meetings or for postgraduate employment interviews. The appropriate use of these days is to be determined and monitored by the Assistant Dean for Experiential Learning.
4. Students are responsible for notifying course coordinators and/or preceptors immediately upon receipt of approval form the Assistant Dean of Experiential Learning.
5. Documentation of student attendance at the event is to be submitted to the Office of Experiential Learning within 1 week of returning to classes. Students who obtain professional leave and do not attend the professional meeting will be deemed to be in violation of the MUSOP Code of Professional and Ethical Conduct (http://www.marshall.edu/pharmacy/faculty_staff/faculty-and-staff-policies/200-006-ethical-and-professional-conduct)

6. The Office of Experiential Learning will be responsible for establishing working policies, approving candidate leave requests, keeping records and approving professional meetings/events for professional leave. The Office of Experiential Learning will inform faculty about candidates who will be on approved professional leave and will be absent from their classes. The Office of Experiential Learning will inform preceptors about candidates who have received approved professional leave and who will be absent from their rotation.

200.010.008 Leave for observance of religious holidays

MUSOP is supportive of the rich cultural diversity of our student body. Students with requests for specific leave not covered by this policy should submit requests to the Office of Student Affairs.

APPROVALS:

Gayle A. Brazeau, Ph. D. Dean	Date
Kim Broedel-Zaugg, R. Ph., M.B.A., Ph.D. Chair of Pharmacy Practice, Administration, and Research	Date
Eric Blough, Ph. D. Associate Dean for Academic and Curricular Affairs	Date
Terri Moran, M. S. Assistant Dean of Student Affairs	Date
Robert Stanton, M. B. A, Pharm. D., BCPS Assistant Dean for Experiential Learning	Date
Shelvy Campbell, Ph. D. Assistant Dean for Diversity and Inclusion	Date
Brittany Riley Pharm.D., BCPS Assistant Professor, DPPAR	Date
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Holly Dunmore, M. S.
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Date