

N. Experiential Education Policies

Absence Policy

For purposes of the absence policy, experiential education refers to students on all Introductory Pharmacy Practice Experiences (IPPE) and all Advanced Pharmacy Practice Experience (APPE) rotations.

1. *Illness/Personal Issues.* There are no “sick or personal days” built into Experiential Education courses and make-up hours may be required. The format and duration of any make up period may vary by course as determined by the preceptor and are dependent on both preceptor and site availability. Additionally, the preceptor and the Director or Assistant Director of Experiential Education, as appropriate to the course, must approve any make up plan. Students must notify the preceptor and Office of Experiential Education (OEE) of an intended absence due to illness or personal issues. The Office of Professional and Student Affairs (OPSA) and OEE may require documentation from a physician in cases where a student is absent due to short term illness (defined as missing less than 10% of a single experiential course due to illness including a single occurrence). Absence from any IPPE and APPE course due to long term illness (defined as missing 10% or more of a single experiential course due to illness) will require physician documentation. In the case of either short or long term illness documentation may include but is not limited to proof that the student was under the care of a physician and certification that the student may return to their experiential education courses and assigned practice site(s) without restriction. The feasibility of completing any experiential courses after a long-term absence (defined as missing 10% or more of a single experiential course) due to personal issues or illness will be addressed on a case by case basis. Also see [Experiential Practice Hour Requirements](#).
2. *Tardiness.* Students are expected to arrive on time for experiential education on site experiences. Occurrences of unexcused tardiness may result in a grade reduction. Also see [Experiential Practice Hour Requirements](#).
3. *Unexcused Absences.* Students are required to participate in experiential education experiences at practice sites per their assigned schedules. Occurrences of unexcused absences may result in a grade reduction or removal from the course. Also see [Experiential Practice Hour Requirements](#).
4. *Pharmacy Conferences and Meetings.* There are no excused days to attend meetings or conferences. Meeting or conference attendance that meets the objective of a rotation experience and is approved in advance by the preceptor may be counted as part of rotation attendance.
5. *Residency & Job Interviews.* A student will be allowed up to 3 excused days **total** from APPE rotations for residency or job interviews. **Absences must be approved well in advance by the preceptor, must be reported to the OEE and must be documented in CORE ELMS. This is not a per rotation allowance, absences beyond three days for the entire APPE year must be made up.** For example, if a student is granted three excused

interview days during Mod 6, no additional excused interview days can be granted in subsequent modules and additional days would need to be made up.

Students who have applied for residencies are required to notify their preceptor on or before the first day of a rotation that they have applied for a residency and anticipate scheduling interviews. When an interview invitation has been accepted, scheduling must be coordinated with and approved by the preceptor. If a student is scheduling an interview during a rotation that has not begun, it is the student's responsibility to contact the preceptor for that rotation to coordinate an acceptable date of absence.

6. *Graduate School and Fellowship Interviews.* The same policy as residency interviews will be followed.
7. *Inclement Weather.* There are no "inclement weather days" built into rotations and make-up hours may be required (See Absence Section 1 and Experiential Practice Hour Requirements). Students must notify the preceptor and OEE of an intended absence due to inclement weather. Since the weather at any experiential site may be very different from the weather in Edwardsville, the closing of the SIUE campus due to weather conditions does not apply to rotations.
8. *Holidays.* The official SIUE campus holiday schedule applies to students on rotations. Holidays include: New Year's Day; Dr. Martin Luther King, Jr. Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Election Day (on years when officially recognized by the State of Illinois); Thanksgiving; and Christmas. If the experiential education rotation site is closed on additional Federal or State holidays, the student is excused and not required to make-up the hours. Holidays should be documented in CORE ELMS using the drop-down option "holiday".