

Absence Notification Policy

Students must report all absences as soon as an absence is anticipated using the “Student Reporting Procedure” outlined below. Documentation proving the absence may be required as noted below.

Absence reporting is required for all exams, classes and course related events.

This absence policy is in alignment with the WSU academic regulation policy regarding absences that can be found at <http://www.catalog.wsu.edu/General/AcademicRegulations/Search/title/absence>.

- Find link and follow instructions on the [WSU College of Pharmacy and Pharmaceutical Sciences Current Students – Block Testing](#).

Absences for Block Exams:

- All students will receive a maximum of three attempts to achieve competency for block-tested courses.
- All absences during test days will result in forfeiting that testing attempt unless arrangements have been made in advance through the Remote Proctoring Request policy.

Student Reporting Procedure:

- The student completes the Absence Notification form prior to the start of the exam or class meeting.
- For planned absences associated with university sanctioned events, military duty, jury duty or court summons, an individual may opt to schedule to take the exam remotely according to the Remote Proctoring Request policy.
- To request remote proctoring, a completed Remote Proctoring Request form must be **submitted 15 business days** prior to the scheduled absence. Before submitting, please review the Remote Proctoring Request policy for information related to student responsibilities and costs.

Appeal of an absence decision or accommodation:

As noted in the WSU academic regulation on absences, students dissatisfied with instructor accommodations may follow the Academic Complaint Procedure, Rule 104 available at <http://www.catalog.wsu.edu/General/AcademicRegulations/ListBy/104> .

Campus Closure Policy

- Campus closure (all day) – SPOK or YAK:
 - If both campuses are closed, testing is cancelled and will be rescheduled.
 - If one campus is closed and one campus is open, testing will be cancelled on the closed campus and exam rescheduling will be communicated by the instructor of record. Unless instructed otherwise, the students on the open campus should expect to sit for the assessment.
- Campus delay – SPOK or YAK:
 - If both campuses are delayed, testing will be administered as scheduled for exams starting after the campus is open unless instructed otherwise by the instructor of record. Students who have exam start times during the campus delay window may be rescheduled to test later in the day. Any adjustments in testing time or test administration will be communicated by the instructor of record via email.
 - If one campus is delayed and one campus is open, testing will be administered as scheduled for the open campus, unless instructed otherwise by the instructor of record. Students who have exam start times during the campus delay window on their campus may be rescheduled to test later in the day. Any adjustments in testing time or test administration will be communicated by the instructor of record via email.

Exceptions to the missed test policy may be made due to extenuating circumstances encountered during ELE's on a case by case basis by the instructor of record.