

# Washington State University College of Pharmacy

## Block-tested Courses Absence Policy AND Missed Test Policy

2017-18

### Block-tested Course Absence Policy

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

***This policy and absence reporting procedures is only for block tests including the initial test, retest, or ELE test. For block-tested courses, students do not need to contact the course Instructor of Record (IOR) separately. If further absences will occur on this day or on other days for non-block tested courses, students must directly contact the IORs of non-block tested courses.***

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>.

#### **Student Reporting Procedure:**

- Find link and follow instructions on the [WSU College of Pharmacy Current Students – Block Testing Page](#).
- Submit absence report as soon as possible.

#### **Determination of an excused absence for a block test:**

The College of Pharmacy will determine if an absence is excusable for a block test based on the following list of approved excused absences.

#### **List of approved excused absences for block tests:**

Excused absences will only be considered for the following reasons:

- Bereavement: Death of a family member or loved one.
- Health, Personal: Illness, hospitalization, or scheduled surgery. For chronic illness-related issues, students must contact Liz West in WSU Spokane Student Affairs for determination of appropriate accommodations.
- Health, Immediate Family: Immediate family members (spouse, parents, siblings, children, grandparents, father/mother-in-law, son/daughter-in-law, or grandchild) with terminal or acute illness or scheduled surgery
- Emergency (Non-Health): Automobile accident, extended loss of electrical power
- Jury Duty / Court Summons
  - o Documentation: Copy of summons.

- Military Duty: Drill, active duty or associated activities that do not exceed 1 week.
  - o Documentation: Military orders
  - o Any service orders lasting longer than 1 week would fall under our leave of absence policy that can be found here:  
<http://www.pharmacy.wsu.edu/currentstudents/pharmacyclassschedulesandtools.html>
- University / School Approved Activity: Attending school sanctioned professional conferences, scholarly competitions, student forums and educational programs.
  - o Documentation for conference attendance: Submit copy of paid registration receipt to Examssoft® Coordinator ([hannah.r.lee@wsu.edu](mailto:hannah.r.lee@wsu.edu)) no later than 2 weeks prior to the departure date for the conference.
  - o Travel Days: One travel day prior to the start of the University/School approved activity and one travel day upon conclusion of student programming will be deemed excusable. Extra travel days will be unexcused.
  - o Documentation for events where representing the school: Email documentation from organization advisor to Examssoft® Coordinator ([hannah.r.lee@wsu.edu](mailto:hannah.r.lee@wsu.edu)).
- Weather: Local conditions that prohibit attendance including severe weather, road closures, flood, fire, snow/ice, mudslide, etc.

The following reasons are considered unexcused absences:

- Vacation
- Plane (or other transportation) ticket for travel prior to the start of a designated vacation or prior to the end of semester finals week
- Late arrival to block testing (please see [Student Test Administration Guidelines](#) for further detail)
- Meetings that are not related to a professional activity
- Work

If an extraordinary circumstance occurs, the ExamSoft® Coordinator will contact the Instructor of Record(s) for affected courses to determine if the absence is excused or unexcused.

If a student repeatedly misses tests, the student will be referred to the WSU COP Office of Student Services and/or WSU Health Sciences Spokane Student Affairs.

#### **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: **Testing will be cancelled on both campuses.** For initial attempts missed due to a campus closure - initial attempt will be taken on the re-test Monday

for both campuses; for re-tests – second attempts will be taken during ELE week OR handled on a case-by-case basis.

- Campus delayed start SPOK or YAK - **testing will be cancelled on both campuses for the affected cohorts during the closure time.** Testing will resume for the next scheduled cohort when campus opens. For initial attempts missed due to a campus delayed start - initial attempt will be taken on the re-test Monday for both campuses; For re-tests – second attempts will be taken during ELE week OR handled on a case-by-case basis.
- Individual student related weather/travel issues – will be handled as described above.

## Missed Test Policy

All students will be provided with three attempts to achieve competency for block-tested courses. An unexcused absence results in a forfeit of that test attempt.

- **Absence for initial test:**
  - If a student has an **\*excused absence** for the initial test, the student will take the first attempt during the scheduled retest. Students who are considered to have an **excused** absence for missing the initial test will receive full credit. An excused absence does not forfeit a test attempt.
  - If a student has an **unexcused absence** for the initial test, the student will take the retest as scheduled. Students who are considered to have an **unexcused** absence for the initial test will receive a zero for the initial test and no more than 80% on the retest. An unexcused absence forfeits a test attempt.
- **Absence for retest:**
  - If a student has an **\*excused absence** for the retest, he or she will take the second attempt during ELE week. The *COP Examsoft® coordinator* will notify the student of his/her scheduled testing date and confirm this date with the IORs. A student will receive no more than 80% on the second attempt.
  - If a student has an **unexcused absence** for the retest, he or she forfeits the second attempt and will go to extended learning experience (ELE). Students who are considered to have an **unexcused** absence for the retest will receive a zero for the second attempt and no more than 80% on the ELE.
- **Absence for ELE:**
  - Students who miss an ELE will work with the *Instructor of Record* to determine an appropriate time to reschedule. An ELE make-up will only be allowed in exceptional circumstances and will generally require prior approval from the instructor. Students must be aware that it is expected that all ELE opportunities must be completed by the end of the semester.

*\*Excused Absences: In order for an absence to be excused for any block test (initial, re-test, or ELE), students must submit an absence request following the procedures outlined above.*

*Exceptions to the missed test policy may be made due to extenuating circumstances.*

***\*\*Students with Excused Absences who need a second attempt will test during ELE week. Students who need a third attempt, will take their third attempt on the next scheduled business day after the close of ELE week.***