

Washington State University College of Pharmacy and Pharmaceutical Sciences Absence and Campus Closure Policy

Absence Policy

Students are responsible for ensuring that they attend all class meetings and complete all in-class and out-of-class work as assigned by the instructor. Students should make all reasonable efforts to attend all class meetings. However, in the event a student is unable to attend a required course component or class session, it is the responsibility of the student to submit the Absence Notification form to inform the instructor of the absence as soon as possible and make arrangements for any missed work. Missing class meetings or scheduled exams may result in reduced overall course grade or forfeited assessment attempts as outlined in the syllabus.

Missed Assessment Policy:

- All absences during assessment days will result in **forfeiting that 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 required course activity.
- 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 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.

Campus Closure Policy

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

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. The university policy for adverse weather conditions or disruptions to university operations can be found here;

<https://provost.wsu.edu/documents/2019/03/inclement-weather-policy.pdf/>