

College of Pharmacy  
EXCUSED ABSENCE PROCESS

Revised 7.09.2025

Important Note: The Course Coordinator(s) is the only person who can grant an "Excused Absence".

**Absence from Class**

A student is expected to notify his/her Course Coordinator(s) on the day the absence occurs. Notification, if possible, should occur prior to the absence. A voice message or email is an acceptable method of notification. The Course Coordinator(s) will confirm notification received. If the Course Coordinator(s) does not confirm receipt of notification, the student should notify them again.

1. Upon return to classes, the student should bring a valid written excuse to the OSPA.
2. OSPA will verify the validity of the excuse and will sign and date the excuse.
3. The student should retrieve the validated excuse on the SAME day it is dropped off in the OSPA and, outside of class, approach the Course Coordinator(s) with their documentation unless otherwise stated in the course syllabus. This should also occur on the SAME day the excuse is validated.

**Absence from an Exam**

A student missing an exam MUST contact the Course Coordinator(s) via email or phone prior to the test. In case of emergency, a student should contact OSPA. OSPA will notify Faculty. The student must contact the Course Coordinator(s) or OSPA within 48 hours of the emergency.

OSPA office hours –

Monday through Thursday 7:30 am to 5:00 pm

Friday 7:30 am to 11:30 am

OSPA office phone –

318-342-3800

Mrs. Mary Rhea (Assistant Dean of Student Affairs and Development)

Office phone – 318-342-3803, Email – [mrhea@ulm.edu](mailto:mrhea@ulm.edu)

Dr. Laurel Sampognaro (Director of Student Success)

Office phone – 318-342-1721, Email – [sampognaro@ulm.edu](mailto:sampognaro@ulm.edu)

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documentation unless otherwise stated in the course syllabus. This should also occur on the SAME day the excuse is validated.

4. Exam make-up will be at the discretion of the Course Coordinator(s).

### **Mental and/or Physical Health Leave of Absence**

A student who feels he/she needs a Leave of Absence should make an appointment with the Assistant Dean of Student Affairs and Development or the Director of Student Success as soon as the student recognizes this need. The leave of absence will not be considered by the Course Coordinator(s) for excuse until after the Assistant Dean of Student Affairs and Development and/or the Director of Student Success has been contacted. Students should not directly contact the course coordinator(s) until after speaking with the Assistant Dean of Student Affairs and Development or the Director of Student Success.

A Leave of Absence is considered to be a period of time when a student does not attend classes but intends to return at some point. Individuals typically take a Leave of Absence when depression, anxiety, trauma, substance use, or other disorder is interfering with his/her daily life to the point that he/she is unable to function and complete required tasks. A Leave of Absence can also be taken for medical reasons, such as a serious medical condition or to care for a family member with a health condition. Once granted, a student may not attend classes, or any College sponsored event during a Leave of Absence.

Any leave of absence for medical and/or mental health reasons that exceeds 72 hours will require clearance from a licensed provider before returning to classes.

### **Selected for Random Drug Screening**

When a student is selected for RANDOM DRUG SCREENING, they should make every effort to go for the screening outside class time. In the event this is not possible, and the student must miss class:

1. The student should notify the Course Coordinator(s) that they are missing class to provide a sample for drug testing.
2. OSPA will give the student verification that they were selected for drug testing.
3. Students who must go for screening during class time must check in with the OSPA prior to leaving campus and upon return to campus.
4. It should take the student no longer than one (1) hour to provide a sample.
5. The student should retrieve verification of drug testing selection with check-in and check-out times noted by OSPA on the day they miss class and approach the Course Coordinator(s) outside class with their documentation unless otherwise stated in the course syllabus. This must occur within 24 hours of returning to classes. OSPA will verify in writing on the form that, based on the student's class schedule, the student could or could not have provided a sample during a time when they would not have missed class.
6. The Course Coordinator(s) is the only person who can grant an "Excused Absence".