MUSC COLLEGE OF PHARMACY
ATTENDANCE POLICY FOR CLERKSHIPS

STUDENT WILL HAVE A MAXIMUM OF 4 EXCUSED ABSENCES DURING THE NINE MONTHS OF ROTATIONS. Absences cannot be saved and taken all at once and NO MORE than 2 days in one rotation, nor can they be saved for the last days of a rotation to facilitate an early exit from the rotation.

FAILURE TO MEET ROTATION REQUIREMENTS WILL RESULT IN AN INCOMPLETE GRADE AND THE ENTIRE ROTATION BEING REPEATED.

Emergency Excused Absences:
For an emergency excused absence, the student must contact the Experiential Coordinator and the preceptor to obtain approval.

Students may be granted emergency excused absences under the following circumstances:
- Death or serious illness of a close family member (i.e., parents, spouse, children, siblings).
- Personal illness. A doctor’s excuse is needed if the student is away for 2 days.
- The preceptor must be notified immediately and a Request for Excused Absence Form filled out and faxed to the Experiential Coordinator’s Office by the preceptor. Fax # (843) 792-9081.

Planned Excused Absences:
For a planned excused absence, the student must have approval through the Experiential Coordinator’s Office and must have approval from the preceptor at least one week prior to the absence. A Request for Absence must be filled in and the preceptor must fax it to the Experiential Coordinator.

Students may be granted planned excused absences under the following circumstances:
- The student is making an academic presentation at a regional or national conference.
- Significant life events that involve a close family member, such as a wedding or graduation.
- Time away from the rotation must be minimal and preferably, no more than 2 patient care days.
- Travel time to and from rotations.
- Time to interview.

Procedures for Making Up of Rotation Time once the 2 day/rotation, 4 day maximum has been utilized.
- ALL rotation time must be made up.
- Make up of rotation time should be completed during the clerkship, and when not possible, the dates for the make-up of rotation time are at the discretion of the clerkship director.
- All patient care responsibilities must be covered during the period of absence.
- The Experiential Coordinator must be notified of the absence and the make-up or day(s).

Reminder:
- Rotations are for the calendar month
- The minimum time per week is 40 hours, essentially 8 hours per day; if the rotation requirements are over 40 hours, the student should be there with the preceptor.
- Attendance and punctuality will be considered in the student evaluation.
- Time/Attendance Sheets should be turned in for each rotation.
- Preceptor/Site Evaluations must be turned in for each rotation.
- The MUSC Calendar does not apply to rotations (e.g., there is no Spring Break, holidays that the site is open and the preceptor works are considered rotation days).

Any deviation from these policies should be discussed with the preceptor and the Experiential Coordinator beforehand. Remember that the College Experiential Programs must meet accrediting standards as well as SC Board of Pharmacy requirements. Questions regarding this policy should be directed to the Experiential Coordinator.