UC San Diego
Skaggs School of Pharmacy & Pharmaceutical Sciences
Experiential Education Attendance and Absence Guidelines

1. Students assigned to experiential rotations are expected to attend during the
days/hours assigned by their preceptor.

2. Medical facilities, clinics, community pharmacies and other IPPE/APPE sites may or may
not observe University holidays. Students are expected to follow the schedule at their
assigned experiential site and as directed by the preceptor. The attendance expectations of
the student, should be clarified with the preceptor at the start of the rotation.

3. Students unable to attend the rotation in cases of illness or emergency, must contact
both their preceptors and the Office of Experiential Education, for APPE’s email,
Lisa Avery (lavery@ucsd.edu) and for IPPE’s email, Pam McGlynn
(pmcflynn@ucsd.edu) and indicate their expected return.

   • Note: After June 30, 2019 students should contact Jayne Laity
     (jlaity@ucsd.edu) for missed APPE’s.

4. Missed rotation time may need to be made up, and is at the discretion of the preceptor.

5. Preceptor approval must be secured in advance if a student needs to be absent on a
   scheduled rotation day.

6. A plan should be developed by the preceptor and student for the completion of missed
time from the rotation if the preceptor deems necessary.

7. Conditions for excused absences: Students are encouraged to attend professional
meetings and interviews required for residency application activities. It is the
responsibility of the student to organize these dates in ways to minimize the impact on
their educational experiences. Students are expected to work with their preceptor(s)
when planning/scheduling professional meetings, post-graduate education and
employment interview dates.

Updated 2/1/2019