

**Office of Experiential Education (OEE)**  
**UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences**  
**(SSPPS)**  
**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 preceptor should clarify attendance expectations of the student at the start of the rotation. Rotation experiences typically average at least 40 hours per week.
3. Students unable to attend their rotation in cases of illness or emergency must contact their site preceptor via phone (or per preceptor instructions) as soon as possible. The student must also contact the IPPE/APPE coordinator via email as soon as possible and indicate their expected return.
  - a. For APPEs: email Karla Barranco Marquez ([kbarrancomarquez@health.ucsd.edu](mailto:kbarrancomarquez@health.ucsd.edu))
  - b. For IPPEs: email Pam McGlynn ([pmcglynn@health.ucsd.edu](mailto:pmcglynn@health.ucsd.edu))
4. An APPE student requesting to attend a professional meeting must complete and submit a Planned APPE Absence Request Form **at least 2 weeks in advance**, and upload proof of meeting registration into their CORE account. The student must also directly contact their affected preceptor(s) at least 2 weeks ahead of time, or on the first day or rotation, whichever comes first, to request meeting attendance. The request will be reviewed by the preceptor and OEE. Conditions for excused absences for APPEs: Attending professional meetings, interviews for residency/post-graduate training programs, and/or career interviews. 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 training interviews, and/or employment interview dates.
5. Missed rotation time make-up:
  - a. APPEs: A plan should be developed by the preceptor and student for the completion of missed time from the rotation if the preceptor deems necessary.
  - b. Community and Health System IPPEs: All absences must be made up, so that the student meets the full IPPE hour requirement. A plan should be developed by the preceptor and student for the completion of missed hours. The IPPE hour requirements are:
    - i. 190 hours in Community Pharmacy (70 hours longitudinal, 120 hours block)
    - ii. 80 hours in Health System
  - c. If the deficient hours must be made up outside the scheduled block, the student and preceptor will coordinate this with OEE.
6. If a student requires extended leave from a rotation, approval must be obtained through the Office of Student Affairs and the OEE in accordance with SSPPS policies and guidelines. Extended leaves of absences may be initiated for cases including, but not limited to, illness, support of student wellbeing, disciplinary action, and/or cases where missed rotation make-up time will not be sufficient to meet the minimum learning requirements of the rotation.