

Office of Experiential Education
UC San Diego Skaggs School of Pharmacy and 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. Rotational 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. Also, contact the IPPE/APPE coordinator or supervisor (if applicable) via email as soon as possible. Additionally all students must notify the Office of Experiential Education and indicate their expected return;
 - a. For APPE's email, Jayne Laity (jlaity@ucsd.edu)
 - b. For IPPE's email, Pam McGlynn (pmcglynn@ucsd.edu).
4. Preceptor approval must be secured well in advance if a student needs to be absent on a scheduled rotation day.
5. Conditions for excused absences: APPE students are encouraged to attend professional meetings and interviews required for residency/post-graduate education programs. 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.
6. 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: Absences must be made up, so that the student meets the full IPPE hour requirement:
 - i. 120 hours in Community Pharmacy
 - ii. 80 hours in Health System
 - c. If the deficient hours must be made up outside the scheduled block, coordinate this with the Office of Experiential Education
7. In the event that a student may require a period of extended leave from a rotation, approval must be obtained through the Office of Student Affairs and the OEE in accordance with Skaggs School of Pharmacy and Pharmaceutical Sciences (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. Preceptors/site representatives should contact the OEE as soon as possible if there are concerns relating to extended leaves during rotations.