

College of Pharmacy
EXCUSED ABSENCE PROCESS

1. A student missing a test **MUST** contact the Course Coordinator via email or phone prior to the test.
2. In case of emergency, a student should contact OSPA. OSPA will notify Faculty. The student must contact the Course Coordinator within 48 hours of the emergency.
 - a. OSPA office hours – 7:30 am to 5:00 pm
 - b. Ms. Latricia Simmons
 - i. Office phone – 318-342-3800
 - ii. Email – simmons@ulm.edu
 - c. Ms. Mary Rhea
 - i. Office phone – 318-342-3803
 - ii. Email – mrhea@ulm.edu
 - d. Dr. Laurel Sampognaro
 - i. Office phone – 318-342-1721
 - ii. Email – sampognaro@ulm.edu
3. A student is expected to notify his/her Course Coordinator 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 will confirm notification received. If the