



College of Veterinary Medicine Policies and Procedures

Subject: Phase I Attendance Policy

Section: Student Policy & Procedures

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To Be Reviewed Yearly by: Academic and Student Affairs (Significant changes reviewed by MSU General Counsel)

Source:

Cross Reference:

Phase 1 Attendance Policy

Upon registration, the DVM professional student accepts the responsibility of attending all classes and doing any work the instructor formally assigns. Attendance at lectures presented by guest lecturers and scheduled events (MVMA meeting, CPC, Open House, All College Day, etc.) is mandatory. Attendance in extra-called question and answer sessions is considered elective.

When absence from class is essential, the student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. When absence from class or any function with required attendance is essential, the student must request permission in advance by submitting, to the Office of Academic Affairs, the Student Application for Excused Absence Form and providing satisfactory documentation of the impending absence unless prescribed otherwise in the syllabus. This form can be obtained from the Office of Academic Affairs. The Office of Academic Affairs will submit the Student Application for Excused Absence Form to the Associate Dean for Academic Affairs for approval. If approved, the form should be submitted to appropriate course leaders for their acknowledgement. The student is also responsible for making arrangements that are satisfactory to the instructor in regard to work or examinations missed. These arrangements should be made prior to the absence when possible. The student should recognize that failure to comply with this documented, mutually agreed-upon procedure could result in a grade penalty, if prescribed in the course syllabus.

Among the reasons absences are considered excused by the university are the following:

Participation in an authorized university activity.

- Death or major illness in a student's immediate family (father, mother, sister, brother, son, daughter, or guardian).
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school that cannot be rescheduled.

An illness or injury of a dependent or immediate family member (father, mother, sister, brother, son, daughter, or guardian) is eligible for excused absence, but is subject to the instructor's discretion.

Students not in good academic standing will not be excused to attend extra-curricular activities.

Students must obtain valid documentation from a physician that contains the date and time the student sought medical consultation and/or treatment and present documentation upon returning to class. Based on documentation, the instructor may decide whether the illness or injury constitutes an excused absence for that class.

Because absence from class is detrimental to the learning process, faculty may choose to penalize the student for excessive absences, which may result in a lower grade. Faculty must specify their attendance requirements as related to grading in the course syllabus.

All absences and last dates of attendance (where applicable) will become a part of the student's file in the Office of Academic Affairs. Instructors may report absences to the Assistant Dean for Admissions and Student Affairs at any time they feel it appropriate to do so and are expected to report students with continued consecutive absences.

Approved: Kent H. Hoblet 9-25-2017
Kent Hoblet, Dean Date
College of Veterinary Medicine