



College of Veterinary Medicine Policies and Procedures

Subject: Student Application for Excused
Absence

Section: Students
Number: CVM 6.15.01.01
Pages: 2
Date: 2012
Replaces Policy Dated:
To Be Reviewed Yearly by: Assistant Dean for
Admissions and Student Affairs
Source:
Cross Reference:

STUDENT APPLICATION FOR EXCUSED ABSENCE

Please see the attachment.

Approved: *Gary J. Burt* 12-15-12
Gary J. Burt, Director
Animal Health Center
College of Veterinary Medicine
Date

Approved: *Kent H. Hoblet* 3-24-2013
Kent Hoblet, Dean
College of Veterinary Medicine
Date

MSU-CVM
Student Application for Excused Leave

 Student Name

 Class of

 Date

Instructions:

Year 1 and 2 students –The course leader must approve your absence from class. After obtaining the course leader’s signature(s), turn the form in to the Academic Affairs Office. The form will then be submitted to the Assistant Dean for Academic Affairs for signature.

Instructions:

Year 3 and 4 students---The course leader must approve your absence from class or the clinician in charge must approve your absence from a required rotation. For required rotations, you must also obtain the Service Chief’s signature. After obtaining the signatures of the course leader or Clinician in Charge/Service Chief, turn the form in to the Academic Affairs Office. The form will then be submitted to the Assistant Dean for Academic Affairs for signature.

I request to be away from the College for the following courses/rotations:

<u>Course/Rotation</u>	<u>Date</u>	<u>Time</u>	<u>Course Leader/Clinician in Charge</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for absence:

Year 1 and 2 Approval

 Assistant Dean for Academic Affairs

Years 3 and 4 Approvals

Service Chief (Student must obtain this signature.)

Is remedial activity required? Yes No
 If so, briefly describe nature of remedial activity.

 Assistant Dean for Academic Affairs