



Veterinary Medical Technology Program Student Handbook

Subject: **Attendance Policy**

Section: Academic Undergrad (VMT)

Number: 8.12

Pages:

Date: January 2013

Replaces Policy Dated: N/A

To Be Reviewed Yearly by: VMTP Director,
CVM Policies and Procedures Committee

Source: VMTP Student Handbook

Cross Reference: AOP 12.09

Attendance Policy

The VMTP curriculum is offered in blocks and includes numerous laboratory courses in which live animals are used. Consequently, because of the nature of the VMTP, attendance is required in all lectures, laboratories, course related meetings, and scheduled events. Failure to comply with the Attendance Policy may result in disciplinary action up to and including a required "make-up" assignment or may result in dismissal from the VMTP if unexcused absences result in patient neglect (refer to Patient Neglect Policy). Students who need to miss any VMTP function must request permission **in advance** by submitting to the Course Leader or Event Leader the VMTP Student Application for Excused Absence Form (which can be retrieved from the CVM Website or the VMTP Office). After the student receives approval from the Course Leader or Event Leader, the form must be submitted to the VMTP Administration for final approval.

Students who miss any VMTP class or activity because of unexpected emergencies or unforeseen circumstances must notify their Course Leaders and the VMTP Office (662-325-1103) as soon as possible to request that the absence be considered excused. Appropriate faculty will determine makeup work for students with unexcused absences. Immediately upon their return to campus the student must complete and submit the required Application for Excused Absence Form.

Upon registration as an MSU student, the student accepts the responsibility of attending all classes and doing any work the instructor may prescribe. When absence from the class is essential, the student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. The student is also responsible for making arrangements that are satisfactory to the instructor in regard to work missed. These arrangements should be made prior to the absence when possible. Among the reasons absences are considered excused by the university are the following:

