



College of Veterinary Medicine Policies and Procedures

Subject: Phase 2 Attendance Policy

Section: Student Policy & Procedures

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Pages: 1

Date: 2012

Replaces Policy Dated: 2011

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

Source:

Cross Reference:

Phase 2 Attendance Policy

Because the experiential nature of and the service responsibilities associated with clinical instruction, attendance is required at all scheduled events. These events include those determined necessary by the service chiefs for completion of each course plus clinical pathological conferences, class meetings, and service rounds.

It is anticipated that circumstances may require absences. Any absenteeism that can be anticipated must be applied for in writing using the Student Application for Excused Absence Form to the service or section chief as early as it can be anticipated. The service chief, in consultation with his/her team members, has the sole responsibility for approving or disapproving these absences. He/She may require the student to make up the work either prior to or after the absence. The service chief will forward the request with or without his/her approval noted to the Office of Academic Affairs for recording.

Participation in the North American Veterinary Licensing Examination (NAVLE) or State Boards is NOT guaranteed. Absences to take these exams MUST be approved by the appropriate service chief or course leader in advance.

Unanticipated absences should be followed by a prompt phone call to the service chief and a completed Student Application for Excused Absence Form should be turned in to the service chief upon return. The service chief, in consultation with his/her team members, will determine if remedial work is necessary. If so, the duration of the absence, the nature of the excuse and the remediation must be submitted in writing to the Office of Academic Affairs for recording. Arrangements for fulfilling responsibilities for case management and patient care are the responsibility of the student.

Students needing excused absences for job interviews must apply by submitting a Student Application for Excused Absence Form. The service chief has the right to deny the application if case responsibilities prohibit absence.

Beginning in January of each senior year, one day per rotation will be allowed for the purpose of job interviews. This day must be applied for using the Student Application for Excused Absence Form. Days will not accumulate. Any days prior to the January rotation or additional days needed during the rotation because of distance to be traveled must be approved by the service chief. If more than one day is required for interviews, the weekend days should be used for travel. Arrangements for fulfilling responsibilities for case management and patient care are the responsibility of the student.

Approved: _____

Kent H. Hoblet

Kent H. Hoblet, Dean
College of Veterinary Medicine

3-24-2013

Date