

Clinical Phase DVM Program Attendance and Absence Policy

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Introduction

Unless otherwise stated in the clerkship syllabus, this document outlines the attendance rules and expectations of students on clerkships in the clinical phase of the DVM Program in the College of Veterinary Medicine (CVM) at Michigan State University (MSU). It is the sole responsibility of the student to read, understand, and comply with the Clinical DVM Student Attendance and Absence Policy. The student must attend all clerkship sessions in person as well as any scheduled virtual sessions. The student can expect to be engaged in clerkship activities for approximately 60 hours per seven-day week.

If a student must be absent due to, for example, a non-emergency medical appointment, the student must attempt to schedule such appointments so that it does not interfere with clerkship activities.

Definitions

- A **clerkship** is defined as a three (3)-week, three (3)-credit clinical experience at the VMC or at an approved off-site (clinical) location.
- An **externship** is defined as any approved off-site elective clerkship.
- A **rotation block** is defined as the set three (3)- or six (6)-week period in which a clerkship is taught. For example, the first and last rotations of the spring semester are referred to as Spring One (1) and Spring Six (6), respectively. There are six (6) rotations in the spring and fall semesters and five (5) in the summer semester.
- An **ET-Extension** grade is defined as follows:
 - o The ET-Extension applies to the numerical, the CR-NC, and P-N systems.
 - o *Given to undergraduate, graduate, and graduate-professional students only in courses specifically approved by the University Committee on Curriculum. Approval requires specification of the time-period within which work must be completed. Courses that involve field experience or thesis work and courses in which work normally extends beyond one semester are the types of courses normally considered.*
 - o *An extension (ET) grade may be issued to students who meet the specific performance and absence criteria outlined in the student handbook to grant an extension to the deadline to complete necessary course work.*
- A **drop** from a scheduled clerkship is defined as removal of a student, either voluntary or mandated, from a clerkship rotation due to extenuating circumstances. A student is not permitted to drop clerkship rotations due to poor performance. The Office of Academic Programs reserves the right to decline a student's request to drop a clerkship.

Arrival to Clerkships

A student must arrive to their scheduled clerkship no later than the scheduled start time as outlined by the service. Repeated tardy arrival to any clerkship may result in grade reduction based on professionalism, the filing of a formal complaint against the student with the College Medical Student Hearing Board, and/or dismissal from the DVM Program.

Preparation for Clerkships

A student must come prepared to clerkships. This means a student must review all available clerkship material and review reference material to ready themselves for cases and rounds as needed to adequately engage in clerkship activities. Repeated lack of preparedness for any clerkship may result in grade reduction based on professionalism and/or the filing of a formal complaint against the student with the College Medical Student Hearing Board.

Attendance

Daily attendance is defined as active participation and engagement during clerkship hours, which includes, but is not limited to, participation and execution of essential daily duties such as patient exams, treatments, procedures, and participation in rounds at any time of the day. Failure to participate in essential daily duties, including late arrival, with or without prior notice, will be considered an absence for an entire day and may result in a failing grade and/or removal from the clerkship.

Should a student request a late arrival or early dismissal during clerkship hours, the student may make up the missed essential student duties within that instructional day (stay late or return after early dismissal) to avoid a full-day absence.

Should the instructional day and/or essential duties not allow for a student to make up the missed time within the same day of the absence, the absence will be counted as one (1) entire day.

A student absent from a clerkship, for example, due to medical reasons may be required to submit documentation to the Office of Academic Programs.

Clerkship schedules are determined by the clerkship moderator and duty days/hours may vary throughout the week including evenings and weekends.

Absence Considerations for Board/Licensure Examinations

A student will be excused for one (1) day to take the NAVLE. The missed clerkship day will not count against student's overall clerkship attendance.

A student must notify the affected clerkship moderator of their NAVLE absence on the first scheduled day of the clerkship rotation. A student whose NAVLE is scheduled for the first day of the clerkship, must notify the clerkship moderator of their absence the Friday before the start of the clerkship rotation.

A student who need to take additional board, licensure or other related examinations are expected to schedule a vacation block to coincide with the time of the scheduled examination.

Absence from a Three-Week Clerkship Rotation

One (1) Missed Day

A student may be permitted one (1) day of absence per three-week rotation block at the discretion of the clerkship moderator. The one (1) day of absence may be utilized as one (1) whole day or two (2) half-days. No further breakdown of missed time is permitted. Any increment of missed time less than a half-day (between 1-5 hours) will be counted as a half-day of absence. Time may not be made up or missed in hourly increments.

A student is expected to attend all scheduled days of a clerkship. Any absence that impacts course integrity may be subject to further review or punitive action that may range from verbal warning to dismissal from the program.

Two (2) Missed Days (One (1) make-up day)

A student absent for two (2) days may be required to make up one (1) of the two (2) missed days at the discretion of the clerkship moderator. If one (1) of the two (2) missed days must be made up, it must be done so during a future vacation or otherwise unscheduled rotation block at a time agreed upon by the clerkship moderator only if the students' performance has been satisfactory to date. Until the time of successful completion, the student's grade will be reported to the Registrar's Office as an ET grade. The missed clerkship day must be successfully completed within six months of the end of the originally scheduled clerkship rotation block. Any student that does not successfully complete the missed clerkship day within that time frame will be issued a 0.00 for the clerkship.

Three to Four (3-4) Missed Days (Two to three (2-3) make-up days)

A student absent for three to four (3-4) days are required to make up two to three (2-3) missed days during a future vacation or otherwise unscheduled rotation block at a time agreed upon by the clerkship moderator only if the student's performance has been satisfactory to date. Until the time of successful completion, the student's grade will be reported to the Registrar's Office as an ET grade. The missed clerkship days must be successfully completed within six months of the end of the originally scheduled clerkship rotation block. A student that does not successfully complete the missed clerkship days within that time frame will be issued a 0.00 for the clerkship.

A student absent for three to four (3-4) days from a clerkship that is not offered again (with availability) within six (6) months of the end date of the originally scheduled rotation may not be eligible for an ET grade and may be dropped from the clerkship.

A student absent for three to four (3-4) days, whose performance is not satisfactory to date, as determined by the clerkship moderator, will be issued a 0.00 in the clerkship.

A student absent for three to four (3-4) days within the first scheduled week of the clerkship may be eligible to be dropped from the clerkship or issued a 0.00 grade.

Five (5) Missed Days (No option for make-up days)

A student absent for five (5) or more days whose performance is satisfactory to date may be eligible to be dropped from the clerkship without penalty at the discretion of the clerkship moderator and the Office of Academic Programs.

A student absent for five (5) or more days, whose performance is not satisfactory to date, as determined by the clerkship moderator, will be issued a 0.00 in the clerkship.

A student absent for five (5) or more days within the first scheduled week of the clerkship may be eligible to be dropped from the clerkship or issued a 0.00 grade.

Absence from LCS 616 Rotation

Please note: Despite being divided into three (3) services (Surgery, Medicine, Food Animal), LCS 616 operates as one (1) clerkship. Dropping one (1) or two (2) service(s) and receiving an ET for said service(s) is not an option. All three (3) services combine to generate one (1) LCS 616 grade per student. To receive a passing grade in LCS 616, a student must achieve a passing grade in each of the three (3) services.

One (1) Missed Day

A student may be permitted one (1) day of absence per two (2)-week LCS 616 service at the discretion of the clerkship moderator. The one (1) day of absence may be utilized as one (1) whole day or two (2) half-days. No further breakdown of missed time is permitted. Any increment of missed time less than a half-day (one to five (1-5) hours) will be counted as a half-day of absence. Time may not be made up or missed in hourly increments.

A student is expected to attend all scheduled days of a clerkship. Any absence that impacts course integrity may be subject to further review or punitive action that may range from verbal warning to dismissal from the program.

Two to Three (2-3) Missed Days (One to two (1-2) make-up days)

A student absent for two to three (2-3) days within any of the LCS 616 services are required to make up one to two (1-2) missed days during a future vacation or otherwise unscheduled rotation block at a time agreed upon by the clerkship moderator only if the student's performance has been satisfactory to date. Until the time of successful completion, the student's grade will be reported to the Registrar's Office as an ET grade. The missed clerkship day(s) must be successfully completed within six (6) months of the end of the originally scheduled clerkship rotation block. A student that does not successfully complete the missed clerkship day(s) within that time frame will be issued a 0.00 for the clerkship.

A student absent for two to three (2-3) days, whose performance is not satisfactory to date, as determined by the clerkship moderator, will be issued a 0.00 in the clerkship.

A student absent for two to three (2-3) days within the first scheduled week of any LCS 616 service may be eligible to be dropped from the clerkship or issued a 0.00 grade.

Four to Five (4-5) Missed Days (Three to four (3-4) make-up days)

A student absent for four to five (4-5) days are required to make up one (1) full week during a future vacation or otherwise unscheduled rotation block at a time agreed upon by the clerkship moderator only if the student's performance has been satisfactory to date. Until the time of successful completion, the student's grade will be reported to the Registrar's Office as an ET grade. The required make-up week must be successfully completed within six (6) months of the end of the originally scheduled clerkship rotation block. Any student that does not successfully complete the required make-up week within that time frame will be issued a 0.00 for the LCS 616 clerkship in its entirety.

Students absent for four to five (4-5) days, whose performance is not satisfactory to date, as determined by the clerkship moderator, will be issued a 0.00 in the LCS 616 clerkship in its entirety.

Students absent for four to five (4-5) days within the first scheduled week of any LCS 616 service may be eligible to be dropped from the clerkship or issued a 0.00 grade in its entirety.

More than Five (5) Missed Days

A student absent for more than five (5) days must cease their progress on the impacted LCS 616 service and repeat the full two (2) weeks of the service during a future vacation or otherwise unscheduled rotation block at a time agreed upon by the clerkship moderator only if the student's performance has been satisfactory to date. Until the time of successful completion, the student's grade will be reported to the Registrar's Office as an ET grade. The required make-up weeks must be successfully completed within six (6) months of the end of the originally scheduled clerkship rotation block. A student that does not successfully complete the required make-up weeks within that time frame will be issued a 0.00 for the LCS 616 clerkship in its entirety. A student may resume their clinical duties on the first day of the next LCS 616 service.

A student absent for more than five (5) days, whose performance is not satisfactory to date on any LCS 616 service, as determined by the clerkship moderator, will be issued a 0.00 in the LCS 616 clerkship in its entirety.

A student absent for five (5) or more days within the first scheduled week of any LCS 616 service may be eligible to be dropped from the clerkship or issued a 0.00 grade.

A student absent for more than five (5) days from two (2) of the three (3) LCS 616 services, whose performance is satisfactory to date may be eligible to be dropped from the clerkship without penalty at the discretion of the clerkship moderator and the Office of Academic Programs.

Clinical Absence Form

For all absences from clerkships, students must fill out and submit a [Clinical Absence Form](#) to the clerkship moderator for their approval. Once the clerkship moderator signs the form, students must submit the form to Chelsea Schaibly (fennerc1@msu.edu).