

Preclinical Phase DVM Program Attendance and Absence Policy

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Introduction

This document outlines the rules and expectations of students when scheduled for lecture and laboratory activities in the preclinical 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 Preclinical Phase DVM Program Attendance and Absence Policy. The student is expected to attend all lecture and laboratory sessions in person as well as any scheduled virtual class sessions. The student can expect that lecture and laboratory sessions are scheduled anytime between 8:00am to 12:00pm and 1:00pm to 5:00pm Monday through Friday.

Course teams, the Office of Student Engagement and Success, and the Office of Professional Education follow college and university absence policies including Modified Operations and cancellation of classes.

- [MSU Grief Absence Policy](#)
- [MSU Religious Observance Policy](#)
- [Modified Operations Policy & Procedure](#)

The student must attempt to schedule non-emergency medical appointments so that they do not interfere with scheduled lecture and laboratory sessions.

Definitions

- **Attendance** refers to participation in lecture and laboratory sessions during the timespan of the entire session(s).
- An **approved absence** is an absence for which the student has been excused from attending a laboratory session(s), scheduled examination, or summative assessment. A missed laboratory session, examination, or summative assessment with an approved

absence may or may not be repeated for the absent student, and the student may not be eligible to receive points associated with missed session(s), examination, or summative assessment. Inclement weather is not an excused absence unless the university closes.

- An **unapproved absence** is an absence for which the student has not been excused from a laboratory session(s), examination, or summative assessment. A missed session will not be repeated for the absent student, and the student may not be eligible to receive points associated with a missed session(s). If a student does not obtain an excused absence from a laboratory session, examination, or summative assessment, the student may be deducted points for unprofessional behavior. The student may receive a formal written complaint, which will become part of the student's record, for repeated offenses.
- A **session** of a course is defined as a timespan of any length covered by a course. It can be a lecture or a laboratory for the whole class or a section of the class.

Attendance & Preparation for Lecture and Laboratory Sessions

If lecture sessions or laboratory sessions are divided into two or more class sections, it is not permitted for students to change class sections to avoid an absence unless they receive prior approval by the course team and the Office of Student Engagement and Success (SES).

Preparation for Lecture and Laboratory Sessions

Students must come prepared for lecture and laboratory sessions. Preparation includes, but is not limited to, completion of required prep material, completion of pre-class assessments, and/or review of previous lecture or laboratory material.

Lecture Attendance

Students are expected to attend all lecture sessions. Students who do not attend a lecture session(s) are responsible for the missed material. No make-up sessions will be provided. The student forfeits any points associated with missed lecture activities. A *Preclinical Absence Request Form* is not required for absences from lecture.

Laboratory Attendance

Students are expected to participate in all laboratory sessions. A [Preclinical Absence Request Form](#) is required for absences from laboratories. Students who do not attend a laboratory session(s) are responsible for the missed material. Make-up sessions may not be provided.

If a student has been granted an approved absence for a missed laboratory session and a make-up session is offered, the student must complete the laboratory session at a time directed by the course team in coordination with the Office of Student Engagement and Success. The laboratory session will be scheduled at a time that does not interfere with the student's lecture or laboratory schedule(s). The student may receive no credit, partial credit, or full credit at the discretion of the course team. Laboratory sessions will not be recorded.

Preclinical Absence Request Form for Laboratory Sessions

Students must submit the Preclinical Absence Request Form at least five (5) business days before the expected day of absence unless the absence is due to an emergency. The [Preclinical Absence Request Form](#) should only be submitted for laboratory sessions. Absence requests will be reviewed by the Office of Student Engagement and Success.

If the absence is due to an emergency, the student must fill out the [Preclinical Absence Request Form](#) within twenty-four (24) hours of the missed laboratory session. An emergency includes, but is not limited to, acute illness, hospitalization, automobile accident, acute illness of a child, or

death of an immediate family member. If not included in this list, the Office of Student Engagement and Success will determine if it constitutes an emergency. If it is determined not to be an appropriate emergency, the absence will be deemed unapproved.

Preclinical Absence Request Form for Examinations (or Summative Assessments)

Examinations or summative assessments must be taken at the scheduled date and time. Students who are unable to take a scheduled examination or summative assessment due to an emergency must fill out the [Preclinical Absence Request Form](#) within twenty-four (24) hours of the missed summative assessment. An emergency includes, but is not limited to, acute illness, hospitalization, automobile accident, acute illness of a child or other immediate human family member, or death of an immediate family member. If not included in this list, the Office of Student Engagement and Success will determine if it constitutes an emergency. If it is determined not to be an appropriate emergency, the absence will be deemed unapproved. An unapproved absence from a scheduled examination or summative assessment is grounds for the issuance of a penalty grade of zero points. Make-up examinations or summative assessments will not be provided.

Please note: Course moderators, in conjunction with the Office of Student Engagement and Success, reserve the right to determine the date, time and composition of make-up examinations or summative examinations, if offered.

Preclinical Absence Request Form for Conference Attendance

Students who will miss a laboratory session, a scheduled examination, or a summative assessment must submit the [Preclinical Absence Request Form](#) at least six (6) weeks before the expected day of absence due to conference attendance. Absences will be reviewed by the Office of Student Engagement and Success. Students may be granted one approved absence per academic year for conference attendance. Additional absence requests will be deemed unapproved. Students are responsible for the missed lecture and laboratory material. Make-up lecture and laboratory sessions will not be provided. Live animal surgery laboratories are exempt from this outlined conference attendance policy. A *Preclinical Absence Request Form* is not required if students will miss lecture sessions only.