

GUIDELINES FOR EXCUSED OR UNEXCUSED ABSENCES FOR VETERINARY TECHNOLOGY PROGRAM STUDENTS

The following guidelines were approved by the VT Committee May 6, 2008.

Revised version approved by VT Committee August 5th, 2008

1. Students are expected to attend all classes and laboratories.
2. The syllabus for the course should clearly define the course policy regarding what constitutes an excused or unexcused absence. The policy should define the consequences of such absences on the ability of students to take quizzes, exams, other assessments, or receive points for attendance, participation in laboratories, or any other activities required in the course or used for evaluation of student performance or grades.
3. Unexpected or unplanned medical, family, or personal emergencies that require the student to receive unplanned care or treatment; attend mandatory appointments for legal, personal health, or close family member matters; attend to other significant and disruptive events that directly affect the student or close family member would normally be considered excused absences.
4. Absences to attend a program or class-sponsored event approved by the Program Director in which all or the majority of class members participate should be considered an excused absence.
5. Official University-mandated or -recommended excused absences should be considered excused absences.
6. It is recommended that the student be given an excused absence if unable to attend a class, rotation, or educational experience on a specific date because it is in conflict with an event that must be attended in order to avoid or prevent significant financial, legal, or emotional duress, or health hardship,
7. Planned events that do not fit into Sections 3, 4, 5, or 6 above, may or may not be considered excused absences. However, instructors may consider the following factors in making this determination:
 - a. students who, in the judgment of the instructor, are performing weakly in their course or who may be academically put at risk by the absence to attend a voluntary event should not have the absence be considered an excused absence except if the circumstance meets the criteria in Sections 3, 4, 5, or 6.
 - b. elective or volunteer opportunities not falling into the Section 3 above generally are not considered excused absences unless the activity directly relates to the educational objectives for the class or program.

8. Instructors, at their discretion, may allow a student to take an exam, quiz, or other assessment prior to the regular date if the student contacts the instructor well in advance of the date of planned absence to seek permission to be gone on that date.
9. Whether or not to allow unannounced quizzes (pop quizzes) to be made up after any absence is up to the individual instructor. However, instructors are encouraged to allow compensation/make up for missed unannounced quizzes for excused absences as described in Sections 3, 4, 5, or 6, but are generally discouraged from allowing such compensation/make up for other absences. Having a class policy that allows some flexibility in being able to drop a quiz without penalty (e.g., using five of six quizzes to determine the course grade) will make enforcement of this policy easier.
10. In circumstances where the re-creation of a laboratory or other non-classroom learning experience, examination or evaluation poses significant logistical difficulties or can not be re-created in a way that equitably evaluates the student, the instructor may use alternate methods to provide the learning experience or evaluate the student.