

Attendance/Rescheduling Policy

Purpose:

- To establish attendance policies for various learning activities
- To provide processes for requesting and receiving excused absence
- To clarify what is considered as an excused absence

Educational activities (including but not limited to required lectures, structured laboratories, exams, quizzes, field evaluations, etc) are important aspects of the curriculum for the DVM degree. Students are expected to be available for pre-clinical classes (years one – three) between 7:45am and 5:25pm, Monday through Friday, and on Saturday or Sunday if specifically identified in the course syllabus schedule or the class schedule published by the Office of Academic Affairs. Attendance at all required lectures, laboratory sessions (at the session to which the student is assigned), and examinations is expected. Faculty may require attendance in their class and may use credit-bearing in-class activities as long as the grading policy outlined in the syllabus states how these points will contribute to the grade.

Process for notification of absence and/or make-up of work:

Students must notify the course coordinator of circumstances leading to a request for makeup work, including missed examinations and quizzes, with as much advanced notice as possible and must provide information to explain the potential absence. This notification should occur as soon as possible, and no later than two weeks after the semester begins.

If a student misses an examination, the course coordinator or instructor should notify the Associate Dean for Student Academic Affairs as soon as possible after a missed examination, quiz, or due date; this is needed for all reasons. The Office of Academic Affairs will contact the student to request verification for repeated or prolonged absences or at the request of the instructor. Format of the makeup examination will be at the discretion of the instructor. The makeup examination need not be in the format of the original examination and course, if the instructor so chooses, may be an oral examination.

Generally, exams should be made-up within 2 days. In the event that there is an exceptional circumstance, the student and course coordinator may make alternate arrangements. The course coordinator will notify the Associate Dean for Student Academic Affairs, as the Office of Academic Affairs monitors repeated or prolonged absences.

Excused absence: Absence where the student has previously submitted and received approval via the process described in this document.

Examples of excused absence:

- Religious holidays – In accordance with UW-Madison Faculty document 488a, faculty are asked not to schedule mandatory course requirements on dates when a religious observance may cause substantial numbers of students to be absent;
- Emergencies – serious personal illness (physical and mental health, including hospitalization), death in the family (including funeral or other observance, and travel to funeral), serious illness of spouse, partner, or dependent child; unexpected delays in travel (ie, canceled flight, poor weather, or car troubles);

- Attendance at a professional meeting, if presenting research or serving as a delegate representing the UW SVM;
- Jury duty;
- Military service (required)

Unexcused absence: Absence from any required learning activity without prior approval.

Examples of unexcused absence:

- Voting in elections (as polls are open outside of class hours);
- Attendance at a professional meeting, if not presenting research or serving as a delegate representing the UW SVM;
- Extracurricular or elective courses outside of the DVM curriculum (e.g., ultrasound course at another university, Chi Institute);
- Employment or on-call responsibilities beyond the DVM curriculum;
- Rescheduling for convenience purposes;

Special considerations:

- Social events, such as a family reunion, wedding, or anniversary, may not be considered an excused absence; these will be considered on a case-by-case basis with the course coordinator and the Associate Dean for Student Academic Affairs. Generally, one social event per the first three years of the curriculum will be approved. Student should make the request and share the known date as soon as it is established (even if 1—2 semesters in advance of the date), and no later than two weeks after the semester begins.
- Students are encouraged and expected to take care of their personal health. When scheduling routine and non-emergency health care appointments, students should make every effort to not schedule at the same time as required educational activities, such as examinations, structured laboratories, or required lectures. In the event that a conflict is not avoidable, students need to contact the course coordinator and Associate Dean as soon as the conflict is identified.
- The roles of animals and pets in individual students' lives varies from one person to another. Severe sickness or death of a pet may be considered an excused absence (like the illness or death of a family member). Generally, one severe illness or death of a pet will be excused. Students are encouraged to engage with health providers and support of family and friends to manage ongoing and subsequent difficulties.

Students missing educational activities are responsible for their own remediation of missed material. Faculty are not required to provide compensatory educational experiences. Instructors have no obligation to reschedule a test due to an unexcused absence and can, therefore, assign a grade of zero.

Note: this policy does not supersede accommodation for changes based on disability-related accommodations for students with McBurney VISAs or during times of School or University emergency, including but not limited to when continuity of instruction plan is activated.