

**Subject:** *DVM Student Attendance Policy*

**Approval Date:** December 14, 2016

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**Attendance:**

Students must be available for pre-clinical classes (Years 1-3) between 8am and 5pm, Monday through Friday and on Saturday or Sunday if specifically identified in the course syllabus and reflected in the Master Schedule. Attendance at all 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 on the syllabus states how these points will contribute to the grade.

**Legitimate Absences:**

As stated in University policy, instructors may not penalize students for absence due to such circumstances as illness (physical or mental) of the student and his or her dependent, bereavement, religious observances, etc. (see <http://policy.umn.edu/education/makeupwork> for the full list of circumstances considered legitimate absences).

**Illness of Student or Dependents:**

Students who are ill or caring for a sick dependent are strongly encouraged to stay home so as not to transmit infectious conditions. Minor children (less than 18 years of age) are allowed in common spaces when under direct supervision of the parent or another adult. The college is not an alternative to regular childcare. The supervising adult is responsible to insure that the child does not enter restricted areas (including classrooms, laboratories, and clinical spaces) and is not being disruptive to others.

**Notification, verification of absences and make-up work:**

Students must notify their instructors of circumstances leading to a request for makeup work, including missed examinations, with as much advance notice as possible and must provide information to explain the absence.

If a student misses an examination, instructors should complete the missed exam form within 24 hours of the missed examination or scheduled due date. Academic and Student Affairs will contact the student to request verification for repeated or prolonged absences or at the request of the instructor. Format of the make-up examination will be at the discretion of the instructor. The makeup examination need not be in the format of the original examination and could, if the instructor so chooses, be an oral examination.

Instructors have no obligation to reschedule a test due to an unexcused absence and can, therefore, assign a grade of zero.