

Guidelines for Excused Absences

Years 1-3 of the DVM Program

Attendance

In accordance with university policy, regular and punctual attendance is expected of all students at the Western College of Veterinary Medicine in all lectures.

Laboratory and tutorial attendance is considered mandatory. Students will be provided with the attendance requirements in the individual course syllabi. It is your responsibility to familiarize yourself with these documents.

Requesting an Excused Absence

The Student Services Office reviews every request on an individual basis.

Please note that excused absences during examinations and live animal labs should be avoided wherever possible. Additionally, excused absences for illness are only granted for the same day.

Excused absences for VSAC 410 labs and final exams in December and April are granted for the following:

- Specialist Medical appointments
- Personal illness
- Death in the family
- Family emergency

Excused absences for exams (outside of December and April) and live animal labs are granted for the following:

- Specialist Medical appointments
- Medical Appointments
- Personal illness
- Death in the family
- Family emergency
- Conference attendance with scholarship

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- Participation in a provincial or national competition

Excused absences for all other labs and mandatory attendance lectures are granted for the following:

- Specialist Medical appointments
 - Wellness/Medical Appointments
 - Personal illness
 - Death in the family
 - Family emergency
 - Conference attendance with scholarship
 - Participation in a provincial or national competition
 - Unexpected travel delays
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Students considering being absent from labs, quizzes, tests, major assignments, or examinations are required to complete the “Absent Request” form on their student portal and provide a reason for your requested absence.

The Student Services office will notify the student of the approval status of their request within one business day. Non approved absences can result in a grade penalty as per the course syllabus.

Note: *Given the possibility that the request may not be accommodated, students should submit their request form well in advance of purchasing airline tickets or making other arrangements. It is important to note that missed and delayed flights are not generally excused.*

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Steps for Expected Absences

Consider if this absence can be rescheduled to a non-mandatory attendance time.

1

Complete and submit an 'Absence Request' on your student portal as early as possible.

2

Student Services will respond to absence requests within one business day and notify you if your request has been approved. If the approval process takes more than one day, you will be notified when to expect the decision.

3

Student Services will contact the faculty involved of the decision.

4

Arrangements for making up missed requirements will be made by Student Services in consultation with the faculty. (Please note this could mean the makeup is earlier than the set date.)

Steps for Unexpected Absences

Contact the Student Services Office to inform them of your absence as early as possible, but before you are absent.

1

Complete and submit an 'Absence Request' on your student portal.

2

You will be informed within one business day of the decision. If the request will take longer than one business day, you will be informed of when to expect the decision.

3

Student Services will contact the faculty involved of the decision.

4

Arrangements for making up missed requirements will be made by Student Services in consultation with the faculty.