

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

Students considering being absent from labs, quizzes, tests, major assignments or examinations are required to complete the appropriate form and submit it to the Student Services office (paige.links@usask.ca)

- Students who are absent due to illness must complete and submit a copy of the "Student Declaration of Absence due to Illness" form.
- Students who are absent for reasons other than illness must complete a copy of the "Student Declaration of Absence Special Consideration" form.

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.

Please note that the Associate Dean Academic and the student services officers review every request on an individual basis. Excused absences are granted for the following:

- Medical/ Wellness appointments
- Personal illness
- Death in the family
- Family emergency
- Conference attendance with scholarship
- At the discretion of the Associate Dean Academic

The student services office will contact the faculty involved of the decision.

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.*

Flow Chart - Expected Absences

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



Submit the "Student Declaration of Absence Special Consideration" form to Student Services as early as possible.



The Student Services team will review your request.



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.



Student Services will contact the faculty involved of the decision.



Arrangements for making up missed requirements (if applicable), will be made by Student Services in consultation with the faculty.

- Please note that missed exams during the academic term will be written on the afternoon off proceeding the absence.

Flow Chart - Unexpected Absences

Submit either the "Student Declaration of Absence due to Illness" or the "Student Declaration of Absence Special Consideration" form to Student services as early as possible.



The Student Services team will review your request.



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.



Student services will contact the faculty involved of the decision.



Arrangements for making up missed requirements (if applicable), will be made by student services in consultation with the faculty.

- Please note that missed exams during the academic term will be written on the afternoon off proceeding the absence.