

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
- Participation in a provincial or national competition

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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 appropriate form and submit it to the Student Services office (paige.links@usask.ca)

- Students who are absent due to physical or mental 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.

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.*

Steps for Expected Absences

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

1

Submit the "Student Declaration of Absence Special Consideration" form to Student Services 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 make up 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

Submit either the "Student Declaration of Absence due to Illness" or the "Student Declaration of Absence Special Consideration" form

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.