Attendance Policy (Year 1-3)

The College of Veterinary Medicine is charged with the preparation and confirmation of readiness of its students for practice in the veterinary profession. As a part of this charge, we expect that students demonstrate professional behavior in keeping with the Principles of Veterinary Medical Ethics of the AVMA. Adherence to collegiate policies for attendance, examination and the honor code are considered to be essential components of professionalism. The following policies outline our expectations regarding class attendance, including missed examinations.

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 or scheduled at least 4 weeks in advance. Attendance at all lectures, laboratory sessions (at the session to which you are assigned) and examinations is expected.

Faculty may require attendance in their class, but must so indicate in the syllabus provided within the first week of class. Implications of attendance on grading must be indicated in the syllabus (e.g., % grade based on attendance, quizzes, etc.). Even if attendance is not deemed to be required, unannounced credit-bearing activities (clicker questions, pop quizzes, etc.) may be assigned at any time as long as this information is included in the syllabus along with the percent of the grade potentially affected (e.g., maximum of x% of grade). Faculty may not add additional hours of required class time once the schedule is set. Any required activities on Saturday or Sunday will be specifically identified in the course syllabus provided within the first week of class and should not be scheduled within the first four weeks of classes. Faculty who wish to rearrange a class during previously scheduled non-contact time during the weekday must give students at least 1 week notice and must notify the Office of Academic and Student Affairs within 1 working day so that the change can be reflected on the academic calendar. Faculty who wish to use a weekend for a new required class or laboratory must gain CCEP approval and must give students at least 4 weeks notice. If the appropriate notice time is not available, any changes must receive a 2/3 majority (> 2/3 of students eligible to vote) approval from the class. Supplemental review (elective) or rescheduled classes may be scheduled by a faculty member during designated non-contact time on an as needed basis. Faculty will not include new required course material for which all students will be held responsible in an optional class time (e.g., optional review sessions, optional special topics, etc.).

Students must notify the course coordinator of any absence for any required activity with as much notice as possible (minimum of two weeks except in the case of an emergency).

As stated in the University policy, “Students shall not be penalized for absence due to unavoidable or legitimate circumstances. Such circumstances include, but are not limited to, verified illness, participation in intercollegiate athletic events or other group activities sponsored by the University, subpoenas, jury duty, military service, and religious observances. Students are responsible for providing documentation to the instructor to verify the reason for the absence.”

http://policy.umn.edu/Policies/Education/Education/MAKEUPWORK.html
Should an absence be necessary in a required class or instructional session, the student will be held responsible for all material presented in that class (course content or announcements about course procedures, votes, etc.), whether or not the material is included in notes or other printed material. It is the responsibility of the faculty member to provide opportunities to make up exams (as outlined in the CVM Exam Policy http://www.cvm.umn.edu/education/currentstudents/policies/Exam/home.html) or other course assignments that have an impact on the course grade providing the student has met the expectations stated above.

Unexcused absences are considered a breach of professionalism. All students are expected to take personal responsibility to prepare for tests and to complete assignments at the designated times. Instructors are under no obligation to grant requests for individual rescheduling of tests for personal reasons (including participation in educational or personal outside activities such as weddings and travel), and are under no obligation to create a mechanism for students to attempt to earn points lost if they choose to miss class or not to complete a graded assignment or assessment. Instructors have no obligation to reschedule a test due to an unexcused absence and can, therefore, assign a grade of zero.