



Policies Related to Courses

Below are general policies. Individual courses may have additional policy considerations.

Statement of Integrity

Any student found giving or receiving aid during an examination or assigned exercise will receive an F for the course. A recommendation will then be made to the Associate Dean of Students (CVM) for appropriate disciplinary action.

Accommodation

Students with Disabilities: Reasonable accommodations are available for students with a documented disability. If you have a disability and may need accommodations to fully participate in this class, please visit the Disability Resource Center (DRC). All accommodations MUST be approved through the DRC (Washington Building, Room 217). Please stop by or call 509-335-3417 to make an appointment with a disability specialist.

Policy on Attendance and Absences:

Years 1 – 3

Attending examinations and other required exercises (as specified by the course director and responsible instructor at the beginning of a course) is mandatory, except for the following:

- Attendance at the annual SAVMA Symposium or required SCAVMA delegate activities (requires completion of the Request to be Absent Form available in the Office of Student Services which must be **submitted 6 weeks in advance**.)
- When a student is the presenting author of a WSU faculty-mentored project at a scientific meeting (requires completion of the Request to be Absent Form available in the Office of Student Services which must be **submitted 6 weeks in advance**.)
- A medical or family emergency (requires the notification and approval of the Associate Dean of Academic Affairs)
- Military or legal obligations such as subpoena or jury duty (requires notification of the Associate Dean of Academic Affairs)
- Petitions for permission to reschedule an exam or required exercise on the basis of extra-ordinary personal circumstances shall be submitted to the Attendance Committee. The petitioning process begins by completing a Request to be Absent Form. These forms are available in the Office of Student Services. The request form must be **submitted 6 weeks in advance** of the personal circumstance. The Attendance Committee shall be made up of the Associate Dean of Academic Affairs and 2 members of the teaching faculty. Students in years 1, 2 and 3 will nominate 3 faculty and the CVM faculty will nominate 3 faculty. The Dean will appoint one student nominated and one faculty-nominated person to be primary members of the 3-person Attendance Committee and one student-nominated and one faculty-nominated person to serve as alternates. The alternates will participate in the event a committee member is not available to evaluate a petition. The appointed and alternate members of the Attendance Committee will each serve 3-year terms. In general, meetings not covered above by items "1" and "2" will not be considered as extraordinary personal circumstances. Since most important family events and extracurricular activities can be scheduled well in advance, as a rule these activities will not be considered as extraordinary personal circumstances. The majority decision of the 3-member Attendance Committee is final. An unexcused absence from an examination or specified group exercise will result in the student not being allowed to take the examination or repeat the exercise. The student will lose a single letter grade (or equivalent loss in class ranking in S/F courses) from the final course grade or receive a zero for the exercise dependent upon the decision of the course director. If an exercise is required to pass a course, an unexcused absence will result in failure of the course.

Approved by the general faculty on June 16, 2003.

[Absence Petition Years 1-3](#)

Year 4

Attendance in the rotations is mandatory.

A student may be excused for emergencies (i.e., illness, or family emergencies). Additionally each student may take up to three days for personal leave (including one day to take the National Board Examination—unless taken on a weekend or during vacation). A log of all student absences/leaves will be maintained by Student Services.

A [LEAVE REQUEST FORM](#) MUST BE COMPLETED FOR ALL ABSENCES.

Emergency Absences (i.e., illness, or family emergencies)

- Contact the senior clinician in charge of the block or the Office of Student Services as soon as possible.
- Complete a leave request form preferably prior to the absence or as soon as possible.
- Excused absences in excess of 10% of any clinical rotation must be made up by rescheduling with the instructor responsible for the clinical rotation.
 - >½ day of a one week rotation
 - > 1 day of a two week rotation
 - >2 days of a four week rotation
- Accumulation of more than five absences for illness or other emergencies over the course of the fourth year will require a student to make-up the missed days.
- Make-up time may occur during vacation time or an extension of duties beyond the normal end of senior year may be required.

Personal Leave

Each student may take up to three days for personal leave (including one day to take the [National Board Examination](#), unless it is taken during a vacation or on a Saturday).

- Contact the senior clinician in charge of the block prior to the anticipated absence
- Complete a leave request form prior to the anticipated absence
- The senior clinician in charge of the block must sign the request form and specify if make-up is required.
- The impact of a student absence on the service is decided by the senior clinician in charge of that service and they may deny the request. If the time off exceeds 10% of the rotation, make-up is mandatory; senior clinicians may at their discretion require make-up for absences equal to or less than 10% of the rotation duration.
- Personal days cannot be requested for the first day of a rotation.
- Failure to obtain permission from the senior clinician for an anticipated absence will be considered an unexcused absence. Any unexcused absence will result in failure of the rotation.
- If the absence will affect the Emergency/On-Call/Backup schedules, appropriate arrangements MUST be made per those section's protocols. Students have a

special obligation to ensure that their emergency duty and/or in-patient care responsibilities are transferred or covered as part of their request for leave. The transfer of patient care should be to a student on the same service (advising the attending clinician of that change) and the student should confirm that relevant emergency duty rosters reflect the name and telephone/pager numbers of their replacement as necessary.

[Absence Petition for Year 4](#)

[CVM Course Websites](#) Washington State University, Pullman, WA 99164-7010, 509-335-9515, [Safety Links](#)

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