

LSU Vet Med Examination Attendance Policy

LSU Vet Med recognizes that situations arise preventing a student from completing an exam at the scheduled time. Excused absences will be permitted for only certain circumstances. These scenarios are described below and are in accordance with LSU PS-22: https://www.lsu.edu/policies/ps/ps_22.pdf

1. Approved Examination Absences

Examination absences will be permitted for the following reasons:

Illness: The student should TEAMS message both the year coordinator and the course coordinator as soon as possible if they anticipate missing an examination because of illness (physical or mental). In situations of acute illness, the student should remain at home or seek medical care, even if the absence has not been approved before the examination begins. The honor system is applied, and requests will be approved if the student attests that they are experiencing illness. Documentation may be required at the discretion of the Associate Dean for Student Success and/or Course Coordinator, particularly if repeated absences occur.

Compassionate leave: Students experiencing a death in the family, funeral, serious emergencies involving members of a student's household or immediate family, or other personal crisis, including death of a personal pet will be granted compassionate leave from all classes and examinations after contacting the Associate Dean for Student Success or one of the counselors. The student may also contact the Course Coordinator. Documentation may be required at the discretion of the Associate Dean for Student Success or Course Coordinator.

Conferences (participating) and other Continuing Education Events: Students are encouraged to attend conferences or other continuing education events. However, absences from examinations are ONLY permitted if the student is:

- a) presenting a scientific abstract as a poster or podium presentation or
- b) receiving a competitive scholarship from a national or state organization to attend the meeting or
- c) the student is representing LSU in an official capacity.
 - a. The student needs to document support of a faculty member to corroborate their activity.

Students should contact the Year Coordinator and the Course Coordinator as soon as possible. The excused absence period will only cover the duration for which the student is engaged in the above listed activity plus a reasonable time before/after to allow for travel.

- d) No flights or travel arrangements should be made without getting prior approval for the exam absence.
- e) Students will be required to make up the missed examination within 48 hours of their return, including weekends.

Other Official Duties: Occasionally students may be requested by administration to engage in other official activities of LSU VetMed. In these situations, absences from

examinations are ONLY permitted if the student:

- a) Has been specifically selected by the administration due to a role, responsibility or other qualification.
- b) There is no other student who could reasonably fulfill this same role without incurring an examination absence.
- c) Students are required to provide supporting documentation to the Year Coordinator and Course Coordinator to fulfill these requirements.

Students should contact the Year Coordinator and the Course Coordinator as soon as possible. The excused absence period will only cover the duration of the approved activity plus a reasonable time before/after to allow for travel.

d) Students will be required to make up the missed examination within 48 hours of their return, including weekends.

Military obligations or court-imposed legal obligations such as subpoenas or jury duty:

Students should submit documentation of their legal reason to miss the exam to the Course Coordinator and the Year Coordinator.

Religious observances: Examination absences are permitted for religious holidays. See the interfaith calendar website (<http://www.interfaith-calendar.org/>).

Pets: Students may request an examination absence if a pet requires emergency medical care, but requests will only be approved for emergency situations when all other reasonable options have been exhausted. Absences will not be approved for scheduled appointments. Students should contact via TEAMS the Course Coordinator and the Year Coordinator to request an absence as soon as possible. Students should make up the exam within 48 hours unless significant extenuating circumstances arise.

Transportation issues: In the event of a car accident, students should seek medical care and contact the school when the situation has stabilized. If other transportation issues such as mechanical problems with a car or canceled trains/flights are encountered, students should message the year coordinator and course coordinator via TEAMS as soon as possible. Absences will only be approved if there are no other options available. See LSU Vet Med Bulletin regarding travel expectations during the semester dates. Students should make up the exam within 48 hours unless extenuating circumstances arise.

All other requests that do not fall into one of the above categories are unexcused. This includes participation in conferences, weddings, and other social events.

One-time Exception ('Free Pass'): Students are permitted ONE exception to the above policy for attending conferences, student associations, and weddings or other important family events ONCE during Phase 1. Students must still request the absence by following the procedure described below and take the make-up examination after the scheduled date, in consultation with the Office of Admissions and Student Success. No exams will be allowed to be taken early. If a student is using their 'one free pass', the student must be

prepared to take the make-up exam within 48 hours of returning from the event. If a student is using their one free pass, the Course Coordinator and the Year Coordinator must be notified 48 hours prior to the event or the absence will be considered unexcused

2. Procedure to Request Absence:

1. If the student has extenuating circumstances that meet the criteria outlined above preventing them from taking an exam at the scheduled time, they should contact both the Year Coordinator and Course Coordinator via TEAMS as soon as possible. Please note that faculty and staff are not required or obligated to respond after hours or on weekends.
2. Except for acute illness and compassionate leave, the student must receive written permission from both the Year Coordinator and the Course Coordinator before they are absent from an examination.
3. With the exception of acute illness and compassionate leave, written requests must be submitted at least 48 hours in advance of the intended absence. In alignment with LSU policies, a maximum of 3 days will be granted for compassionate leave. Individual requests for extended time will be considered at the discretion of the Course Coordinator, the counselor, and the Associate Dean for Student Success.
4. In the event of a personal crisis, (e.g., death in the family), a member from the Office of Admissions and Student Success will inform the course coordinator ahead of the examination that compassionate leave has been granted on behalf of the student.
 - a. Once permission has been granted, the student will coordinate with the Course Coordinator and Year Coordinator to reschedule the examination. Students with accommodations will still receive their allocated amount of time to complete examinations. Once an exam has been rescheduled, it cannot be rescheduled again unless a situation arises that meets the requirements for an excused absence.
5. The Office of Admissions and Student Success will keep a record of students who have used their "one free pass". Course Coordinators should check with the Year Coordinator to ensure that a student has not used their "one free pass" prior to approving a student's unexcused absence.