

PHASE 2 STUDENT ATTENDANCE REQUIREMENTS:

Excused Absences: All students in the Phase II curriculum may be allowed a maximum of six (6) excused absences (this may be days or portions thereof, depending on the requirements of the block mentor and course coordinator). An additional day, will be allowed in order to take the North American Licensing Examination (exam day only). Examples of excused absences that may be allowed are: illness, family emergencies, death in the immediate family, job interviews, state board examinations, and attendance at professional meetings. An absence for these reasons is not automatically considered excused but must be approved by the block mentor/coordinator. Where possible, it must be communicated to the block mentor and/or course coordinator and approved in advance to be considered excused. The block mentor/course coordinator shall have the final authority on granting an excused absence. Resolution of a dispute over excused absences shall be appealed to the Associate Dean for Student Affairs. Block mentors are encouraged to allow any necessary excused absence, however the needs of the hospital and/or insufficient student numbers on a block may preclude the approval of an excused absence. A maximum of two excused absences will be allowed per block (usually four weeks) and one excused absence per half block (usually two weeks). If a student exceeds the number of excused absences allowed per block then remediation may be required at the discretion of the block mentor to pass the block (such as additional assignments, making up time lost, or repeating the block). It is recognized that it is not appropriate nor in the best interest of the student nor those in the hospital for a student to come in while ill because they are concerned about the number of absences they will be accumulating during the block. Block mentors/course coordinators must make sure that all of the students get an appropriate experience while on the block but are encouraged to be as flexible as possible in illness situations.

Total number of excused absences include time to take state boards (i.e. time to take the exam and travel to and from boards and the boards) and job interviews. All excused absences greater than the six days may require remediation. A written notification to the Associate Dean for Student Affairs for approval will be required at least four weeks in advance in anticipation of any excused absences over 6 days, or as soon as possible after an unanticipated excused absence. The student must fill out a [Phase 2 Absence Excuse Request Form](http://lsu.edu/vetmed/student_resources/phase_2_handbook/dates_and_schedules/phase_ii_absence_excuse_request_form.pdf) (http://lsu.edu/vetmed/student_resources/phase_2_handbook/dates_and_schedules/phase_ii_absence_excuse_request_form.pdf) for any absence and have it signed by the block mentor/course coordinator. The Course Coordinator will forward a copy of the absence form to the VCS office for tabulation. A written confirmation of the absence may be required. A written excuse for excused absences due to illness may be required. If a written excuse can not be obtained, then the absence may be considered unexcused.

Unexcused absences: Any unexcused absence will require remediation, repeat of the block, and/or possible failure of the block.

If a student is not sure how many absences she/he has, she/he should check with the VCS office.