



**VIRGINIA-MARYLAND**  
REGIONAL COLLEGE OF VETERINARY MEDICINE

## **DVM Student Handbook Years 1 – 3**



**2011-12**

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## OFFICE OF ACADEMIC AFFAIRS

The **Office of Academic Affairs** is here to help faculty, staff, and DVM students in a variety of ways. Some examples of topics we can help you with (but are not limited to) include; orientation, enrollment (drop/adds), financial aid, scholarships and awards, class notes, textbook orders, curriculum issues, student records, grade changes, excused absences, accommodations for students with disabilities, room/meeting scheduling, student insurance, senior year scheduling and oversight of clerkships, external exams (e.g., NAVLEs) and finally graduation. We are also here to support you through the program, so if you have any concerns please come and talk to us.

### Who's Who in Academic Affairs

#### General Contact information

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Fax: 540-231-9290

Academic Affairs email: [acadaff@vt.edu](mailto:acadaff@vt.edu)

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Associate Dean for Professional Programs

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Director of Admissions and Student Services

Veterinary Career Advisor

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Student Support Specialist

Notary Public

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#### Ms. Patty Smith

Scholarships and Office Manager

Notary Public

[psmith60@vt.edu](mailto:psmith60@vt.edu)

## MULTIDISCIPLINE LABORATORIES (MDL)

MDL and APL (see below) are the support staff for all laboratory classes conducted in years 1 to 3. For more information about MDL see section II.

**Ms. Mel Kegley**  
Laboratory Manager  
[kegleym@vt.edu](mailto:kegleym@vt.edu)

### MDL Staff

**Ms. Kathy Farley**  
Senior Secretary  
[kfarley@vt.edu](mailto:kfarley@vt.edu)

#### Year 1:

**Ms. Mary Nickle**  
Lab Specialist Senior  
[mnickle@vt.edu](mailto:mnickle@vt.edu)

**Ms. Belinda Corell-Berckman**  
Lab Specialist  
[bcorellb@vt.edu](mailto:bcorellb@vt.edu)

#### Year 2:

**Ms. Karen Young**  
Lab Specialist Senior  
[young@vt.edu](mailto:young@vt.edu)

TBA

#### Year 3:

**Ms. Shelly Threlkeld**  
Lab Specialist Senior, LVT  
[vettech@vt.edu](mailto:vettech@vt.edu)

**Ms. Angie Roberts**  
Lab Specialist  
[robertsa@vt.edu](mailto:robertsa@vt.edu)

## Anatomy Preparation Laboratory (APL)

**Ms. Pam Arnold**  
Anatomical Preparator  
[parnold@vt.edu](mailto:parnold@vt.edu)

## CURRICULUM and TRACKING

The DVM curriculum is designed to provide a balanced educational foundation for the varied opportunities available to veterinary graduates. Our goal is to educate veterinarians with a firm foundation of basic biomedical knowledge and with the ability to apply this information in a problem-solving setting in order to provide excellent patient care and to increase scientific knowledge for the benefit of animals, the environment, and human beings.

The Virginia-Maryland Regional College of Veterinary Medicine curriculum is designed to be completed in four years. The first three years, consisting of two semesters each, are devoted to class, laboratory, and clinical studies at the College's main campus in Blacksburg, Virginia. The fourth or final year is of three semesters and twelve month's duration. The majority of the fourth-year clerkships are spent in the Veterinary Teaching Hospital (VTH) in Blacksburg, interacting with clients and patients. Depending on the field of study chosen, other clerkships may be conducted at other College's VTH, at external veterinary practices, or at the Leesburg (Equine Medical Centre) and University of Maryland campuses.

In 1998, the VMRCVM commenced a new core-elective curriculum for the first through third year of the DVM curriculum. The new curriculum also has a tracking component (see below), starting in the second year. In addition to track specific classes, there are a wide variety of elective classes offered to students throughout the four years of the degree program.

The curriculum is constantly monitored and reviewed by the **Curriculum Board of the College**. It is, therefore, subject to change as needs and circumstances dictate. In addition, the VMRCVM is monitored by the **AVMA's Council on Accreditation** and every year must write an updated report on the 11 standards by which all Veterinary Colleges in North America are evaluated. All students in the CVM have an opportunity to anonymously comment on the College's adherence to these standards through a drop box located in the library.

The organization of the current DVM curriculum is summarized in **Table 1**. Note that information in this table may change over the four years you are enrolled in the DVM program. An up to date table and information on individual syllabi is available on our website.

### Tracking

The VMRCVM is one of only two veterinary schools in North America that has a tracking curriculum in the pre-clinical years. We believe this tracking curriculum provides our students with an opportunity to gain advanced knowledge in their primary area of interest, whilst still acquiring the core knowledge necessary for entry-level practice regardless of discipline. **There are 5 tracks available at the V-MRCVM; Small Animal, Equine, Food Animal, Mixed Animal, and Public/Corporate.**

In semesters 1 and 2, the Director of Student Services and others will provide the class with further information regarding tracking to assist you in choosing one of the five tracks available. In addition, the Director is available to meet with you individually to discuss your questions regarding tracking and career choices within the profession, and the Director of the Center for Public and Corporate Veterinary Medicine will be available for career advising, specifically for students interested in the Public Corporate track. You will be required to submit your track choice to the Director prior to the end of semester 2, though you can change your track up until the end of semester 4 **AS LONG AS** you have undertaken the appropriate track requirements as electives.

**Table 1: Semester 1 – 6 Course and Course Leaders**

YEAR 1		SEMESTER 1		
CORE Courses	VM	Course Leader	Email	CH
Veterinary Anatomy I	8014	Dr. B. Smith	bjsmith@vt.edu	4
Veterinary Histology	8054	Dr. Caceci	elistist@vt.edu	3
Veterinary Physiology I	8034	Dr. Huckle	wrhuckle@vt.edu	3
Medical Biochemistry	8044	Dr. Eng	laeng@vt.edu	2
Veterinary Immunology	8064	Dr. Ahmed	ansrahmd@vt.edu	2
Professional Foundations I	8004	Dr. J. Pelzer	jpelzer@vt.edu	2
Veterinary Ethology	8144	Dr. Pierce	bpierce@vt.edu	1
Vet Large Animal Husbandry	8074	Dr. Whittier	dwit@vt.edu	1
ELECTIVES				
Animal Domestication and Genetic Resources		Dr. Sponenberg	dpsonen@vt.edu	1
Descriptive Embryology	8024	Dr. B Smith	bjsmith@vt.edu	1

YEAR 1		SEMESTER 2		
CORE Courses	VM	Course Leader	Email	CH
Veterinary Anatomy II	8114	Dr. Freeman	lfreeman@vt.edu	4
Veterinary Neurobiology	8104	Dr. Klein	bklein@vt.edu	2
Veterinary Physiology II	8134	Dr. B. Smith	bjsmith@vt.edu	4
Veterinary Pathology I	8304	Dr. Robertson	drbob@vt.edu	3
Veterinary Parasitology	8324	Dr. Zajac	azaja@vt.edu	3
Veterinary Epidemiology	8084	Dr. Elvinger	Elvinger@vt.edu	2
Fundamentals of Nutrition	8234	Dr. Becvarova	ivetak@vt.edu	1
Professional Foundations II	8984	Dr. J. Pelzer	jpelzer@vt.edu	1
ELECTIVES				
Reptile & Bird Morphology	8254	Dr. B Smith	bjsmith@vt.edu	1
Clinical Perspectives	8094	Dr. Panciera	panciera@vt.edu	1

**Note:** these courses were *correct at the time of printing*. However, the courses offered may change, especially over time. An up-to-date table of courses is available at [http://www.vetmed.vt.edu/acad/dvm/dvm\\_curric.asp](http://www.vetmed.vt.edu/acad/dvm/dvm_curric.asp). Course syllabi are available on the intranet.

CH = credit hours

## YEAR 2 SEMESTER 3

CORE Courses	VM	Course Leader	email	CH
Fundamentals of Vet Pharmacology	8314	Dr. Ehrich	marion@vt.edu	3
Veterinary Bacteriology & Mycology	8334	Dr. J. Hodgson	jennieh@vt.edu	4
Clinical Techniques	8354	Dr. Scarratt	kscrat@vt.edu	2
Veterinary Pathology II	8404	Dr. Saunders	gsaun@vt.edu	3
Veterinary Radiology	8544	Dr. Daniel	gdaniel@vt.edu	2
Veterinary Clinical Nutrition	8454	Dr. Swecker	cvmwss@vt.edu	1
Fundamentals of Theriogenology	8374	Dr. Purswell	<a href="mailto:purswell@vt.edu">purswell@vt.edu</a>	2
<b>TRACK</b>				
Food Animal Nutrition	8384	Dr. Swecker	cvmwss@vt.edu	2
Equine Nutrition	8394	Dr. Swecker	cvmwss@vt.edu	1
Small Animal Nutrition	8264	Dr. Becvarova	ivetak@vt.edu	1
Intro to Statistics in Biomedical Research*	8534	Dr. Werre	swerre@vt.edu	2
Vets in the Global Community	8684	Dr. Ragan	vragan@umd.edu	1
<b>ELECTIVES</b>				
Morphology & Natural History of Mammals	8244	Dr. Freeman	lfreeman@vt.edu	2
Pharmacology Topics	8274	Dr. Ehrich	marion@vt.edu	1
Diseases of Poultry		Dr Pierson	pierson@vt.edu	2

## YEAR 2 SEMESTER 4

CORE Courses	VM	Course Leader	email	CH
Clinical Pathology	8414	Dr. Weinstein	nweinste@vt.edu	3
Veterinary Virology	8124	Dr. Subbiah	kumarans@vt.edu	2
Veterinary Anesthesiology	8444	Dr. Ricco	drhat@vt.edu	2
Veterinary Musculoskeletal	8284	Dr. Tyson	rtyson@vt.edu	3
Veterinary Toxicology	8424	Dr. Meldrum	bmeldrum@vt.edu	2
Vet Cardiorespiratory System	8754	Dr. Pierson & Dr. Abbott	<a href="mailto:pierson@vt.edu">pierson@vt.edu</a> <a href="mailto:abbottJ@vt.edu">abbottJ@vt.edu</a>	3
General Veterinary Medicine	8554	Dr. Pierce	bpierce@vt.edu	1
Professional Foundations III	8984	Dr. J Pelzer	jpelzer@vt.edu	1
<b>TRACK</b>				
Advanced Epidemiology	8684	Dr. Elvinger	Elvinger@vt.edu	2
Food Animal Theriogenology	8574	Dr. Clarke		2
Equine Therio I	8514	Dr. Purswell	<a href="mailto:jjd@vt.edu">jjd@vt.edu</a>	1
Small Animal Medicine I	8585	Dr. Monroe	monroewe@vt.edu	1
<b>ELECTIVES</b>				
Small Animal Theriogenology	9254	Dr. Purswell	<a href="mailto:purswell@vt.edu">purswell@vt.edu</a>	1
Aq Med & Fish Health	8494	Dr. S. Smith	Stsmith7@vt.edu	2
Toxicology of Poisonous Plants	9114	Dr. Blodgett	dblodg@vt.edu	1
Complementary Medicine	8804	Dr. Settlege	<a href="mailto:jmcghee@vt.edu">jmcghee@vt.edu</a>	1
Behavioral Medicine	8984	Dr. Hodgson	jennieh@vt.edu	1
Wildlife Medicine	8594	Dr. S. Smith	Stsmith7@vt.edu	1
Pocket Pets & Exotic Animal Medicine	9224	Dr. S. Smith	Stsmith7@vt.edu	1
Reproductive Pathology	8474	Dr. Sponenberg	dpsponen@vt.edu	1

## YEAR 3 SEMESTER 5

CORE Courses	VM	Course Leader	Email	CH
Vet Surgical Principals & Practice	8624	Dr. Lanz	olanz@vt.edu	3
Veterinary Gastroenterology	8614	Dr. Leib	mielb@vt.edu	4
Veterinary Public Health	8434	Dr. K. Pelzer	kpelzer@vt.edu	1
Veterinary Neurology	8654	Dr. Inzana	kdyer@vt.edu	2
Veterinary Ophthalmology	8344	Dr. Pickett	jppicket@vt.edu	1
Professional Foundations IV	8984	Dr. J. Pelzer	jpelzer@vt.edu	2
Emerging & Exotic Dz of An.	8984	Dr. J. Pelzer	<a href="mailto:jpelzer@vt.edu">jpelzer@vt.edu</a>	1
TRACK				
Equine Medicine & Surgery I	8695	Dr. Buechner-Maxwell	bmax@vt.edu	3
FA Medicine & Surgery I	8615	Dr. Scarratt	kscrat@vt.edu	3
Small Animal Medicine II	8586	Dr. Troy	cvmgct@vt.edu	1
Veterinarians & Public Policy	8984	Dr. Sundlof	<a href="mailto:Stephen.sundlof@fda.hhs.gov">Stephen.sundlof@fda.hhs.gov</a>	1
Advanced SA ClinTech	8694	Dr. Harper	tiharper@vt.edu	1

## YEAR 3 SEMESTER 5

Electives				
Veterinary Oncology I	9095	Dr. Robertson	drbob@vt.edu	2
Food Animal Product Safety	8984	Dr. Eifert	jeifert@vt.edu	2
Equine Neonatal Medicine	9174	Dr. Buechner-Maxwell	bmax@vt.edu	1
Goat & Sheep Medicine	9074	Dr. Sponenberg	dpsponen@vt.edu	1
Ferret Medicine & Surgery	8984	Dr. Eng/ Dr. Finkler	laeng@vt.edu mfinkler@vt.edu	1
Emerging Infectious Diseases I	9085	Dr. Meng	xjmeng@vt.edu	1
Diseases of Poultry		Dr. Pierson	pierson@vt.edu	2
Veterinary Cytopathology	8984	Dr. Zimmerman	kzimmerman@vt.edu	1

## YEAR 3 SEMESTER 6

CORE Courses	VM	Course Leader	email	CH
Vet Dermatology & Endocrinology	8764	Dr. Diaz	<a href="mailto:sdiaz@vt.edu">sdiaz@vt.edu</a>	3
Vet Hemolymphatic System	8674	Dr. Panciera	<a href="mailto:Panciera@vt.edu">Panciera@vt.edu</a>	2
Urology	8644	Dr. Grant	<a href="mailto:dgrant@vt.edu">dgrant@vt.edu</a>	2
Vet Clinical Pharmacology	8784	Dr. Wilcke	<a href="mailto:Jwilcke@vt.edu">Jwilcke@vt.edu</a>	2
Professional Foundations V	8984	Dr. J. Pelzer	<a href="mailto:jpelzer@vt.edu">jpelzer@vt.edu</a>	2
ELECTIVES	VM	Course Leader	Email	CH
Adv SA Surgery Lab	9134	Dr. Nicholson	<a href="mailto:nicholsm@vt.edu">nicholsm@vt.edu</a>	1
Advanced Veterinary Cardiology	9184	Dr. Abbott	<a href="mailto:abbottJ@vt.edu">abbottJ@vt.edu</a>	1
Avian Medicine & Surgery	9004	Dr. Pierson	<a href="mailto:pierson@vt.edu">pierson@vt.edu</a>	1
Advanced Diagnostic Imaging	9014	TBA		1
Behavioral Medicine	8984	Dr. J. Hodgson	<a href="mailto:jennieh@vt.edu">jennieh@vt.edu</a>	1
Parasitology of Grazing Animals	8984	Dr. Zajac	<a href="mailto:azajac@vt.edu">azajac@vt.edu</a>	1
SA Emergency Medicine	8984	Dr. G. Daniel	<a href="mailto:gdaniel@vt.edu">gdaniel@vt.edu</a>	1
Pathology Animal Models of Dz	8984	Dr. Caudell	<a href="mailto:dcaudell@vt.edu">dcaudell@vt.edu</a>	1
Equine Podiatry	8984	Dr. Pleasant	<a href="mailto:rpleasant@vt.edu">rpleasant@vt.edu</a>	3

## YEAR 3 SEMESTER 6

TRACK	VM	Course Leader	email	CH
SA Clinical Prob Solving	9144	Dr. Grant	<a href="mailto:dgrant@vt.edu">dgrant@vt.edu</a>	2
Small Animal Medicine III	8587	Dr. Herring	<a href="mailto:iherring@vt.edu">iherring@vt.edu</a>	1
Advanced Small Animal Surgery	9034	Dr. Harper	<a href="mailto:tiharper@vt.edu">tiharper@vt.edu</a>	2
Equine Medicine & Surgery II	8696	Dr. McKenzie	<a href="mailto:farmuse@vt.edu">farmuse@vt.edu</a>	3
Eq Clinical Problem Solving	8524	Dr. Witonsky	<a href="mailto:switonsk@vt.edu">switonsk@vt.edu</a>	2
Eq Therio II	9124	Dr. Purswell	<a href="mailto:purswell@vt.edu">purswell@vt.edu</a>	1
FA Med & Surg II	8616	Dr. Swecker	<a href="mailto:cvmwss@vt.edu">cvmwss@vt.edu</a>	2
FA Clinical Prob Solv	9044	Dr. Pierson	<a href="mailto:pierson@vt.edu">pierson@vt.edu</a>	2
P/C Problem Solving	8984	Dr. Ragan	<a href="mailto:vragan@umd.edu">vragan@umd.edu</a>	2
Emerging Infectious Dis II	9086	Dr. Meng	<a href="mailto:xjmeng@vt.edu">xjmeng@vt.edu</a>	1
Advanced Histopathology	9064	Dr. LeRoith	<a href="mailto:tleroith@vt.edu">tleroith@vt.edu</a>	1
Adv Vet Public Health	9094	Dr. K. Pelzer	<a href="mailto:kpelzer@vt.edu">kpelzer@vt.edu</a>	1

# I. POLICIES, PROCEDURES & GUIDELINES – Curriculum

## 1. Guidelines for Enrollment, Drop/Add, Scheduling Changes & Auditing

### a) Enrollment

For semesters 1 through 6, DVM students will **self-enroll** in all courses on Hokie Spa.

In March and October, the Office of Academic Affairs will distribute a memorandum with **details of enrollment** for Fall and Spring courses respectively. This will include specific instructions to perform online enrollment, drop/add instructions, course notes, concurrent courses and details of elective classes with size restrictions therefore “lottery” draws (in semesters 5 and 6).

Courses for each semester are also summarized in Table 1 and course Syllabi are on the intranet at: <http://www.vetmed.vt.edu/acad/dvm/index.asp>.

**It is each student’s responsibility to ensure enrollment is correct!** It is also each student’s responsibility to have **all blocks removed** to enable enrollment prior to deadlines. Please use Hokie Spa to verify enrollment status.

Please be cognizant of the **importance of correct enrollment**, including drop/adds and particularly the **early** drop/adds. If a course has an early drop/add you will not be allowed to enroll after this date. If you intend to drop a course but either miss the drop deadline or do not perform the drop correctly, you are **responsible for completing requirements** of the course. In similar light, you cannot get credit for a course that you complete requirements for, but are **not enrolled in!** It is highly recommended you make a **hard copy** of your final enrollment should any drop/add questions arise after the deadlines.

### b) Drop/Add Semesters 1 – 6

Some elective courses have **early** drop/add deadlines (i.e., **~30 days before the commencement** of the semester). These early deadlines are stated in the enrolment information.

For **all other** courses in semesters 1 through 6 taken as **electives**:

- ✓ the **add** deadline will be the **end of the first week of semester**
- ✓ the **drop** deadline will be the **end of the second week of semester**, unless the elective is **completed within the first two weeks of classes**, in which case the **drop deadline will be two days before the beginning of the course**.

If you wish to drop or add an elective course you must do so on Hokie Spa by the deadlines given in the enrollment documents sent to you. You are also **required** to notify the Course Leader and Academic Affairs ([acadaff@vt.edu](mailto:acadaff@vt.edu)) the same day as you drop or add an elective course.

### c) Dropping an Elective after the Drop Deadline

A maximum of two (2) electives may be dropped **beyond** the normal two-week drop deadline date during a student’s academic career in the DVM program (Semesters 1-6) subject to the following stipulations:

- i) The option may be exercised for classes in which a student is currently enrolled up through the Friday before the final exam.
- ii) To exercise this option, students must complete a formal **Course Withdrawal Form**, which is available through the Office of Academic Affairs and also online. After completing the Course Withdrawal Form, students should submit the form to the Course Leader and to the Associate Dean for Professional Programs for signing and approval.
- iii) Students may request a withdrawal from any elective course irrespective of the grades earned in the elective up to the point of their request for withdrawal.
- iv) Courses from which the students withdraw under the terms of this procedure will appear on their transcript with a “grade” of “WG” and will not affect the student’s GPA.
- v) Withdrawal from electives **after the semester is over** is **not** permitted.

#### **d) Auditing Courses and Clerkships**

In the V-MRCVM **auditing courses** means **attendance without enrollment**. For courses given in Semesters 1 through 6, auditing lectures is **permitted** with **approval** from the Course Leader. Auditing laboratory classes is **not** permitted.

## **2. Guidelines for Attendance and Excused Absences**

### **a) Attendance**

Attendance is expected in all academic sessions (lectures, laboratories, discussion sessions, clinical clerkships, etc.) of all courses. However, attendance is **required** for some components of the course (e.g., laboratory classes, quizzes, exams, some lectures as specified). In these instances, the Course Leaders (or relevant instructor) will indicate these required activities at the beginning of the course (or portion of course for which he/she is responsible) and/or state this requirement in the course syllabus. For these sections of the course, student attendance is required for successful completion of the course (or portion of the course).

### **b) Excused Absences**

An excused absence is one where a student has **approval to miss a required section** of the course due to unavoidable circumstances that are consistent with those outlined below. The required section may include exams, quizzes, laboratory classes or lectures.

#### **i) Approved Reasons:**

Excused absences will **only be granted from required activities** for the following **reasons:**

- Illness that is personal or in the immediate family (spouse [including defacto relationship], children [including stepchildren], parents [including stepparents, and parents-in-law] siblings [including stepsiblings and siblings-in-law], grandparents [including step-grandparents and grandparents-in-law], legal guardians). For additional information see below.
- Weddings and graduations of the immediate family.
- Death in the immediate family

- Required court appearances (e.g., subpoena or jury duty) that cannot be changed
- Religious and ethnic holidays recognized by the University ([http://www.registrar.vt.edu/dates/religious\\_ethnic\\_holidays.php](http://www.registrar.vt.edu/dates/religious_ethnic_holidays.php))
- Professional circumstances – see additional information below
- Other **serious**, unavoidable circumstances beyond the student's control (these categories may include a motor vehicle accident, military requirements etc. but exclude heavy traffic, oversleeping, etc.) and which must be approved by the Associate Dean in conjunction with the Course Leader.

## ii) **Notification:**

A **written or email request** for an excused absence from a **required** lecture, laboratory class, quiz or **examination** should be made to the Course Leader (with a copy to the Associate Dean for Professional Programs) at **least 20 days PRIOR TO** the anticipated absence. It is recognized that in an emergency situation (e.g., illness, death in the family), advanced notice may not be possible. In these cases students should notify the Course Leader and Associate Dean **as soon as possible after the absence**. If the circumstances for Excused Absence are not routine, the Course Leader and Associate Dean will discuss the matter to ensure standardization of these requests before approval

## iii) **Guidelines for Excused Absences involving Illnesses**

If a student requires an Excused Absence from a required exam, quiz or laboratory class on the basis of **illness** they should **immediately contact** the Course Leaders (and copy the Associate Dean Professional Programs).

In addition, **approval** for excused absence involving illness of the student, or their immediate family, will **only be granted** if the student provides a **statement from a health-care provider** indicating that the student has/had an appropriately serious illness **at the time of** the exam, quiz or laboratory class. Alternatively, a **discharge notice** from a hospital may be used for this purpose. Except in extenuating circumstances, the statement must be obtained the day of, or immediately prior to, the absence. An excused absence will not be granted for health care statements involving illnesses after the fact (i.e., the day after).

Approval for an excused absence for illness would **NOT** include:

- ✓ a statement from a health care provider stating a student had an **appointment** the date of the exams, quiz or laboratory class,
- ✓ minor illnesses such as colds, allergies, etc . Note, Shiffert Health Centre provides excused absence statements **ONLY** if the health care provider (MD, FNP, etc.) believes the student should not be in class that day due to a serious or highly contagious illness.

## iv) **Guidelines for Excused Absence for Professional Purposes (Years 1 through 3)**

The VMRCVM recognizes that DVM training is primarily the responsibilities of the College and its instructors. However, there are times during their professional education when it is appropriate for students be allowed to attend scientific meetings. The guidelines whereby attendance at scientific meetings will be approved include:

- ✓ first, second and third year students in good academic standing are eligible(see definition under “Academic Progress – “Pre-Clerkship” section of Student Handbook”),
- ✓ the student must **present a research/discussion paper or have obtained a specific external scholarship** for attendance at a SAVMA or SCAVMA-associated scientific meetings (e.g., AAHA, AAEP, AABP),
- ✓ the excused absence must be approved by the Course Leader and Associate Dean for Professional Programs.

**Notification** (see above) and **re-scheduling** (see below) of make-up exams or quizzes are the responsibility of the student and will follow the same guidelines as for routine excused absences.

It is the responsibility of the student to do/get **assignments/material** s/he missed during approved excused absences. Faculty has no obligation to provide anything beyond regular class material.

Students are permitted to attend only **one scientific meeting** (up to 3 working days) **per academic year**. In exceptional circumstances, a student may petition to attend an additional meeting.

Approved absences for professional purposes will **not** be given for **laboratory exams**.

Approved absences for professional purposes will not be granted from **laboratory classes** if syllabus states lab attendance is mandatory, unless same lab is offered at an earlier or a later date and rescheduling can be arranged.

Any **other excused absences for professional purposes** must have joint approval of the Course Leader and the Associate Dean for Professional Programs. It should be noted, the Associate Dean will not approve a request denied by the Course Leader.

#### **v) Guidelines for Rescheduling Missed Required Activities**

If an excused absence is approved by the Course Leader or instructor, rescheduling of the missed exam, quiz or laboratory class is the **responsibility of the student involved** and will be done in conjunction with the Course Leader. Where possible, the student will be strongly encouraged to take the exam/quiz/laboratory class **prior to the scheduled date of the exam/quiz/lab**. An example of this situation would include a wedding where the date of the absence is known in advance.

If it is not possible to schedule the exam/quiz or required laboratory class prior to the missed class, the student must **reschedule** this activity **as soon as possible** after the missed date. It is recommended that the activity be rescheduled **no longer than five working days** after the original exam/quiz/laboratory class, unless extenuating circumstances occur. Delays in rescheduling missed exams cause delays in the distribution of results of exams/quizzes to the remainder of the class and often past the university grade deadlines.

#### **vi) Guidelines for Rescheduling Missed Laboratory Exams**

Requests for excused absences from **laboratory exams** are normally not authorized for weddings and graduations. However, if rescheduling is authorized, arrangements will be made with the Course Leader or instructor.

### **vii) Guidelines for Excused Absences and Multi-Disciplinary Lab (MDL)**

If make-up work (e.g., laboratory review sessions, examinations) requires use of lecture or laboratory space coordinated by the MDL staff, the instructor and student must plan in advance with the MDL staff manager so that use of the space can be coordinated with other uses and with other MDL staff duties.

## **3. Guidelines for Cancelled Classes and Non-Appearance of Instructors**

### **a) Cancelled Classes**

Classes may be postponed or cancelled because of malfunction of equipment (e.g., Vtel), or a University decision to cancel classes (e.g., inclement weather, football).

Lectures and/or laboratory classes will be rescheduled **if feasible** at the earliest available time. This may occasionally include lunchtimes and/or after hours. Rescheduling will be done by the Course Leader and/or instructor in conjunction with the Class President and/or student course representative and MDL. If rescheduling is not feasible, students will be responsible for notes, reading assignments, and other materials scheduled for the missed contact period.

**Every** effort will be made to **reschedule any missed exams**. In these cases, the Course Leader and Class President should immediately contact the Associate Dean for Professional Programs so that they may co-ordinate the rescheduling of exams as soon as possible. In most cases, rescheduled exams will take precedence over lectures.

### **b) Procedure for Non-Appearance of an Instructor**

In the event that a lecture or laboratory instructor does not arrive within the first 5 minutes of class, a designated class member (preferably the student course representative if applicable) will announce to the class s/he is going to attempt to locate the missing person by one of 3 methods:

1. The designated class member will contact the Multi-Disciplinary Lab (MDL) via phone, (231-9017, Ms. Melanie Kegley; or 231-7881 Ms. Kathy Farley), or by going to the MDL office, Room 109 Phase II and giving MDL the course name, the missing lecturer/laboratory instructor's name, duration of the class, and any additional information that is relevant. Do not leave a message. MDL staff will attempt to locate the faculty member and ask the designated class member to call back in 5 minutes to ascertain the status of the missing person's whereabouts.
2. The designated class member will attempt to locate the missing person directly. If they are not able to locate the missing person by phone, they should check the missing person's office area, and another person should check his/her research laboratory or the Veterinary Teaching Hospital.
3. The designated class member will page the instructor. If assistance is needed with calling or paging the instructor, contact Communications (231-7666) or the MDL office as above.

If the missing instructor cannot be found by 15 minutes past the start of the lecture or laboratory class or s/he states s/he will not be able to attend class that day, then the class is dismissed.

The instructor or Course Leader will determine if the lecture will be rescheduled. All rescheduled lectures must be coordinated through the MDL office.

#### **4. Guidelines for Student Evaluation of Courses**

Curriculum development is an important and ongoing process in the College of Veterinary Medicine. Student input and participation is an important component of this process. For this reason students are asked to complete course and instructor evaluation forms.

Course evaluations are conducted on a rotational basis (i.e., alternate years), but an evaluation may be requested for any course by students and instructors within the course. The evaluations are conducted at the end of the course but before the final exam. These evaluations provide information that is useful to both the Curriculum Board (which includes four student members) and to individual faculty members in assessing course content, delivery and assessment. The Curriculum Board will review student course evaluations after each semester and may request a course review based on student evaluations, but only if there is >50% response rate. In addition, instructor evaluations are **one component** of the data used for selection of faculty for teaching awards, as well as in annual faculty evaluations. As a result of feedback from students (as well as alumni and employers), there have been substantial changes in some courses and introduction of new courses. Thus, student feedback is of **significant importance** and carries a **high degree of responsibility**.

Because student ratings and comments are anonymous, there may be a tendency to over-react on something the instructor may have done or some part of the course that a student did not feel was appropriate. It is important that students view these items in context of the overall evaluation of the course and the instructor. Unprofessional comments such as disparaging remarks, offensive language or personal attacks are unacceptable and will not be tolerated. Any forms with such comments will be discarded.

Participation of all students on an individual basis in the evaluation process is essential. Evaluations are to be completed independently and not as a group. Constructive suggestions are always welcomed. If you do not like some particular behavior exhibited by the instructor, please state it in specific terms (e.g. I did not like Dr. X's reluctance to answer questions during the lecture). Similarly, if there was something about the instructor or the course that you liked it is equally important that you comment in specific terms (e.g. I thought Dr Y's examinations were fair and focused on major concepts addressed during the course).

#### **5. Guidelines for Assessment**

##### **a) Dates of Exams**

Exams are scheduled by the Multi-Disciplinary Laboratory (MDL) in conjunction with Class Presidents, Course Leaders and the Associate Dean for Professional Programs. The Class President may elect to discuss potential exam dates with classmates, but they must be prepared for the scheduled meeting to discuss these dates.

Where possible, exams are **not** scheduled for the day after a SCAVMA meeting or on specified religious holidays.

Where possible, no more than two exams are scheduled per week (this does not include quizzes). However, in semesters 3 and 4 there may be occasional weeks where 3 exams may be scheduled. At these times, exams for no more than 2 core classes will be scheduled in any one week.

Once dates are set and the schedule is published, exam dates will not be changed except in extenuating circumstances (e.g., University closure) or with the approval of the entire class and the Course Leader.

## **b) Intra-Semester Examination Procedures**

Most courses delivered in the DVM program will have one or more exams during the semester (in-class exams).

These exams are often scheduled during lectures, and therefore they must take the same length of time as routine classes i.e. **50 minutes or 100 minutes** depending on the lecture allocation. Exams should begin on the hour and finish at 10 to the next hour.

The following **examination procedure** should apply to all in-class exams (as approved by the Curriculum Board; 5/12/2008)

Approximately five minutes **before the scheduled commencement** of the examination the instructor will distribute exam booklets that will be placed face down on the desks. At the scheduled commencement time, the instructor will announce the start of the exam and the scheduled end time.

For “standard” exams during the semester, the “write time” is 50 or 100 minutes (1 or 2 lecture “slots”). Write time for **final exams** is specified in the class schedule, in the syllabus and/or through an announcement by the Course Leader before the final exam.

Students with **accommodations** may receive additional time and other accommodations as specified by the Office of Services for Students with Disabilities. They will take the exam in a different location to the rest of the class (see section c – DVM students with accommodations).

At the **end of the exam** the instructor will announce completion of the exam at which time all students must **cease writing** and submit their exams to the instructor or designated point of collection. **Failure to stop writing** and bringing the exam to the collection point will incur a **20% penalty** (of total points allowed for the exam). A final call will be made for the exam to end; after this time any student who has not stopped writing and taken the exam to the collection point will receive a grade of zero for the exam.

Students who arrive late for exams will not be given additional time to complete the exam.

## **c) DVM Students with Accommodations**

The Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 define a disability as a physical or mental impairment that substantially limits major life activities such as caring for oneself, walking, seeing, hearing, speaking, breathing, learning, and working. The law does not require “special treatment” for people with disabilities, only the opportunity for equal participation in the University’s programs. In addition, there is no obligation to

change or fundamentally alter academic requirements that are essential to the instructional program or directly related to licensing requirements.

The Virginia Maryland Regional College of Veterinary Medicine will provide reasonable accommodation as specified by ADA and Section 504 of the Rehabilitation Act.

The College requires that a student with a documented or a perceived disability self-identify to the Office of Services for Students with Disabilities (SSD) as soon as the disability has been perceived or diagnosed if s/he wish to use accommodations.

Information on accommodations for disabilities is confidential (Americans with Disabilities Act) and may only be discussed in private with the student.

For faculty needing advice regarding specified accommodations, please contact the Associate Dean for Professional Programs, or Director of Services for Students with Disabilities Office (Dr Susan Angle; 231-3787).

### **i) Accommodations for Lecture and Laboratory Exams: Semesters 1-6**

Accommodations for taking exams, quizzes and/or laboratory exams are provided for students with disabilities enrolled in the DVM program. However, accommodations for a disability will **not** be applied **retrospectively** i.e., students will not be able to re-take an exam with an accommodation after the student has taken already the exam.

If a student has an accommodation for **extended examination time**, the following will apply:

#### **1. Lecture exams during the semester**

Nearly all semester lecture exams (excluding finals) are scheduled during lecture periods which are 50 minutes in duration. For these exams, any extra time allocated will be specified by SSD. For example if the accommodation is for double time, the accommodation is  $2 \times 50 = 100$  minutes for the exam. If an exam occupies 2 lecture periods, exam duration is  $60 \text{ plus } 50 \text{ minutes} \times 2 = 220$  minutes.

#### **2. Final lecture exams**

For final lecture exams, extra time is allocated as specified by SSD. Course Leaders are requested to check that the examination duration scheduled in the course syllabus is consistent with the MDL class schedules and edit if needed. If the discrepancy cannot be corrected (e.g., syllabus or schedule already printed), announce the correct examination duration to the class the first day of the course. See "Notification" below.

#### **3. Laboratory exams**

For laboratory exams related to the practice of veterinary medicine (e.g., ovariohysterectomy, anesthesia lab exam) requests for extended time will be considered on an individual basis through discussions with the Associate Dean for Professional Programs, the SSD office, and the pertinent instructor.

For laboratory exams in which an accommodation is allocated, the accommodation will be as specified by SSD. Course Leaders are requested to check that the examination duration scheduled in the course syllabus is consistent with the MDL class schedules and edit if needed. If the discrepancy cannot be corrected (e.g., syllabus or schedule is already printed), announce the correct examination duration to the class the first day of the course. See "Notification" below.

For a course with a laboratory exam that has exercises (e.g., calculations) that are part of the final grade; if the student works individually, s/he should be given extended time. If s/he works in a group, extended time is not given.

It is usually preferable to schedule the additional time for lab exams prior to scheduled commencement of the exam. Faculty are strongly discouraged from offering lab exams after hours because of personnel resources issues.

## ii) Procedures for Accommodations

### 1. Scheduling and Administration of Accommodations

- ✓ Additional examination time will be scheduled **during office hours** (8:00 am - 5:00 pm) if at all possible, with the exception to this general rule, of providing an opportunity for a 7:10 am start for lecture exams if there is not a free lecture/lectures following the 8:00-8:50 am exam. Some accommodations may extend into the lunch hour.
- ✓ Prior to the first exam, Multidisciplinary Laboratory staff will send the **exam schedule** via email to students with accommodations, to the Associate Dean, the Office Manager for Academic Affairs, and to Course Leaders.
- ✓ All exams for students with accommodations will be conducted in **Room 231** (unless SSD specifies that a separate room must be assigned to a single student). This room is monitored by an in-class camera, and so students with accommodations will be proctored at all times.
- ✓ Course Leaders (or other members of Faculty giving exams) must provide the appropriate number of exams (+/- opscan sheets) to the Administrative Assistant for the Office of Academic Affairs by the **3pm on the afternoon before the scheduled exam**.
- ✓ If the exam is to start before 8:00am, a member of staff/faculty in the Office of Academic Affairs will meet the student(s) at 7:05 am, show them to Room 231, distribute the exams to enable a start time at 7:10am, and announce the duration of the examination at the start of the exam. All students undertaking the exam **MUST** begin at this time. If they finish the exam earlier than the allocated time, they may **quietly** leave the examination room and bring the completed exam to the Office of Academic Affairs.
- ✓ At the required time (e.g., after 100 minutes), a member of staff/faculty in the Office of Academic Affairs will ask student(s) to finish writing and will collect all exams.
- ✓ Course Leaders (or other members of Faculty giving exams) must collect completed exams from the Office of Academic Affairs following the exam.
- ✓ Course Leaders - please relay this information to faculty in your courses who are giving exams.

### 2. Student responsibilities for Accommodations:

Upon **first receipt** of their accommodations documents from SSD, the student will provide a copy of these documents to, and meet with, the Associate Dean for Professional Programs. Additional meetings may be requested by the student or Associate Dean Professional Programs.

#### ***At the Start of each Course:***

Before the end of the **first week of each course** in which the student is enrolled, it is the responsibility of each student using accommodations to pick up their letters from SSD, and meet with the appropriate Course Leader(s) or his/her designee(s). At each meeting, the student will give the Course Leader or designee a copy of the accommodations requested and discuss specific needs. This applies even if the student does not know when during the semester the accommodations will be used. A copy of the accommodation letter will also be given to the

Associate Dean Professional Programs (see above). Accommodations will not be provided until the letter has been received by the Course Leaders and the Associate Dean and the meeting with the Course Leaders or designee has occurred. Failure by the student to comply with contacting the above representatives by the end of the first week of the course may jeopardize timely delivery of accommodation(s) in the course. If appropriate, the student also needs to meet with the additional faculty that are responsible for a course exam and provide an accommodation letter (see Course Leader section below).

### ***New Accommodations during a Course***

If a student receives an accommodations letter from SSD after the semester has commenced and the accommodations are to be used during the semester, the student must meet with the Course Leaders and Associate Dean for Professional Programs as soon as possible after the accommodations letter is received from SSD to discuss the accommodations as in “*Start of Course*”.

A student who receives a letter of accommodation is not required to use (all) the accommodations stated.

### **3. Academic Affairs Responsibilities for Accommodations in Semesters 1 through 6:**

During the initial student meeting between the student with an accommodation letter and Academic Affairs, the Associate Dean for Professional Programs will explain the Accommodations Procedures document, student and faculty expectations, and emphasize the need for compliance with the procedures. The consequence of non-compliance is that an exam would not be made available for an early start. Prior to subsequent semesters, the Associate Dean will send a copy of the Policy and Procedures documents to students with accommodations and course/clerkship leaders (note these documents are available on the College website (see below for website).

### **4. Course Leader Responsibilities for Accommodations in Semester 1 through 6:**

If there is a written exam in a course, prior to or on the first day of the course, the Course Leader will notify all students either by announcement in class, via the syllabus (hard copy or on Web), or by e-mail of the duration of each written or lab examination in their course(s).

During the initial meeting with the student with an accommodation letter, the Course Leader will provide to the student the names of other faculty in the course/clerkship who will be giving exams. Students are responsible for meeting with these faculty members and if appropriate, providing him/her a copy of the letter of accommodation from SSD.

As stated earlier, it is the responsibility of the Course Leaders (or other members of Faculty giving exams) to provide the appropriate number of exams (+/- opscan sheets) to the Year 1-3 Support Person or Office Manager for the Office of Academic Affairs by the **3pm on the afternoon before the scheduled exam**. It is also their responsibility to pick up the exams from Academic Affairs after they have been administered.

An instructor will be available, if specified by the SSD, for questions during the regularly-scheduled examination. If scheduling necessitates that a student takes the entire exam at a different time (e.g., Anatomy Lab exam), the instructor will be available, if specified by SSD, at a specified time to answer questions.

For further information regarding accommodations please refer to Policies and Procedures for Accommodations for DVM Students published on the VMRCVM website:  
<https://intranet.vetmed.vt.edu/Policy/Default.aspx>.

These policies and procedures were approved by Curriculum Board 7/23/07 and by College Council 8/28/07.

#### d) Posting of Exam Results and Answers

Exam grades and answers may be posted by the Course Leader or Instructors after **all** exams have been graded. In general, exams will be posted in the locked boxes outside the classrooms or the MDL labs. Students are reminded that it is a **breach of College policy** as well as a breach of the Honor Code to **reproduce by any means**, or **have unapproved use** of, any quiz, exam, assignment, etc. that is part of the grade in a course unless stated otherwise in the course syllabus or specifically approved by the instructor. Please refer to the sections on Student Conduct and Honor Code for consequences of breaches to this policy.

#### e) Mis-keying of Optical Scan Sheets

For courses in which an answer sheet (e.g., Opscan®) is used in addition to an exam booklet, the standard for grading is the answer sheet. In the event of an error in entering responses on the answer sheet, the Course Leader has the option/authority to hand grade the answer booklet with a **mandatory 10 percent penalty** (approved by Curriculum Board, 4/25/05).

#### f) Grading System: Years 1 – 3

The percentage score and numerical/letter grade (A-F) system employed by the College of Veterinary Medicine is outlined in the table on the next page:

<u>Percentage Score</u>	<u>Numerical Value</u>	<u>Letter Grade</u>
94 and above	4.0	A
91 to < 94	3.7	A-
88 to < 91	3.3	B+
85 to < 88	3.0	B
82 to < 85	2.7	B-
79 to < 82	2.3	C+
76 to < 79	2.0	C
73 to < 76	1.7	C-
70 to < 73	1.3	D+
67 to < 70	1.0	D
64 to < 67	0.7	D-
below 64	0	F

Occasional courses have a different grading system, where the **percentage score** may be **lowered** but **not raised** relative to the numerical/letter grade. The Course Leader should notify students of their grading standard within their syllabus and/or at the beginning of the class.

## **g) Guidelines for Calculation of Letter Grades**

It is the prerogative of the Course Leader to determine how final letter grades are assigned. Course Leaders should clearly state in the course syllabus, or at the beginning of the course, the method whereby these letter grades are calculated. If alternate methods are not stated, the default for letter grade assignment is that no rounding will occur (e.g., 72.9 will be assigned a D grade; see Grading Systems Years 1-3).

## **h) Appeal of a Final DVM Course Grade**

This procedure has been approved by the College of Veterinary Medicine to supplement the Virginia Tech Policy Statement on Grade Appeal Procedure (Policy Memorandum No. 38), as well as the Graduate and Undergraduate Catalogs.

**Assignment of a grade** in a course is the sole prerogative of the instructor(s). Faculty should adhere to **principles of fairness and clear communication** with respect to the assignments of grades. In particular, this includes:

1. consistent treatment of all students in the class,
2. clear criteria, communicated directly to the class via the course syllabus, about the basis on which course work is evaluated and grades are assigned,
3. grading based on established criteria (in print and/or on VT/VMRCVM websites) and not on personal conduct or opinions unrelated to academic standards,
4. timely return of graded work to the student,
5. where appropriate (e.g., where there is more than one assessment task), sufficient feedback through the grading process for the student to improve performance on future assignments/testing, and
6. attention to fair and reasonable measures of course content and student performance.

Based on VT Policy Statement No. 38, there are up to **three levels of appeal** of a final course grade. For the DVM curriculum, the Dept/Division level of appeal will be provided by the Office of Academic Affairs.

The **student is responsible** for initiating levels 1 and 2 of written appeal (Instructor and Associate Dean). If a level 2 appeal is denied, the appeal is **automatically forwarded** to the Dean as a level 3 appeal. The person responsible at each level of appeal will provide the student with written notification of the decision and where appropriate, a copy will be sent to the Course Leader. If a grade change is made at any level, the person responsible will send written notification to the Office of Academic Affairs, and the student's academic record will be updated after verifying with the Associate Dean for Professional Programs.

### **Level 1 Grade Appeal: Instructor assigning the grade**

Within **10 working days** of **written notification** (including email) of the final course grade, a student may file a **written grade appeal** to the instructor assigning the grade if the student believes the grade was calculated incorrectly, was not assigned in accordance with established criteria, or was assigned in an arbitrary or capricious manner.

## **Level 2 Grade Appeal: Associate Dean**

Within **10 working days** of **written notification** (including email) of the level 1 appeal, the student may file a second level of appeal to the Associate Dean, who will **refer the request to the Standards Committee**. If the Standards Committee has already rendered judgment on the student pertaining to dismissal or reinstatement in the same semester as the course for which the grade being appealed, the Associate Dean will form an ad hoc committee consisting of four faculty not providing instruction or assessment in the course/clerkship being appealed. Either committee's responsibility is to ascertain whether the grading standards were clearly stated in the syllabus, the grade was assigned in accordance with established criteria, and assigned in a fair manner consistent with performance of required work and assessment of other students in the course. Either committee is advisory to the Associate Dean. The Associate Dean has the prerogative to send the appeal back to the Committee for additional fact finding on the issues raised by the student or Committee in the appeal.

## **Level 3 Grade Appeal: Dean**

If a level 2 appeal is denied, the Associate Dean automatically forwards the levels 1 and 2 material to the Dean unless directed otherwise by the student appealing the grade. The student may forward to the Dean a response to the level 2 report within 21 calendar days of receipt of the report. The purpose of the third level of appeal is to ascertain whether appropriate due process has been followed in the first two levels of appeal. The Dean has the prerogative to send the appeal back to the Committee for additional fact finding on the issues raised by the student or Committee in the appeal. The Dean's decision is final.

## **Appeal of a grade that has resulted in dismissal**

If the grade(s) being appealed has (have) resulted in dismissal from the DVM program, the student is permitted to **continue in the program on probation** until the grade appeal(s) is/are completed. In the event of the appeal(s) being denied, no credit can be received for any subsequent grade(s) received during the appeal process. If the appeal is denied and a student is dismissed, **tuition refunds** will follow university policies and procedures. In addition, appeals will be held in abeyance for any subsequent grade(s) received while the original grade(s) that resulted in dismissal is being appealed. If an appeal is resolved in favor of the student, then an appeal of a subsequent grade may be submitted by the student and will be considered.

## **Progression to Clerkships and Grade Appeals**

A student filing a grade appeal as a result of being dismissed in semester six **cannot commence** clerkships until either the grade appeal is resolved in the student's favor or the semester is successfully retaken. If a failed clerkship grade is being appealed and the student fails another clerkship s/he will be placed on a leave of absence pending a decision on the original appeal.

This procedure was approved by the VMRCVM Curriculum Board on 10/27/08. The full "Procedure for Appeal of a Final DVM Grade" is available on the Intranet under Policies and Procedures.

## 6. Guidelines for Academic Progress

The College of Veterinary Medicine uses an A-F grading scale (A = 4.0) for nearly all Year 1 - 3 courses; the remainder of the courses (mostly electives) are graded Pass/Fail. The following standards for academic progression apply to the Class of 2014 and beyond. They were approved by the Curriculum Board 8/13/2010, and the Board of Visitors March 28, 2011.

### a) Standards for Academic Progression

The Office of Academic Affairs reviews the scholastic records of all first-third year students at the end of each semester. Students will be placed on Academic Concern, Academic Probation, Reviewed for Academic Dismissal or be automatically Dismissed for Academic Cause under the following circumstances.

#### Academic Concern

1. Any student whose **semester** grade point average falls below 2.5.

#### Academic Probation

1. Any student who receives an academic concern for two consecutive semesters or a D grade while on academic concern.
2. Any student whose **cumulative** grade point average falls below 2.5 for Semester 2 or any semester thereafter.
3. Any student who receives 2 D grades in one semester

#### Reviewed for Academic Dismissal

1. Any student who remains on academic probation for more than 2 consecutive semesters or a student that receives a D grade while on academic probation may be dismissed for academic cause. These students will need to petition the Standards Committee for continuation in the program.
2. Any student who has a **cumulative** grade point average between 2.25 and 2.5 at the end of semester 6 will undergo review before progressing to 4<sup>th</sup> year.

#### Automatic Dismissal for Academic Cause

1. Any student who accumulates 5 D grades or more.
2. Any student who receives 3 D grades or more in any one semester.
3. Any student who receives an F or failing grade in a core or track course.
4. Any student failing to achieve a cumulative grade point average of 2.25 by the end of semester 6.

Students that receive an **Academic Concern notice** will be required to meet with the **Associate Dean of Professional Programs** to discuss reasons for poor performance and supportive services for improvement of performance.

Students on **Academic Probation** will be required to meet with the **Standards Committee** to discuss reasons for poor performance and plans for improvement to avoid dismissal.

Students placed on either Academic Concern or Academic Probation will need to identify a **faculty mentor** with whom to meet on a regular basis.

The student will be removed from Academic Concern or Probation status at the end of the next semester if his/her **cumulative** GPA is raised to 2.5 or above and does not receive a D grade.

For a DVM student to **advance** to the next academic year, the following **minimum DVM credits** are required:

Advance to second year:	35 credits
Advance to third year:	70 credits
Advance to fourth year:	113 credits

## 7. Guidelines for Withdrawal and Readmission after Voluntary or Involuntary Withdrawal

Students may leave (withdraw) from the professional DVM program due to voluntary resignation, or be dismissed due to academic failure (see Standards for Academic Progress), or unacceptable behavior (see Professional Standards).

In accordance with university policies, **voluntary resignation** from the professional program can be made at any time with the permission of the Associate Dean of Professional Programs. It requires a written letter to the Associate Dean outlining the reasons for resignation, as well as completion of the Student Resignation/Withdrawal Form available at the Registrar's office or on the web ([http://www.registrar.vt.edu/forms/documents/resign\\_withdrawal.pdf](http://www.registrar.vt.edu/forms/documents/resign_withdrawal.pdf)). The completed form must also be submitted to the Office of Academic Affairs.

Students that are **dismissed on academic or professional grounds** will have a withdrawal form submitted to the Registrar's Office by the Office of Academic Affairs.

**Readmission** into the professional DVM program will not be automatic but will be contingent on satisfactory demonstration that the reasons for resignation have been addressed. Academic probation or more stringent academic standards may be a condition of readmission after voluntary resignation.

A student who resigns voluntarily for personal reasons, or who is dismissed from the program by the Associate Dean for Professional Programs for academic failure or unacceptable behavior, has the right to apply for reinstatement by written petition to the Associated Dean and Standards Committee.

In consideration of all readmission requests, the Standards Committee may consult with appropriate individuals that could include the student, the student's instructors, counselors, and other responsible parties, and will recommend to the Associate Dean if reinstatement should be offered and if additional steps for remediation are needed. If reinstatement is offered by the Associate Dean, the conditions will be defined and presented to the student in writing. Each agreement will be customized for the specific case and will be structured to support the student and protect the interests of fellow students and the University. This agreement will be signed by the student and will remain in the student's file in the Academic Affairs Office.

A student who is readmitted after academic failure, or after voluntary resignation while failing one or more courses, will automatically be placed on **academic probation**. The cumulative GPA at reentry will be that which the student had when he/she was removed from the program. If the **cumulative GPA** at removal was <2.5, this GPA needs to be raised to a 2.5 or above by the end of the second semester after reinstatement. In addition the student must obtain a grade of at least 2.0 (C) in each repeated course. If the student obtains a **semester GPA** of <2.5 after reaching that part of the program not previously taken they will be replaced on academic probation (not academic concern).

Students who are in the class of 2013, have been removed from the DVM program in the spring semester, and who have been re-instated to the program are **not required to repeat** the preceding fall semester if they achieved a cumulative semester GPA of >2.25, with all grades higher than a D+ in core and track courses. Students who have not achieved these standards must repeat the preceding fall semester as well as spring semester. Students in subsequent classes (2014, 2015 etc), will not be required to repeat the preceding fall semester if their semester GPA is >2.5 or if they did not receive 2 Ds.

## 8. FERPA Waiver

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Schools must have written permission, in the form of the **FERPA Waiver**, in order to release any information from a student's education record. This means that anytime you ask for a letter of recommendation from a faculty member or need a letter of good academic standing, or other information about your academic performance, you will need to have a FERPA waiver on file. If you choose to sign a waiver allowing anyone to view your records, you need to understand the implication of that decision. More information about the FERPA Waiver and its consequences can be found at: <http://www.registrar.vt.edu/records/ferpa.php>

The University and Colleges may disclose, **without consent**, "directory" information such as a student's name, local and permanent address, telephone number, date and place of birth, honors and awards, enrollment status, anticipated graduation date, dates of attendance etc. You may choose to designate some or all of your directory information as **confidential**. However, doing so will result in:

- ✓ student name and address being excluded from web and print directories
- ✓ student name and degree information excluded from **all commencement programs** and dean's lists and award listings
- ✓ verification of enrollment, graduation, or degrees awarded will not be provided to third parties, including potential employers.

To mark part or all of your record confidential, you may do so via HOKIE SPA (under the HOKIE PLUS menu and click on the "Confidentiality Options".

## II. POLICIES, PROCEDURES & GUIDELINES – Classrooms & Facilities

### 1. Multidiscipline Laboratories (MDL)

The mission of the Multidiscipline Laboratories (MDL) is to create an environment that promotes the success of our students, faculty, and colleagues in the curriculum at VMRCVM. Toward that end, the MDL staff, working closely with the faculty to:

- ✓ ensures appropriate equipment, supplies, and animals are available,
- ✓ set up and dismantle the labs,
- ✓ assist with instruction as requested by the faculty,
- ✓ troubleshoot difficulties with equipment and supplies.

## **a) Basic Safety Considerations within MDL**

Whenever students are in the laboratory, they are **required** to wear clean, appropriate laboratory attire and nametags. Lab coats must be worn. No open-toed shoes are permitted. Students may not be allowed to participate in the laboratory classes until this requirement is adequately met. Eating, drinking, use of tobacco products, and “horseplay” are absolutely prohibited at all times.

Keep the labs clean! Trash must be placed in the appropriate receptacle. Clean and sanitize tables after use. Clean up spills. For most scheduled labs, MDL staff will assign students to assist with additional cleanup duties.

Personal belongings (coats, hats, backpacks, etc) must be placed in lockers or in cubicles outside the MDL area. Do not place belongings on floors of labs or hallways.

Note locations of first aid boxes and safety equipment.

Report accidents or injuries to faculty immediately and complete the appropriate form (see policies and procedures).

## **b) Student Responsibilities with the MDL**

Come to each lab fully prepared. Read the lab procedure before your lab session. Come with all needed equipment. Arrive early enough so that you are ready to begin when the lab starts and you do not disrupt the faculty or students.

Each year, students are issued items such as slides, equipment, and keys. Students are responsible for maintaining these items. Items must be returned upon request. Students are responsible for the cost of replacing items that are lost or damaged. Keep microscopes locked up when not in use.

Do not leave books, calculators, or other personal belongings unattended. It is strongly recommended that you put your name on all belongings.

Students are welcome and encouraged to use the laboratory facilities “after hours”. Please ensure that all items used are appropriately secured upon leaving. The lab must be left clean.

Report any damages MDL staff immediately.

For more information regarding MDL students may read the **College Policy on “MDL Teaching Procedures”** at <https://intranet.vetmed.vt.edu/Policy/Default.aspx>.

## **2. Classroom Appearance**

Classroom and laboratory spaces, including the Veterinary Teaching Hospital, are professional areas. As well as use by DVM students, classrooms are used for graduate and undergraduate courses, meetings, and formal or informal continuing education or extension purposes. Thus it is incumbent on all users of the classrooms to **maintain a professional appearance**. In addition, housecleaning personnel must have an uncluttered classroom in order to adequately clean and sanitize.

It is appreciated that the seats some classrooms are less than comfortable; seat cushions may be used and left in place until the end of the semester. Backpacks, sweaters, lab coats and other personal items (e.g. a photograph) may be left in the classroom while the student is in the class room, however, all personal items **will be removed at the end of the student's last lecture for the day**. Appliances such as coffee makers, microwaves, etc. are not permitted in classrooms.

### 3. Use of Computers in Classrooms

See section **VIII Professional Conduct**.

### 4. Notices and Email

It is appropriate to post notices and distribute list-serve emails pertaining to **college-related activities**. Notices will be professional and will not refer to any form of adult beverage. Any posted notices that do not meet these criteria will be removed. Requests to send notices to faculty and staff listservs will be denied if the messages are not professional or contain reference to alcohol/adult beverage.

### 5. Administrative Requests

There will be multiple occasions when students will be requested to respond to **administrative deadlines** for items e.g., enrollment, drop/add, rabies information, scholarships and awards.

These deadlines are firm and are necessary for the college and university to function effectively. Time spent following up on students who do not respond means time not available to assist students with other requests.

An **enrollment "hold"** will be placed on any student who does not respond to the deadline, and an email will be sent to the student to inform them of this hold. The consequences of an enrollment "hold" include an inability to add/drop courses, all grades are withheld and you will be unable to progress until resolution of the "hold".

### 6. Pet Animals

College regulations prohibit students bringing pet animals into college buildings except for attendance at the Veterinary Teaching Hospital, in which case all policies and procedures pertaining to client-owned animals will apply. On rare occasions, student-owned animals may be used in specific courses, but these will be approved by the Curriculum Board and the Associate Dean for Professional Programs. At these times pets will be restricted to the places and activities as outlined in the course syllabus.

Pets should not be tied in the vicinity of entrances or walkways to buildings. Owners of controlled pets found in any of these areas will be asked to remove the pet. Uncontrolled pets will be impounded.

## 7. Motor Vehicles and Parking

Students will comply with all University rules and regulations pertaining to registration and operation of motor vehicles. In order to park on campus, students must pay the appropriate parking fee as established by the University. All motor vehicles must be registered with the University Security Division each academic year. At the time of first registration, applicants must present a current valid driver's license, state vehicle registration, license number and description of vehicle. Parking is permitted only in areas specifically designated for student parking. A map showing these locations is provided by the Security Division.

Parking for veterinary medical students is available at the following locations:

- ✓ Phase I, II, and III buildings: commuter student area of Student Parking Area 1.
- ✓ Veterinary Medicine Research Center: parking area is on west side of building.

Students who park in Faculty or Staff areas will be ticketed and towed and may be subject to other administrative actions.

Bicycle racks are provided in the vicinity of all classroom and laboratory buildings.

## III. POLICIES, PROCEDURES & GUIDELINES – Medical

### 1. Student injuries and accidents

For an injury/accident occurring during the progress of a class or laboratory, the injured student is required to report such accident to the instructor in charge. The student and the instructor will fill out the appropriate form (available from the MDL office) and submit it to MDL, where it will be kept on file until the student graduates. If the injury requires medical treatment, the student will be advised to seek this treatment in the first instance from Schiffert Health.

**Note:** unless the student is injured as a VTH employee, neither the College nor Virginia Tech are responsible for any financial costs involved in treatment. Such will be borne by the student and his/her insurance policy.

### 2. Guidelines for Pregnant Veterinary Students

There are a number of potential hazards for a pregnant student, or her unborn child, associated with the animal contact. Traumatic accidents can occur while working with animal patients. In addition, several courses within the Years I - 3 curriculum may involve exposure to substances or agents that are potentially hazardous; such as toxic drugs, chemotherapeutic agents, prostaglandins, chemicals (e.g., formaldehyde), zoonotic organisms, inhalation anesthetics, and radiation.

#### a) Requirements

As soon as the student is aware of their pregnancy the student **is required to:**

- ✓ Inform the Associate Dean for Professional Programs.

- ✓ Contact his or her physician immediately to get recommendations for pregnancy (using a request letter from Associate Dean) and to determine a plan to minimize exposure to the hazards possibly associated with a veterinary student's assignments.
- ✓ Provide the Associate Dean with a signed statement from the physician that defines the physical limitations and permitted limits of exposure to possible hazards during the period of pregnancy or disability. The Associate Dean will decide, in consultation with others (e.g., individuals in Office of Equal Opportunity and/or Office of Services for Students with Disabilities) as to whether the limitations can be accommodated while meeting essential academic requirements of the DVM program (without fundamental program changes).
- ✓ Inform the Course Leaders of the approved accommodations.

## b) Available Options

Student who become pregnant during the course of their first three years within the DVM curriculum at the VMRCVM have the following options:

- ✓ **Continuation** as a regular student with approved schedule and assignment changes. This option may not delay or only slightly delay the time of graduation. This option may not be without risks. It is dependent upon certification by an attending physician of any constraints and of the individual's physical ability to continue full participation in all aspects of the educational program.
- ✓ The pregnant or disabled student may **withdraw** from the curriculum and when appropriate, petition for readmission (See "Guidelines for readmission after voluntary or involuntary withdrawal).

## c) Rights and Responsibilities

- ✓ The pregnant student has the rights and responsibilities for decisions concerning her condition and behavior based on a physician's assessment of circumstances.
- ✓ The affected student is expected to complete each and every requirement of the veterinary curriculum by a schedule or plan that can be implemented and by which the risks are deemed assumable by the student and her attending physician.
- ✓ A faculty member may refuse to allow a pregnant student to participate in assignments or activities whenever, in that faculty member's judgment, there exists a high potential for accidents or exposure to hazards.
- ✓ The faculty member may insist under these circumstances that a physician inform the pregnant student of the potential hazards.
- ✓ Copies of all documents pertaining to a pregnant student's assignment will be maintained in the student's file.

## 3. Guidelines for Veterinary Students with Temporary Disabilities

Students with disabilities may also be at an increased risk of potentially hazardous substances or agents listed above. The same guidelines and procedures required for student becoming pregnant apply to students with a **temporary disability** from any cause e.g., an injury or medical condition. These procedures must be carried out for student with a temporary disability to be able to continue within the DVM program

**Note:** Accommodation for a disability (e.g. acute illness) will not be provided after the fact. This includes a request for accommodation for an exam after the student has taken the exam.

#### 4. Guidelines for Veterinary Students with Other Disabilities

**Definition of a disability:** The Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 define a disability as a physical or mental impairment that substantially inhibits major life activities such as caring for oneself, walking, seeing, hearing, speaking, breathing, learning, and working.

**Eligibility for Services:** To be eligible for services, students with disabilities must identify themselves and present professional documentation to the, Services for Students with Disabilities (SSD), 150 Henderson Hall, Virginia Tech, 231-3788. Documentation of the disability should be recent, relevant, comprehensive, and where appropriate, should contain test scores and interpretation. If the original documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodations, the university has the discretion to require additional documentation. Costs involved in obtaining documentation are borne by the student. Until appropriate documentation is provided, SSD cannot support the student's request for services.

**VMRCVM Policies and Procedures:** The College requests a student with a documented or perceived disability to self-identify to SSD as soon as the disability has been perceived or diagnosed. For accommodations for testing for students with disabilities, please refer to **Guidelines for Assessment - Students with Accommodations**. The nature of the disability will be revealed to the Course Leader and/or Associate Dean only if it is pertinent to the accommodation requested (for example, hearing impaired).

#### 5. Guidelines for Rabies Vaccination

Rabies is a zoonotic disease that is almost invariably fatal once clinical signs appear. Humans are well-protected against clinical rabies by vaccination. Students in a college of veterinary medicine are in a high-risk category for rabies exposure.

It is the policy of the Virginia-Maryland College of Veterinary Medicine to provide the best protection for its students against serious health hazards; therefore, **rabies vaccination is required**. The current recommended immunization protocol consists of an initial series of three intradermal injections at 0, 7, and 28 days, of the human diploid cell vaccine (HDCV). You must complete this series **prior to entrance into the DVM program**. Please contact your local department of health or family physician for information regarding availability. If you are not able to obtain the vaccine in your area, we will arrange for your vaccination to take place here on campus. However, you will be responsible for covering the cost of this program.

Documentation of vaccination must be provided to the Office of Academic Affairs and will be filed in your student record for the duration of your DVM program. **If you have not provided** this documentation before spring semester of Year 1, an **academic hold** will be placed on your University account. The **consequence of this hold** is you will be unable to register for classes or participate in classes involving live animals.

Two years after the initial immunization series, each student will have a blood sample drawn for the determination of their rabies antibody titer. Those who have insufficient levels of antibody for protection will be required to receive a booster inoculation.

## IV. STUDENT SERVICES

### 1. Student Health Services and Requirements

#### a) Hours of Opening

The **Schiffert Health Center** for Virginia Tech is open from 8 am to 5 pm Monday, Tuesday, and Friday and 9 am to 5 pm on Wednesday and Thursday. The Medical Clinic remains open through the lunch hour on weekdays and is also open on Saturdays during the academic year from 9 am to 12 noon. Due to reduced staffing on Saturdays, services are usually limited to students with acute rather than long-term problems.

The Women's Clinic and the Allergy/Immunization Clinic are open during Health Center hours Monday through Friday, are closed from noon to 1 pm for lunch, and have no Saturday hours.

#### b) Appointments

All clinics see students by appointment. Appointments for the Medical Clinic can be made by calling 231-6444; the Women's Clinic at 231-6569; or Allergy/Immunization at 231-7621. Usually a large selection of same-day appointment times is available on any given day for early (before 9 am) callers.

If a student has an urgent problem that cannot wait until the next available appointment they should tell the appointment receptionist that they need to be seen immediately. Their call will be transferred to the triage nurse to discuss the problem and to make an immediate appointment if indicated according to our triage protocols.

It is appropriate to identify one's self as a veterinary medicine student if available appointment times do not fit available open times during the day to see if some workable accommodation can be found. Although Schiffert Health Services want to find a time that will work for the student, sometimes it is not possible and students need to remember this when making appointments.

If a student has a health related question or problem after hours we do have an after-hours nurse advice line. The nurse can review the problem with the student and make recommendations regarding care (go to the ER, go to an urgent care center, call the Health Center for an appointment tomorrow, try this over the counter medication, etc). If the student carries the Virginia Tech Health Insurance policy there is less out of pocket expense if the student is referred to an outside medical facility after-hours by the advice nurse.

#### c) Fees and Medical Insurance

Students should be aware that the **Health Services Fee paid to the University does not constitute medical insurance**. This fee only provides for any minor care provided by the Student Health Services staff. Students do have three options regarding full **medical insurance coverage**.

- ✓ They may purchase a plan offered by the University to cover hospitalization or medical treatment received apart from the Student Health Services.
- ✓ They may wish to arrange with parents/family to be included in their plan.
- ✓ They may purchase alternative equivalent insurance from another company.

The College of Veterinary Medicine has adopted a policy that all veterinary students must be covered by a health and accidental insurance policy, which meets minimum University criteria. Each student has been sent this information and must comply. Please consult the packet of information you received or refer to the Website:  
<http://www.vetmed.vt.edu/acad/dvm/healthcare.asp>

## **2. Student Counseling Services**

### **a) Office of Academic Affairs**

The DVM program can be stressful and one resource that is available to you is to talk to personnel within the Office of Academic Affairs. The Associate Dean and Director of Student Services are available to meet with you one-on-one regarding any issues that may arise during the semester. These conversations are confidential. We can also give advice regarding other options that may be available to help you.

### **b) University Counseling within the VMRCVM**

A new service being offered within the College of Veterinary Medicine is professional counseling provided by the Cook's Counseling Centre. Two different counselors will be available to speak to students one-on-one in a private room within the College. Meetings may either be scheduled or students may also walk in for immediate appointments. The location of the office for counseling, and the times counselors will be available, will be sent to all students soon after the start of the fall semester, or the student may contact the Office of Academic Affairs to determine its location.

### **c) University Counseling Service – Cook's Counseling Centre**

Alternatively, students may seek professional counseling at Cook's Counseling Center. Additional information is available by contacting the University Counseling Services (540/231-6557).

## **3. Libraries**

### **a) University Libraries**

The University libraries system consists of a main library and four branch libraries:

- ✓ the main library (**Carol M. Newman Library**),
- ✓ the **Art and Architecture Library** in Cowgill Hall,
- ✓ the **Geology Library** in Derring Hall,
- ✓ the **Northern Virginia Graduate Center Library** in the Telstar Building in Falls Church Virginia,
- ✓ the **Veterinary Medical Library (VML)** in the Virginia-Maryland Regional College of Veterinary Medicine on Duckpond Drive.

All these libraries are linked electronically via VTLS (the Virginia Tech Library System).

## **b) College of Veterinary Medicine Library**

### **i) Collections**

The collection of journals, books, and audio-visual programs in the Veterinary Medical Library encompasses veterinary medicine, the basic biomedical sciences, as well as major works in clinical medicine. Some journals are available on-line. The current (unbound) issues are arranged alphabetically by title on the current periodical shelves, the rest of the collection is by the Library of Congress (LC) Call Numbers in the book stacks.

### **ii) Course Reserve**

Materials needed for courses are placed on Reserve at the requests of faculty for short-term (2 hours) use. The Reserve Collection consists of materials, which are on Permanent Reserve, as well as those on Temporary Reserve for specific classes. Materials on Temporary Reserve have their Reserve status taken off as soon as the course for which they are placed is over.

### **iii) Electronic Resources**

The Library provides access to a wide range of electronic resources, such as bibliographic databases, online full-text journals, and reference materials on the internet. A convenient way to access these resources is through the library homepage at:

<http://www.lib.vt.edu/services/branches/vetmed/index.html>

The major databases which are of interest to veterinary students are:

1. **VETCD** - the electronic version of **Index Veterinarius**, **Veterinary Bulletin** and **Animal Breeding Abstracts** combined; this database may be searched on workstations in the veterinary medical library
2. **MEDLINE** - together with over 23 other databases through the PubMed and Internet Grateful Med search systems; available on the Internet
3. **CAB Abstracts** (of which VETCD is a subset); available on the internet
4. **AGRICOLA**; available on the internet
5. **Web-of-Science**; available on the internet
6. **Focus on Veterinary Science and Medicine**; available on workstations in the veterinary medical library
7. **Veterinary Librarian**; available on workstations in the veterinary medical library
8. **BIOSIS**; available on the internet
9. **CONSULTANT**; available on the internet.

### **iv) Document Delivery Service**

Materials from the other libraries can be checked out and returned through the Veterinary Medical Library. Materials such as books and journal articles (not the journals) that are located in the other locations (main library, branch libraries, storage facility) on campus can be accessed through the Document Delivery Service. This service is available through the Veterinary Medical Library's

homepage under "Document delivery from Newman or Document delivery from Storage". There is a daily courier service between the libraries on campus during the week (Monday through Friday). Requests require a 5 business day processing time to be delivered to the selected on-campus pick up location. There are no deliveries on Saturday or Sunday.

#### v) Interlibrary Loan Service

Materials that you need which are not owned by Virginia Tech libraries can be obtained for you through interlibrary loan. There is currently no charge for either photocopied articles or books. You need to register (consult library personnel for assistance) as an Interlibrary Library Loan user to use the interlibrary loan service. This service is available through the Veterinary Medical Library's homepage under "ILLIAD".

#### vi) Circulation (Check-Out) Services

All library shelves are open to the users to browse. Books and journals taken out of the library must be checked out at the **Circulation Desk** by presenting your Student/Staff ID. Regular circulating materials are checked out via the automated checkout, while special categories of materials such as journals, audio-visual programs, etc. are checked out by filling out a **Special Permission** charge-slip for each item. The Circulation Policy of the Main Library applies to the VML and other branch libraries for regular circulating materials, but special category materials are subjected to the policies of the individual branch library. Circulation policies of the Veterinary Medical Library can be viewed at: <http://www.lib.vt.edu/services/branches/vetmed/policies.html> and policies of the main library and other branches at: <http://www.lib.vt.edu/services/circ-reserve/policies.html>.

The Library's automated checkout system (VTLS) provides you with the option of being able to see on the screen what materials have been checked out to you. In order to have that ability, you will need to establish a **Personal Identification Number (PIN)** code with the Library. Stop by the Circulation Desk of the Library in person and ask for your PIN to be entered into the VTLS system. Instruction on how to access information on materials that you have checked out is as follows:

1. Type your Student ID
2. You will then be prompted to enter your 2<sup>nd</sup> ID No. **Type in your PIN**
3. The Patron Activity Screen will display the books checked out to you.

This instruction is posted next to the VTLS terminals in the Veterinary Medical Library.

#### vii) Library Hours: Semester

Monday - Thursday	7:30 a.m. - 11:00 p.m.
Friday	7:30 a.m. - 6:00 p.m.
Saturday	9:00 a.m. - 6:00 p.m.
Sunday	11:00 a.m. - 11:00 p.m.

Please visit the library website for library hours during semester breaks and holidays.

#### vii) Library Personnel

Veterinary Medicine Librarian:	Victoria T. Kok ( <a href="mailto:vkok@vt.edu">vkok@vt.edu</a> )
Library Assistant:	Charles Lynn ( <a href="mailto:chuck@vt.edu">chuck@vt.edu</a> )
Office Services Specialist:	Open

## 4. Scholarships

In late summer each year, students are invited to apply for **scholarship money** through a survey created by the Office of Academic Affairs.

To apply for a scholarship or award a student must follow the instructions found on the survey. All students must:

- ✓ have completed and submitted a FAFSA form; a student will not receive any scholarship monies if they do not provide financial need through the University. For further information please visit: <http://www.vt.edu/tuition/>,
- ✓ a letter of application for each scholarship applied for clearly outlining how a student qualifies for the particular scholarship or award,
- ✓ one resume or CV needs to be provided to a contact person in the Office of Academic Affairs.

Students may apply for as many scholarships as they are qualified for. Please read the criteria carefully.

Recipients will be notified of their awards in December and applied to your student account in the spring semester.

## V. STUDENT CLASS OFFICERS and THEIR ROLES

### 1. Guidelines to Election of Class Officers

Class Officers are designed to act as a **supportive body** to their respective class and act as **liaisons** with other classes, faculty and the university.

The entering class holds **elections during the first 2-3 weeks of their first semester**. Officers are elected by a **majority rule**. The **second-year class president** will administer election of the incoming class president and vice presidents. The new first-year class president will then administer remaining class elections. These officers will hold the position until the end of the spring semester during the first year. At this time the class will re-vote on each position during a scheduled meeting. Officers may keep their positions if no one chooses to run against them or they win by a majority rule. The newly elected officers will hold their respective positions until graduation. It is not uncommon for the same person to hold their class officer position for 4 years.

An officer may step down at any point in time and for any reason if he/she feels that they are unable to handle their elected position. The president will then hold an election for that position at the earliest convenience.

### 2. Roles of Class Officers

Below is a brief description of most class officer positions; some classes may choose not to fill all positions and others may choose to have additional positions that are not listed. Once elected, the **names of all class officers** should be forwarded to the Academic Affairs office and the current SCAVMA Secretary.

**a) President**

**One** President is chosen by the class. The President helps organize and coordinate efforts of the class and all class officers. The President serves as a liaison between the class and faculty and/or administration, including hearing concerns of students/faculty and relaying that information to the class. Other duties include scheduling class and officer meetings. The president helps to give guidance and structure to the individual class officers. The president is to meet with MDL at the end of each semester to talk about course and exam scheduling for the following semester. If the class chooses to have Student Course Representatives (see later section) then the president is in charge of assigning those roles.

**b) Vice-Presidents**

**Two** Vice-Presidents are usually chosen by the class. The Vice-Presidents assist the President and should be able to perform the same duties as the President if necessary. The Vice-Presidents may attend meetings when the President is unable to do so, help out other officers when they are overloaded, and may take on functions for which there is no elected officer. The Vice-Presidents should act as wellness officers in providing support relating to the mental and physical well being of the students. They are available to provide advice about wellness and refer students to appropriate professional support services when necessary. They may organize seminars relating to wellness or keep the class informed about on-campus classes or seminars regarding physical and mental health.

**c) Secretary**

**One** secretary is chosen by the class. The Secretary keeps minutes at class meetings and meetings of class officers, maintains current contact information for class members (address, phone number, e-mail), and orders supplies (including contacting vendors at times). Other duties may include maintaining the class bulletin board, maintaining a class listserv and forwarding announcements to the class, and organizing a list of addresses and phone numbers where classmates can be reached during the summer.

**d) Treasurer**

**One** treasurer is chosen by the class. The Treasurer is responsible for handling funds of the class. Some duties include establishing a checking account, obtaining a tax ID number, budgeting, collecting and depositing money, and writing checks for various class purchases. The Treasurer should keep complete records to show all transactions that involve money, including receipts for all purchases. The Treasurer also is responsible for collecting class dues at the beginning of each semester.

**e) Sergeant-at-Arms**

**One** sergeant-at-arms is chosen by the class. The Sergeant-at-Arms has the primary responsibility to maintain order and equal speaking time for all attendees at class meetings and Executive Council meetings. The Sergeant-at-Arms also calls the class to order, if necessary, when it is time for lecture or laboratory to begin.

**f) SCAVMA Representatives**

**Two** SCAVMA representatives are chosen by the class. SCAVMA Representatives for the class attends SCAVMA meetings, make announcements about SCAVMA meetings/events, and attend monthly meetings of the extended SCAVMA Executive

Board. The class representatives also work with other SCAVMA representatives to maintain an accurate record of students attending SCAVMA meetings.

**g) Historians**

**Two** historians are chosen by the class. The Historians keeps a record of class activities, both academic and social. This usually involves taking photographs throughout the 4 years to use in a class scrapbook and for the slide show that usually is shown at the graduation reception.

**h) Fundraising Chairs**

**Three** fund raising chairs are chosen by the class. The Fundraising Chairs organize or oversees class fundraising ideas including design, planning, approval, ordering, storage, and selling. This is a very important position because funds raised by the class are the major source of income. It is helpful to have a committee or several other students who are willing to assist the Fundraising Chairs

**i) Social Chairs**

**Two** social chairs are chosen by the class. Social Chairs help organize social events such as class parties. The Social Chairs keep the class informed about various performances on campus, ranging from theatre to concerts. Each social chair has the additional responsibility for acting as the:

1. **Hospitality Chair.** The Hospitality Chair buys birthday cards, cakes, or candy to help celebrate special events for members of the class. S/he also buys sympathy or get-well cards when necessary.
2. **Sports Representative.** The Sports Representative, usually helps organize intramural teams and may obtain tickets to sporting events such as football and basketball games.

**j) Service Representative**

**One** service representative is chosen by the class. The service representative is responsible for coordinating in-class activity that involves outreach to the class, veterinary school, university, and the community. He/she works with other clubs and organizations to make sure their respective class is supportive in a manifold of endeavors.

**k) Vetlogue Representative**

**One** vetlogue representative is chosen by the class. The duties of the Vetlogue Representative include conducting faculty interviews, attending all Vetlogue meetings, submitting freshman quotes to the Vetlogue editor, adding any creative thoughts for the publication, and assisting the editorial staff.

**l) Honor Board Representatives**

Each class **elects two** Honor Board Representatives who attend Honor Board meetings. See the Student Honor Code for a detailed description of Honor Board Representative duties.

**m) Curriculum Board Representative**

**One** curriculum board representative is chosen by the class. The Curriculum Board representative is required to meet with the College Curriculum Board once every month

during the fall and spring semester. His/her primary function is to report to the class on matters discussed at Curriculum Board meetings and to represent the opinion of the class on curricular issues.

#### n) **Class Webmaster**

**One** webmaster is chosen by the class. Recently, some classes have begun to create and maintain a class website. The College will provide server space for this activity; however, the class needs to elect a person who will be responsible for organizing web materials and placing them on the server.

#### **Student Course Representative**

A student course representative is not an elected officer nor is it a required position. However, if the class deems necessary then it may appoint these representatives. The representatives are assigned by the president (with the consent of the person taking the position) to act as a liaison for a particular course. Duties include, but are not limited to, working with the professor to get materials distributed, scheduling review sessions, compiling concerns from fellow students about tests or other matters concerning the course, and working with MDL if the professor is missing for a class. **Students should take their concerns to the Course Representative first** so that professors are not overwhelmed with duplicate requests.

#### **Yearbook Representative**

The yearbook rep is responsible for scheduling the class picture, collecting photos from members of the class for use in the freshmen section of the yearbook, developing the layout of that section and writing all copy and captions for that section. All of this work is done in the first semester of the year. Some classes have **two** people serving in this capacity.

## **VI. STUDENT ORGANIZATIONS**

Below is a brief summary of the student organizations within the VMRCVM. More information regarding each of these organizations may be found on their individual websites:

<http://www.vetmed.vt.edu/acad/dvm/orgs.asp>

### **1. Student Chapter of the American Veterinary Medical Association (SCAVMA)**

The main student organization within the college is the **Student Chapter of the American Veterinary Medical Association (SCAVMA)**. SCAVMA is the organization linking students to the American Veterinary Medical Association (AVMA). Every veterinary school in the United States and Canada has a SCAVMA organization and they all unite as the **Student American Veterinary Medical Association (SAVMA)**. SCAVMA helps maintain close ties with to the AVMA, other student chapters, and to the Virginia and Maryland Veterinary Medical Associations (VVMA and MVMA respectively).

SCAVMA serves as the **student government** of the Virginia-Maryland Regional College of Veterinary Medicine and provides the major communication link between students and administration. During the academic year SCAVMA meetings are held on a regular basis. In addition, the organization sponsors **social and education programs**. Fundraising projects have enabled SCAVMA to support worthwhile student activities such as the annual veterinary student symposium held at one of the colleges of veterinary medicine each spring.

The organization is entirely student run and there are opportunities for interested members to seek elective office or engage in committee work. Members in good standing are eligible, upon graduation, for membership in the AVMA at reduced rates for two years and can participate in the AVMA Insurance Trust.

## **2. Alpha Psi Veterinary Fraternity**

In 1906 veterinary students at Ohio State University saw the benefits of fraternal life but were frustrated by the lack of a national organization for their profession. After much study and work, 22 juniors and seniors founded the Alpha Chapter of Alpha Psi. In early 1983, the Pi Chapter of Alpha Psi was founded at VMRCVM. Members of the Lambda Chapter and National Officers of Alpha Psi conducted the first induction establishing 96 charter members of the Pi Chapter.

The purpose of Alpha Psi is best summarized in the preamble to the constitution:

"We, the students of the College of Veterinary Medicine of the Ohio State University, in order to promote a stronger bond between the veterinary colleges of the United States and Canada; to create a better feeling among the students of all veterinary colleges; and to infuse a deeper interest in the study of veterinary science, do hereby establish this constitution for the Alpha Psi, the national veterinary fraternity."

Alpha Psi provides an opportunity for the development of lasting friendships between individuals in different classes or schools and is dedicated to the development of these individuals to better serve the veterinary profession. We involve students and faculty in parties, tailgates, intramural sports, and a national convention. We have developed an active relationship with chapters of other veterinary colleges. The veterinary medicine curriculum is one of the most rigorous professional curricula. The opportunity to draw support from other students and to allow release for the tensions involved in our day-to-day lives as veterinary students is what Alpha Psi offers.

## **3. American Association of Equine Practitioners (AAEP)**

The AAEP addresses the needs of students interested in all levels of equine medicine. Some of the activities include; monthly meetings with equine oriented speakers; weekly rounds on a variety of clinical cases and several wet labs designed to give students valuable clinical equine experience. It also sponsors an annual Lower Limb Symposium, spring horse show, and fall mare palpation.

## **4. Animal Welfare Committee (AWC)**

The AWC is a subcommittee recognized by the AVMA which hosts speakers on a variety of subjects. "Encouraging responsible ownership and humane treatment of all animals" is the AWC motto. The goal of AWC is to improve the lives of animals residing at the vet school as well as those in the Blacksburg community.

## **5. Christian Veterinary Fellowship (CVF)**

Christian Veterinary Fellowship provides an opportunity for Christian veterinary students to learn, grow and relax together. All are invited to weekly theology rounds at noon and prayer meeting at 7:30am. Monthly potluck meals are also planned for fellowship and relaxation. Keep an eye on our shadowbox for dates and locations. In addition to these activities we usually have a fall retreat at one of the local camps to relax and focus on spiritual issues.

CVF also serves as a liaison between the school and Christian Veterinary Mission, which provides opportunities to serve in overseas mission. Students are teamed with practicing veterinarians and work in underdeveloped countries across the globe to train community animal health care workers.

## **6. Companion Animal Club (CAC)**

The CAC promotes the many facets of small animal veterinary medicine, particularly some of the specialized disciplines not emphasized in the curriculum. Some of CAC's focuses include Exotic Animal Medicine, Alternative Medicine, Nutrition, and Behavior. The club sponsors lectures and wet labs, and has a collection of behavior/training educational materials available for members to borrow. CAC also serves as the veterinary college's student chapter of the American Animal Hospital Association (AAHA). Our members receive the benefits of a student AAHA member at no additional cost. Our goal is to provide speakers and experiences to expose the students to the diverse career options available within companion animal medicine.

## **7. Food Animal Practitioner's Club (FAPC)**

The FAPC offers a variety of experiences to those interested in food animal medicine, either as a career or to better prepare for senior rotations. VMRCVM faculty, outside veterinarians, and industry leaders present weekly rounds and monthly meetings, which address issues and therapies pertinent to bovine, small ruminant, or swine medicine. Hands on experiences are available at Saturday morning palpations fall semester, as well as through periodic farm trips such as cow-calf herd work and goat ultrasound. FAPC also sponsors and plans a weekend symposium to examine a particular topic in more depth. This event is generally held in the spring but will occur in the fall in 1999 because of the SAVMA symposium 2000 to be held on campus next spring. The tentative topic for the FAPC symposium this year is dairy nutrition. We hope that involvement in this club will deepen the understanding of those with a food animal experience, and broaden the perspectives of those with little farm background.

## **8. Integrative Veterinary Medicine Club (IVMC)**

The IVMC provides information to students as well as graduates and faculty members who are interested in learning about holistic veterinary medicine. The IVMC delivers educational resources, hands-on experiences, and networking opportunities to individuals in order to further their knowledge in the holistic veterinary medical community. The IVMC also helps students and recent graduates gain professional certification and assist in their search for employment in the area of holistic veterinary medicine.

## **9. Omega Tau Sigma (OTS)**

OTS is a national veterinary service fraternity. The Lambda chapter is open to faculty, staff, and students and organizes social events as well as service projects. Our service projects include blood drives with the Red Cross, bone marrow typing for new potential donors, providing holiday gifts to a local nursing home, and many more. We also sponsor murder mystery night, potluck dinners with an international theme, barbecues, happy hours, and other social occasions. Through these events OTS allows students the opportunity to give back to the community and the profession as well as relax and take a break from academics.

## **10. Pathology Club**

The Pathology Club is ideal for students with a serious interest in pursuing a pathology career as well as those who just want to find the answer to "What happened?" The club has histopathology &

cytology rounds on Mondays and participates in the hospital's gross pathology rounds on Fridays. The Pathology Club also facilitates the shadowing of the on-call pathologists by interested club members during weekend necropsies.

## **11. Public Veterinary Practice Club**

The Public Veterinary Practice Club promotes the many facets of non-traditional veterinary medicine. We provide speakers and experiences to expose the students to public veterinary medicine. The PVP Club has five areas of distinction: Wildlife/Zoo Medicine, Public Health, Corporate Medicine, Veterinary Policy, and International Veterinary Medicine. Our goal is to sponsor speakers throughout the year to cover these five areas of interest.

The Public Veterinary Practice Club recognizes the importance of communication and understanding not only with other veterinarians, but also with veterinarians from different cultures. In light of this, we arrange several dinners each semester with veterinarians from different countries to share with us international aspects of veterinary medicine and their culture. These opportunities have proven to be educational and a great way to get to know your professors better.

We also acknowledge the importance of getting the professional edge. The PVP club offers students the chance to buy business cards specially designed for DVM candidates at VMRCVM. The cards are not only beneficial for interviews and applications, but also great when meeting new people at conventions and seminars.

## **12. Student Chapter of the Veterinary Emergency and Critical Care Services**

The Student Chapter of the Veterinary Emergency and Critical Care Services was formed to promote small animal emergency medicine and related services at VMRCVM. The club organizes small animal intensive care at the college for student members and hosts speakers related to emergency medicine.

## **13. Veterinary Business Management Association**

The VBMA is a national student-managed organization intent on improving the veterinary profession through increasing business knowledge. We share the belief of many other veterinary professionals; in order to provide the best care for animals, we need to increase our knowledge about subjects outside of the medical realm so that we can better serve our clients through this increased understanding.

Though veterinary business management issues are a primary concern, our organization is dedicated to a variety of business matters including managing debt, how to plan for the future, client communication, and the importance of managing personal finances. It is our belief that a veterinarian cannot be successful professionally without first having a firm control of their personal finances.

## **14. Veterinary Students One in Ethnicity and Color (VOICE)**

The primary purposes of VOICE is to: a) articulate and promote the professional, academic, and personal needs and goals of multi-ethnic veterinary students, and b) promote and foster cultural diversity both in the veterinary college itself as well as in the profession as a whole. VOICE has a listserv that informs its members about cross-cultural events taking place around the university and

current local, national, and international issues. It organizes guest lectures on a wide variety of topics, and social events such as ethnic potluck dinners and movie nights.

## 15. SCAVMA Auxiliary

This auxiliary is open to all men and women who are spouses of SCAVMA members. This club provides a way to share the problems and pleasures of being a veterinary student's spouse with people who understand.

## VII. STUDENT PROGRAMS

### 1. Hill's College Feeding Program

One of the programs available at VMRCVM is the **Hill's College Feeding Program**, which distributes Hill's Pet Food Products to veterinary students at minimal cost. Students are asked to complete **annual feeding surveys** as well as given the opportunity to participate in periodic seminars. Hill's donates all food to the Program and then funds generated from the subsequent sale are invested in **educational student activities** such as conference registrations, club meetings and wet labs. For more information on how to apply for Hill's funding, please see the Hill's Proposal Guidelines and Hill's Proposal Format online.

The program is open to all registered VMRCVM students and their pets. If you would like to become involved in the Hill's program, please read the following guidelines carefully:

- ✓ Registration is limited to 3 animals per student.
- ✓ New participants may be added to the program at any time, and one animal may be replaced for another at any time.
- ✓ No verification of ownership is required though it should be a student's pet.
- ✓ Prescription diets require a current prescription by a licensed veterinarian. The prescription **MUST** be provided to the Student Representative.

Each class has a selected Hill's representative, hired by the Hill's Veterinary Affairs Manager (Dr. Carla Gartrell) with input from the current student representatives. The representative serves for all 4 years, with only minor roles for first and fourth year representatives. These representatives need to be personable, organized, and willing to work hard. The Hill's representatives are responsible for promoting Hill's products and services to the student body.

The Hill's College Feeding Program does more than just keep Rover and Morris well fed, it allows future veterinarians to experience a variety of the products they may one day recommend, while also generating funds to enhance the educational experience of the current students.

For more information about the Hill's College Feeding Program, the student representative position, or Hill's Products/Services please contact the Hill's Student Representatives or consult the College Policy on "Distribution of Pet Foods to DVM Students" which is available on the CVM intranet at: <https://intranet.vetmed.vt.edu/Policy/Default.aspx>.

## VIII. PROFESSIONAL STANDARDS FOR DVM STUDENTS

### 1. Student Conduct - Introduction

There are certain qualities and skills that students must possess and/or refine to achieve success within the professional program. These essential qualities include ethical, attitudinal, behavioral, and emotional attributes, intellectual capacity and communication skills necessary to function as a health care professional. The following guidelines are meant to familiarize students with the expectations of the faculty. Judgments about whether a student has failed to meet any of these standards will be made in the context of the due process procedures outlined in the **Consequences of Misconduct** section of this document.

The link for VT student conduct is: <http://www.studentconduct.vt.edu/>

### 2. Student Arrest/Conviction Reporting Requirements

Effective August 24, 2010, all Virginia Tech Admissions Applications (including Ag Tech, undergraduate, graduate, transfer, and **professional** students) will understand their obligations within the following statement:

*“By signing this application, I understand and agree that, if I am offered admission to Virginia Tech and choose to matriculate, I have a continuing obligation to report to the Office of Student Conduct and arrests or convictions, other than minor traffic violations, that occur subsequent to signing this application. This obligation extends during any periods of my enrollment at the University. My failure to make the notification may subject me to disciplinary action under the Code of Student Conduct.”*

### 3. Classroom Conduct

To facilitate the learning experience, students are required to be seated and ready for the instructor to start at the designated time. Late arrival for class is not permitted.

Cell phones or pagers are not to be “on” during class.

Leaving class early except for an emergency is not permitted.

Talking during or disrupting lectures by any other means (e.g., inappropriate use of electronic devices – see below) is unprofessional and unacceptable.

The instructor is authorized to dismiss students engaging in the above activities.

### 4. Proper Use of Computers and other Electronic Devices in Classrooms

Students commonly use computers in classrooms. It is acknowledged that this use of computers may be helpful for students to access course materials on Scholar, view images for classes such as histology, and for note taking. However, students should be aware that **computer use is a privilege and not a right**, and viewing should be restricted to course materials presented during the lecture. Use of computers for social networking or other non-academic purposes during lectures is distracting to your colleagues as well as being unprofessional. Course instructors may **dismiss students** from the classroom if observed to be **viewing non course-related materials**

during class time. In addition, Course Leaders may include additional guidelines for computer use during lectures in their syllabus, and these must be adhered to by students enrolled in the course.

The Office of Services for Students with Disabilities may authorize certain electronic devices to be used by students with accommodations (e.g., a device for an audio recording of a lecture). Additional devices may also be approved for use in the class room by the Course Leader or instructor. However, unless authorized by the instructor verbally or in the syllabus, most electronic devices (Mp3 players, personal digital assistants (PDAs), cell phones, etc.) may **NOT** be used during lectures and examinations. The type of electronic device authorized will be specified by the instructor and may only be used for the task specified. During an exam, if a device is authorized, it will usually be one that is able to perform only simple mathematical calculations.

**Students using electronic devices inappropriately** may be dismissed from the classroom by the instructor and/or be referred to the Office of Academic Affairs under regulations regarding misconduct.

Students are also encouraged to read the College's policy on "**Information Technology Security at VMRCVM**" which is available on the College Intranet:

<https://intranet.vetmed.vt.edu/Policy/Default.aspx>.

## 5. Proper Use of Electronic Media

Posting of material relating to any client, patient, teaching or research animal in any form to any public/social networking site is **strictly forbidden** and will be considered a violation of the Student Honor Code. Students are required to maintain and respect client and patient confidentiality as well as respecting the dignity of all animals and their owners whether by photography, video or written word.

All materials (such as Mp3 recordings, class notes/handouts, videos, slide preparations, etc.) posted on Scholar and other V-MRCVM educational resources are **solely for the use of VMRCVM students for educational purposes**. They should **not be copied or distributed** to anyone outside of the VMRCVM without the prior written approval of the author/instructor.

Numerous social networking sites are used by veterinary students. As professional students, you are encouraged to "think before you post" to these sites. These sites are available to the public for many years, and posting inappropriate personal material may be harmful to your professional goals, your veterinary career, or the reputation of the College of Veterinary Medicine.

## 6. Assessment

- ✓ **Aid in examination:** Students shall neither give nor receive aid from any unauthorized source during the course of an examination or in preparation for an examination. Students who have completed an examination are to discuss neither the subject of the exam nor any aspect of the exam, which may include but is not limited to length, difficulty, or material covered or not covered, until all students have finished the examination. The use of old exams shall be permitted only when approved by the instructor administering the exam.
- ✓ **Misrepresentation or plagiarism:** Students shall in no way misrepresent their work fraudulently, or plagiarize, or unfairly advance their academic status, or be party to another student's failure to maintain academic integrity. Each student is responsible for the content of

the work they submit for academic credit, including papers, examinations, laboratory reports, homework assignments, etc. These are assumed to be the work of that individual unless group effort of some sort is specifically allowed by the faculty member assigning such work.

- ✓ **Reproducing Assessment Tasks:** As stated previously under Assessment Policies, reproducing by any means or use of any quiz, exam, assignment, etc. that is part of the grade in a course is prohibited unless stated otherwise in the course syllabus or specifically approved by the instructor.

## 7. Professional Conduct

Students shall not engage in any conduct that brings discredit on the VMRCVM or on the profession of veterinary medicine. Such conduct would include inappropriate interactions with faculty, staff and other students such as swearing, threatening or intimidating behavior. Students shall conduct themselves in a manner consistent with codes and laws applicable to licensing and good standing in the veterinary profession and the principles of veterinary medical ethics as found in the AVMA Directory.

## 8. Property Damage and Theft

A student shall not intentionally damage or deface any item of another student or the VMRCVM, VPI&SU, UMCP, or any other individual associated with the above universities. In addition, students shall not appropriate for their own use the property of another student or the VMRCVM, VPI&SU, UMCP, or any other individual associated with the above universities.

## 9. Animal Abuse

Students shall not intentionally or negligently abuse any animal. All animals shall be treated or handled according to State and Federal guidelines. Reporting of any concerns

If you have any **Animal Welfare Concerns** you may report these to the Institutional Animal Care and Use Committee (IACUC) at the following link:

<https://secure.hosting.vt.edu/www.acc.vt.edu/pages/report.php>

The IACUC is mandated to review concerns, raised by anyone, regarding the care and use of animals at Virginia Tech. If you suspect mistreatment of animals or noncompliance with approved protocols, University policies, local, state or federal regulations, please contact the IACUC or the University Veterinarian immediately; or any of the named individuals below. The contact can be by telephone, fax, in person or in writing to individuals listed below. You can also relay the information to any other university official, who must convey the information to any of the individuals listed below for investigation. Individuals making the report do not have to identify themselves, unless they wish to do so.

The Animal Welfare Act protects the rights of individuals reporting animal welfare concerns and prohibits discrimination against or reprisal for reporting violations of regulations or standards under the Animal Welfare Act. Virginia Tech protects the rights of whistleblowers.

## 10. Substance Abuse

The College is in full support of Virginia Tech's policies on alcohol and drugs which can be viewed at <http://www.alcohol.vt.edu/Policies/vtPolicies.htm>.

However, the use of alcohol and/or illicit drugs has a higher level of importance for DVM students because of their interactions with animals and clients, and due to the responsibilities associated with animal care. Thus there are additional procedures which apply to DVM students regarding the use of alcohol and/or illicit drugs to supplement the Virginia Tech "Policy Statement on Alcohol Consumption". In applying these procedures, faculty and staff should adhere to principles of fairness and clear communication.

The College of Veterinary Medicine has a **no tolerance policy** with regards alcohol and illicit drug use for all students working with animals and in particular for senior students working in the Veterinary Teaching Hospital and who have responsibility for client-owned animals. The following guidelines should be used if students are suspected of being intoxicated:

- ✓ If a member of faculty, staff or student suspects a student of being intoxicated or impaired due to the consumption or use of alcohol or illicit drugs they should immediately notify the Course Leader and/or instructor for the course in which the student the student is observed.
- ✓ The Clerkship Leader should immediately notify the Associate Dean or their proxy.
- ✓ The Associate Dean will find the student and accompany the student to their office to discuss the allegations.
- ✓ If the student is clearly impaired they will be dismissed for the day and required to go to counseling.
- ✓ If the student is reported a second time, the student will be dismissed from the program on disciplinary grounds.
- ✓ Evidence of intoxication will be defined in terms of generally reliable signs. This includes, but is not limited to, the strong odor of alcohol on an individual's breath, slurred speech, impaired coordination, "glassy" eyes, or exaggerated emotions and behaviors (e.g. excitability, excessive noisiness or complaining, talkativeness, excessive swearing, aggression) [Source: Dartmouth Medical School].
- ✓ In cases where intoxication requires further verification, the student may be granted access to breathalyzer analysis. This analysis will be performed by the Virginia Tech police. If a student is suspected of being intoxicated whilst in class or when in the Veterinary Teaching Hospital, the Associate Dean may notify the VT Police and ask for assistance with breath testing. The student is required to be tested within 30 minutes of notification of the Associate Dean. The VT Police will be told that this breath testing is for disciplinary and not criminal investigations. If the student declines a breath analysis, the physical evidence may be deemed sufficient to verify intoxication.
- ✓ If the student is determined to be intoxicated based on physical evidence, or if result of the breath analysis demonstrates a positive reaction (i.e. >0.00), the student will be dismissed from the course and the DVM program on the basis of professional misconduct. Re-admittance to the program will be dependent on meeting the guidelines for re-admission after involuntary withdrawal as outlined in the student handbook.

In addition, **all state and federal laws concerning illicit substances will be upheld.**

## **11. Dress Code**

### **a) General Dress Code**

Students in the College of Veterinary Medicine are expected to maintain themselves and their wearing apparel in a clean, neat state. During some phases of the instructional program special items of apparel will be required.

### **b) Laboratories and Clinics**

Because of actual and potential biologic or physical hazards, and for reasons of professional appearance in situations where there is contact with the public, appropriate apparel and/or footwear are determined by faculty responsible for the laboratories and clinical services.

### **c) Classrooms**

It is recognized that clothing preference among individuals varies and, for this reason, rigid standards of dress have not been established. However the neat, well groomed appearance of CVM students is considered important by many individuals within the faculty, student body, staff, and general public.

Students are expected to exercise good judgment and common sense in matters of dress and grooming, and to consider the sensitivities and needs of others. In this way, individual freedom of choice can largely be retained, but within the constraints of functioning in a diverse, heterogeneous group.

Clothing should be clean, neat and in good repair. Inappropriate attire includes that which is torn/holed, tattered or soiled; athletic apparel (e.g. sweat pants or clothing made with spandex or similar material); abbreviated tops and abbreviated shorts; and clothing with symbols, words or slogans that may be offensive. In some courses with visiting instructors, a higher standard of attire may be required.

Students who wear inappropriate attire will be requested to leave class and prior to returning, change to attire that meets the above standards.

## **12. Discrimination and Harassment**

### **a) Virginia Tech's Anti-Discrimination and Harassment Prevention Policy (Policy 1025)**

This policy provides that:

Virginia Tech does not tolerate discrimination or harassment on the basis of age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation or veteran status. Such behavior is inconsistent with the University's commitments to excellence and to a community in which mutual respect is a core value as articulated in the Virginia Tech Principles of Community. The prohibition against discrimination and harassment applies to all levels and areas of University operations and programs, to students, administrators, faculty, staff, volunteers, vendors and contractors.

Virginia Tech is also committed to the free and vigorous discussion of ideas and issues. This policy does not allow curtailment or censorship of constitutionally protected expression, nor does it

attempt to address behaviors that do not constitute discrimination or harassment. Offensive behavior that does not violate this policy should be addressed by the appropriate supervisor or administrator.

### **b) Behaviors consistent with Discrimination/Harassment**

The university is subject to Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Federal Executive Order 11246, Virginia's State Executive Order Number Two, and all other rules and regulations that are applicable.

### **c) Prohibited Acts**

As outlined under the Virginia Tech Policy 1025, the following behaviors are regarded as discriminatory or harassing:

- ✓ Conduct that conditions any element of a person's employment, enrollment as a student, receipt of student financial aid, or participation in university activities on that person's age, color, disability, gender (including pregnancy), national origin, political affiliation, race, religion, sexual orientation, or veteran status, unless otherwise permitted or required by applicable law;
- ✓ Conduct of any type (oral, written, graphic, electronic or physical) based upon a person's age, color, disability, gender (including pregnancy), national origin, political affiliation, race, religion, sexual orientation, or veteran status and which unreasonably interferes with the person's work or academic performance or participation in University activities, or creates a working or learning environment that a reasonable person would find hostile, threatening or intimidating;
- ✓ Conduct consisting of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment or education; or submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual.

### **d) Retaliation**

It is a violation of this policy to retaliate against any party for participating in a discrimination/harassment investigation ("protected activity"). Retaliation includes any adverse treatment that is reasonably likely to deter the complainant or others from filing a charge of discrimination/harassment or participating in a discrimination/harassment investigation. Retaliation can be verbal, written, graphic, electronic or physical.

### **e) Knowingly Filing False Complaints**

Knowingly filing a false complaint of discrimination/harassment or of retaliation is a violation of this policy. Such conduct may be pursued using the steps followed for a complaint of discrimination/harassment, and if found to have occurred, will result in disciplinary action that may include termination or expulsion.

The **complete text of Policy 1025** may be viewed at: [www.policies.vt.edu/1025.pdf](http://www.policies.vt.edu/1025.pdf)

## f) Reporting of Discrimination or Harassment

The Associate Dean for Professional Programs, or the Director of Student Services, are the **initial points of contact** pertaining to a perceived harassment or discrimination concern pertaining to another student.

Alternatively the student can file a complaint directly with the Division of Student Affairs, Judicial Affairs (<http://www.studentprograms.vt.edu/judicial>)

If concern regarding discrimination or harassment involves other members of the CVM community, the **point of contact** for these situations involve:

- i) Instructional faculty (on or off-campus), MDL or Academic Affairs staff - Associate Dean for Professional Programs or the Director of Student Services
- ii) Research faculty or staff - Associate Dean for Research and Graduate Studies
- iii) Veterinary Teaching Hospital or Equine Medical Center staff - appropriate Hospital Director

Students having questions or concerns about harassment or discrimination, about Policy 1025, any of these regulations, or related issues should contact the Associate Dean for Professional Programs, Virginia Tech Judicial Affairs, <http://www.studentprograms.vt.edu/judicial> or the Office for Equity and Inclusion at 540/231-7500 TTY: (540) 231-9460

**Formal complaints of harassment or discrimination** are submitted to the Virginia Tech Office for Equity and Inclusion. For more information, please contact OEI at 540/231-7500.

## 13. Consensual Relationships

It should be understood by all members of the university community that consenting relationships that occur in the context of educational or employment supervision and evaluation present serious ethical concerns. The element of power implicit in such relationships between a teacher and student, supervisor and subordinate, or senior and junior colleagues in the same department or unit, create an environment charged with potential conflict of interest.

Relationships between faculty and students are particularly susceptible to exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in giving praise or blame, grades, recommendations for further study and future employment, make voluntary consent by the student suspect, given the fundamentally asymmetric nature of the relationship.

Faculty and supervisors should be aware that any such involvement with their students or employees makes them liable for formal action if a complaint is initiated against them. **Even when both parties have consented to the development of such a relationship, it is the faculty member or supervisor, who by virtue of his or her special responsibility will be held accountable for unprofessional behavior.** Complaints alleging sexual harassment, as defined by the prohibited acts above (see section 11), may be filed by either party of the consensual relationship or by an aggrieved party outside the relationship.

## **14. Outcomes of Unprofessional Behavior**

Minor infringements in professional behavior may be dealt with immediately by faculty and staff. Written complaints pertaining to any of the aforementioned standards will be referred to the Associate Dean and Director of Student Services who will either make a decision or refer to the Standards Committee. If a complaint is referred to the Committee for consideration and recommendation, any recommendation will be advisory to the Associate Dean for Professional Programs and the Dean of the College.

If a recommendation results in disciplinary action, the action may take the form of one or more of the following:

- ✓ A verbal reprimand.
- ✓ A written warning that may appear in the academic file of the student; this warning may include requirements for the student to complete (e.g. counseling, rehabilitation).
- ✓ Temporary dismissal from class or administrative holds (e.g. dress code violation in labs, inappropriate computer use, repeated failure to respond to administrative requests).
- ✓ Dismissal from the VMRCVM. If a student is dismissed the letter will state specific reasons. The decision may be appealed to the Dean of the VMRCVM. The Dean's decision is final.
- ✓ Dismissal from Virginia Tech (e.g. violation of university policy (i.e., illegal behaviors)).

## **15. Procedure for Written DVM Student Complaints**

At times, students may have concerns or complaints regarding other personnel within the CVM. There is a protocol which must be followed for submission and review of these written complaints.

### **a) DVM Student Honor Code**

The Student Honor Code is published in the DVM student Handbook (see below). The Code is administered by a Student and a Faculty Code Board. Written complaints are addressed to a member of the Student Board (each class has two members). A complaint may address any of the following: aid in examination, misrepresentation or plagiarism, property damage, theft, animal abuse, improper conduct, act as accessory in the performance of any of the foregoing acts or omissions, failure to report a violation of the Code.

### **b) Curriculum Content**

For curriculum content complaints, DVM students may address such in writing to the Course Leader, to their class Curriculum Board representative, or to the Associate Dean for Professional Programs. Complaints regarding scheduling of classes may be addressed in writing to the Multidisciplinary Laboratory Manager.

### **c) Course/clerkship Academic Performance**

Complaints from DVM students pertaining to academic issues in a course/clerkship may be addressed informally via discussion with the instructor (usually a member of faculty) or the Course/Clerkship leader. Formal grade appeals are conducted per the Grade Appeal procedure as described in Section I 5 h. or the CVM intranet <https://intranet.vetmed.vt.edu/Policy/Default.aspx>.

### **d) Other DVM students or faculty**

DVM students may submit a written complaint pertaining to other DVM students or faculty in the DVM program to the Associate Dean for Professional Programs or in his/her absence, the Acting Associate Dean, or the Director of Admissions and Student Services. If the complaint is not resolved at this level, the student may forward the complaint to the Dean. See below for reporting structure for discrimination or harassment.

### **e) Multidisciplinary Laboratory (MDL) staff**

DVM students may submit written complaints pertaining to MDL staff to the MDL Manager. If the complaint is not resolved at this level, the student may forward the complaint to the Associate Dean for Professional Programs.

### **f) Veterinary Teaching Hospital (VTH) or Equine Medical Center (EMC) staff**

DVM students may submit a written complaint to VTH Director or in his/her absence the Hospital Administrator, or to the EMC Hospital Administrator or in his/her absence, the Hospital Director.

### **g) Research faculty or staff**

DVM students may submit a written complaint to the Associate Dean for Research and Graduate Studies.

### **h) Residents, interns and graduate students**

DVM students may submit written complaints to the Associate Dean for Professional Programs and the appropriate Department Head. If the complaint is not resolved at the level of Department Head, the student may contact the Dean (residents or interns) or Associate Dean for Research and Graduate Studies (graduate students who are not residents).

### **i) Practices for addressing allegations of discrimination or harassment**

In the DVM Student Handbook, pages 43-45 address discrimination and harassment and policies for reporting complaints. A formal complaint re discrimination or harassment may be filed with Judicial Affairs: [www.student.programs.vt.edu/judicial-affairs](http://www.student.programs.vt.edu/judicial-affairs). The Virginia Tech Anti-discrimination and Harassment Prevention Policy 1025 is published on the VT website: [www.policies.vt.edu/1025.pdf](http://www.policies.vt.edu/1025.pdf)

This procedure is also available on the CVM intranet at <https://intranet.vetmed.vt.edu/Policy/Default.aspx>.

## **IX. POLICIES, PROCEDURES & GUIDELINES – Student Affairs**

### **1. External Agencies/Individuals Giving Presentations to, or Meeting with, Student Groups at VMRCVM**

On occasions, groups or speakers from outside agencies or groups are permitted to use VMRCVM facilities to meet with student groups and speak on professional or student health-related issues. As a general procedure, only one visiting speaker per group per time slot is permitted. Commercial presentations/meetings that are not professionally or health-related are not permitted.

Please refer to Faculty website (see link below) for the Procedure for Scheduling Rooms for Visiting Speakers.

### **2. Authorization of a public event sponsored by the VMRCVM**

The Authorization of a Public Event Sponsored by the VMRCVM **form** (located on the Intranet) must be completed **at least four weeks** prior to an event. Examples of public events are the Dog Wash, Easter Egg Hunt and Pet Photos with Santa.

All CVM events open to the public are **required to have liability insurance** in an amount satisfactory to the Director of Risk Management. Liability insurance will be provided by the college when specified procedures below are followed and authorization is given by the Dean or Associate Dean for Professional Programs, and if appropriate, Event Planning.

Please refer to the full policy (Authorization of a Public Event) on the College Intranet under Policies and Procedures (<https://intranet.vetmed.vt.edu/Policy/Default.aspx>)

### **3. College Tours**

Tours of college facilities play an important role in public relations, fund-raising and admissions. Historically, the college has been open and accommodating to the wide variety of groups, organizations and occasionally individuals that request an opportunity to visit and tour the college's educational, clinical and research facilities. However, due to the ever increasing number of requests for college tours, only individuals representing groups that directly related to the college's admissions and institutional advancement missions will be accommodated. Tour requests from schools and other educational organizations that are essentially "field trips" will be declined.

Tour requests are received and processed by employees in the Veterinary Teaching Hospital administration office, Central Communications, the Office of the Dean, Office of Development and Public Relations, and the Office of Admissions within Academic Affairs.

For the information of students so that they may direct tour requests to the correct individuals, requests from:

- a) colleges and universities, as well as selective high schools (eg. Governor's School, etc.), that include individuals who are specifically interested in learning more about veterinary college admissions will be evaluated, approved or disapproved by the Admissions Office in the Office of Academic Affairs,

- b) agricultural commodity and companion animal interest organizations, media and civic organizations will be evaluated, approved or disapproved by the Director of Public Relations,
- c) donors, donor prospects, or significant “friends” of the college and university will be evaluated, approved or disapproved by the Director of Development,
- d) veterinarians wishing to see college facilities and/or meet clinical faculty as part of a referral relationship will be evaluated by the Hospital Director or the Hospital Administrator.

College faculty and staff may personally conduct tours for their children’s classes following appropriate notification of college and hospital officials.

“Drop-in” tours will be discouraged and may be politely declined and College Communications staff will be asked to inform all groups requesting tours that they are invited to attend the Open House in April and that the college does not generally accommodate “public” tours and urge them to visit the college website.

### **Procedure for College Tours**

Individual who have been approved by the above personnel for a college tour must first receive a Visitors Pass from the Office of the Dean.

Group tours should normally be restricted to the Veterinary Teaching Hospital area of the college, should remain in hallways and public areas, and should never disrupt hospital clinical operations.

Most tours should **not include** the **MDL laboratories**, but if they do, they should always be coordinated with MDL staff well in advance of any impending visitation.

***All tours through the Phase IV Clinical Research area (including the CREATE Laboratories), should be coordinated with the Clinical Research supervisor well in advance of any impending visit.***

An email notification regarding any group tour will be distributed to appropriate College personnel.

The full policy and procedures for College Tours is available on the CVM intranet (see link below).

## **4. Use of College Logo**

The use of a logo by a university, business, or organization enables that entity to be easily recognized through its use on stationery, vehicles, wearing apparel, announcements, website, etc. The Virginia-Maryland Regional College of Veterinary Medicine has developed a logo which is adopted as the official logo of the College.

The use of the official Virginia-Maryland Regional College of Veterinary Medicine logo must be approved by the College Council for external use.

Internal college use, such as on instructional materials, does not require Council approval.

Student groups should seek approval by the Associate Dean for Professional Programs to use the College logo for student programs or events if not already approved.

## 5. Other Policies and Procedures

A number of other Policies and Procedures which pertain to the DVM program and students in the College of Veterinary Medicine are available on the CVM **intranet** at:

<https://intranet.vetmed.vt.edu/Policy/Default.aspx>

- Children in Laboratories, Clinics etc.
- Alcohol Use at College Sponsored Events.
- Smoking policy.
- Procedure for Scheduling Rooms for Visiting Speakers
- Biosecurity protocols
- Acquisition and Distribution of Non-client Animals and Tissues
- Policy on Requirements for VM and VMS Student Participation in Courses Using Live Non-Client Animals, Animal Tissues and or cadavers.
- Disposition of Teaching and Research Animals Owned by the College.



## **X. STUDENT HONOR CODE**

The Honor System is a way of life to be zealously guarded. It is an educational asset to be conserved and strengthened. It is an opportunity for students to learn to govern themselves in the principles and practices of honor and personal integrity so fundamental in successful relationships among the individuals of a profession and in the scholarly education of its members.

Realizing this need for the development and the expression of moral standards of conduct, so essential to the professionally trained, in whom the public places their confidence, it is expected that the students of the Virginia-Maryland Regional College of Veterinary Medicine will avail themselves of the inspiration afforded by this Honor Code, and submit to guidance by the precepts herein enumerated. It is hoped that the habits and insights gained will enhance enduringly the performance of honorable, constructive, and satisfying service both personally and professionally.

It should be made known to all those who read "THE CODE OF STUDENT CONDUCT OF THE VIRGINIA MARYLAND REGIONAL COLLEGE OF VETERINARY MEDICINE" that the contents of this document are written with specific intentions in mind; to provide a means to achieve the four purposes of the code, to promote timeliness, and to assure accurate, just, and fair proceedings.

Without the complete understanding and cooperation of the VMRCVM community, we have but words on paper, but if there is in fact a meeting of the minds as to our desires of, how to accomplish the four purposes initially stated, we then will have a true honor system.

### **Code of Student Conduct Virginia-Maryland Regional College of Veterinary Medicine**

#### **Name, Purpose and Application**

*Name.* This Code shall be known as the Code of Student Conduct of the Virginia-Maryland Regional College of Veterinary Medicine (VMRCVM).

*Purposes.* The purposes of the Code are to:

- Promote ethical and professional standards of personal conduct among students enrolled in the VMRCVM.
- Instill in those students the qualities necessary to maintain the integrity of the profession of veterinary medicine, including the sense of responsibility for one's own actions.
- Promote effective and equivalent opportunities for the study of veterinary medicine, and promote cooperation and mutual respect between students and faculty at the VMRCVM.
- Provide a means for corrective action ensuring that the above three purposes are fulfilled.

#### *Application*

- This code shall apply to all students enrolled in the professional curriculum at the VMRCVM. Students enrolled in the VMRCVM shall adhere to the principles of this Code when taking courses in other colleges of the university.
- This code shall operate independently of the VPI&SU Honor System.

## **Rules of Conduct**

- *Aid in examination.* Students shall neither give nor receive aid from any unauthorized source during the course of an examination or in preparation for an examination. Students who have completed an examination are to discuss neither the subject of the exam nor any aspect of the exam, which may include but is not limited to length, difficulty, or material covered or not covered, until all students have finished the examination. The use of old exams shall be permitted only when approved by the instructor administering the exam.
- *Misrepresentation or plagiarism.* Students shall in no way misrepresent their work fraudulently, or plagiarize, or unfairly advance their academic status, or be party to another student's failure to maintain academic integrity. Each student is responsible for the content of the work they submit for academic credit, including papers, examinations, laboratory reports, homework assignments, etc. These are assumed to be the work of that individual unless group effort of some sort is specifically allowed by the faculty member assigning such work.
- *Property damage.* A student shall not intentionally damage or deface any item of another student or the VMRCVM, VPI&SU, UMCP, or any other individual associated with the above universities.
- *Theft.* Students shall not appropriate for their own use the property of another student or the VMRCVM, VPI&SU, UMCP, or any other individual associated with the above universities.
- *Animal abuse.* Students shall not intentionally or negligently abuse any animal. All animals shall be treated or handled according to State and Federal guidelines.
- *Improper conduct.* Students shall not engage in any conduct that brings discredit on the VMRCVM or on the profession of veterinary medicine. Students shall conduct themselves in a manner consistent with codes and laws applicable to licensing and good standing in the veterinary profession and the principles of veterinary medical ethics as found in the AVMA Directory.
- *Act as accessory.* A student shall not intentionally aid or abet another student in the performance of any of the foregoing acts or omissions.
- *Failure to report violation.* Failure to report a violation of this Code is in itself a violation.
- It shall also be a violation of the Code for any student, whether or not a member of the Student Code Board, to fail to maintain the confidentiality of its proceedings as provided in Section VILB below.

## **Student Code Board**

*Composition and Term.* The Student Code Board (Student Board) shall consist of two members elected from each class, plus 2 alternates from the senior class, and a chair and a secretary giving a total of 10 voting members. The senior alternates will serve at those times that one of the senior representatives is unavailable. The secretary and chair are selected by the previous year's board as outlined below. The Student Board will appoint two members of the faculty of the VMRCVM to act as nonvoting consultants to the Student Board. Student

Board members, officers, and consultants shall serve for the period of two academic years, but are eligible for reelection or reappointment.

***Election of Board Members.*** Elections for reappointment will be conducted at the end of the second year. Members of the Student Board from the first-year class shall be elected within one month after their initial enrollment.

Unless otherwise determined by members of a class, procedures for election of the members of the Student Board shall be by simple majority from candidates nominated or volunteering from the floor.

In the event of a vacancy in Board membership, the class from which the vacancy occurs shall fill the vacancy for the un-expired term by electing a student from that class.

Recognizing that the code is strongest when it reflects the support of all the VMRCVM students, all students are encouraged to participate in the management of this code.

***Appointment of Consultants:*** Faculty consultants to the Student Board for the next academic year shall be named by the members of the Student Board promptly after their own election.

***Officers.*** The officers of the Student Board shall consist of a Chair and a Secretary. These shall be named from among members of the Student Board before the elections. The new officers serve in the year following their selection as officers.

The Chair shall call and preside at all meetings of the Student Board, and shall perform such other duties as may be specified herein or as may be designated by the Student Board.

The Secretary shall keep the minutes and other records of the Student Board, shall perform the duties of Chair in the event of absence, and shall perform such other duties as may be specified herein or as may be designated by the Student Board.

***Responsibilities.*** The members of the Student Board shall be responsible for the enforcement of this Code and for discharge of the specific duties of the Student Board specified herein. The faculty consultants shall act as confidential observers at Student Board meetings and hearings, shall advise on matters of Code application, and shall act as liaison between the Student Board and the faculty. They may speak at but not vote in proceedings of the Student Board. Additionally, the faculty consultants shall be responsible for conveying an understanding and appreciation of the Student Code among the faculty, and especially among the new faculty.

## **Faculty Review Board**

***Composition and Term.*** The faculty Review Board (Faculty Board) shall consist of the Curriculum Board of the VMRCVM.

***Responsibilities.*** The responsibilities of the Faculty Board shall be to review findings and penalties determined by the Student Board and to hear appeals from findings or penalties determined by the Student Board, all as provided in Article VI below.

## **Enforcement Procedures**

***Complaint.*** Any member of the VMRCVM student body, faculty, or staff who has reason to believe that a student has committed a violation of this Code shall send a written report to a representative of the Student Board within twenty school days of the initial discovery of the alleged

offense. This representative shall immediately transmit the report of alleged violation to the Chair of the Student Board. Any violation discovered during the summer must be reported within twenty school days of the beginning of the fall session. Within five school days of the Chair's receipt of the report of alleged violation, the Chair will provide the accused student with a written summary of the reported violation and a copy of Appendix I of this code (Student's Rights to Procedural Due Process).

**Investigation.** Upon receipt of a report of alleged violation, the Chair of the Student Board shall appoint two students of the Student Board and one faculty advisor to investigate the matter. The two students shall be from different classes and not from the same class as the accused. The chair of the student board shall not be one of the two investigators.

- The investigators shall promptly conduct a confidential investigation of the alleged violation by interviewing all individuals whom they believe may possess facts bearing upon the incident. They shall also examine any documents or records that they deem pertinent. They shall interview the accused.
- The investigators shall complete their investigation as promptly as possible, having due regard for the right of the accused student to assemble and present any relevant evidence.
- If the investigators determine that there is insufficient evidence that a violation has occurred, they shall so report in writing to the Chair of the Board. In such event, the Chair shall declare the matter closed and shall so notify the accused student.
- If the investigators determine that there is sufficient evidence that a violation has occurred, they shall so report in writing to the Chair of the Student Board, specifying the particular provision or provisions of the Code which they believe have been violated and summarizing the evidence upon which their conclusion is based. Thereupon, the Chair shall (1) immediately notify the accused student in writing of the investigators' conclusion and provide the student with a copy of the investigative report, and (2) call a meeting of the Student Board for the purpose of hearing the matter, such meeting to take place not more than ten school days after her/his receipt of the investigators' report, having due regard for the right of the accused student to prepare for the hearing.
- The accused or any member of the Board may petition to change the time of the hearing to a later date provided there is just cause. Just cause shall be determined by a majority vote of the Board members present, excluding the student investigators.

**Hearing.** The following provisions shall govern a hearing of the Student Board called to determine if a violation of the Code has occurred:

- A quorum of the Student Board for the hearing shall consist of at least one of the two investigators and at least six of the eight remaining members of the Board. The Secretary shall make a written record of the hearing and cause the hearing to be tape-recorded. The presence of a witness shall be limited to the presentation and discussion of their testimony. Unless otherwise requested by the accused student, the hearing shall remain closed to the public. The accused student may have presented at the hearing members of immediate family or significant others, without having to request a public hearing. Any such individual(s) present at the hearing shall be there strictly in an observatory role. They will not participate in the procedure in any way and will also be advised of the strict confidentiality of the matter being heard before the Honor Board.

- Should the accused student request a public hearing, it is not the duty of the Honor Board to in any way promote or advertise the hearing. Additionally, it is never the responsibility of the members of the Board to disclose any information regarding the hearing or the case involved, except in those instances where such information is requested by law enforcement officials, as outlined in Section VII.C.of the Code.
- The investigator(s) shall present the evidence developed during the course of their investigation, and shall respond to questions concerning the evidence put to them by other members of the Student Board or by the accused student or the student's advisor. The investigators may call any witnesses, and they are responsible for having the witnesses available during the hearing. The individual originally reporting the alleged violation must also present the facts forming the basis for this allegation and shall respond to questions by members of the Student Board or by the accused student.
- The accused student may then present any evidence or statement the student believes relevant to the inquiry. The accused may call any witnesses, and is responsible for having the witnesses available during the hearing. The accused will be given the opportunity to respond to any questions by members of the Student Board, including the investigator(s).
- Both the investigators and the accused shall be responsible for having the witnesses available during the hearing, but either party may petition the Board to recess during the hearing in order to obtain additional witnesses or evidence. The Board, excluding the investigators, shall vote as to just cause for recess.
- Following presentation of the evidence, the members of the Student Board shall retire to reach a decision, out of the presence of the accused and the investigators, on whether the accused student is guilty of a violation. The Student Board shall make its decision based solely on the evidence presented at the hearing. A decision of guilty shall require the concurrence in a written ballot of at least 2/3 of a quorum of the Student Board members, not including the investigators.
- The Chair shall promptly announce the decision of the Student Board as to the guilt or innocence of the accused. If the decision is that of innocent, the matter shall be at an end. If the decision is that of guilty, then the accused student or advisor shall be entitled to present evidence or other information believed pertinent to determining the severity of the penalty to be imposed by the Student Board.
- Thereupon, the Student Board shall retire to determine the penalty out of the presence of the accused and the investigators. According to the severity of the violation, the Student Board may:
  1. issue a warning (first offense only)
  2. recommend academic penalty, after consultation with course leader
  3. recommend a constructive penalty in the form of public service and/or restitution congruent with nature of offense. Evidence of compliance with penalty must be presented the Board by accused within specified period; if unsatisfactory Board may exercise option (4) or (5) below
  4. recommend that the student should be suspended from VMRCVM for a specified period of time
  5. recommend that the student should be expelled from the VMRCVM.

An affirmative vote (written ballot) of at least 2/3 of the Student Board members present shall be required for assessment of any penalty other than expulsion; a unanimous vote of those present shall be required for the penalty of expulsion. In the event that a unanimous vote is not achieved following motion for expulsion, a revote is allowed to assess a lesser penalty and still requires a 2/3 majority to carry.

- The Chair shall promptly announce to the accused student the decision of the Student Board as to the penalty to be assessed.

If the penalty is a warning, the warning shall be administered by the Student Board and a record of the proceedings shall be kept on file by the Secretary.

### **Review by Faculty Board**

***Jurisdiction.*** The Faculty Board shall have jurisdiction to review actions of the Board in the following circumstances:

- The Student Board shall have made an adverse finding against the accused student, and shall have imposed any penalty except a warning. In such event, the Chair of the Student Board shall cause all records of its proceedings to be forwarded to the Faculty Board within two school days after the Student Board chair has informed the student of the penalty.
- The Student Board shall have made an adverse determination against the accused student, and the student wishes to appeal. In such event, the student shall notify the Chair of the Student Board of their desire to appeal within five school days after the Student Board has acted. The Chair of the Student Board shall promptly forward the notice of appeal and the records of its proceedings to the Faculty Board.

***Hearing.*** Within five school days after receiving the records of proceedings as aforesaid, the Faculty Board shall, with due notice to the Chair of the Student Board and the accused student, convene to hear the matter. The following procedures shall apply:

- The only persons entitled to appear before the Faculty Board is the Chair of the Student Board and the accused student and advisor.
- The Faculty Board shall hear the matter on the basis of the records of proceedings before the Student Board, and on any presentations concerning those proceedings that the Chair of the Student Board or the accused student or advisor wish to make. Except in the case of evidence determined by the Faculty Board to have been discovered after the Student Board hearing (see number [31 below), the Faculty Board shall make its determinations only on the basis of the evidence before the Student Board, as reflected in the record of proceedings before it.
- If the Faculty Board determines that some evidence exists discovered after the Student Board hearing, it shall return the matter to the Student Board, which shall reconvene within seven school days to determine the need for a new hearing.
- If the Faculty Board decides the weight of the evidence supports the finding by the Student Board of a violation or violations, then the finding shall be upheld. Otherwise, the matter shall be dismissed by the Faculty Board, in which event the matter shall be at an end.
- If the Faculty Board upholds the Student Board finding of a violation or violations, it shall review the penalty assessed by the Student Board. The Faculty Board shall either confirm the penalty

assessed by the Student Board or shall at its discretion impose any reduced (not increased) penalty authorized by this Code.

- Actions of the Faculty Board shall be by 2/3 majority of a minimum quorum of Board members. The action of the Faculty Board on the matter shall be final.

### **Records and Confidentiality**

**Records.** In the event the investigators, Student Board or Faculty Board dismiss an allegation of violation against an accused student, all records relating to the matter shall be promptly destroyed. In the event that a finding of violation is finally upheld, such records shall be retained on a confidential basis by such Boards. The names of violators will be promptly expunged from the record upon the graduation of those violators.

### ***Confidentiality.***

- The matter of any investigation is confidential and limited to the Student Code Board, up to the point where the code prescribes the involvement of others (e.g., the Faculty Board or the student body). Any information or correspondence involving a possible code violation received by any member of the VMRCVM community should be forwarded only to the chairman of the Student Code Board.
- Proceedings of the Boards, and identity of persons appearing before them, shall be kept confidential. In the event of a final adverse determination against an accused student, the Student Board shall publicly announce the occurrence and the nature of the VI violation and the penalty assessed. The accused student's name shall not be made public. Statistics of cases and dispositions of cases may be periodically made public.

**Disclosure to Law Enforcement officials.** Nothing herein shall prevent the members of the Boards from disclosing any information in their possession when required by state or federal law.

### **Miscellaneous**

**Distribution of Code.** A copy of the Code will be distributed to all incoming VMRCVM students, any other students operating under the Code, and all VMRCVM faculty members at the beginning of each school year.

**Notice to First-Year Students.** It shall be the duty of the Chair of the Student Board or designate to summarize and explain the Code to the entering first-year students before the end of the second week of the fall semester.

**White Cards.** All incoming first-year students shall, prior to matriculation, return a form issued by the Student Honor Board that states that the student has reviewed and understands the conditions of the Student Code.

**Old Exams.** Each Class' Student Code board representatives shall be responsible for establishing and implementing a system for the proper usage (e.g., allowance of instructor) and equal accessibility to old exams. Note: use of "Koofers" is prohibited.

## **Amendments and Retirement**

This code may be amended at any time by a majority vote of all students operating under the Code. This Code may be retired at any time by a majority vote of all students operating under the Code.

## **Procedure for Amendment or Retirement**

***Amendment.*** In any request for amendment to the Code, a petition must be presented to the Chair of the Student Board, with the signatures of not fewer than 10% of the students operating under the Code. The Chair shall then present the petition to the entire student body for consideration, and shall be responsible for the voting procedure. This petition shall be presented to the student body within two weeks after the Chair has received it. If the petition meets the approval of the student body, it shall be forwarded to the VMRCVM Faculty Board for consideration. If the petition meets the approval of the VMRCVM Faculty Board, it shall become an amendment.

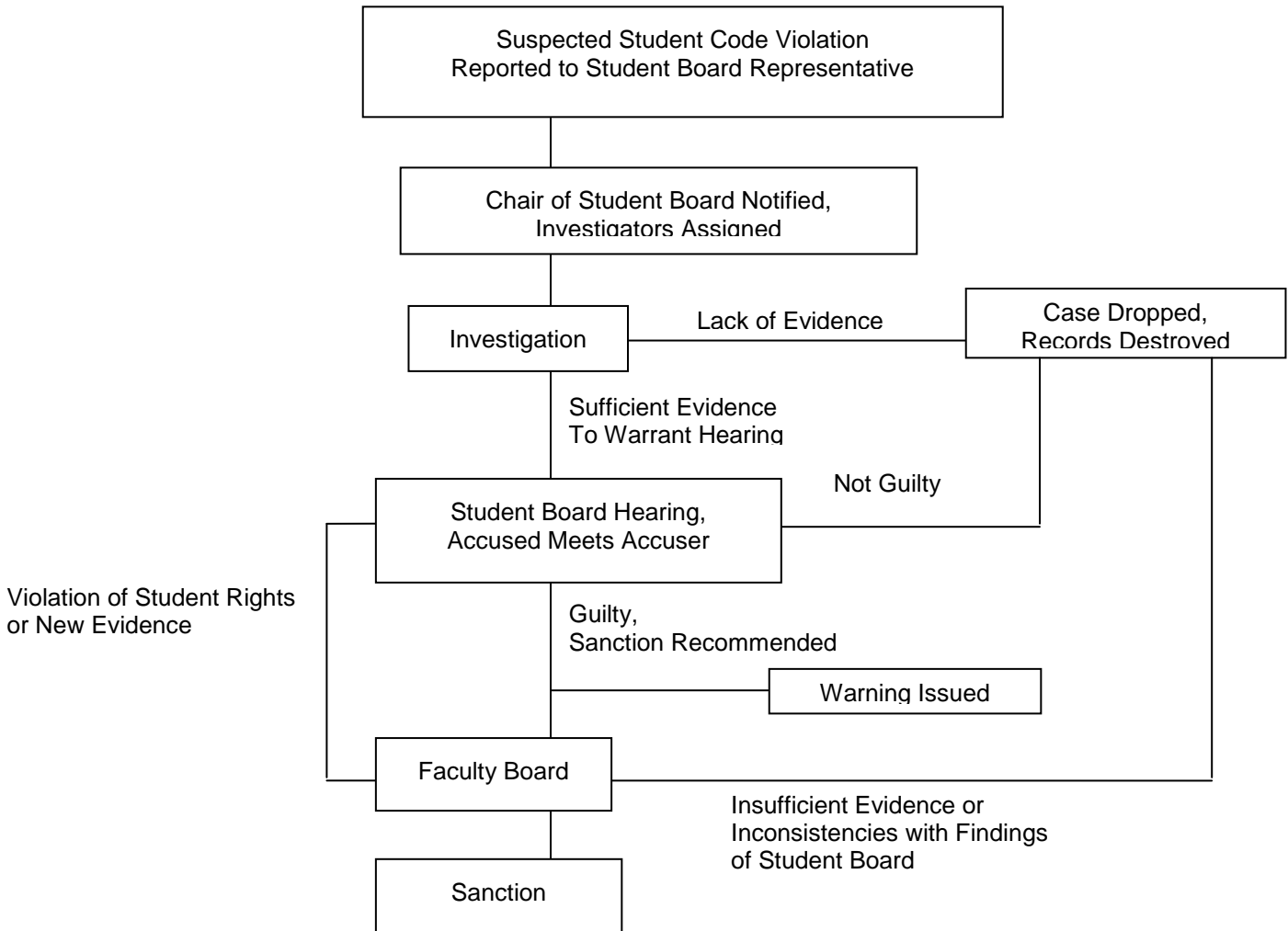
***Retirement.*** To retire the code, a petition must be presented to the Chair of the Student Board, with the signatures of not fewer than 25% of the students operating under the code. The chair shall then present the petition to the entire student body for consideration, and shall be responsible for the voting procedure. This petition shall be presented to the student body within two weeks after the chairman has received it. If the petition meets the approval of the student body, the code shall be retired without further procedure.

## **Student's Right to Procedural Due Process**

No student shall be denied the right to procedural due process. Due process shall include:

- The student's right to a written statement of the charges against them.
- Considered that the accused is innocent until proven guilty.
- The opportunity for a hearing.
- Timely notice of the time, place, and nature of the hearing.
- The right to question witnesses.
- The right to confront accusers in a hearing.
- The right to testify and present evidence and witnesses in own behalf.
- The right to decline to testify against oneself.
- The right to an appeal.
- The right to access submitted evidence and hearing transcripts in which they are accused.
- The right to be informed promptly of the outcome of a completed Board hearing as well as any penalties assessed.
- The right to be accompanied by an advisor of choice at any of the procedures of the Student Code of Conduct Board. This adviser must be from within the University community.
- The right to consult privately with the advisor (as in I.) at any point during the proceedings.

## Student Honor Code Flow Chart





**VIRGINIA-MARYLAND**  
REGIONAL COLLEGE OF VETERINARY MEDICINE

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**General Contact information**

Phone: 540-231-4090 or 540-231-3924

Fax: 540-231-9290

Academic Affairs email: [acadaff@vt.edu](mailto:acadaff@vt.edu)

**Student Handbook Online:** <http://www.vetmed.vt.edu/acad/dvm/DVMHandbook.pdf>

