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I. Office of Academic Affairs

The Office of Academic Affairs is here to assist faculty, staff, and DVM students in a variety of ways. Some examples of topics we can help you with include (but are not limited to); financial aid, scholarships and awards, curriculum issues, student records, grade changes, room/meeting scheduling, student insurance, senior year scheduling and oversight of clerkships, external exams (e.g., NAVLEs) and finally graduation.

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II. Policies, Procedures & Guidelines-Clerkships

1. Overview of Clinical Year Curriculum

Clinical year consists of 5 three week rotations, during the summer between second and third year of the program, and 12 three week rotations beginning the Fall semester prior to graduation. During the December/January block, which is four weeks in duration, students will be allowed one week off from clinical duty. The requirements for clinical year are dependent on the track selected but all consist of 8 core rotations and track requirements.

Each student will have the opportunity to participate in elective rotations during the clinical year determined by the track.

Please refer to the Curriculum Master Table for a complete listing of required and elective clerkships: http://www.vetmed.vt.edu/academics/dvm/dvm-curriculum.asp

There are three types of rotations: Internal (or in-house), external, or electives. Participation policies may differ dependent on the rotation. These are explained in detail below.

2. Internal Rotations (In-House)

In-house rotations can be core, track or elective clerkships. These rotations were selected at the time of the scheduling lottery and were filled based on pre-determined student numbers required for a particular in-house service. These student numbers must be maintained to provide adequate patient care. The student is not required to submit any paperwork prior to participating in an internal rotation, unless the service requires otherwise.

a. Participation Policies

This may vary from rotation to rotation and is dependent on patient care. There is an expectation that a student will participate 7 days a week on the primary care rotations (e.g. SAM, LAMS, SAS, Neurology, Cardiology, Oncology, Community Practice and Ophthalmology) regardless of case load and individual case responsibility. Additionally, there will be emergency duty responsibilities on each in-house rotation, which may include evenings and weekends. Student participation is determined by each of the individual services and the expectations of participation will be presented during block orientation.

All in-house rotations begin and end at 8 a.m. on the Monday of the commencement of a new block unless directed otherwise by the clerkship leader. Patients will be transferred at that time.

Primary care blocks are defined as those rotations in which a student is responsible for the primary care of a patient. All students on a primary care block must be present on Monday morning, of the next block, at 8 a.m. to transfer their patient regardless of the next rotation. The exception to this policy is a student’s required participation at the Leesburg Equine Medical Center, or the Primary Surgical Care rotation, as the student must be present at 8 a.m. Monday morning for orientation. For further information regarding traveling to an external rotation immediately following a primary care block, please see the External Rotations section of this handbook.
Clerkship leaders dictate emergency and ICU duty. Responsibilities will vary from service to service. Students will receive detailed information during the clerkship orientation the beginning of each rotation.

Students are required to complete 4 out of the 5 rotations during the first clinical time, to progress into the Fall semester of the second teaching time. Please see Clerkship Policies and Procedures for further details.
Students scheduled for the December/January rotation are entitled to time off either at the Christmas holiday or New Year’s holiday week. The clerkship leader has final approval of all requests.

b. Dress Codes for Internal Rotations

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.

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 clinical services. Students will be informed of the expected attire during the individual block orientations. **Name tags are to be worn at all times** in the clinics and ambulatory services.

- **Laboratory Services**
  Dress should be professional and appropriate for the type of activity. Street clothing should be covered by a clean lab coat or exam jacket during sample analysis, sample retrieval/delivery or in the Necropsy clean area. Lab coats/exam jackets worn in the testing area must be removed before exiting laboratory areas. Closed toe shoes are required. In the Necropsy theater, coveralls and boots must be worn while on the Necropsy floor.

- **Large Animal Medicine and Surgery/Ambulatory Medical Services and Equine Field Services**
  Appropriate attire includes polo shirt in class color and clean chino (any color) pants, in good repair and proper fit. Blue coveralls may be substituted but must cover appropriate clothing. Sturdy closed-toe shoes appropriate for the working environment are required (shoes should provide at least minimal protection of feet if stepped on by a large animal). For food animal farm visits, boots than can be easily disinfected and coveralls are required.

- **Production Management Medicine (PMM)**
  Blue coveralls with appropriate clothing worn underneath is required. Students must wear boots (rubber) that can easily be disinfected between farm visits.

- **Radiology**
  Dress should be professional and appropriate for the type of activity. Street clothing should be covered by a clean clinician’s jacket while handling patients. Scrubs can be worn by staff but must be changed into inside of the VTH. If scrubs are worn as street clothing they must be covered by a clean exam jacket while handling patients. For entry into operating rooms only clean/sanitized scrubs that were changed into within the VTH and not worn as street clothing may be worn.

- **Small Animal Medicine, Ophthalmology, Community Practice:**
  Dress should be professional and appropriate for the type of activity. Street clothing should be covered by a clean clinician jacket (one that is free of feces, urine, blood, fluids and excessive accumulations of hair).
• **Small Animal Surgery:**
  Only clean/sanitized scrubs may be worn in the operating rooms, sterile storage and transition hallway. They should be covered with a clean lab coat when leaving these areas and should not be worn outside the area. On receiving days, dress should be professional and appropriate for the type of activity. Street clothing should be covered by a clean clinician jacket (one that is free of feces, urine, blood, fluids and excessive accumulations of hair).

c. **Fourth Year Supply List**

Most supplies needed during fourth year rotations should have been purchased during years 1 -3. You may wish to purchase additional apparel as students are required to have a clean set of scrubs and a lab coat every day during the Small Animal Surgery, Large Animal Surgery, Ophthalmology, Community Practice, Specialty Medicine and Anesthesiology blocks. A clean clinician jacket is required every day during Small Animal Medicine, Small Animal Surgery, Specialty Medicine, Community Practice and Anesthesiology blocks. Clean coveralls are required for Production Management Medicine, Large Animal Services, Equine Field Services and Lab Services. Special footwear will be required for large animal rotations. Extras will be needed during the day if clothes are soiled. Nametags must be worn at ALL times.

Below is a list of items used during fourth year.

- Clinician jacket(s): Class Color, coats should be clean at all times.
- Lab coat(s): White, same as those used in years 1-3, should be clean at all times.
- Surgical scrubs, top and pants: class color.
- Coveralls: Dark blue only. Insulated pair recommended during winter months.
- Stethoscope: Littman-Master Classic, Classic or Cardiology with XL tubing
- Watch: seconds capability
- Thermometer: digital, non-breakable
- Penlight: disposable
- Bandage scissors
- Suture scissors
- Hemostats
- Reflex hammer
- Hoof pick

3. **External Rotations or Preceptorships**

The equine, food animal, mixed animal and public/corporate tracks all have external track requirements. Students are required to participate in external rotations called preceptorships and are responsible for organizing the rotation. External rotations are selected at the time of the scheduling lottery.

Below are the steps to setting up a preceptorship and what documentation must be submitted before participation and after completion of the rotation.
a. Setting up an external rotation:

All tracks have the opportunity to complete electives, which a student can use to participate in any veterinary experience they would prefer. However, some tracks have external experiences that are required to fulfill track requirements. Below is important information regarding the steps to setting up all external rotations.

- Students will access: https://apps.vetmed.vt.edu to begin the process. On this website you will find all of the forms you need for the process and an extensive clerkship database, including all facilities that former students have participated in. If there is a facility not listed within the database, students may seek approval to participate in and add to the database using the link above. The entire approval process is electronic.
- Based on track requirements, students should identify external facilities or experiences which, would fulfill a core, track or elective requirement.
- A student should, depending on the opportunity, send a cover letter and resume, email or phone the preceptor to discuss the possibility of participation.
- Students are required to upload a completed preceptorship form to the https://apps.vetmed.vt.edu site, at least 3 weeks prior to the actual rotation, but with a firm deadline of 3 weeks prior to participation. The form is complete once the preceptor and student have filled in all necessary information and the Director of Admissions and Student Services has electronically signed indicating the rotation has been approved. A preceptorship form is actually a memorandum of agreement between the student, the VMCVM and the facility. This form is very important because it protects all involved parties from a variety of issues during the student’s participation in an external rotation. It also assures that the student will be covered by liability insurance provided by the VMRCVM. Without this preceptorship agreement in place, student will not be allowed to participate in an external rotation. If a student proceeds with the rotation without the agreement in place, there will be no credit given for the experience.
- Upon approval of the preceptorship, the Office of Academic Affairs will provide to the preceptor an information packet. The packet includes policy/procedures, information on the One45 evaluation process and requirements that both the student and the preceptor must abide by. This information is available to the student for review. Once you arrive at your external rotation, you should check with your preceptor to verify that they received the packet.
- Students are prohibited from requesting any financial compensation for their participation on an external rotation.

b. Setting up the Public Corporate Core Rotation

- The purpose of the PC clerkship is to broaden your understanding of the scope of and opportunities in veterinary medicine. There are a variety of opportunities you can participate in for PC credit. For example, a small animal track student developed health plans for working dogs returning from Iraq for the Department of Homeland Security, students have participated in research, worked at federal import stations to learn about health requirements for the importation of livestock, worked at USDA’s Plum Island Animal Disease Center to see foreign animal diseases first-hand, done international research projects, and a myriad of other
examples.

• An important component of the PC clerkship is the preplanning phase in which you are expected to explore the breadth of experiences in veterinary medicine, and determine an experience that will support your area of interest and give you an understanding of potential career options in addition to private practice. There are no pre-approved P/C clerkships; a list is maintained to offer suggestions for an experience in your area of interest. The approval is based on your proposed clerkship and your learning objectives that you plan with your supervising preceptor. PLEASE NOTE the deadline requirements as listed below...your clerkship must be approved PRIOR to your attending; retroactive credit will not be granted.

• IMPORTANT: To receive credit for a PC clerkship, you must successfully complete the preplanning phase as part of the clerkship experience. Part of the assessment of the PC clerkship will include successful completion of this preplanning process. To successfully complete this phase of the clerkship, you must:
  ➢ Identify an appropriate preceptor
  ➢ Develop appropriate learning objectives
  ➢ Submit the above information no later than three weeks prior to the initiation of the clerkship to allow for review and modification if needed. Clerkship requests submitted in less than three weeks prior to initiation of the clerkship will not be considered. All PC clerkship proposals must be finalized no later than one week prior to initiation. You are urged to submit PC clerkships early to allow for modifications if needed.

• ALL requests for Public/Corporate 4th year clerkships will be processed through the web form on the intranet. The request for approval must include proposed dates of the clerkship and supervisor’s name. You should use this form even if you are just inquiring about possible choices or the suitability of an experience as a potential P/C clerkship. Please do not email Academic Affairs or CPCVM faculty directly. We created the database and web form to track the requests and inquiries for P/C clerkships centrally, so that we do not lose track of your request.

• Instructions for the web form:
  ➢ Log into the VetMed Intranet with your pid as usual:
  ➢ Academic Programs———> DVM Student Information——> Commonly Used Forms——> Public/Corporate Clerkship Request Form
  ➢ You will be asked for a brief description of your proposed clerkship, proposed dates, supervisor’s name and a minimum of 5 learning objectives (up to 10 allowed); then hit submit.

• If you just have questions and are not ready to submit your clerkship request, just check the box saying “I’m only asking questions, I’m not ready to submit yet” and a box will pop where you can submit your question. Easy as that! A CPCVM faculty member will reply back within 3-5 working days to finalize your requests.

• Again, please also note that requests must be submitted to CPCVM faculty on the web form a MINIMUM of 3 weeks prior to the clerkship and requests must be approved no
later than one week prior to attending the clerkship. Retroactive approval of a clerkship will not be given.

c. Preceptor Evaluation of the Student

Upon completion of an external rotation:

- A completed One45 on-line evaluation form from the preceptor must be submitted one week after the external rotation has ended. The preceptor has access to the on-line evaluation. The evaluation will not be accepted from anyone other than the preceptor. A student may not submit the evaluation. A student will receive a grade of incomplete for the clerkship if preceptor evaluation forms are not completed.

- It is also required that the student submit an One45 on-line evaluation of his/her experience no later than one week after completion of the rotation.

d. External Rotation Participation Policies, Laws and Regulations

The Curriculum Board has agreed to allow a student the opportunity to split one rotation into either a one week/two week or three one week experiences.

Students must participate in an external rotation for at least 40 hours. Students will follow the preceptor’s schedule including holidays and weekends which may not follow the VMCVM schedule. If students are participating in an external rotation during the holiday rotation (Block 11), they may be required to work a different schedule than those students on in-house rotations.

Laws, regulations and policies that govern the practice of veterinary medicine vary from state to state. A student should not have the expectation that they will receive hands on experiences without first discussing this issue with the preceptor.

If a student is allowed to perform surgical procedures on a client owned animal than a consent form must be completed by the veterinarian in charge, the student and the client. The consent form can be found at: http://www.vetmed.vt.edu/acad/dvm/forms.asp.

e. External Rotations at other Colleges of Veterinary Medicine (CVM)

This position statement is intended to reflect the general principles and considerations that the AAVMC and the schools/colleges consider important related to students visiting for short-term clinical training. Students should check directly with institutions they would like to visit as individual university policies may differ in details from the general principles described in this guidance document. Students in good academic standing and in their clinical training year(s) at an American Veterinary Medical Association (AVMA) Council on Education (COE) accredited veterinary medical training programs leading to the DVM or equivalent degree will be permitted to undertake short-term clinical educational rotations at other AVMA COE-accredited program institutions, without incurring financial charges for the educational opportunity, under the following conditions.

- Educational opportunities are limited to two rotations of 2-3 weeks each in duration per student per year (exact time limitation based upon the host institution’s typical time frame for individual rotations). o Requests for longer periods of clinical rotation will be subject to
financial charge at a rate and payment schedule determined by the hosting institution.

- Hosting institutions will accept such students provided that the students’ home institution has a veterinary medical teaching hospital that can/will reciprocally accept the hosting institution’s students under the same guidelines. If this is not the case, the hosting institution has the right to refuse to provide clinical training or charge a fee for the training.
- Visiting students will be expected to comply with all of the hosting institution’s rules and regulations related to student conduct on clinical training rotations.

- Hosting institutions will have the flexibility to design their own requirements for application/enrollment materials, such as a dean’s letter of good standing from the student’s home institution, evidence of health insurance, evidence of malpractice liability insurance, proof of immunization against rabies and/or tetanus (or adequate rabies titer), proof of a negative tuberculin skin test (or other documentation of negative tuberculosis status for BCG vaccines) within the prior 6 months, hold-harmless agreements, emergency contact information forms, etc. However, to the degree that these requirements can be harmonized across institutions, this will be beneficial to students.

- The hosting institution will use its own system to assign a grade/evaluation to the student unless a different agreement is reached before the start of the externship. The home institution may accept this grade as is or interpret it as appropriate to the home institution’s evaluation system.

- All requests for visiting student clinical rotations will be based upon space available status at the hosting institution. Once a visiting student is scheduled, it is the expectation that s/he will attend. Failure to attend without notification of unavoidable schedule changes at least 3 months 11 AAVMC Position Statements prior to scheduled arrival would be considered a breach of professionalism (except under extenuating circumstances) and should be handled by that student’s home institution in the appropriate manner.

- Visiting students will be expected to manage and pay for travel arrangements, housing, and other related items.

- Some institutions offer very specialized rotations with a course fee. In those cases, the student would be required to pay the associated fee in order to participate.

- International students (whether as citizens of and attending an AVMA COE-accredited DVM or equivalent degree program from outside the country of the hosting institution, or a foreign national attending from a country other than either the hosting or student’s home institution) must comply with any applicable visa requirements and must be personally responsible for all visa application procedures and fees. International students may be limited in what they are allowed to do in a clinical environment (e.g. only be allowed to observe rather than actively engage in clinical procedures), as determined by the limitations imposed by their visa status or state practice act.

f. External Rotations and Travel Day Requests

Clinical year students participate in numerous external experiences, based on their track requirements. Many of the experiences require travel.

Students participating on primary patient care clerkships are responsible for transferring their
patient on the Monday morning of a new block. If the student is required to travel to their next rotation, using that Monday as a travel day is permitted. **Students must submit a travel day request to the [http://apps.vetmed.vt.edu](http://apps.vetmed.vt.edu) site, 10 days prior to travel.** Travel days will not be provided to those students participating on non-patient care rotations. Students on these rotations are expected to notify the Clerkship Leader of necessary travel.

The exception is travel to EMC and the PSC rotations. All students participating at EMC and the PSC rotations are required to be present on Monday morning of the new block, and clerkship leaders are aware of this policy. You should be allowed to depart the VTH Sunday afternoon to arrive in Leesburg that evening.

### 4. Elective Rotations

Each track has at least two elective requirements. Electives may be completed either externally or internally dependent on the student and their career goals. Elective rotations are required for graduation and a student must receive a passing grade. All external electives and rotations follow the external rotation policies and procedures.

### 5. Clerkship Scheduling Changes

**Changes** to your clerkship schedule are permitted only with the approval of the Director of Admissions and Student Services and **apply only to external rotations**.

Once a student has a signed preceptorship form in place, changes cannot be made to that rotation unless a student can provide compelling and valid reasons as to why the rotation would no longer be appropriate for them to participate in. Preceptors plan in advance for a student's participation and it is considered unprofessional to make last minute changes to external rotations.

If a student has committed to another College of Veterinary Medicine (CVM) there will be no changes allowed unless the other CVM permits.

Regretfully, there may be times when a student must be removed from an external rotation because of either the student's or preceptor's behavior. Students currently participating in an external rotation requesting to withdraw from the rotation must supply adequate evidence as to why that request should be granted. Examples of situations that would warrant withdraw are harassment, threatening or dangerous situations, mistreatment, etc.

If a student is withdrawn from a clerkship, they may opt to repeat the entire block at another facility at a later date or continue the clerkship at another facility. If more than 3 days are missed during the block, the student will need to make up the days missed.

Failure to adhere to these restrictions may result in the clerkship being disapproved for meeting graduation requirements.

### III. Clerkship Attendance Policies and Procedures

#### 1. Introduction

The Veterinary Teaching Hospital (VTH) has a dual mission of education and service. For this
reason, it is necessary for the hospital to provide instruction and service on a daily, 24-hour basis and student participation is mandatory. There may be certain days, usually university holidays, during which the VTH is closed, except for emergency cases/patient care requirements.

Clinical year students have
a. Approximately one week of vacation in late December/early January
b. Two leave days (2), during the first clinical teaching time
c. Three leave days (3) during the final clinical year

2. Clerkship Leave

It is mandatory that students participate in a clerkship on a daily basis. However, there may be times when a student has a personal commitment they must attend to. In this case, a student may request a personal day. Personal days are granted to students to use for personal/professional reasons.

The process for requesting personal days is as follows:

- Clerkship Leave requests must be requested 10 days in advance of the first day of a clerkship at: http://apps.vetmed.vt.edu site. If the request is submitted after the 10 days, no consideration will be given with the exception of a personal day to be used for a job interview. Please plan accordingly.

On all primary patient care services, students will be required to use personal days for weekends or days that the university may be official closed (e.g. Labor Day), as the hospital never closes. There are essential daily patient care responsibilities on those rotations and it is expected students will be present every day unless instructed otherwise by the clerkship leader.

If a student is requesting a personal day for job interviews that fall outside of the 10 day in advance policy, documentation in the form of an email or contact information, must be provided to the Office of Academic Affairs.

Using personal days to complete other clerkships is not an option and the request will be denied. No more than three (3) personal days may be requested from a single clerkship. A student may request no less than 1 day. Personal days cannot be requested during a one-week rotation as it greatly impacts the ability for a student to receive an adequate evaluation. Additionally, personal days and/or excused absences and NAVLEs are impacted by rotations in, which holidays fall.

Personal days cannot be “refunded” for any reason, and once a personal day is requested, it must be taken. Significant effort goes into making emergency and ICU duty schedules and personal days may have an adverse impact on a service. No personal days will be allowed during the last rotation unless there are special circumstances approved by the Office of Academic Affairs.

“Banking” of personal days and using them at the end of the clinical year is discouraged and has an undesirable impact on services and emergency schedules.
3. **Excused Absences**

Excused absences may be necessary during the clinical year. What represents an excused absence and the approval process are outlined below. The personal days provided to clinical year students must be used for all other requests for time away from a clerkship including weddings, graduations, court appearances, professional meetings or other similar events.

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

- Physical or mental/emotional illness that is personal or involves a member of 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 section (iii) below.
- Death in the immediate family (as defined above)
- 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)
- 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 Clerkship Leader in conjunction with the Director of Admissions and Student Services.

**Notification:** A written or email request for an excused absence from a clerkship, should be made to the Clerkship Leader and the Director of Admissions and Student Services 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 Clerkship Leader and Director of Admissions and Student Services as soon as possible and preferably before the absence. If the circumstances for Excused Absence are not routine, the Clerkship Leader and the Director of Admissions and Student Services will discuss the matter to ensure standardization of these requests before approval.

**Guidelines for Excused Absences involving Illnesses**

If a student requires an Excused Absence from a clerkship on the basis of illness, they should immediately contact the Clerkship Leader and the Director of Admissions and Student Services. This can be done via email or phone call. In addition, approval for excused absence involving illness (physical or mental/emotional stress) of the student, or their immediate family, will only be granted if the student provides a statement, to the Office of Academic Affairs, from a health-care provider (e.g., Schiffert Health Center, Montgomery Hospital, Cook’s Counselling Center) indicating that the student has/had an appropriately serious illness at the time. 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).

All excused absences must be submitted through the [http://apps.vetmed.vt.edu](http://apps.vetmed.vt.edu).
http://apps.vetmed.vt.edu site. You may upload your excused absence documentation on this site as well.

Excused absences for routine monitoring of chronic diseases or routine mental wellness visits will be considered upon consultation with the Director of Admissions and Student Services. Approval for an excused absence for illness would NOT include: a statement from a health care provider stating a student had a routine doctor’s appointment or minor illnesses such as colds, allergies, etc. Note: Schiffert Health Center provides excused absence statements ONLY if the health care provider (MD, FNP, etc.) believes the student should not be in the clerkship that day due to a serious or highly contagious illness.

Missing time on a clinical rotation may have an impact on the clinician’s ability to effectively evaluate a student's level of competency. If a student misses more than three days on any given rotation, the student will receive a grade of “incomplete” and the student will be required to make up days missed at another time during the clinical year.

Unexcused Absences: Failure to document the reason for an absence, or not showing up for a clerkship, will result in a student using personal days. This may also have an impact on the evaluation process, as it is considered unprofessional to not show up for clerkship duty.

Guidelines for Excused Absences Involving Religious Obligations

The VMVCM abides by the Virginia Tech policy on accommodations for major religious holidays. (http://registrar.vt.edu/dates-deadlines-accordion/index7.html). Students seeking schedule modifications for major religious holidays or religious observations, must make a request no later than 10 days prior to the start of the clerkship, by submitting an excused absence form to the Office of Academic Affairs, who in turn, will distribute to the appropriate Clerkship Leader.

Virginia Tech respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances. On occasion conflicts may occur between a student's obligations in a clerkship and the student's obligations in observing major religious holidays. Upon request and timely notice, students shall be provided a reasonable accommodation. Students seeking accommodation for religious observances must make a request in writing, no later than 10 days prior to the beginning of a rotation. No adverse or prejudicial effects should result to students because they have made use of these provisions. It should be noted that while campus policy requires instructors to make reasonable accommodations when a student must miss because of a required religious observance, it is not campus policy to require accommodations when students wish to travel to share a holiday with their families. Most religions are represented in the Blacksburg/Roanoke area and can provide appropriate observances. However, it is appropriate to grant accommodations for a few hours after the holiday if the observance includes fasting.

Recommended Accommodations

The clerkship leader and the student should discuss what a reasonable accommodation would represent. In general, the student must be given the opportunity to ask another student to cover any emergency/ICU duty and/or to provide patient care. Any accommodation that is mutually agreeable to both student and faculty member is acceptable. If the student is not granted accommodations for religious purposes, they may seek the advice of the Director of Admissions and Student Services or the Associate Dean of Professional Programs. In consultation with the student, and the clerkship leader, a final decision will be made regarding the requested accommodations.
4. Other Absences
   a. University Weather/Holiday Closings and the Veterinary Teaching Hospital

   The college defines the Veterinary Teaching Hospital as an essential service. This means that all clinical faculty members scheduled for clinic duty as well as all hospital staff members originally scheduled to work on that date are required to do so. All fourth-year students are required to report for duty as well. In the event that a student is not able to report for duty (e.g. impassable roads) s/he will contact the supervising clinician immediately.

IV. Grading Policies and Procedures

   1. Clinical Year Performance Measures

   There are three measures of performance during the clinical year, all of which are required to fulfill graduation requirements. These three measures are: successful completion of clerkships with a performance score of 2 or above, minimal competency scores, and completion of skill sets. Each of these areas is explained in detail below.

   2. Performance Scores and Assessment Tasks

   A student must earn a performance score of a 2 (developing competency) or above, in all performance measures on each clerkship evaluation to pass a clerkship.

   In addition to the performance scores, some clerkships (radiology, LAMS, and Lab Services) may have additional assessment tasks which students must successfully complete to pass the rotation. These additional assessment tasks are outlined in the clerkship syllabi and further information will be provided at the beginning of the rotation. If a student fails the additional assessment, but receives a 2 or above in all performance measures on the evaluation, the student will receive an incomplete and be given the opportunity to repeat the assessment. The clerkship leader and student will agree upon a time to repeat the assessment. If the student does not successfully pass the second assessment, the student will fail the rotation. No changes to a student’s schedule will be made to accommodate for repeating a rotation, regardless of the impact it has on financial or living arrangements.

   At the end of each rotation, students will receive an on-line evaluation of their performance. These evaluations will be available on One45 for review. Faculty are not mandated to provide mid-block evaluations unless they believe a student is struggling and in danger of failing. Although faculty are strongly encouraged to provide feedback, do not hesitate to seek it on your own.

   Clerkship grades will be reported to the Registrar as pass/fail. Class Rank at the end of the second and third year will not be impacted by clinical year performance.

   The clerkship leader has final determination of successful completion of a rotation. All evaluations are available on line for review.

   a. Clerkship Failure
**First Clinical Teaching Time:**

A student must pass 4 out of the 5 scheduled clerkships (track, core, or elective) at the beginning of their third year, to progress to the second (2nd) teaching time.

- If a student fails one clerkship, they may continue clinical rotations. The failed clerkship must be repeated either three weeks prior to the onset of the final clinical year, or three weeks after the end of the final clinical year. The student may progress to the second (2nd) teaching time, regardless of when the failed clerkship will be repeated.
- If a student fails two (2) clerkships, they will be dismissed from the program. At this time, the student has two options:
  - Appeal the clerkship grade (see process under “Grade Appeal”)
  - Apply for reinstatement by written petition to the Standards Committee (see process under “Applying for Reinstatement”)

In either case, the student may progress to the second (2nd) teaching time until final academic progression decisions have been made.

**Second Clinical Teaching Time:**

If a student fails one rotation (core, track or elective) during the second clinical teaching time, and they have not failed any previous rotation, the student will repeat the clerkship at the end of the clinical year. This will require an additional three weeks of participation. Participation in the graduation ceremony will be permitted. Diplomas will be awarded upon successful completion of the failed rotation.

A student failing two (2) clerkships (track, core, or elective), for any of the following reasons, will be dismissed from the program:

- Regardless of whether one of the failures has been previously repeated
- Failing the same clerkship twice
- Failing either during the first or second clinical time

Once a student has been dismissed from the program, they have two options:

- The student may appeal the clerkship grade (see process under “Grade Appeal”)
- Apply for reinstatement by written petition to the Standards Committee. (see process under “Applying for Reinstatement”)

In either case, the student may not continue in any clinical rotations.

**Applying for Reinstatement:**

The Standards Committee will decide, upon consultation with the student, the student's instructors, and the Associate Dean of Academic Affairs, if reinstatement will be offered and if so, will define in writing specific conditions for reinstatement. The student must agree in writing, to the terms of the agreement in order to be re-instated, and the Office of Academic Affairs will maintain a file of the agreement. The clerkship(s) will be repeated at a time determined by the Director of Student Services in consultation with the appropriate Clerkship Leader. Any single failure after reinstatement or failure to meet the conditions of reinstatement will result in dismissal from the
professional program.

Petitions for readmission after a second or subsequent dismissal will be considered, but will be granted only in cases involving extraordinary extenuating circumstances where convincing evidence is presented that all barriers to successful completion of the program have been eliminated.

For external clerkships, the Preceptor will assign the final grade. If a student receives a failing grade in an external clerkship, the clerkship must be repeated at a location determined by the Director of Student Services. However, the failure of an external rotation will not lead to the dismissal from the professional program.

Student grades are to be submitted by the clerkship leader or their designee to the Office of Academic Affairs no later than noon of the first Thursday following the end of the clerkship.

3. Minimal Competency Scores

Performance scores from the clerkship evaluations will be tracked longitudinally, across clerkships, throughout the clinical year and all scores that relate to one of the AVMA core competencies will be averaged. Students must receive a score of 2.5 or higher in each of the AVMA core competencies, to fulfill graduation requirements (see table next page).

Students who have been evaluated 7 or more times in a competency and have failed to reach an average score of 2.5 at the end of their 16 clinical blocks, must repeat one block within their track that will allow adequate evaluation of the deficient competency. The block to be repeated will be determined by the Office of Academic Affairs. A minimum score of 3 (Minimum Day One Competency) must be achieved in the area of deficiency. If this score is not achieved the student will have failed the clinical year and be required to petition for readmission.

The Standards Committee will decide, upon consultation with the student, the student's instructors, and the Associate Dean of Academic Affairs, if reinstatement is offered and if so, will define in writing specific conditions for reinstatement. The student must agree in writing to the terms of the agreement in order to be re-instated, and the Office of Academic Affairs will maintain a file of the agreement.
<table>
<thead>
<tr>
<th>AVMA Core Competency</th>
<th>Performance Measure</th>
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<tbody>
<tr>
<td>Comprehensive Patient Diagnosis</td>
<td>Examination Skill</td>
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<td></td>
<td>Problem Solving/Assessment (Pre-Anesthetic Evaluation</td>
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<td>Diagnostic Imaging acquisition</td>
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<td>Diagnostic Necropsy Skills and Analysis</td>
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<tr>
<td>Comprehensive Treatment Planning</td>
<td>Knowledge Base and Treatment Planning</td>
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<td>Health Management/Preventive Care, (Animal Care/Animal Welfare/ Pain Management - P/C)</td>
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<tr>
<td>Anesthesia and Pain Management, Patient Welfare</td>
<td>Patient Care/Pain Management (Animal Care/Animal Welfare - P/C Clerkship Only)</td>
</tr>
<tr>
<td></td>
<td>Anesthetic Management, (general clerkships)</td>
</tr>
<tr>
<td></td>
<td>Anesthetic Analgesic Plan (Anesthesia Clerkship Only)</td>
</tr>
<tr>
<td></td>
<td>Anesthetic Case Preparation (Anesthesia Clerkship Only)</td>
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<tr>
<td></td>
<td>Anesthetic Management (Anesthesia Clerkship Only)</td>
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<tr>
<td>Basic Surgery Skills</td>
<td>Surgical Skills</td>
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<td>Basic Medicine Skills</td>
<td>Non-surgical Medical Skills</td>
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<tr>
<td>Emergency and Intensive Care Case Management</td>
<td>Emergency/Intensive Care Case Management</td>
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<td>Emergency Management (P/C Clerkship Only)</td>
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<tr>
<td>Health Promotion, Disease Prevention, Biosecurity, Zoonosis and Food Safety</td>
<td>Biosecurity or Medical Safety Awareness</td>
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<td>Zoonotic Disease Prevention and Control (P/C Clerkship Only)</td>
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<td>Food Safety and Security (P/C Clerkship Only)</td>
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<td></td>
<td>One Health Awareness (P/C Clerkship Only)</td>
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<tr>
<td>Communication Skills</td>
<td>Oral Communication Skills - clients</td>
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<td>Oral Communication Skills - colleagues</td>
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<td>Written Communication Skills</td>
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<td>Ethical Conduct</td>
<td>Initiative and Ethics</td>
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<tr>
<td>Critical Analysis of New Information Relevant to Veterinary Medicine</td>
<td>Self-education Skills</td>
</tr>
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<td></td>
<td>Scientific Knowledge/Interpretive Skills (P/C Clerkship only)</td>
</tr>
</tbody>
</table>
4. Skill Sets

In addition to passing each individual clerkship and attaining minimal competency scores in each major AVMA domain, students must complete at least 92 of the core clinical skills and receive a minimally competent score. Requests for skill evaluation must be initiated within 72 hours of performance. This is accomplished by sending requests through One45 to the appropriate supervising faculty, house officer or staff. Evaluations will be returned to your folder on One45 and it is important to regularly check your competency levels as well as comments. A skill will only count towards the minimum number of required skills if the evaluator judges you as competent.

Failure to meet the minimum completion rate will result in failure of clinical year and necessitate continuing with the clinical year until the required number of skills is complete. Duplicate clinical skills or skills completed for track requirements do not count toward the minimal number of core skills that much be completed. A student may apply for reinstatement by written petition to the Standards Committee.

The Committee will decide, upon consultation with the student, the student's instructors, and the Associate Dean of Academic Affairs if reinstatement is offered and if so, will define in writing specific conditions for reinstatement. The student must agree in writing to the terms of the agreement in order to be re-instated, and the Office of Academic Affairs will maintain a file of the agreement.

5. Grade of Incomplete

A grade of incomplete (I) is assigned when a student is unable, for health or other non-academic reasons, to complete the clerkship requirements. Refer to Clerkship Absences policy.

6. Grade Appeals

a. Appeal of a final clerkship 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 clerkship 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:
  - consistent treatment of all students in the clerkship
  - clear criteria, communicated directly to the students via the clerkship syllabus, about the basis on which performance is evaluated and grades are assigned,
  - grading based on established criteria (in print and/or on VT/VMCVM websites) and not on personal conduct or opinions unrelated to academic standards,
  - timely return of graded work to the student,
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 Department/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 Academic Affairs Office Manager, and the student's academic record will be updated after verifying with the Associate Dean for Professional Programs.

I. Level 1 Grade Appeal: Instructor assigning the grade

Within 10 working days of written notification 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.

II. Level 2 Grade Appeal: Associate Dean

Within 10 working days of written notification 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.

III. 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.

b. 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 not permitted to continue in the program. If the appeal is denied and a
student is dismissed, tuition refunds will follow university policies and procedures

7. Guidelines for 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 Office or Academic Affairs. The completed form
will be submitted to the VT Registrar’s Office by 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.

Re-admission 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.

Petitions for readmission after a second or subsequent dismissal will be considered, but will be
granted only in cases involving extraordinary extenuating circumstances where convincing
evidence is presented that all barriers to successful completion of the program have been
eliminated.
V. Policies, Procedures & Guidelines—Professionalism

1. Introduction

Desirable characteristics of veterinary students are based not only on satisfactory academic achievement, but also on non-academic factors that serve to insure that students have the behavioral and social attributes necessary to contribute positively to the VMRCVM and the veterinary profession. The purpose of this section is to describe professionalism, the minimum behavioral standards required of DVM students at VMRCVM, and consequences for not meeting these standards.

2. Professionalism: Faculty, Staff, and Students in the VMCVM

Given that students, staff and faculty are partners in the educational and service* missions of the College, we accept the following as guidelines for professional conduct within the College of Veterinary Medicine community.

- Professionals are committed to EXCELLENCE and strive to perform their best at all tasks. Professionals continuously strive for the acquisition of knowledge and development of skills necessary to provide optimal animal and human health care.
- Professionals exhibit high MORAL and ETHICAL STANDARDS.
- Professionals act with COMPASSION for self and others, and demonstrate a high regard for animal life and welfare.
- Professionals conduct themselves with PRIDE, DIGNITY and ALTRUISM, placing the needs of their patients, clients and colleagues above their own personal gain.
- Professionals treat others with RESPECT and COURTESY, showing respect for diverse backgrounds and opinions, and restraining from derogatory comments about others, including postings on public forums such as Facebook and Twitter. Professionals communicate with their colleagues, clients and the public so as to merit their full confidence and respect.
- Professionals act with RESPONSIBILITY, showing respect for institutional policy, performing tasks as expected and being accountable for their actions. Professionals maintain a working environment that reflects cleanliness and respect for property. Their appearance, behavior and dress reflect favorably on their profession.
- Professionals act with HONESTY and INTEGRITY, preparing thorough medical records and conveying accurate information to clients and other members of the medical team.
- Professionals are TRUSTWORTHY, and are prepared and prompt for daily activities.
- Professionals exhibit COLLEGIALITY, performing with a pleasant, cooperative and positive demeanor.
- Professionals act with CONFIDENTIALITY in their relationships with clients and colleagues.

*Via the Veterinary Teaching Hospital
I. PROFESSIONAL CODE OF CONDUCT FOR DVM STUDENTS

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 College on these qualities and skills. 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 the Professional Code of Conduct.

Additional standards may be applied by VT Student Conduct who have oversight of all students enrolled at Virginia Tech. The link for VT Student Conduct is: http://www.studentconduct.vt.edu/.

1. Attributes of Professionalism

An essential portion of the development of the veterinary professional is to gain an understanding of the fundamental principles and attributes of the veterinary medical profession and to commit to the integration of these principles and attributes into her/his professional identity.

VMCVM endorses the Principles of Veterinary Medical Ethics (PVME) developed and overseen by the American Veterinary Medical Association (AVMA). These principles provide guidance in identifying the essential attributes of the veterinary professional to develop a trusted professional care provider. Additionally, all students are held to the standards outlined in the Virginia Tech Student Code of Conduct (https://www.hokiehandbook.vt.edu/policies/code-of-conduct.html) as well as Virginia Tech Policy on Harassment, Discrimination and Sexual Assault (http://www.policies.vt.edu/1025.pdf). Please be aware that actions which are being handled through Student Conduct or the Office of Equity and Accessibility may also be violations of the Professional Code of Conduct. These violations may be processed in multiple courses of actions simultaneously or sequentially.

VMCVM endorses the following attributes of professionalism as guiding principles of veterinary medical education and as consistent with the stated mission of VMCVM to “protect and enhance animal, human and environmental health and welfare through the education of a diverse population of professional and post-graduate students for careers in the broad areas of veterinary medicine, biomedical science and public health” who will be prepared to serve patients in the most capable and compassionate manner. It is important to remember that attributes are not innate behaviors but are developed over time. Students within the veterinary professional program constantly strive to develop these attributes characteristic to the trusted veterinary professional. The following attributes apply to the classroom, the research laboratory, the clinical settings, and in all areas where the student may be perceived to represent the college or the profession.

Altruism: provides unselfish care for patients and clients; completes assigned patient care fully and with care to animal welfare; accepts personal inconvenience in the provision of care to patients and clients; provides one’s skills and expertise for the welfare of the community.

Altruism may also be directed towards animals. In keeping with this attribute, the following guidelines should be adhered to:

- The **College takes very seriously any abuse of animals.** Students shall not intentionally or negligently abuse any animals.
- All animals shall be treated and/or handled respectfully and in accordance with State and Federal guidelines. Animal Welfare Concerns may be reported directly to the Associate Dean of Professional Programs or to Virginia Tech’s Institutional Animal Care and Use Committee (IACUC) at the following: https://www.researchcompliance.vt.edu/iacuc/reporting-improper-animal-care-or-abuse-animals. Students
referred to the Professional Conduct Committee may be referred to the Associate Dean for Professional Programs or IACUC in addition to or in place of action by the committee.

- 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 and federal regulations, please contact IACUC or the University Veterinarian immediately. Contact information is available at: https://www.researchcompliance.vt.edu/iacuc/contact-us. You can also relay that information to any other university official (faculty and staff), who must convey the information to any of the individuals listed in the IACUC contact page 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. Further, Virginia Tech policies protect the rights of whistleblowers.

**Accountability:** takes initiative; accepts personal responsibility for mistakes; asks for help when needed; maintains accurate information in patient records; discloses medical error when appropriate.

**Commitment to engaged learning:** acknowledges primary responsibility for successful completion of the degree; demonstrates commitment to own professional competence; punctual; attends required classes, clinics, or other required events; seeks additional knowledge and skills; seeks feedback; willing to assist other learners.

**Compassion:** considerate: displays empathy; listens actively and responds to the needs of peers, patients, and clients; treats patients and clients with dignity.

**Respect:** respectful of peers, faculty, staff, patients and clients; respects privacy and confidentiality.

**Self-awareness:** fosters continued professional development; demonstrates emotional intelligence; maintains appropriate boundaries with patients, clients and colleagues; recognizes position of role model for others and development as trusted professional.

**Self-care:** maintains personal health and hygiene: seeks advice, counsel or tutoring when recommended by others; avoids harmful behaviors; avoids inappropriate remarks; adheres to appropriate dress for area of work.

**Teamwork:** works well with others; adheres to policies on authorship of documents; inspires trust; is respectful of differing socioeconomic backgrounds and cultural traditions; is sensitive to team member needs; respects authority; provides honest, respectful feedback.

**Trustworthiness:** displays honesty and ethical behaviors in all academic pursuits including study and research; is honest in interactions with peers, patients, clients and the community; does not report private academic, patient or client information.

**Accountability:**
In keeping with this attribute, the following requirements for reporting and arrests or convictions should be adhered to:

- All students at VMCVM have a duty to report any arrests and convictions. At the time of application, students are required to sign the statement indicating they understand their obligation by signing 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.”

- A student shall not intentionally damage or deface any item belonging to another student, the College of Veterinary Medicine, Virginia Tech, the University of Maryland, or any individual associated with these institutions. In addition, students shall not appropriate for their own use the property of another student, the College of Veterinary Medicine, Virginia Tech, the University of Maryland or anyone associated with these institutions.

**Commitment to Engaged Learning:**
In keeping with this attribute, the following guidelines should be adhered to:

- Students are expected to be seated and ready for the instructor to start at the designated time.
Students who are unable to avoid being late to class should sit at the back of the classroom to minimize disruption of the lecture in progress.

Students should avoid leaving class early. When this cannot be helped, please advise the instructor in advance and sit in a location that will minimize disruption.

Students should not talk during lecture sessions. Some instructors may choose to engage students during the instruction time. Students should not carry on conversations while the instructor or a peer is speaking. Unprofessional and disruptive behavior in the classroom may lead to the student being asked to leave the room.

Cell phones and all other electronic devices should be set to silent mode or turned off to minimize distraction.

Computers used during lecture periods should be used for viewing class materials and note taking. Viewing of non course-related materials during class time constitutes a violation of the Professional Code of Conduct. Students should adhere to computer use guidelines in course syllabi.

- The Office of Services for Students with Disabilities may authorize certain electronic devices to be used by students with accommodations. Additional devices may also be approved for use in the classroom by the Course Leader or instructor. However, unless authorized by the instructor verbally or in the course syllabus, most electronic devices may not be used during lectures or examinations. Types of electronic devices authorized and tasks for which they may be used will be specified by the instructor or authorized by SSD.

- Students should arrive to clerkship commitments on time and with appropriate supplies as listed in the Academic Policies and Procedures Handbook for fourth year students under Fourth Year Supply List.

Compassion:

In keeping with this attribute, the following guidelines should be adhered to:

- Compassion is a guiding principle in all forms of health care. All patients should be treated with compassion. Improper treatment of patients that does not rise to the level of animal abuse may be considered a violation of the Professional Code of Conduct.
- Additionally, clients should be provided with compassion during all client interactions. Inappropriate behavior toward clients of the Veterinary Teaching Hospital will not be tolerated.

Respect:

In keeping with this attribute, the following should be adhered to:

- Students may post notices and distribute emails via the university list-serves pertaining to college related activities. These must be professional and may not advertise any form of alcohol/adult beverage. Notifications not meeting these guidelines will be removed immediately.
- Students should refrain from posting photographs or commentary about University and client owned animals on any and all public and/ or social media platforms. Client permission does not supersede this policy.
- Students should refrain from posting threatening comments pertaining to fellow students, clients, faculty members and staff of the college on social media platforms. Language which threatens another is prohibited.
  - Numerous public/ social media sites are used by veterinary students and professionals. As professional students, you are encouraged to “think before you post” to these sites. Information may be available on some platforms in perpetuity and inappropriate information may be harmful to the individual posting in their professional career as well as the reputation of the VMCVM.

Self-awareness:

In keeping with this attribute, the following guidelines should be adhered to:

- Students shall not engage in any conduct that brings discredit on the VMCVM or on the profession of veterinary medicine. Such conduct would include inappropriate interactions with faculty, staff, and peers such as swearing, threatening or intimidating behavior.
- Students shall conduct themselves in a manner consistent with codes and laws applicable to the licensing and good standing in the veterinary profession and the Principles of Veterinary Medical Ethics as developed by the AVMA.
- Violations of any state code or law regarding the practice of veterinary medicine inherently violate the Professional Code of Conduct.

Self-Care:

In keeping with this attribute, the following guidelines should be adhered to:

- Students in the College of Veterinary Medicine are expected to maintain themselves and their clothing in a clean and neat state and in good repair.
Due to OSHA requirements, biological and physical hazards, specific attire will be required in laboratory and clinical settings.
  - Laboratory settings may include activities in the MDLs as well as live animal interactions in the veterinary teaching hospital and on university owned farms.
  - Laboratories will require that closed toed shoes be worn at all times. Shorts are not to be worn in the laboratory setting.
  - In all cases, scrubs are not to be worn outside of the surgical theaters.

Substance Abuse
  - The College is in full support of Virginia Tech’s policies on alcohol and controlled substances which can be viewed at [https://www.hokiehandbook.vt.edu/policies/code-of-conduct.html](https://www.hokiehandbook.vt.edu/policies/code-of-conduct.html).
  - It is recognized that the use of alcohol and controlled substances carry a higher level of risk for the veterinary community due to the public trust conveyed through the animals entrusted to our care. This trust requires additional measures in order to protect the animals in our care and the clients who present them. These supplement the Virginia Tech policies on alcohol and controlled substance abuse. In applying these policies, faculty, staff and students should adhere to the principles of fairness and clear communication.
  - The College of Veterinary Medicine has a no tolerance policy with regards to alcohol and controlled substance use for all students working with animals and in particular for students working in the Veterinary Teaching Hospital and who have responsibility for client-owned animals. Students suspected of being intoxicated in the classroom or laboratory setting should be immediately referred to the Associate Dean for Professional Programs or designee. Please see the Addendum: Guidelines for Intervention with Potentially Intoxicated Students.
  - In addition, all state and federal laws concerning controlled substances will be upheld.

Teamwork:
In keeping with this attribute, the following guidelines should be adhered to:
  - Veterinary professionals are often required to work in a team setting to deliver favorable outcomes for patient care, public health and community interactions. Therefore, the veterinary professional curriculum involves many areas where teamwork is required.
    - Team members are expected to participate in all team related course work. Team members should work to communicate expected timelines for work including progress deadlines, submission deadlines and means of accomplishing such as in person meetings, electronic meetings, etc.
    - Team members must fulfill responsibilities regarding patient care consistent with the guidelines set forth under Altruism. This includes but is not limited to teaching dog socialization, course related animal care and patient care while in the veterinary teaching hospital.
    - Teamwork requires repeated provision of feedback of the work of others. Feedback should be delivered in a fair, appropriate and timely fashion.

Trustworthiness:
In keeping with this attribute, the following guidelines should be adhered to:
  - Veterinary professionals rely on the public trust. As professional students, it is essential that the individual provides accurate representation of knowledge, abilities and skills.
  - Academic dishonesty will be handled separately by the DVM Honor Board.
  - Dishonesty regarding behavior within the college community outside of those governed by the Honor Code will be considered violations of the Professional Code of Conduct.
    - This will include violations of the codes and laws governing the practice of veterinary medicine. (medical records management, treatment recording)
  - Confidentiality of patient, client and at times proprietary information is essential for maintaining the public trust. Violations of confidentiality of any of these types will be considered a violation of the Professional Code of Conduct.

2. Enforcement

The VMCHVM takes the Professional Code of Conduct seriously and has developed a process regarding alleged student violations thereof. The Veterinary Professional Conduct Committee is designated at the oversight body for professional conduct. Additionally, students are subject to the University Code of Conduct. This is adjudicated through the Office of Student Conduct. The process for addressing concerns is an incremental one and could involve a hearing to determine actions as noted below that may affect the status of a veterinary professional student at VMCHVM up to and including
dismissal from the DVM program.

**a) Purpose**

Veterinary Professional Conduct Committee is established to implement the Professional Code of Conduct, and its functions shall be:

1. To promote the Attributes of Professionalism with regard to the development and education of veterinary professionals.
2. To disseminate information regarding the Attributes of Professionalism and the associated Professional Code of Conduct, University Code of Conduct, and Policy on Harassment, Discrimination, and Sexual Assault (Policy 1025) to all members of the CVM community.
3. To encourage a professional environment in dealing with colleagues, patients, clients and all members of the CVM community and beyond.
4. To investigate suspected violations of the Professional Code of Conduct in a thorough, impartial and unbiased manner.
5. To coordinate mediation, and facilitated discussions to improve understanding of professionalism within the DVM program.
6. To try cases involving potential professionalism infractions of the Professional Code of Conduct.
7. To assure that the rights of all involved parties are protected and assure due process in all proceedings.

**b) Reporting of Potential Professional Code of Conduct Violations**

Reporting of potential Professional Code of Conduct Violations:

All violations of the Professional Code of Conduct should be reported by the recipient or witness of the potential violation. Circumstances may arise when a faculty member, staff member, administrator, house officer, fellow student or other individual feels that a student has exhibited an action or behavior that they would consider unprofessional in the context of the Professional Code of Conduct. This may be in violation of the Attributes of Professionalism or one of the supporting guidelines. Potential violations should be delivered in a sealed envelope to the Professional Conduct Committee Chair or the Associate Director for Student Support and Admissions. Please note, this is not the route for violations of the DVM Honor Code, University Code of Conduct, and the Policy on Harassment, Discrimination and Sexual Assault, or academic dishonesty. Alleged violations of the Professional Code of Conduct must be reported in a timely manner (not greater than fifteen (15) University business days after the date of observation or discovery).

The following process identifies the hierarchy of individuals who may address the concern.

1. The identification or implication of certain behaviors or actions may require immediate and direct reporting to the Office of Equity and Access.
2. The individual who witnessed or experienced the behavior may address their concern directly with the student, identifying the specifics of their concern and requesting that the behavior stop or another action be taken to correct the situation.
3. If that fails to correct the situation, or if the individual so chooses, the concern may be addressed in writing to the direct report of the perpetrator and who is appropriate for the situation. This may be a student leader, staff supervisor or faculty member in accordance with the environment where the incident occurred. That individual may then make efforts to correct the behavior or refer to the Director of Admissions and Student Support, Associate Director for Student Support and Admissions, or the Associate Dean for Professional Programs as deemed appropriate. It is recommended that complaints at this level be forwarded to the Professional Conduct Committee Chair for documentation.
4. In the event of referral to the faculty within the Department of Academic Affairs, the student in question will be contacted within five business days to address the behavior of concern. Documentation of the referral will be provided to the Professional Conduct Committee Chair.
5. In the event that behaviors are deemed repetitive or are not corrected with previous interventions, a written request should be addressed to the Professional Conduct Committee Chair or the Academic Affairs faculty requesting the matter be referred to the Professional Conduct Committee.

All members of the Professional Code of Conduct Committee will receive annual training in understanding the importance of reporting. In some cases, the committee may consult with the Office of Student Conduct regarding violations and appropriate jurisdiction.

**Knowingly False Reporting**

Students knowingly filing false complaints shall be considered in violation under the guidelines for Respect and Trustworthiness and will be processed through the Professional Conduct Committee process.
C) Investigations

Composition
The Professional Conduct Committee shall consist of 2 student representatives for each professional program class year; 2 faculty members; 1 staff member; and Associate Director for Student Support and Admissions. The Committee is charged by the Associate Dean of Professional Programs.

General Administration

Appointment of Faculty members:
Two members of the VMCVM shall be recommended by the Associate Dean for Professional Programs. The nominees will be appointed initially by this nomination. Future nominations will be considered by the sitting board members and appointments voted on by a majority vote of the committee. In future years, these faculty will serve staggered three year terms with a limit of two consecutive terms.

Duties and Functions of the Professional Conduct Committee

The following duties shall be performed by the Associate Director for Student Support and Admissions:
1. The Associate Director for Student Support and Admissions shall be an ex officio member of the Professional Conduct Committee.
2. The Associate Director for Student Support and Admissions shall coordinate training for the Professional Conduct Committee regarding operation, function and responsibilities. This will be held annually after the appointment of new members in the fall of the academic year. This training will include Title IX reporting training.
3. The Associate Director for Student Support and Admissions shall seek counsel and provide coordination between the Professional Conduct Committee and the Office of Student Conduct and The Office of Equity and Access.
4. The Associate Director for Student Support and Admissions shall counsel students, faculty and staff referring cases.

The following duties shall be performed by the Chair of the Professional Conduct Committee:
1. Nominations for the position of Chair shall be accepted from the Professional Conduct Committee. Candidates for the position of Chair may include students, faculty, or staff and must be a member of the Committee, be in good standing at the College and if a student must have completed at least two (2) semester preceding nomination.
2. Nominations will be invited in the case of a vacancy due to end of term of office, resignation, or termination of office. Nominations will be invited from the Committee. Nominations will then be reviewed and a secret ballot vote cast to determine the selection of the Chair by simple majority.
3. The term of office shall be one year for the Chair. The Chair may serve only one term.
4. The Chair shall be responsible for appointing the members in a hearing.
5. The Professional Conduct Committee Chair shall receive reports of suspected violations and determine, in consultation with the Associate Director for Student Support and Admissions, if the accusation falls within the purview of the Professional Code of Conduct. Certain actions may be referred to the University Office of Student Conduct or in the instance of Harassment, Discrimination, or Sexual Assault; referral to the Office of Equity and Access. (Consistent with Title IX)
6. The Chair, in consultation with the Associate Director for Student Support and Admissions may recommend mediation for the parties involved or a facilitated discussion when deemed appropriate.
7. The Chair will work with the Office of Student Conduct and the Office of Equity and Access, for referral of appropriate cases.
8. The Chair will convene an investigative hearing in cases where it is deemed appropriate.
9. The Chair shall be the presiding officer at all meetings of the Professional Conduct Committee. In the event of an unavoidable absence, the Chair may select a designee to act as Chair during the absence.
10. The Chair shall assure justice, fairness and due process in all proceedings.
11. The Chair shall work with the Associate Director for Student Support and Admissions to schedule appropriate training for all new members annually.
12. The Chair shall keep the VMCVM community apprised of all relevant activities of the Professional Conduct Committee.

Appointment of the Professional Conduct Committee Student Members
1. Unless otherwise determined by the membership of a class, procedures for election of the student representatives shall be by simple majority from candidates nominated or volunteering from the floor.
2. There shall be two (2) student members elected by each class in the fall of 2018. In following years, elections will be held within the first two months of the first year and students will be reappointed or new students elected at the end of second semester with other class officer elections.
3. In the event of a vacancy, the class from which the vacancy occurs shall fill the vacancy by election within two (2) months of the occurrence of the vacancy. During the second semester of second year, one (1) alternate member shall be elected by the class to act as an alternate member for the duration of clinical rotations.

Duties of the Professional Conduct Committee Student and Faculty Members

1. Professional Conduct Committee members shall attend annual training regarding the function and limitations of the Professional Conduct Committee. This will include training regarding the University Code of Student Conduct and the Policy on Harassment, Discrimination and Sexual Assault. (Policy 1025)
2. Professional Conduct Committee members shall promote awareness of the Attributes of Professionalism and the Professional Code of Conduct at VMCM and to advise members of the community as to the proper function of the Professional Code of Conduct as necessary.
3. Professional Conduct Committee members should volunteer to assist in investigations of complaints when appropriate.
4. Professional Conduct Committee members shall vote as to the suitability of postponement requested by accused, referrer, or Professional Conduct Committee.
5. One (1) Committee member from each class shall sit on the Professional Conduct Hearing Panel in the case of a Professional Conduct Committee Hearing.
6. One (1) Faculty member and one (1) Staff member shall sit on the Professional Conduct Committee Hearing Panel in the case of a Professional Conduct Committee Hearing.
8. Meeting schedule: the committee will meet once annually April to review, modify and affirm the Professional Code of Conduct for the coming academic year. The committee shall have hearings as deemed necessary to investigate potential infractions of the Professional Code of Conduct.

Appointment of Investigators
In instances where it is deemed that investigation is warranted members of the Professional Conduct Committee not serving on the Hearing Panel will serve as investigators.

Duties of Investigators

1. Investigators shall gather evidence from the referrer and the accused student(s).
2. Investigators shall prepare a report summarizing the evidence and deliver it to the Professional Conduct Committee Chair and Associate Director for Student Support and Admissions for review. The report shall include all details of the case in hand.
3. In the event of a hearing, Investigators shall present the evidence before the Professional Conduct Committee Hearing Panel.

Appointment of Professional Code of Conduct Facilitators and Mediators

1. In cases where facilitated discussions are deemed appropriate to enhance resolution, the accused student and referrer may agree to meet with a College appointed facilitator or in certain cases a University Mediator.
2. Facilitated discussions and mediation may be of value only if both parties agree to participate.

d) Actions of the Professional Conduct Committee

Resolutions

1. Complaints will be considered resolved if the Professional Conduct Chair in consultation with the Associate Director for Student Support and Admissions believe that the complaint is unsupported by the available information.
2. All identified parties impacted by the complaint agree to proceed with facilitated discussion and/ or mediation process.
3. The complaint may be referred to an informational hearing.

Hearing Process
1. The student accused will be notified in advance of the conduct charges allegedly violated, and the time, date and location of the informational hearing. Prior to the informational hearing, the student will meet with the Director of Admissions and Student Support.

2. The informational hearing will be chaired by the elected chair of the Professional Conduct Committee.

3. The Professional Conduct Committee may make a recommendation based upon the informational hearing to:
   a. Dismiss the charges due to lack of support.
   b. Recommend facilitated discussion or mediation.
   c. Refer to formal hearing.

4. When a formal hearing is deemed appropriate, it shall be conducted within 20 University business days of the informational hearing. During this time, investigation will be conducted as directed above. Student will be notified at least 7 University business days prior to the hearing to allow for adequate preparation.
   a. The student will be provided with a written statement of the charges in reasonable detail a minimum of seven University business days prior to the hearing to allow for adequate preparation.
   b. The student will have the option to remain silent or they may choose to refute or question witnesses and information during the proceedings. They will also have the option to present a rebuttal and to produce witnesses or statements on their own behalf.
   c. The student may choose an advisor from within the college to help them prepare. The advisor may be present for but not participate in the formal hearing proceedings.
   d. At a formal hearing, the student may challenge the objectivity of any panel member or administrator, given reasonable cause to believe that individual may be biased or have a conflict of interest. The Associate Dean for Professional Programs will make a final ruling in such case.
   e. After the formal hearing, the student may appeal the decision of the hearing panel, provided there are appropriate grounds as identified below in Grounds for Appeals section.

**Penalties**
Where behaviors and or actions are determined to violate the Professional Code of Conduct, the Professional Conduct Committee Hearing Panel shall be responsible for determining the appropriate sanction.

1. **DVM Professional Conduct Committee Warning**
   a. Based on the case and at the determination of the Committee Hearing Panel, the student may be offered training, service, counseling, or other activity to address and modify the behavior that caused the violation. A note will be placed on the student’s file that indicates a Code of Conduct incident took place. This note does not become a part of the official transcript, but it serves as a way for future Conduct Committees to be aware of any previous violations that were reviewed by a Hearing Panel.
   b. The student must fully and satisfactorily complete the recommended activity by a specified date. Failure to provide evidence of completion by that date will automatically result in a Letter of Reprimand to be placed in the student’s file.

2. **DVM Professional Conduct Committee Letter of Reprimand**
   a. A Letter of Reprimand will be placed in the student’s file in Academic Affairs until graduation or termination of enrollment. It does not become a part of the official transcript. This Letter shall serve as a deterrent from future violations.
   b. The accused will be expected to make reparations for harm caused to another individual, the college, university or the community.

3. **DVM Professional Conduct Committee Suspension**
   a. Suspension is immediate and the student shall not be allowed to complete the current semester. In addition, the accused shall be suspended for a period not to exceed one (1) full academic year following the current semester.
   b. The notation “suspended for Professional Conduct Violation” shall appear on the student’s transcript under the semester in which the violation occurred.
   c. Upon the accused’s re-enrollment in the DVM program at VMCVM, they shall be placed on Professional Conduct Probation until graduation or termination of enrollment.

4. **DVM Professional Conduct Committee Dismissal**
a. The accused shall be permanently dismissed from the University without being allowed to complete the current semester.
b. The accused may never re-enroll in the DVM program at the VMCM.
c. The notation “permanently dismissed for violation of the DVM Professional Code of Conduct” shall appear on the student’s transcript under the semester in which the violation occurred.

Acquittal
In the event of acquittal by the Professional Conduct Committee, all records of any description in conjunction with the hearing process shall be completely destroyed, except the “charges” and the “Findings of the Panel” which shall be filed in the Professional Conduct Committee’s confidential file.

Grounds for Appeals
When the outcome of the formal hearing results in suspension from the professional program or dismissal from the professional program, the student charged may appeal. A written request for appeal stating the grounds for appeal must be received within five (5) University business days. The burden of proof rests with the student requesting the appeal to demonstrate why the sanction should be altered. Sanctions will not take effect until the decision of the appellate officer. Appeals will be made to the Associate Dean of Professional Programs (or their designee) who will review the appeal with the College’s Executive Board. Appeals decisions will be final.

Grounds for appeal must include at least one of the following:
- Denial of procedural guarantees.
- Significant and relevant new evidence that was not available at the time of the hearing.
- Sanctions that are unduly harsh or arbitrary.

Addendum 1: Prohibited Acts under Policy 1025
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), gender identity, gender expression, genetic information, 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) that is based upon a person’s age, color, disability, gender (including pregnancy), gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, or veteran status and 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; and/or,
- 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.

Addendum 2: Guidelines for Intervention Potentially Intoxicated Student
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 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.

Approved by Virginia Tech Board of Visitors on April 1, 2019.

3. Principles of Community

The "Virginia Tech Principles of Community" were affirmed by the board of visitors March 14, 2005, and signed by eight university organizations.

Virginia Tech is a public land-grant university, committed to teaching and learning, research, and outreach to the Commonwealth of Virginia, the nation, and the world community. Learning from the experiences that shape Virginia Tech as an institution, we acknowledge those aspects of our legacy that reflected bias and exclusion. Therefore, we adopt and practice the following
principles as fundamental to our on-going efforts to increase access and inclusion and to create a community that nurtures learning and growth for all of its members:

- We affirm the inherent dignity and value of every person and strive to maintain a climate for work and learning based on mutual respect and understanding.
- We affirm the right of each person to express thoughts and opinions freely. We encourage open expression within a climate of civility, sensitivity, and mutual respect.
- We affirm the value of human diversity because it enriches our lives and the University. We acknowledge and respect our differences while affirming our common humanity.
- We reject all forms of prejudice and discrimination, including those based on age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation, and veteran status. We take individual and collective responsibility for helping to eliminate bias and discrimination and for increasing our own understanding of these issues through education, training, and interaction with others.
- We pledge our collective commitment to these principles in the spirit of the Virginia Tech motto of Ut Prosim (That I May Serve).

b. Acts of Discrimination and Harassment

Virginia Tech’s Anti-Discrimination and Harassment Prevention Policy, Policy 1025, 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.” The complete text of Policy 1025 may be viewed at: [www.policies.vt.edu/1025.pdf](http://www.policies.vt.edu/1025.pdf)

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.

It is suggested the Associate Dean for Academic Affairs be the initial point of contact pertaining to a perceived harassment or discrimination concern pertaining to another student. Alternatively the student can file a complaint directly with Judicial Affairs [http://www.student programs.vt.edu/judicial](http://www.student programs.vt.edu/judicial)

Other points of contact:
- Instructional faculty (on or off-campus) or MDL or Academic Affairs staff: Associate Dean of Academic Affairs.
- Research faculty or staff: Associate Dean for Research and Graduate Studies
- Veterinary Teaching Hospital or Equine Medical Center staff: appropriate Hospital Director

Prohibited acts (From Virginia Tech Policy 1025): Discrimination/ Harassment includes the following behaviors:
• 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.
Those having questions or concerns about harassment or discrimination, about Policy 1025, any of these regulations, or related issues should contact the Associate Dean for Academic Affairs (ADAA), 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.

c. Consensual relationships

It should be understood by all members of the university community that consenting amorous 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, may be filed by either party of the consensual relationship or by an aggrieved party outside the relationship.

d. Patient/Client Confidentiality

Posting of material relating to [fellow students, university staff members] or any client, patient or research animal in any form to any public or social networking site is strictly forbidden and will be considered a violation of the Code of Student Rights and Academic Integrity. Students are required to maintain and respect [classmate, university staff member] client and patient confidentiality while respecting the dignity of all [classmates, university staff] animals and their owners whether by photograph, video or written word.

4. Consequences of Professional Misconduct

Written complaints pertaining to any of the aforementioned standards will be referred to the Associate Dean of Academic Affairs 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 Academic Affairs.
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 the rotation (e.g. dress code violation, repeated failure to respond to administrative requests, enrollment hold).
- Dismissal from the VMCVM. If a student is dismissed the letter will state specific reasons. The decision may be appealed to the Dean of the VMCVM. The Dean’s decision is final.
- Dismissal from Virginia Tech (e.g. violation of university policy(ies).

VI. Doctor of Veterinary Medicine Honor Code - Student Honor Code

Article 1: Purpose and Description

1. Doctor of Veterinary Medicine Honor Code

The Doctor of Veterinary Medicine (DVM) Honor Code for DVM Students is an alternate version of the Graduate Honor System (GHS) Constitution and applies only to students in the DVM program in the Virginia Maryland College of Veterinary Medicine (VMCVM). Parts of the code will be managed by the GHS while other parts will be managed internally. The DVM Honor Code establishes a standard of academic integrity. As such, this code demands a firm adherence to a set of values. In particular, the code is founded on the concept of honesty with respect to the intellectual efforts of oneself and others. Compliance with the DVM Honor Code requires that all DVM students exercise honesty and ethical behavior in all their academic pursuits in the VMCVM, whether these undertakings pertain to study, course work, research, or clinical rotations.

It is recognized that DVM students have very diverse cultural backgrounds. In light of this, the term ethical behavior is defined as conforming to accepted professional standards of conduct, such as codes of ethics used by professional societies in the United States to regulate the manner in which their professions are practiced. The knowledge and practice of ethical behavior shall be the full responsibility of the student. DVM students may, however, consult with their professors, department heads, Academic Affairs, or the Office of the Dean for further information on what is expected of them.

More specifically, all students, while being affiliated with the VMCVM, shall abide by the standards established by VMCVM, as these are described in this Code. DVM students, in accepting admission, indicate their willingness to subscribe to, and be governed by the DVM Honor Code and acknowledge the right of the University to establish policies and procedures, and to take disciplinary action (including suspension or expulsion) when such action is warranted. Ignorance shall be no excuse for actions which violate the integrity of the academic community.

The fundamental beliefs underlying and reflected in the DVM Honor Code are: (1) to trust in a person is a positive force in making a person worthy of trust, (2) to study, perform research, and practice veterinary medicine in an environment that is free from the inconveniences and injustices caused by any form of intellectual dishonesty is a right of every student, and (3) to live by an honor
system, which places a positive emphasis on honesty as a means of protecting this right, is consistent with, and a contribution to, the University's quest for truth.

2. Implementation

The DVM Honor Board (DVMHB) is established to implement the DVM Honor Code, and its functions shall be:

- To promote honesty and ethical behavior in all academic pursuits, including, but not limited to, study, course work, research, and clinical rotations.
- To disseminate information concerning the DVM Honor Code to all new students, faculty, and other interested parties.
- To investigate suspected violations of the DVM Honor Code in an impartial, thorough, and unbiased manner.
- To try cases involving potential academic infractions of the DVM Honor Code brought before the DVM Honor Board.
- To assure that the rights of all involved parties are protected and assure due process in all proceedings.

3. Violations

All forms of academic work including, but not limited to, course work, examinations, research, and that which is produced during clinical rotations performed by any DVM student shall be subject to the 36 stipulations of the DVM Honor Code. Violations of the DVM Honor Code are categorized as follows: Cheating, Plagiarism, Falsification, and Academic Sabotage. Violations are defined as follows:

Cheating: Cheating is defined as the giving or receiving of any unauthorized aid, assistance, or unfair advantage in any form of academic work. Cheating applies to the products of all forms of academic work. These products include, but are not limited to, in-class tests, take-home tests, lab assignments, problem sets, group work, term papers, clinical tests, research projects, theses, dissertations, preliminary and qualifying examinations given for the fulfillment of the degree, or any other work assigned by an instructor, professor or department that pertains to veterinary medicine work or degrees.

Any student giving or receiving unauthorized information concerning academic work shall be guilty of a DVM Honor Code violation. Submitting work that counts towards the student's grade or degree which is not the sole product of that student's individual effort shall be considered cheating, unless, for example, the professor explicitly allows group work, use of out-of-class materials, or other forms of collective or cooperative efforts. In general, all academic work shall be done in accordance with the requirements specified by the instructor or professor. In the absence of specific allowances or instructions by the professor, students shall assume that all work must be done individually.

Some uses of permanently returned, graded material ("koofers") are cheating violations of the DVM Honor Code. By permanently returning graded materials, a faculty member or instructor demonstrates the intent that these materials should be accessible to all students. Such materials may be used for study purposes, such as preparing for tests or other assignments, and other uses explicitly allowed by the professor or course instructor. Once test questions have been handed out, koofers may not be used. Other specific examples of the illegal use of koofers include, but are not limited to, using koofers during closed-book exams, handing in any type of copy (e.g., a photocopy or a transcribed copy) of someone else's work (partial or complete) from a previous term, and copying a current answer key or one that was handed out in a previous term. Students may not
copy and hand in as their own work answers taken from any kind of koofer. When in doubt of what may or may not be used, students should consult with the course instructor. In the absence of specific instructions concerning koofer from the instructor, students shall assume that all submitted work must be the product of their own efforts.

Plagiarism: Plagiarism is a specific form of cheating, and is defined as the copying of the language, structure, idea, and/or thoughts of another and claiming or attempting to imply that it is one's own original work. It also includes the omitting of quotation marks when references are copied directly, improper paraphrasing, or inadequate referencing of sources. Sources used in preparing assignments for classes, theses, dissertations, manuscripts for publication, and other academic work should be documented in the text and in a reference list, or as directed by the instructor or professor. Sources requiring referencing include, but are not limited to, information received from other persons that would not normally be considered common knowledge, computer programs designed or written by another person, experimental data collected by someone else, graded permanently-returned materials such as term papers or other out-of-class assignments (koofer), as well as published sources. A more detailed discussion of plagiarism may be found in http://www.lib.vt.edu/instruct/plagiarism/

Falsification: Students who falsify, orally, in writing, or via electronic media, any circumstance relevant to their academic work shall be guilty of a violation of this Code. Included are such actions as forgery of official signatures, tampering with official records or documents, fraudulently adding or deleting information on academic documents, fraudulently changing an examination or testing period or due date of an assignment, and the unauthorized accessing of someone else's computer account or files. Violations also include willfully giving an improper grade or neglecting to properly grade submitted material, improperly influencing the results of course evaluations, and knowingly including false data or results in any paper or report submitted for a grade, as a degree requirement, or for publication.

Academic Sabotage: Academic sabotage is purposeful vandalism directed against any academic endeavor or equipment. It includes, but is not limited to, the destruction or theft of written material, laboratory or field experiments, equipment used in teaching or research, or computer files or programs. Unauthorized tampering with computer programs or systems shall constitute a violation. Academic sabotage includes deliberately crashing or attempting to crash a computer system or the use of files intended to cause or actually causing computer systems to behave atypically, thereby impeding another person's or group's efforts. In particular, knowingly infecting any system with a virus, worm, time bomb, trap door, Trojan horse, or any other kind of invasive program shall be considered a serious violation. Note that violations under this category may also lead to University judicial action or to criminal suits charged by the University.

4. Composition

The DVM Honor Board shall consist of one or two DVM Honor Board Faculty Advisor(s), an Honor Board Chair, a minimum of twelve (12) Honor Board student members with at least three (3) representatives from each class, and two (2) Honor Board faculty members. The Associate Dean of Professional Programs (or designee) of the VMRCVM shall be responsible for the continued operation of the System. Appointment of DVM Honor Board personnel shall be made in accordance with Article II.

Article II: General Administration

1. Appointment of the DVM Honor Board Faculty Advisor(s)
One or two member(s) of faculty of the VMCVM shall be recommended by the Honor Board Members to serve as the DVM Honor Board Faculty Advisor(s). The advisor(s) recommendation will be presented to the Associate Dean of Professional Programs who will appoint the new advisor(s). The Advisor(s) shall serve in an advisory capacity to the Honor Board Chair and at least one Advisor shall be present (or represented) at all hearings of the DVM Honor Board. The Advisor(s) will have a three -year term with the limit of two consecutive terms.

2. **Duties and Functions of the DVM Honor Board Faculty Advisor(s)**

The following duties and functions shall be performed by the DVM Honor Board Faculty Advisor(s) (or their designee):

- The Advisor(s) shall assume responsibility for the instruction and training of student and faculty members of the DVM Honor Board in the operation, function, and responsibility of the DVM Honor Code.
- The Advisor(s), with assistance from the Honor Board Chair, shall orient entering DVM students and new faculty to the values and obligations of the DVM Honor Board.
- The Advisor(s) shall provide counsel to the Honor Board Chair and GHS Investigators in the preparation of cases.
- The Advisor(s) shall counsel faculty or students referring cases as well as those students charged with offenses. The advisor(s) may appoint additional members of faculty to assist with counseling the accused and/or Honor Board.
- The Advisor(s) shall, in conjunction with the Honor Board Chair, decide based on the investigators' report if the violation will go to a Hearing Panel.
- The Advisor(s) (or their designee) shall attend all hearings.
- The Advisor(s), in consultation with the Honor Board Chair, shall be responsible for appointing the members in a hearing.

3. **Appointment of the DVM Honor Board Chair**

- Nominations for the position of Honor Board Chair shall be accepted from the Honor Board. Candidates for the position of Honor Board Chair must be a member of the Honor Board, in good standing, and must have been in residence for at least two (2) semesters immediately preceding nomination.
- The term of office shall be one (1) year, but if available and willing, the current Honor Board Chair may be re-appointed by the DVM Honor Board Faculty Advisor(s) to serve subsequent terms, up to two (2) years, upon the recommendation of the DVM Honor Board. The Honor Board shall be convened by the DVM Honor Board Faculty Advisor(s) upon the resignation of the current Chair, upon completion of term of office, or upon termination of office. All members shall have equal voting privileges. The function of the meeting shall be to nominate a candidate for appointment by the DVM Honor Board Faculty Advisor(s). The nomination process shall be: (1) to invite nominations (2) review nominations, and (3) to recommend to the DVM Honor Board Faculty Advisor(s) from among these applicants a nominee for the position of Honor Board Chair. The recommendation of this committee shall be by majority vote.
- The DVM Honor Board Faculty Advisor(s) shall appoint the Honor Board Chair.
- In the absence of a timely appointment, the DVM Honor Board Faculty Advisor(s) can appoint the nominee as an interim Honor Board Chair until the conclusion of the appointment process.

4. **Duties and Functions of the DVM Honor Board Chair**
The DVM Honor Board Chair shall perform the following duties and functions:

- The DVM Honor Board Chair shall receive reports of suspected violations and determine, in consultation with the DVM Honor Board Faculty Advisor(s), if the accused student(s) is eligible for a Facilitated Discussion. Cases are deemed not eligible for Facilitated Discussion if the accused is on Honor Board probation.
- The DVM Honor Board Chair shall work with the GHS Chief Justice to refer cases to the GHS Investigative Board.
- The DVM Honor Board Chair will orient the GHS Investigators to the DVM Honor Code.
- The DVM Honor Board Chair shall, in conjunction with the DVM Honor Board Faculty Advisor(s), decide if the violation will go to a Hearing Panel, based on the Investigators' report. 5. The DVM Honor Board Chair shall preside at all DVM Honor Board hearings. The DVM Honor Board Chair may request a member of the DVM Honor Board to preside in his or her place.
- The DVM Honor Board Chair shall assure justice, fairness, and due process.
- The DVM Honor Board Chair shall secure nominations and select student and faculty members for the Facilitated Discussion Process, and DVM Honor Board, subject to approval by the DVM Honor Board Faculty Advisor(s).
- The DVM Honor Board Chair will assist the Faculty Advisor(s) with orientation of entering DVM students to the values and obligations of the DVM Honor Code.
- The DVM Honor Board Chair shall keep the VMRCVM community apprised of relevant activities of the DVM Honor Code.
- The DVM Honor Board Chair shall consult with the DVM Honor Board Faculty Advisor(s) in the appointment of the DVM Honor Code Facilitators.
- The DVM Honor Board Chair, in conjunction with the Faculty Advisor(s), shall select the DVM Honor Board members to hear the cases at the DVM Honor Board Hearing Panel.

5. Appointment of Honor Board Student and Faculty Members

- 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.
- There shall be three (3) DVM Honor Board Student Members elected from the first year DVM class within one month of the beginning of the first semester of the first year. Elections for reappointment or new representatives will be conducted at the end of the second semester in conjunction with other class officer re-elections.
- In the event of a vacancy in Board membership, such as with the appointment of a new Honor Board Chair, the class from which the vacancy occurs shall fill the vacancy for the unexpired term by electing a student from that class. During the second semester of the third year two additional students will be elected to act as alternate Honor Board members during the fourth year.
- DVM Honor Board Faculty Members shall be selected by the DVM Honor Board Chair upon consultation with the DVM Honor Board Members and shall be approved by the DVM Honor Board Faculty Advisor(s). The term of office shall be three (3) years from the time of the appointment. If available and willing, faculty may be reappointed to serve subsequent terms, up to six (6) consecutive years.

6. Duties of Honor Board Student and Faculty Members

- DVM Honor Board Student Members will be trained by the DVM Honor Board Chair and DVM Honor Board Faculty Advisor(s) as to the proper function of the DVM Honor Code.
• DVM Honor Board Student Members will advise classmates as to the proper function of the DVM Honor Code as necessary.
• DVM Honor Board Student Members should volunteer to participate as GHS Investigators.
• DVM Honor Board Student Members will vote as to the suitability of a proposed reason for the accused student(s), referrer(s) or DVM Honor Board Hearing Panel to postpone the date of a DVM Honor Board Hearing.
• One (1) DVM Honor Board Student Member from each class shall sit on the DVM Honor Board Hearing Panel in the case of a DVM Honor Board Hearing.
• One (1) DVM Honor Board Faculty Member shall sit on the DVM Honor Board Hearing Panel in the case of a DVM Honor Board Hearing.

7. Appointment of Investigators

In instances where investigation is warranted, GHS Investigators will be responsible for investigating the case. GHS investigator appointment is described in the GHS constitution (http://ghs.graduateschool.vt.edu/constitution).

8. Duties of Investigators

Investigators shall perform the following duties:

• Investigators shall gather evidence and conduct interviews with the referrer and the accused student(s).
• Investigators shall prepare a report summarizing the evidence and deliver it to the DVM Honor Board Faculty Advisor(s) and Honor Board Chair for review. The case report shall include all details of the case in hand.
• In the event of a hearing, Investigators shall present the evidence before the DVM Honor Board Hearing Panel.

9. Appointment of DVM Honor Code Facilitators

• The DVM Honor Board Faculty Advisor(s), in consultation with the Honor Board Chair, shall appoint one or more DVM Honor Code Facilitators.
• DVM Honor Code Facilitators will be trained by GHS Facilitators before appointment as Discussion Facilitators.
• Facilitators shall serve a two (2) year term, but may be re-appointed to serve a second term, if available and willing.
• The appointment of new Facilitators shall be made as necessary to meet the needs of the Honor Code.
• The Facilitator will be appointed from the DVM faculty community and should not be a member of the DVM Honor Board.

10. Duties DVM Honor Code Facilitators

• DVM Honor Code Facilitators shall facilitate a discussion meeting between the referrer, and the accused student(s).
• The DVM Honor Code Facilitators shall ensure that all applicable GHS guidelines are observed and followed (http://ghs.graduateschool.vt.edu/process/fd).
• The DVM Honor Code Facilitators shall ensure that the rights of the accused and referrer are upheld.
• The DVM Honor Code Facilitators shall, upon examination of the facts of the case, have the authority to refer cases to the DVM Honor Board Chair so that they may be assigned an Investigator.
• The DVM Honor Code Facilitators shall prepare a full report for the DVM Honor Code Chair which summarizes the outcome of the facilitated discussion and shall brief the Honor Board Chair on all the details of the case at hand. 40
• The DVM Honor Code Facilitators shall aid the GHS Facilitators in conducting training session for new DVM Honor Code Facilitators.

11. Communication between the Graduate Honor System and DVM Honor Board

• Investigators are recruited from experienced panelists of the GHS and may include trained DVM students.
• The GHS Chief Justice will provide the DVM Honor Board Chair the report from the GHS Investigators.
• The DVM Honor Board Chair in conjunction with the DVM Honor Board Faculty Advisor will determine if there is sufficient evidence to proceed to a DVM Hearing.

Article III: Reporting potential DVM Honor Code Violations

1. Reporting of Violations

It is the obligation of all members (students, faculty and staff) of the VMCVM community to report alleged violations of the DVM Honor Code. Reporting the observance of a DVM Honor Code violation shall not be optional; it shall be mandatory. The referrer shall notify via email the DVM Honor Board Chair or DVM Honor Board Faculty Advisor(s) of their intention to submit a suspected violation. The official report should be submitted in a sealed envelope to the Honor Board Chair or the DVM Honor Board Faculty Advisor(s) on forms provided for that purpose, which are available in the VMCVM intranet under “Student Information” and “VMCVM Honor Code”. The report form also may be obtained at the Office of Academic Affairs.

Alleged violations of the DVM Honor Code must be reported within ten (10) University business days after the date of discovery. Only under very special circumstances shall exceptions to this policy be granted, and then only at the discretion of the DVM Honor Board Chair and the DVM Honor Board Faculty Advisor(s). A possible reason for exception could include, but is not limited to, unavoidable delays in obtaining the evidence.

2. Violations at Extended Campuses

• Students engaged in DVM studies at any of VMCVM’s affiliated campuses (Marion DuPont Scott Equine Medical Center in Leesburg, VA and Avrum Gudelsky Veterinary Center in College Park, MD) shall be subject to all provisions of this Code.
• Unless otherwise designated by the DVM Honor Board Chair, with the approval of the Associate Dean of Professional Programs, all hearings shall be conducted at the VMCVM.

Article IV: Facilitated Discussion

1. Composition

The Facilitated Discussion shall be attended by the referrer(s) of the case, the accused student(s),
and one DVM Honor Code Facilitator (as outlined in Article II, Sections 9 and 10).

2. Functions of the Facilitated Discussion

The Facilitated Discussion shall fulfill the following functions:

- It shall assure that the rights of the accused and the referrer are protected and assure due process.
- It shall facilitate a discussion between the referrer and accused student(s).
- It shall attempt to build a consensus resolution to a suspected Honor Code violation without convening a DVM Hearing Panel.
- It shall create a record of a DVM Honor Code violation if all parties conclude that a violation did occur. This record shall be kept in the DVM Honor Board's confidential case files.

3. Eligibility for the Facilitated Discussion

A suspected Honor Code violation will be eligible for a Facilitated Discussion if ALL of the following criteria are met:

- The accused student(s) is(are) not on DVM Honor Code Probation at the time the report of the suspected violation is received by the DVM Honor Board Chair and DVM Honor Board Faculty Advisor(s);
- The violation is one for which a reasonable person, who is familiar with the form and functions of the DVM Honor Code, would not assign a penalty of more than the sanctions outlined in Article VIII, Section 1, Item 1, Part a-d of this Code.

4. Operation

- The DVM Honor Board Chair, after determining a case eligible for a Facilitated Discussion, will notify the referrer(s) and the accused student(s) of this determination.
- The referrer(s) and accused student(s) will then have no more than ten (10) University business days to notify the DVM Honor Board Chair of their desire to participate in a Facilitated Discussion; otherwise the case will be sent for GHS investigation and a possible DVM Honor Board hearing. Exceptions to the ten-day period will only be made under extenuating circumstances, as determined by the DVM Honor Board Chair or DVM Honor Board Faculty Advisor(s).
- If either the referrer(s) or the accused student(s) does not agree to participate in the Facilitated Discussion, the case will be sent for an investigation and a possible hearing.
- During the Facilitated Discussion, the referrer(s) of the alleged violation and the accused student(s) will attempt to reach a resolution to the case, with the assistance of the DVM Honor Code Facilitator. The question which the accused student(s) and the referrer(s) must answer is “Is the student guilty of the alleged violation?” A determination of guilt shall require both the referrer(s) and the accused student(s) to agree that the student is guilty of the alleged violation. A determination of not guilty shall require both the referrer and the accused student to agree that the student is not guilty of the alleged violation. In the absence of such an agreement, the case shall be sent for an investigation and a possible hearing.
- If the referrer(s) and accused student(s) agree that the student is guilty of the alleged violation, the referrer(s) and accused student(s) may then decide upon an appropriate penalty. Sanctions for the Facilitated Discussion will be limited to those sanctions...
outlined in Article VIII, Section 1, Item 1, Parts a-d of this Code.

- The referrer(s) and accused student(s) must both come to an agreement on the appropriate penalty. In the absence of such an agreement, the case shall be sent for an investigation and a possible DVM Honor Board hearing.
- The DVM Honor Code Facilitator shall make an audio recording of the facilitated discussion and provide a written summary of the outcome of the Facilitated Discussion. The recording, the summary, the original report of the alleged violation, and any relevant evidence shall be held in the DVM Honor Board’s confidential file. The DVM Honor Board Chair shall inform the Associate Dean of Professional Programs (or designee), in writing, of the outcome of all Facilitated Discussions.
- For cases in which the referrer(s) or the accused student(s) withdraws from the Facilitated Discussion, no record shall be kept that either the referrer(s) or accused student(s) participated in a Facilitated Discussion and the fact that they did participate in such a proceeding shall not be deemed relevant in any future DVM Honor Board proceedings.

5. Withdrawal from the Decision of the Facilitated Discussion

- The accused student(s) or referrer(s) may withdraw from a decision reached during a Facilitated Discussion for any reason.
- If the accused student(s) or referrer(s) wishes to withdraw from the Facilitated Discussion decision, the DVM Honor Board Chair must be notified of the desire to withdraw from the decision within two (2) calendar days of the conclusion of the Facilitated Discussion.
- If the accused student(s) or referrer(s) withdraws from the Facilitated Discussion decision, the case shall be immediately sent for an investigation and a possible hearing.
- In these instances no record shall be kept that the Facilitated Discussion occurred and the fact that they did participate in such a proceeding shall not be deemed relevant in any future DVM Honor Board proceedings.

Article V: DVM Honor Code Investigations

1. Eligibility for Investigations

   Investigations may be instigated if:

   - Either the accused student(s) or referrer(s) declines or withdraws from facilitated discussion.
   - The accused student(s) is on DVM Honor Code probation at the time the report of a suspected honor code violation is received by the DVM Honor Board Chair and DVM Honor Board Faculty Advisor(s).
   - If the suspected violation is one for which a reasonable person, who is familiar with the form and functions of the DVM Honor Code, would assign a penalty of more than the sanctions outlined in Article VIII section 1, item 1 part a)-d).

2. Operation

   - If a decision is made to investigate a suspected violation, the DVM Honor Board Chair will ask the GHS Chief justice to appoint one (1) GHS Investigators to investigate the matter.
   - The GHS Investigator shall promptly conduct a confidential investigation of the alleged violation by interviewing all individuals whom they believe may possess facts directly
bearing upon the incident. They shall also examine any documents or records that they deem pertinent. They shall interview the accused student(s).

- The Investigator shall complete their investigation as promptly as possible, having due regard for the right of the accused student(s) to assemble and present any relevant evidence.
- The GHS Honor Code Investigator shall make an audio recording of each interview. The Investigator shall present a report to the DVM Honor Board Chair and the DVM Honor Board Faculty Advisor(s) for review. The case shall include all details of the case in hand.
- If the DVM Honor Board Chair and the DVM Honor Board Faculty Advisor(s) determine that there is insufficient evidence that a violation has occurred, they shall declare the matter closed and shall so notify the accused student(s).
- If the DVM Honor Board Chair and the DVM Honor Board Faculty Advisor(s) determine that there is sufficient evidence that a violation has occurred, they shall (1) immediately notify the accused student(s) in writing of the investigators’ conclusion and provide the accused student(s) with a copy of the investigative report, and (2) call a meeting of the DVM Honor Board Hearing Panel, such meeting to take place not more than ten (10) school days after her/his receipt of the investigators’ report, having due regard for the right of the accused student(s) to prepare for the hearing.
- The accused student(s) or any member of the DVM Honor Board Hearing Panel 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 DVM Honor Board Members, excluding the student investigators.

**Article VI: DVM Honor Code Hearing Section**

1. **Composition**

   - The DVM Honor Board Hearing Panel shall consist of at least one (1) DVM Honor Board student member from each class except the class from which the accused is part, an additional DVM Honor Board student member from one of the alternate students classes, one (1) DVM Honor Board faculty member, one (1) GHS Judicial Panel member, the DVM Honor Board Chair, and one (1) DVM Honor Board Faculty Advisor.
   - DVM Honor Board Student and Faculty Members will be selected by the DVM Honor Board Chair and DVM Honor Board Faculty Advisor(s) to participate on each DVM Honor Board Hearing Panel.
   - Both DVM Honor Board Student and Faculty Members of the DVM Honor Board Hearing Panel shall have full voting rights.
   - The DVM Honor Board Chair (or designee) shall be a non-voting member and shall serve as the panel moderator.
   - The DVM Honor Board Faculty Advisor shall be a non-voting member and shall serve in an advisory capacity to the DVM Honor Board Chair and the DVM Honor Board Hearing Panel.
   - The GHS Judicial Panel Member shall be a non-voting member and shall serve in an advisory capacity to the DVM Honor Board Chair, DVM Honor Board Faculty Advisor, and the DVM Honor Board Hearing Panel.

2. **Functions of the DVM Honor Board Hearing Panel**

   The DVM Honor Board Hearing Panel shall perform the following functions:
• It shall hear evidence gathered by the GHS Investigators.
• It shall hear testimony of the referrer(s), accused student(s), and witnesses.
• It shall assure that the rights of the accused student(s) and the referrer(s) are protected and assure due process.
• It shall determine guilt or innocence.
• It shall recommend the penalty when the accused student(s) is determined to be guilty of the charge.

3. Operation

• For each case, a hearing shall be conducted by the DVM Honor Board Hearing Panel.
• The number of voting faculty shall not exceed the number of voting students present. The DVM Honor Board Student and Faculty Members shall be selected as outlined in Section 1. Each student and faculty member shall have full voting privileges, while the DVM Honor Board Chair (or designee) shall be a non-voting member and shall serve as the moderator of the hearing. In addition, the DVM Honor Board Faculty Advisor shall be a non-voting member and shall serve in an Advisory capacity to the DVM Honor Board Chair and the DVM Honor Board Hearing Panel. The GHS Judicial Panel Member shall also be a non-voting member and shall serve in an advisory capacity to the DVM Honor Board Chair, DVM Honor Board Faculty Advisor, and the DVM Honor Board Hearing Panel.
• All DVM Honor Code Hearings shall adhere to the basic tenets of due process of an academic honor violation as outlined in Graduate Honor System (http://ghs.graduateschool.vt.edu/constitution).
• All persons involved with the hearing have the right to be treated with respect. Persons displaying disrespect for another person at the hearing or contempt for the proceedings shall be dismissed, and the hearing shall be concluded in their absence.
• All evidence regarding cases should be submitted to the Investigators during the investigation and interviewing process. If additional information is submitted after the case is sent forward, the DVM Honor Board Hearing Panel will decide the relevancy of that information.
• The accused must be adjudged guilty before any consideration is given to the penalty, unless the accused pleads guilty, in which case the deliberations shall focus solely on the penalty.
• In evaluating evidence and testimony regarding guilt or innocence, each member of the DVM Honor Board Hearing Panel shall consider whether or not there exists substantive evidence of guilt. The verdict of guilt or innocence shall be determined solely on the basis of the facts regarding the charge, i.e., based on evidence collected and testimony presented at the hearing.
• At the conclusion of the deliberations on guilt or innocence for each charge against the student the DVM Honor Board Chair shall poll the members of the Panel on the question: "Is the student guilty of the alleged violation?" An affirmative vote represents "guilty," while a negative vote represents "not guilty." A determination of guilt shall require a majority vote. In the absence of such a vote, the Panel shall be deemed to have found the student "not guilty." An abstention shall not be counted as a vote. In the unlikely event that a majority of the DVM Honor Board Hearing Panel members do not vote, then the current panel shall be dismissed and a new panel shall be convened to re-hear the case.
• In determining the appropriate sanction, such factors as the accused student's past history of violations and severity of the violation may be considered.
• Recommendations of penalty shall be by majority vote. An abstention shall not be counted as a vote.
• A taped recording of the DVM Honor Code Hearing will be made except during deliberations
by the DVM Honor Board Hearing Panel regarding guilt or innocence, or during determination of a penalty.

- An audio recording of the proceedings, the recommendations of the DVM Honor Board Hearing Panel, together with all submitted evidence and votes recorded, shall be held in the DVM Honor Board’s confidential file. The DVM Honor Board Chair shall inform the Associate Dean of Professional Programs (or designee), in writing, of the findings and recommendations of the DVM Honor Board Hearing Panel.

**Article VII: VMCVM Action**

1. Review and Decision

- The recommendations (verdict, and penalty if required) of the DVM Honor Board Hearing Panel shall be submitted in writing by the DVM Honor Board Chair to the Associate Dean of Professional Programs (or designee) for review and decision.
- No penalty shall be announced until an official decision has been rendered by the Associate Dean of Professional Programs (or designee).
- The official decision of the Associate Dean of Professional Programs (or designee) shall be transmitted in writing to the accused student(s), the referree(s), and (if applicable) the course instructor. The accused student(s) shall also be notified of the right to appeal the decision.
- When the DVM Honor Board Hearing Panel's recommendation is not accepted by the Associate Dean of Professional Programs (or designee), the Panel shall be notified of the final decision of the Associate Dean of Professional Programs (or designee) in consultation with the VMCVM Dean.

2. Appeals

- The accused may appeal the official decision to the Associate Dean of Professional Programs of the Veterinary School on grounds of (1) failure of the DVM Honor Board to follow proper procedures, (2) introduction of new evidence, and/or (3) severity of the penalty. The imposition of the penalty shall be deferred until the termination of the appeals process.
- The Associate Dean of Professional Programs of the Veterinary School must be notified of an intention to appeal within five (5) University business days after the accused receives written notification of the verdict and penalty.
- In the event of an appeal, the Associate Dean of Professional Programs of the VMRCVM (or designee) shall convene an Appeals Board. The Board shall consist of the VMRCVM Standards Committee. When convened, the Board shall serve in an advisory capacity and the Associate Dean of Professional Programs of the VMRCVM shall preside.
- The accused may present the argument of the defense before the Appeals Board. The case of the DVM Honor Board shall be presented by one (1) DVM Honor Board Student Member and one (1) DVM Honor Board Faculty Member, both selected by the DVM Honor Board Chair and the DVM Honor Board Faculty Advisor, who were members of the DVM Honor Board Hearing Panel that considered the case. The DVM Honor Board Chair and the DVM Honor Board Faculty Advisor shall be present at the appeal hearing.
- The appeals hearing is not a retrial and must be focused solely upon one or more of the following: (1) failure of the DVM Honor Board to follow proper procedures, (2) introduction of new evidence, and/or (3) severity of penalty. The hearing shall be limited to the consideration of the specific information pertaining to one or more of the above. The burden shall be placed on the appealing student(s) to demonstrate why the original finding or
sanction should be changed.

- The decision of the appeals committee is limited to grounds of the appeal. Judgments are made according to the following guidelines:

I. Failure of the DVM Honor Board to Follow Proper Procedures
   Determine whether or not the DVM Honor Board followed proper procedures. If proper procedures were followed, then the official decision is enforced. If proper procedures were not followed, then the student is acquitted and the case is closed.

II. Introduction of New Evidence
   Determine whether or not the new evidence is relevant to the official decision. In the event that the information is determined to be relevant, the appeals board would request a new hearing with no members from a previous DVM Honor Board Hearing Panel. If information is determined to be irrelevant, then the official decision is upheld.

III. Severity of Penalty
   Determine if the penalty is too severe for the violations of which the student was found guilty. The finding of guilt is not appealable and the case will not be retried. In the event that the penalty is found to be too severe, a lower penalty may be given from those specified under Article VIII of this Code.

- The final determination of an appeal shall be the sole responsibility of the Associate Dean of Professional Programs (or designee) of VMRCVM. The accused student(s), DVM Honor Board Chair, and DVM Honor Board Faculty Advisor shall be notified in writing of the disposition of the appeal.

*Article VIII: Actions of the DVM Honor Board*

1. **Penalties**

Where guilt is determined, the DVM Honor Board Hearing Panel or DVM Honor Code Facilitated Discussion shall also be responsible for determining an appropriate sanction. There are three major penalty levels (1-3) with increasing severity. These penalties are (1) DVM Honor Board Probation, (2) Suspension, and (3) Permanent Dismissal. For each charge of a DVM Honor Code violation for which a student is found (or pleads) guilty, one of these three penalties must be given.

For cases resolved through Facilitated Discussion, only penalty 1 (DVM Honor Board Probation), subparts a-d may be applied.

For those cases where suspension or dismissal is not warranted, the subparts of penalty 1 (DVM Honor Board Probation) provide a further gradation in the penalty action. Whereas penalties 2, and 3 must be given as a whole (i.e., no parts may be given without the others), penalty 1 may be given in part or in full. However, if penalty 1 is selected, parts a-c must always be given. Only parts d-h of penalty 1 shall be optional. The very minimum penalty given shall be penalty 1, parts a-c.

a. **DVM Honor Board Probation (parts a-c are mandatory, parts d-h optional)**

   - The accused shall not be suspended from the University, but shall be placed on DVM Honor Board Probation until graduation or termination of enrollment. The sentence of Probation is a warning and is intended to serve as a deterrent against future misconduct. In the event of any other University or DVM Honor Code violation, the appropriate parties shall be notified of the previous history of the accused. In the event of resignation and re-enrollment within a period of one (1) year, the accused shall be reinstated on DVM Honor Board Probation (penalty 1, part a only) subsequent to re-enrollment.
o The accused shall also automatically receive a zero on the assignment on which the violation occurred. If the violation occurred in an exam the maximum score will be 74% 46 of the points allocated to the assessment. In cases other than those involving course work (or other similar work where a zero is applicable), action shall be taken to negate any advantages obtained by the violation.

o A record of the action shall be kept in the accused's folder (not the official transcript) in Academic Affairs until graduation from the University or termination of enrollment.

o The accused shall be required to attend a meeting or meetings with the Honor Board Chair and the Associate Dean of Professional Programs for the purpose of achieving a better understanding on the student's part of the requirements and purpose of the DVM Honor Code. Failure to participate in this meeting(s) shall constitute grounds for the automatic invocation of part "f" below.

o The accused may be sanctioned to perform an appropriate number of hours (not to exceed 50) of public service and/or restitution congruent with the nature of the offense. Failure to perform this service as specified by the DVM Honor Board shall constitute grounds for the automatic invocation of part "f" below.

o The notation "placed on DVM Honor Board Probation" shall appear on the student's permanent record (transcript) under the semester in which the violation occurred.

b. Suspension (all parts mandatory)

o Suspension is immediate and the student shall not be allowed to complete the current semester. In addition, the accused shall be suspended for a period not to exceed one (1) full academic year following the current semester.

o All credits shall be lost for work done during the semester in which the student is currently enrolled. The penalty shall automatically include a grade of "F for violation of the DVM Honor Code" for the course (or equivalent) in which the offense occurred. This grade shall appear on the student's grade report and permanent record (transcript) as an "F***", and it shall be a permanent notation.

o The notation "suspended for violation of the DVM Honor Code" shall appear on the student's permanent record (transcript) under the semester in which the violation occurred.

o Upon the accused's re-enrollment at Virginia Tech at the end of the period of suspension, the student shall be placed on DVM Honor Board Probation (penalty 1, part a only) until graduation or termination of enrollment.

c. Permanent Dismissal (all parts mandatory)

o The accused shall be permanently dismissed from the University without being allowed to complete the current semester.

o All credits shall be lost for work done during the semester in which the student is currently enrolled. In addition, if the offense did not occur during the semester in which the hearing is held, then a grade of "F for violation of the DVM Honor Code" shall also be assigned for the course in which the offense was committed. This grade shall appear on the student's grade report and permanent record (transcript) as an "F***", and it shall be a permanent notation.

o The accused may never re-enroll in the DVM program at the VMCVM.

o The notation "permanently dismissed for violation of the DVM Honor Code" shall appear on the student's permanent record (transcript) under the semester in which the violation occurred.

2. Acquittal
In the event of acquittal by the DVM Honor Board, all records of any description in conjunction with the trial shall be completely destroyed, except the "charges" and the "Findings of the Board," which shall be filed in the DVM Honor Board’s confidential file.

**Article IX: Rights and Obligations of the Accused**

1. **Rights of the Accused**

A student accused of violating the DVM Honor Code shall have certain procedural guarantees to ensure fair judicial hearing of evidence. These rights under the DVM Honor Code shall be as follows:

- Students shall be considered innocent until judged guilty.
- Students shall have the right to be secure in person and property.
- Students shall have the right to refrain from speaking for or against themselves.
- Students shall have the right to speak in their own behalf.
- Students may choose a member of the CVM community, such as a fellow student, faculty member, or staff member who is willing to assist them in preparing their defense. This person may attend a Facilitated Discussion if the referrer is a member of faculty or staff, but may only participate in an advisory capacity to the student. During a DVM Honor Board Hearing, the student's representative shall only be allowed to address the DVM Honor Board Hearing Panel; they may not question witnesses. Lawyers retained by accused students shall not be permitted at the DVM Honor Board Hearing or at Facilitated Discussions. A member of the student's immediate family or significant others may attend the DVM Honor Board Hearing, but 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 before the DVM Honor Board Hearing Panel.
- Students may terminate a Facilitated Discussion at any time, without reason.
- Students shall have the right to review the report prepared by the Investigators, prior to the scheduling of the DVM Honor Board Hearing Panel.
- Students shall have the right to suggest corrections and/or additions to the report prepared by the Investigator, prior to the scheduling of the DVM Honor Board Hearing Panel. All suggestions will be considered at the discretion of the DVM Honor Board Chair, and DVM Honor Board Faculty Advisor(s) and the Investigators for the case.
- Students may at any time during Facilitated Discussion or at a DVM Honor Board Hearing, privately seek counsel with their VMRCVM community representative. Statements made at this time shall be confidential.
- Students may have any DVM Honor Board or GHS function that they are entitled to attend stopped at any time for a point of clarification.
- Students may leave any DVM Honor Board function at any time; however, it is in their best interest to remain until they are made aware of all the details.
- Students shall have the right to receive written notice of the charges, the "Order of Events for DVM Honor Board Hearing Panel," and any other pertinent information sufficiently in advance of the DVM Honor Board Hearing Panel and in reasonable enough detail to allow them to prepare a case on their behalf. Likewise, students shall have the right to examine all evidence collected during the investigation prior to the DVM Honor Board Hearing. The students and their representatives shall have a copy of the evidence during the DVM Honor Board Hearing.
- Students shall have the right to be aware of all testimony.
- Students shall have the right to face the referrer(s), when such opportunity exists, at the DVM Honor Board Hearing and to present a defense against the charges, including presenting witnesses on their behalf. Consequently, students shall be consulted in the
scheduling of the DVM Honor Board Hearing. However, students shall only be allowed to reschedule the DVM Honor Board Hearing one time (1). Except under extenuating circumstances, DVM Honor Board Hearing shall not be rescheduled unless the DVM Honor Board Chair or the DVM Honor Board Faculty Advisor(s) is notified of the requested change prior to three (3) working days preceding the scheduled hearing date.

- Failure of students to be present at the DVM Honor Board Hearing, assuming reasonable effort has been made to ensure their presence, shall indicate that they are waiving their rights to face the referrer(s) and to appear before the DVM Honor Board Hearing Panel.
- Students may ask that a panel member be excused from the DVM Honor Board Hearing if they can give reasonable cause why that panel member may be biased or have some other conflict of interest. The DVM Honor Board Chair and the DVM Honor Board Faculty Advisor(s) shall make a final ruling on any such request.
- Students shall have the right to an appeal as specified under Article VII, Section 2.

2. Obligations of the Accused

Students accused of DVM Honor Code violations shall have the responsibility of cooperating with DVM Honor Board personnel. Furthermore, when a case involves other students, these students' rights to privacy should be observed. Students should be aware that the confidentiality of DVM Honor Board proceedings may be covered under the Family Educational Rights and Privacy Act (FERPA) as outlined on the University Registrar’s website at http://www.registrar.vt.edu/records/ferpa.php.

Article X: Rights and Obligations of the Referrer

1. Rights of the Referrer

A person referring charges of a DVM Honor Code violation against a DVM student shall be accorded the following rights:

- The referrer shall have the right to choose one person (any member of the DVM community, such as a DVM student, a VMCVM faculty or staff member) to assist them in preparation of the case. This person is not allowed to be present at the DVM Honor Board Hearing or during Facilitated Discussion.
- The referrer shall have the right to terminate Facilitated Discussion at any time, without reason.
- The referrer shall have the right to review the report prepared by the Investigator, prior to the scheduling of a DVM Honor Board Hearing.
- The referrer shall have the right to suggest corrections and/or additions to the report prepared by the Investigator, prior to the scheduling of a DVM Honor Board Hearing. The referrer shall have the right to receive a copy of the evidence collected during the investigation, the "Order of Events for the DVM Honor Board Hearing" and any other pertinent information.
- The referrer shall have the right to receive written notification of the final disposition of the case.
- The referrer shall have the right to be secure in person and property.
- Professors referring charges of violations may opt to grade or refrain from grading any assignment under investigation by the DVM Honor Board. It is recommended that instructors, if they are able to do so, grade the assignment with the assumption that the student is innocent of the charge. However, an incomplete grade may be assigned to the accused student pending the decision of the DVM Honor Board. The incomplete grade will be removed when the case is resolved.
2. Obligations of the Referrer

A person bringing charges of a DVM Honor Code violation against another shall accept the following obligations:

- The referrer shall cooperate with the DVM Honor Board Chair, the DVM Honor Board Faculty Advisor, the GHS Investigator, and any other personnel of the DVM Honor Board or GHS.
- The referrer shall be expected to appear at the DVM Honor Board Hearing.
- The referrer shall have the responsibility of maintaining confidentiality in all matters pertaining to the case. However, referrers may discuss the case with their counsel (see Article X, Section 1, item 1). The referrer should be aware that the confidentiality of Honor Board proceedings may be covered under the Family Educational Rights and Privacy Act (FERPA) as outlined on the University Registrar’s website at http://www.registrar.vt.edu/records/ferpa.php.

Article XI: Obligations of Parties Indirectly Involved in DVM Honor Board Cases

- Parties indirectly involved in DVM Honor Board cases include but are not limited to persons who witness alleged violations, witness discussions between referrers and accused students, and serve as members of the DVM community that help referrers and accused students prepare their case.
- Parties indirectly involved in DVM Honor Board cases shall have the responsibility of maintaining confidentiality in all matters. Parties indirectly involved in DVM Honor Board Cases should be aware that the confidentiality of DVM Honor Board proceedings may be covered under the Family Educational Rights and Privacy Act (FERPA) as outlined on the University Registrar's website at http://www.registrar.vt.edu/records/ferpa.php.

Article XII: General

1. Violations Involving Graduate Students Already Graduated

If the degree towards which the student was working at the time of the alleged violation has already been awarded, the case shall be referred to the Associate Dean of Professional Programs who shall convene a committee to review and investigate the charge and make recommendations. The committee composition shall be determined by the Associate Dean of Professional Programs. The DVM Honor Board Chair shall be an ex officio member of this committee and shall have the same voting privileges as the other members of this committee.

2. Recruitment of DVM Honor Board Members

Recognizing that it is strongest when it fosters and reflects the support of all DVM students and faculty at the College, the DVM Honor Board shall seek to be as broadly representative of the DVM student and faculty bodies at VMRCVM as possible. To this end, all qualified DVM students and faculty shall be encouraged to participate in the DVM Honor Board. No otherwise qualified DVM student or faculty may be excluded from membership on the basis of race, sex, handicap, age, veteran status, national origin, religion, political affiliation, or sexual orientation. At least two students from each class year are required to participate in the VMRCVM Honor Board.

3. Clearance of DVM Honor Board Student Members’ Records
DVM students volunteering or appointed to serve on the DVM Honor Board must receive clearance of their personal disciplinary records and their academic records through the Associate Dean of Professional Programs. Such clearances shall be conducted consistent with the University's regulations on the confidentiality of records and shall assure a minimum academic quality credit average of 2.50 and no previous or current disciplinary action for each appointee.

4. Confidentiality

All details pertaining to a suspected DVM Honor Board violation shall be kept confidential by the referrer(s), the accused student(s), the DVM Honor Board Chair and Faculty Advisor(s), the DVM Honor Board, other members of the DVM community involved in the case including faculty, staff and students, and family members of the accused. Failure to maintain confidentiality will be considered an infraction of the Professional Standards for DVM Students as outlined in the DVM Student Handbook.

The accused student has the right to review the Facilitated Discussion Report, the Investigative Report, to receive written notice of the charges, the "Order of Events for DVM Honor Board Hearing Panel," and any other pertinent information. Likewise, the accused student shall have the right to examine all evidence collected during the investigation prior to the DVM Honor Board Hearing. The students and their representatives shall have a copy of the evidence during the DVM Honor Board Hearing. The accused does not have the right to access to DVM Student Honor Board Hearing Panel deliberations about: 1) guilt or innocence or, 2) the appropriate penalty.

All investigations, hearings, reviews, and other associated activities of the DVM Honor Board shall conform to the University's "Confidentiality of Student Records" as outlined on the University Registrar’s website at http://www.registrar.vt.edu/records/ferpa.php.

5. Substitution of DVM Honor Board Personnel

The DVM Honor Board Chair or the DVM Honor Board Faculty Advisor(s) shall be authorized, when circumstances dictate, to appoint substitutes for any DVM Honor Board personnel in any case before the DVM Honor Board. However, faculty may not be substituted for DVM students and vice versa.

6. University Policies

Where appropriate, the DVM Honor Board shall abide by all applicable policies, statements, and principles as contained in the University Policies for Student Life and the current DVM Student Handbook.

7. Definition of a “University business day”

A “University business day,” as referred to in this Code, shall be defined as any day on which the main Virginia Tech campus is open and the DVM offices are open.

Article XIII: Amendments

The GHS must be notified of any amendment(s) made to the DVM Honor Code and a new copy of the Code provided to the GHS Chief Justice within five (5) business days for their records.
Proposed amendments to the DVM Honor Code may be initiated through one of the following channels: (1) by a majority vote of the DVM Student Body, (2) by a majority vote of the Standards Committee, or (3) by direct submission to the Honor Board Chair or the Associate Dean of Professional Programs. Also, at the discretion of the Honor Board Chair and the DVM Honor Board Faculty Advisor(s), amendments may be initiated through the DVM Honor Board. Upon receiving such proposals, the Associate Dean of Professional Programs shall convene the DVM Honor Code Revision Committee. With the approval of two-thirds of this committee, proposed amendments shall be forwarded for approval by the CVM Standards Committee and thereafter through the proper channels of the College governance structure. Substantive changes, however, will proceed through University governance. Any substantive changes in proposed amendments as they proceed through subsequent levels of approval shall be resubmitted to the DVM Honor Code Revision Committee for its approval.

The DVM Honor Code Revision Committee shall consist of the Honor Board Chair, the Associate Dean of Professional Programs, the DVM Honor Board Faculty Advisor(s), a minimum of three (3) members of the DVM Honor Board (minimum of two (2) DVM students and one (1) faculty), and up to two (2) other representatives from the DVM student body to be nominated by the DVM Honor Board.

This Code is based on the Graduate Honor System Constitution and works closely with the GHS.

**VII. Student Services**

**1. Health Insurance**

The veterinary profession has a variety of inherent risks such as animal bites, kicks, cuts, accidental injections, etc. In the interest of student health, in fairness to external preceptors providing training for students, and to protect veterinary students and families from excessive medical bills in case of an accident or injury, the college has implemented a policy of mandatory health and accident insurance coverage for all veterinary medicine students.

Students have three options regarding full medical insurance coverage:

- Purchase a group plan offered by the university to cover hospitalization or medical treatment received apart from the Schiffert Health Center (http://www.co.vt.edu/Risk/studenthealthinsr/index.html).

- Arrange with parents/family to be included in their plan. The university does not recommend specific policies or insurers; however, minimum insurance policy requirements have been established to ensure minimum standards are met by all insurers. (http://www.vetmed.vt.edu/acad/dvm/docs/insurance_requirements.pdf)

- Purchase insurance from another company with adequate coverage for minimum insurance policy requirements (http://www.vetmed.vt.edu/acad/dvm/docs/insurance_requirements.pdf).
2. Student Health Services

The Student Health Center hours are 8 am-5 pm Monday, Tuesday, and Friday and 9 am-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.

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 immediate problem that cannot wait until the next available appointment they should tell the appointment receptionist that they need to be seen now. 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. 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.

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 University requires that all veterinary students be covered by a health and accidental insurance policy, which meets minimum University criteria. Each student will be asked to supply documentation of their health insurance coverage in the spring semester prior to entering senior year. http://www.vetmed.vt.edu/Organization/Academic/healthcare.asp

Failure to comply will result in a student’s inability to participate on any clerkship. An academic hold will also be placed on the student’s account which will not allow a student to be registered for any clerkship.
3. Counseling Services

There are counselors from Cook Counseling Center available within the college room 237-A which is located in the hallway down from the Academic Affairs Office. Please check with the Office of Academic Affairs for information regarding hours of availability.

A student may also request time away from a rotation to keep regular appointments at the Cook Counseling Center if necessary. This leave must be approved by the Clerkship Leader and the Director of Student Services so that arrangements can be made that do not affect the service.

VIII. Policies, Procedures & Guidelines-Medical

1. Guidelines for Pregnant and Physically Disabled Veterinary Students

The potential for human injury always exists in the practice of veterinary medicine, and the risk increases whenever an involved person is pregnant or temporarily disabled from any cause, e.g., broken leg, disease.

The greatest hazards are accidents which can occur while working with animal patients or equipment that result in injury to the student and/or her unborn child. Added hazards in several courses of the veterinary college curriculum include exposure to toxic drugs, infectious agents, inhalation anesthetics, radiation*, and other agents.

The pregnant/temporarily disabled student should:

- Contact a physician immediately to get recommendations to minimize exposure to the hazards associated with a veterinary student's assignments.
- Provide a signed statement from the physician who defines permitted limits of exposure to possible hazards during pregnancy or period of disability.
- Inform the Academic Affairs Office of pregnancy or temporary disability as early as possible in order that steps may be taken to conform to the plan developed by the physician and to take advantage of available options.
- Provide the Associate Dean for Academic Affairs 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/clerkship leader of accommodations approved.

a. Available Options:

- Withdrawal as a student. It is strongly recommended that the pregnant or temporarily disabled student withdraw until the completion of pregnancy or resolution of the disability. The student could resume classes and graduate at the completion of all senior rotations. This option minimizes the potential for injury.
- Continuation as a regular student with some schedule and assignment changes. This option may delay the time of graduation. This option may have risks. This option is
dependent on:
  o Changes in an individual's schedule of clinical assignments prepared in advance for an entire calendar year.
  o Permission of the faculty rotation leaders to change the individual's clinical assignments.
  o Willingness of classmates to exchange scheduled assignments with the pregnant/temporarily disabled student.
  o 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.
  o A written "hold harmless" agreement signed by the student and student's spouse/child's father.

b. Rights and Responsibilities

- The pregnant/temporarily disabled student has rights and responsibilities for decisions concerning his/her condition and behavior based on a physician's subsequent 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 his/her attending physician.
- A faculty member may refuse to allow a pregnant or temporarily disabled 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 or temporarily disabled student of the potential hazards.
- Copies of all documents pertaining to a pregnant/temporarily disabled student's assignment must be maintained in the student's file.

2. VMCVM Required Immunizations

In addition to the immunizations required by the university, there are two required by the college, rabies and tetanus.

a. Rabies Vaccinations

Rabies is a zoonotic disease that is almost invariably fatal once clinical signs appear. Humans are well-protected against clinical rabies by vaccination. Veterinarians and
veterinary students are within the high-risk group as designated by the Center for Disease Control (CDC) and must receive pre-exposure vaccination to work with live animals in our program. Additionally, Virginia is considered an endemic rabies area by the CDC and therefore puts all of our students in the frequent risk category.

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).

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.

Two years after the initial immunization series, each student will be required to have a blood sample drawn for the determination of their rabies antibody titer. The student is financially responsible for the cost of the titer.

Currently, the levels of antibodies are reported as > 0.1 IU/ml, ≥ 0.5 IU/ml and ≤ 0.1 IU/ml. The acceptable level of antibodies for veterinary students as determined by the CDC are both >0.1 IU/ml or ≥ 0.5 IU/ml. If a titer result is reported as ≤ 0.1 IU/ml the student is considered unprotected and must receive a rabies booster.

Those who have insufficient levels of antibody for protection must receive a booster inoculation and provide Office of Academic Affairs with documentation of the booster.

You will be notified by the Office of Academic Affairs as to when you are due for a rabies titer and will be given one month if on an internal rotation and two months if on an external rotation to provide documentation of this titer to the Office of Academic Affairs. Failure to do so will result in dismissal from the clinical program until the student complies.

b. Tetanus Vaccination

Students are required to have a tetanus vaccination within the past ten years. A student will not be permitted to progress in the clinical year unless there is documentation of a current tetanus vaccination on file.

3. Guidelines for other Student Disabilities

a. 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.
b. 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.

c. VMCVM Policies and Procedures

The College requests a student with a documented or perceived disability self-identify to SSD as soon as the disability has been perceived or diagnosed. Please refer to Accommodations Policy and Accommodations Procedures (http://local.vetmed.vt.edu/policy/index.asp).

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).

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

4. Student Injuries and Accidents: Reporting and Tracking

There is an assumed risk associated with working within the veterinary profession and with animals. This risk could result in serious injury or exposure to a variety of zoonotic diseases. The students assume this risk and are responsible for all medical expenses incurred as a result of participation on a clerkship.

For an injury/accident occurring at either the Blacksburg or Leesburg teaching hospital site (including ambulatory calls), 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 on the web at http://www.vetmed.vt.edu/acad/dvm/seniors.asp) and submit it to the appropriate VTH Administrator’s office, where it will be kept on file until the student graduates. If the injury requires medical treatment, the student will be advised to seek such. 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.

For all off-campus injuries/accidents while enrolled in a course/clerkship and all non-VTH areas of the college including on-campus instructional sites (e.g. Animal Science). The same reporting procedure applies.

A student may file a Tort Claim with the Commonwealth of Virginia through the Office of Risk Management on the campus of Virginia Tech in an attempt to recovery medical costs. A
student must be able to demonstrate due negligence on the part of the Virginia-Maryland Regional College of Veterinary Medicine and the supervising clinician.

IX. Miscellaneous Policies and Procedures

1. North American Licensing Exam (NAVLE)

All NAVLE information is released late spring at the beginning of the clinical year. Our office does not have any advanced information until that date. You will receive an email with specific instructions to follow. Students with documented learning disabilities will need to contact NBVME directly for further information. Once your accommodation has been approved, please inform your clerkship leader that you require two days off from the rotation to take the NAVLEs, and provide documentation of your approved accommodation to the Office of Academic Affairs.

It is the responsibility of the student to meet all NBVME deadlines, as the Office of Academic Affairs cannot add students to a testing roster.

The Office of Academic Affairs will help with any documentation that is required for the NAVLE.

2. State Licensure

When registering for the North American Licensing Exam, students have the opportunity to select one state for licensing. However, a student may wish to pursue licensing in more than one state. The Office of Academic Affairs maintains information for Virginia and Maryland State licensing requirements only. Students should contact individual state health professional licensing boards for further information.

The Office of Academic Affairs will help with any documentation that is required for any state licensure.

3. 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.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of
attendance. You must submit a request to the university, within a reasonable period of time, that the school not disclose directory information about you.

4. Financial Aid

It is the responsibility of the student to meet all deadlines established by the Financial Aid Office and submit all necessary documentation.

5. Waiver of Comprehensive Fees

A waiver of comprehensive fees is allowed for senior DVM students who are absent from campus for an aggregate of five rotations, i.e., 15 weeks total during their senior year, without the dates of absences necessarily coinciding with the university semester. The waiver does not include the technology fee or the capital fee (applicable to non-Virginia residents only). The holiday clerkship cannot be included in this total.

6. Scholarships

In the fall semester each year, students will have the opportunity to apply for scholarship awards. Additionally, there are scholarships awarded during the clinical year, which the clinical faculty will make nominations for. An announcement regarding scholarships will be sent out from the Office of Academic Affairs and will be distributed to all students enrolled in the DVM curriculum.

7. Enrollment Holds

“Holds” or “Blocks” can be placed on a student’s account for a variety of reasons by both the University and the Office of Academic Affairs. Examples are parking tickets, library fees and non-submission of required clerkship forms. These holds will impede registration for clerkships and grade postings. The student is responsible for resolving the issues leading up to the hold within a 36 hour period.

Because of liability issues, a student with a “block” (on enrollment, etc.), is not permitted to participate in any clerkships. Students will be notified in a timely manner of any holds on their account by the Office of Academic Affairs so that these may be rectified in order to for the student to continue.

8. Notices and E-mail

The Office of Academic Affairs uses e-mail as the sole means to contact students. It is imperative that you check your e-mail frequently to avoid missing important announcements or efforts to contact you personally.

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 list serves will be denied if the messages are not professional or contain reference to alcohol/adult beverage.

9. 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 VMRCVM educational resources are solely for the use of our 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.

10. Administrative Requests

There will be multiple occasions when students will be requested to respond to administrative deadlines for items e.g. such as rabies information, NAVLEs, graduation, 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 sent to the student. Failure to take care of the circumstances that led to the hold within 24 hours will result in dismissal from the clerkship until the hold is taken care of by the student. Depending on the clerkship and clerkship leader, nonattendance may lead to inability to complete the requirements of the clerkship. Repeated non-responders will have other sanctions decided on an individual basis.

11. Visitors and Tours

The facility is a hospital and client owned animals must be the priority. All tours and/or visitors must be approved by the Director of Admissions and Student Support.

There are areas within the hospital where visitors are not allowed and all tours should be restricted to the major hallways. Special attention should be given when entering the large animal barn as to not disturb horses.

Additionally, family members, especially children, are not allowed in the restricted areas of the VTH.
These restricted areas include anywhere animals are examined, housed and treated. All laboratory and diagnostic imaging areas are restricted.