Virginia-Maryland
College of Veterinary Medicine

VMCVM DVM
PROFESSIONAL PROGRAM

2018-2019
Academic Policies and Procedures, Honor Code and Professional Code of Conduct
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Introduction

The policies and procedures for the classroom component (Years 1-3 or the 1st and 2nd Teaching Time) of the DVM program are included in this handbook, together with the DVM Honor Code and Professional Code of Conduct. These policies and procedures will be applied during the Academic Year of 2018/19. By accepting admittance to the Virginia-Maryland College of Veterinary Medicine, you will be held to the policies and procedures included in this handbook. Students will be notified in the unlikely event that a policy or procedure is changed.

Questions relating to these policies and procedures should be directed to the Associate Dean for Professional Programs, the Director of Admissions and Student Services, the Associate Director for Student Support and Admissions and/or the Director of Assessment/Chair of the Standards Committee. In addition, suggested revisions of these policies and procedures may be given to student representatives of the College’s Curriculum Committee.

Questions regarding the DVM Honor Code should be directed to the Chair of the Student Honor Board and questions regarding the DVM Professional Code of Conduct should be directed to the Chair of the Student Conduct Board.

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The college is fully accredited by the American Veterinary Medical Association’s Council on Education (AVMA COE). The last AVMA COE site visit was in 2014 and the next visit is scheduled for 2021.

Virginia Tech is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award doctoral, masters, baccalaureate, and associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Virginia Tech.

Handbook Updated 10/4/2018
I. CURRICULUM

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

a) Curriculum

The DVM curriculum is designed to be horizontally and vertically integrated, where courses presented in each semester build on those from previous semesters. It is therefore important for students to have completed all core and required track courses offered in each semester before progressing to the next semester.

The DVM curriculum is constantly monitored and reviewed by the College’s Curriculum Committee. Each DVM class has a representative on this committee and they may present student concerns for their consideration. In addition, the College is monitored by the AVMA’s Council on Education (COE) and every year the College must submit an updated report on the 11 standards by which all Veterinary Colleges in North America are evaluated. All students in the CVM have an opportunity to anonymously comment on the College’s adherence to these standards through an electronic drop box which is located on the intranet under: Academic Programs; DVM Student Information; DVM Student Resources; Forms, Awards and Supplies; Academic Affairs Feedback Form.

The courses and clerkships (core, track and elective) which are offered in the DVM program are included in a table on our website: http://www.vetmed.vt.edu/academics/dvm/dvm-curriculum.asp. Classroom teaching in the DVM curriculum is divided into two blocks; 1st classroom teaching time occurs in years 1 and 2, with a 2nd classroom teaching time in year 3. Clinical teaching will occur between years 2 and 3, and in year 4. The syllabi for all courses and clerkships are available on the intranet at: https://intranet.vetmed.vt.edu/Academics/Syllabi.aspx.

The curriculum at the CVM is a tracking curriculum where students may choose one of 5 tracks available (Small Animal, Equine, Food Animal, Mixed and Public/Corporate). Students are required to select a track at the end of the 2nd semester before entering clinics in the summer between 2nd and 3rd year. Your track may only be changed up until the last block of the 1st clinical time.

b) Enrollment

For the first semester, Academic Affairs will enroll all DVM students. After this, students must self-enroll in all courses on Hokie Spa.

In March and October, the Office of Academic Affairs will distribute a memorandum with details of enrollment for fall and spring courses respectively. This will include the timing of enrollment (when the windows for enrolment are open) as well as specific instructions to perform online enrollment, drop/add instructions, concurrent courses, details of track or elective classes with size restrictions (caps) which may require “lottery” draws and class notes.

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

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

Each student is also responsible for ensuring they have taken the correct courses for the track in which they are registered.
c) Dropping/Adding courses in Semesters 1 – 6

Some track/elective courses have **early** drop/add deadlines (i.e., ~**30 days before the commencement** of the semester). These early deadlines are stated in the enrolment information. For **all other** courses taken as **electives**:
- the **add** deadline will be the end of the first week of semester
- the **drop** deadline will be the end of the second week of semester, unless the elective is completed within the first two weeks of classes, in which case the drop deadline will be two days before the beginning of the course.

**d) Dropping a Non-Animal/Cadaver Use Elective after the Drop Deadline**

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

i) The option may be exercised for courses in which a student is currently enrolled up through the day before the final exam.

ii) To exercise this option, students must complete a formal **Course Withdrawal Form**, which is available through the Office of Academic Affairs and also online. After completing the Course Withdrawal Form, students should submit the form to the Course Leader and to the Associate Dean for Professional Programs for signing and approval.

iii) Students may request a withdrawal from an elective course irrespective of the grades earned in the elective up to the point of their request for withdrawal.

iv) Courses from with the students withdraw under the terms of this procedure will appear on their transcript with a “grade” of “WG” and will not affect the student’s GPA.

v) Withdrawal from electives **after the semester is over** is **not** permitted.

**e) Dropping an Animal/Cadaver-Use Elective after the Early Drop Deadline**

Withdrawal from **animal-use** courses is **not** permitted unless approval is granted by both the Course Leader and the Associate Dean. This will only occur if:

i) the course is dropped before the use of animals has begun and dropping will not impact numbers of animals organized for the course, OR

ii) another student wishes to take the course and can be switched with the student wishing to drop the course, OR

iii) the student is on academic probation or was reviewed for dismissal.

**f) Auditing Courses**

In the VMUVM auditing courses means attendance without enrollment. Students may audit an elective or non-track required course where attending (auditing) lectures is permitted with approval from the Course Leader. Auditing laboratory classes is **not** permitted. If a course is audited, notations for auditing will not be added to the student’s transcript.

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

**a) Attendance**

Attendance is expected in all academic sessions (lectures, laboratories, discussion sessions, clinical clerkships, etc.) of all courses. However, attendance is **required** for some components of a course. In the case of exams (class or laboratory), student attendance is required in order to take the exam, unless an **approved excused absence** is obtained. In the case of lectures, laboratory classes, and quizzes, the Course Leader (or relevant instructor) will indicate those activities requiring attendance at the beginning of the course, or portion of the course for which he/she is responsible, and/or state this requirement in the course syllabus. If these activities (lectures, labs and/or quizzes) require attendance by the instructor, an approved excused absence must be obtained if a student misses the activity or they will not receive credit for this portion of the course.
b) Excused Absences

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

i) Approved Reasons:

Excused absences will only be granted from required activities 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.
- Weddings and graduations of the immediate family.
- Death in the immediate family.
- Required court appearances (e.g., subpoena or jury duty) that cannot be changed.
- Religious and ethnic holidays recognized by the University (https://www.registrar.vt.edu/dates_deadlines/religious_ethnic/index.html)
- Professional circumstances – see additional information below.
- Other serious, unavoidable circumstances beyond the student’s control (these categories may include a motor vehicle accident, military requirements etc. but exclude heavy traffic, oversleeping, etc.) and which must be approved by the Associate Dean in conjunction with the Course Leader.

ii) Notification:

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

iii) Guidelines for Excused Absences involving Illnesses

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

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 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 of the exam, quiz, lecture, or laboratory class. Alternatively, a discharge notice from a hospital may be used for this purpose. Except in extenuating circumstances, the statement must be obtained the day of, or immediately prior to, the absence. An excused absence will not be granted for health care statements involving illnesses after the fact (i.e., the day after).

Approval for an excused absence for illness would NOT include:

- a statement from a health care provider stating a student had an appointment the date of the exams, quiz or laboratory class,
- minor illnesses such as colds, allergies, etc. Note, Schiffert Health Centre provides excused absence statements ONLY if the health care provider (MD, FNP, etc.) believes the student should not be in class that day due to a serious or highly contagious illness.
iv) Guidelines for Excused Absence for Professional Purposes (Years 1 through 3)

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

- first, second and third year students are eligible as long as they are not “at risk” (see Standards for Academic Progression).
- students may receive an Excused Absence to attend one professional meeting (e.g., AAEP, AABP, SCAVMA leadership meeting etc) during the 1st and 2nd classroom teaching times of the DVM program. Permission for this Excused Absence must be obtained from the Course Leader and the Associate Dean for Professional Programs. A form (“Excused Absence for Professional Purposes Form”) also must be completed and lodged with the Office of Academic Affairs.
- In addition to the above approved excused absence, students presenting a research/discussion paper or who have obtained a specific external scholarship for attendance at a SAVMA or student chapter associated scientific meeting (e.g., AAHA, AAEP, AABP) may obtain an Excused Absence for Professional Purposes. Again, this must be approved by the Course Leader and the Associate Dean for Professional Programs.

Note: The exception to this excused absence policy is for laboratory exams (including animal-use exams), where excused absences for professional purposes will not be approved.

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

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

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

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

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

v) Guidelines for Excused Absences for Laboratory Classes and Exams

Rescheduling of laboratory classes and exams is more difficult due to personnel and resource issues. If the mandatory laboratory class or exam cannot be replicated, an alternate exercise and/or assessment may be utilized at the discretion of the Course Leader. Alternatively, an excused absence for a laboratory exam or mandatory lab sessions may result in an incomplete grade for the course if the original experience cannot be replicated or another experience offered within the current semester. In these cases, attendance of the lab in a later year may be required.

vi) Guidelines for Rescheduling Missed Required Activities

If an excused absence is approved by the Associate Dean and the Course Leader or instructor, rescheduling of the missed exam or quiz is the responsibility of the student involved and will be done in conjunction with the Course Leader and Academic Affairs. Where possible, the student will be strongly encouraged to take the exam/quiz/laboratory class prior to the scheduled date of the exam/quiz/lab. An example of this situation would include a wedding where the date of the absence is known in advance.
If it is not possible to schedule the exam/quiz or required laboratory class prior to the missed class, the student must reschedule this activity as soon as possible after the missed date. It is recommended that the activity be rescheduled no longer than five working days after the original exam/quiz/laboratory class, unless extenuating circumstances occur. Delays in rescheduling missed exams cause delays in the distribution of results of exams/quizzes to the remainder of the class and often past the university grade deadlines.

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

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

viii) Guidelines for Unexcused Absences for Mandatory Assessments

Missing an assessment without an approved excused absence will result in a score of zero (0) for that assessment. If, however, in the judgment of the Course Leader and the Associate Dean for Professional Programs, an equivalent assessment can be rescheduled the maximum score that can be obtained will be 74% of the available points. In this case, the assessment must be rescheduled as soon as possible. Some assessments cannot be rescheduled due to availability of resources and other deadlines, in which case the student will receive a zero (0) for the assessment.

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

a) Cancelled Classes

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

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

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

b) Procedure for Non-Appearance of an Instructor

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

- The designated class member will contact the Multi-Disciplinary Lab (MDL) via phone, (Ms. Melanie Kegley (231-9017) or Ms. Kathy Farley (1-7881), or by going to the Academic Affairs Office and giving Ms. Farley the course name, the missing lecturer/laboratory instructor's name, duration of the class, and any additional information that is relevant. Do not leave a message. MDL staff will attempt to locate the faculty member and ask the designated class member to call back in 5 minutes to ascertain the status of the missing person's whereabouts.

- The designated class member will attempt to locate the missing person directly. If they are not able to locate the missing person by phone, they should check the missing person’s office area, and another person should check his/her research laboratory or the Veterinary Teaching Hospital.

- The designated class member will page the instructor. If assistance is needed with calling or paging the instructor, contact Communications (1-7666) or the MDL office as above.
If the missing instructor cannot be found by 15 minutes past the start of the lecture or laboratory class or s/he states s/he will not be able to attend class that day, then the class is dismissed.

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

4. Guidelines for Student Evaluation of Courses

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

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

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

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

5. Guidelines for Assessment

a) Dates of Exams

Exams are scheduled by Academic Affairs (Ms. Kathy Farley) in conjunction with Class Presidents and other student representatives, Course Leaders and the Associate Dean for Professional Programs.

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

Where possible, no more than two exams are scheduled per week (this does not include quizzes). However, there may be occasional weeks where 3 exams may be scheduled. At these times, exams for no more than 2 track classes will be scheduled in any one week unless the schedule has been changed (e.g., due to closure of the University on snow days).

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

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

These exams are often scheduled during lectures, and therefore they must take the same length of time as routine classes i.e. **50 minutes or 100 minutes** depending on the lecture allocation. Exams should begin on the hour and finish at 10 to the next hour. Intra-semester exams may occasionally last **less than 50 minutes**. In these cases the class will be informed by the Course Leaders of the length of the exam.

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

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

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

At the **end of the exam** the instructor will announce completion of the exam at which time all students must **cease writing** and submit their exams to the instructor or designated point of collection. **Failure to stop writing at this time is addressed in the guidelines below.**

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

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

c) Use of Electronic Devices during Assessments

The use of **all electronic devices** including, but not limited to: cellular telephones, digital music players such as iPods, MP3 players, CD/DVD players, personal digital assistant devices, calculators, Apple Watches etc., is **forbidden** during examinations in the VMCM. Exceptions may be granted if expressly permitted by the course leader when use of an electronic device (e.g., an approved type of calculator) is integral to completion of an examination or if an approved accommodation for the device has been obtained from Services for Students with Disabilities (SSD). Violation of this policy is a breach of the DVM Honor Code.

d) Late Submission of Exams and Assignments

Many assessments in veterinary school are timed (e.g., exams) or are associated with a deadline (e.g., papers, homework, assignments). The maximum score for any work turned in after an announced deadline which includes: 1) exams turned in after the instructor calls for exams to be handed-in, and 2) homework or assignments turned in after a specified class or on-line deadline, is 74% of the points allocated to the assessment. The instructor is not obligated to accept late submissions.
e) DVM Students with Accommodations

The Americans with Disabilities Act of 1990 (ADA) as amended in 2008, and Section 504 of the Rehabilitation Act of 1973 define a disability as a physical or mental impairment that substantially limits major life activities such as caring for oneself, walking, seeing, hearing, speaking, breathing, learning, and working. The law does not require “special treatment” for people with disabilities, only the opportunity for equal participation in the University’s programs. In addition, there is no obligation to change or fundamentally alter academic requirements that are essential to the instructional program or directly related to licensing requirements.

The VMCVM will provide reasonable accommodation as specified by ADA and Section 504 of the Rehabilitation Act.

The College requires that a student with a documented or a perceived disability self-identify to the Office of Services for Students with Disabilities (SSD) as soon as the disability has been perceived or diagnosed if s/he wish to use accommodations. The student may subsequently be required to undergo further testing as determined by SSD to identify appropriate accommodations.

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

For faculty needing advice regarding specified accommodations, please contact the Associate Dean for Professional Programs, or Director of Services for Students with Disabilities Office (231- 3788 or visit at Lavery Hall, STE 310, VT).

i) Accommodations for Lecture and Laboratory Exams

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

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

1. Lecture exams during the semester

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

2. Final lecture exams

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

3. Laboratory exams

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

For laboratory exams in which an accommodation is allocated, the accommodation will be as specified by SSD. Course Leaders are requested to check that the examination duration scheduled in the course syllabus is consistent with the MDL class schedules and edit if needed. If the discrepancy cannot be corrected (e.g., syllabus or schedule is already printed), announce the correct examination duration to the class the first day of the course. See "Notification" below.
For a course with a laboratory exam that has exercises (e.g., calculations) that are part of the final grade; if the student works individually, s/he should be given extended time. If s/he works in a group, extended time is not given.

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

ii) Procedures for Accommodations

1. Scheduling and Administration of Accommodations

When possible, accommodations exams will be scheduled at the same time as the class exam, either adding time before or after the class exam. Additional examination time will be scheduled during office hours (8:00 am - 5:00 pm) if at all possible, with the exception to this general rule, of providing an opportunity for a 7:00 am start for lecture exams if there is not a free lecture/lectures following the 8:00-8:50 am exam. Some accommodations may extend into the lunch hour.

Prior to the first exam, Academic Affairs staff will meet with the accommodations students in each class to discuss the exam schedule. Once the schedule is finalized, it will be emailed to the students with accommodations and to the Associate Dean. The exception is when lecture and lab exams are run concomitantly, where the Course Leader will determine the schedule for the accommodations exams.

Exams for students with accommodations will be conducted in Room 231. This room is monitored by an in-class camera including video, and so students with accommodations will be proctored at all times. If, however, this facility does not provide appropriate accommodations as approved by SSD, the student may take exams at SSD facilities. This alternate accommodations procedure must be approved by the Associate Dean for Professional Programs and SSD personnel. Scheduling of these exams must be done in conjunction with Academic Affairs Staff and SSD personnel.

For the 2nd teaching time courses, Course Leaders (or other members of Faculty giving exams) must provide the appropriate number of exams (+/- opscan sheets) to the Year 1-3 Support Specialist in the Office of Academic Affairs by 3pm on the afternoon before the scheduled exam at the latest.

Approximately 10 minutes before the exam is due to begin the student(s) should arrive at the Office of Academic Affairs to sign-in for the exam. A member of staff/faculty in the Office of Academic Affairs will meet them, ask them to sign in, show them to Room 231, distribute the exams to enable the appropriate start time when appropriate, and announce the duration of the examination at the start of the exam. All students undertaking the exam must begin at this time. If they finish the exam earlier than the allocated time, they may quietly leave the examination room and bring the completed exam to the Office of Academic Affairs.

If a student arrives late for the exam (>5 minutes after the start time), they will given a warning regarding tardiness. No additional time will be given for the exam to which they have arrived late. If they arrive late for any further exams in the semester, they will be required to meet with the Associate Dean for Professional Programs.

At the required time (e.g., after 100 minutes), a member of staff/faculty in the Office of Academic Affairs will ask student(s) to finish writing and will collect all exams.

Course Leaders (or other members of Faculty giving exams) must collect completed exams from the Office of Academic Affairs following the exam.

Course Leaders - please relay this information to faculty in your courses who are giving exams.

2. Student responsibilities for Accommodations:

At the Start of each Semester:

Before the first scheduled exam, it is the responsibility of each student with accommodations to pick up their letter from SSD and to provide a copy of the letter to Academic Affairs.
Accommodations will **not be provided** until Academic Affairs have received the appropriate documentation. Exceptions to this rule are allowed if the student is in the process of obtaining the required documentation and the student can provide evidence that they are currently being evaluated by SSD.

If an unusual accommodation is being requested you may need to meet with the Associate Dean.

**Mandatory Meeting**
Academic Affairs will organize a meeting for students with accommodations in a class and before the 1st exam to finalize the schedule and go over their requirements. Students with accommodations must attend this meeting.

**New Accommodations during a Course:**
If a student receives an accommodations letter from SSD after the semester has commenced and the accommodations are to be used during the remainder of the semester, the student must provide the accommodations letter to the Office of Academic Affairs.

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

**Arriving on Time**
Students must arrive 5 minutes before the start of an exam to alleviate stress for the other student(s) and prevent distractions. Not additional time will be given to complete the exam if arriving late. Arriving late **once** will result in a warning. Arriving late twice will result in a meeting with the Associate Dean to discuss the situation and may require the student to take future exams at SSD. All students must sign in at Academic Affairs before the exam and sign out once completed.

**Items not Allowed in Exam Room**
The following items are **not** permitted to be taken into the exam room:
- book bags, personal belongings and blankets
- electronic devices such as cellular telephones, digital music players (e.g., iPods, MP3 players, iPads), Apple Watches, calculators (unless required by the Course Leader and they must be an approved type i.e., cannot download external data), personal digital devices etc.
  - Approved computers will be allowed in the room in order for the students to take the exams in the Exam Soft
- scratch paper – if needed (and permitted) will be provided by Academic Affairs.

**Food and Drinks**
Food and drinks may be taken into the accommodations room, however, Academic Affairs reserves the right to search items to be taken with the student.

**Restroom Breaks**
Are permitted. Please place your exam paperwork face down on your desk until you return.

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

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

As stated earlier, it is the responsibility of the Course Leaders (or other members of faculty giving exams) to provide the appropriate number of exams (+/- opscan sheets) to the Year 1-3 Support Person or Office Manager for the Office of Academic Affairs by **3pm on the afternoon before the scheduled exam** at the latest for courses in the 2nd teaching time. It is also their responsibility to pick up the exams from Academic Affairs after they have been administered.

Occasionally, faculty may be required to provide a word/pdf form of the document depending on the approved accommodations. If this is the case they will send this document to the Year 1-3 support specialist upon request.
An instructor will be available, if specified by the SSD, for questions during the regularly-scheduled examination. If scheduling necessitates that a student takes the entire exam at a different time (e.g., Anatomy Lab exam), the instructor will be available, if specified by SSD, at a specified time to answer questions.

f) Posting of Exam Results and Answers

Exam grades and answers may be posted by the Course Leader or Instructors after all exams have been graded. In general, exams will be posted either through Exam Soft or displayed on the monitors outside the classrooms 100 and 102.

Students are reminded that it is a breach of the DVM Honor Code, to reproduce by any means, or have unapproved use of, any exam, quiz, assignment, etc. that is part of the grade in a course unless stated otherwise in the course syllabus or specifically approved by the instructor. Please refer to the section on the DVM Honor Code for consequences of breaches to this policy.

g) Mis-keying of Optical Scan Sheets

For courses in the 2nd teaching time in which an answer sheet (e.g., Opscan®) is used in addition to an exam booklet, the standard for grading is the answer sheet. In the event of an error in entering responses on the answer sheet, the Course Leader has the option/authority to hand grade the answer booklet with a mandatory 10 percent penalty.

h) Grading System

All courses and clerkships will be graded P/F. Students will receive a passing grade for course grades of ≥64%.

i) Guidelines for Calculation of Letter Grades and Scores

Assignments of scores will be consistent for all courses in the DVM program. No rounding will occur in any course (e.g., 72.9 will stay as 72.9 for calculation of class rank).

j) Guidelines for Calculation of Class Rank

A class rank will be calculated at the end of each semester. For the first two years, the class rank will be based on the sum of weighted course scores (final course percentage (to 5 decimal points) multiplied by the number of credit points for the course). Course scores for subsequent semesters will be added to those of the previous semester(s) and students re-ranked at the end of each semester. Students wishing to know their class rank at the end of each semester must contact Academic Affairs to obtain their rank. For the 2nd teaching time, track ranks will be calculated.

k) Submission of Grades and Incomplete ("I") Grades

Final grades are to be reported by the Course Leaders to the University Registrar via Banner before the University determined deadlines for each semester. A grade of “I” (Incomplete) may be given to a student only when, for reason(s) satisfactory to the Instructor and the Associate Dean for Professional Programs, the requirement of the course have not been completed. A grade of “I” must be removed and replaced by a letter grade or P/F (depending on the course) by the end of the first week in the next (subsequent) semester. If the grade is not changed at this time, the student will receive an automatic “F” for the course and will be dismissed from the program.
I) Appeal of a Final DVM Course Grade

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

1. Assignment of Grades and Criteria for Grade Appeals

Assignment of a grade in a course is the sole prerogative of the instructor(s). Faculty should adhere to principles of fairness and clear communication with respect to the assignments of grades. Failure to follow the following standards may provide justification for a grade appeal.

1. Grading and testing procedures are described in the course syllabus or other readily available resources such as Scholar, course website, hardcopy handed out in class, email.
2. Grading procedures are applied uniformly to all students in the course/clerkship.
3. The student is given feedback (either verbally or in the form of graded assignments/assessments) during the course, thus providing opportunities for student improvement before the final course grade is assigned.
4. There is no evidence of personal bias or discrimination during course administration.
5. Assessments should align with course content, objectives, and delivery.

2. Grade Appeal Policy:

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 Office of Academic Affairs, and the student’s academic record will be updated after verifying with the Associate Dean for Professional Programs.

Level 1 Grade Appeal: Instructor assigning the grade

Within 10 working days of written notification (including email) of the final course grade, a student may file a written grade appeal to the instructor assigning the grade if the student believes the grade was calculated incorrectly, was not assigned in accordance with established criteria, or was assigned in an arbitrary or capricious manner. In their appeal the student should address the six principles of fairness and clear communication listed above, and outline how these were not been met in their situation.

Level 2 Grade Appeal: Associate Dean

Within 10 working days of written notification (including email) of the level 1 appeal, the student may file a second level of appeal to the Associate Dean, who will refer the request to the Standards Committee. If the Standards Committee has already rendered judgment on the student pertaining to dismissal or reinstatement in the same semester as the course for which the grade being appealed, the Associate Dean will form an ad hoc committee consisting of four faculty not providing instruction or assessment in the course/clerkship being appealed. Either committee’s responsibility is to ascertain whether the grading standards were clearly stated in the syllabus, the grade was assigned in accordance with established criteria, and assigned in a fair manner consistent with performance of required work and assessment of other students in the course. Either committee is advisory to the Associate Dean. The Associate Dean has the prerogative to send the appeal back to the Committee for additional fact finding on the issues raised by the student or Committee in the appeal.
Level 3 Grade Appeal: Dean

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

Appeal of a grade that has resulted in dismissal

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

Progression to Clerkships and Grade Appeals

A student filing a grade appeal as a result of being dismissed in semester six cannot commence clerkships until either the grade appeal is resolved in the student’s favor or the semester is successfully retaken. If a failed clerkship grade is being appealed and the student fails another clerkship s/he will be placed on a leave of absence pending a decision on the original appeal. For further details regarding progression and clerkship grades refer to the Senior Student Handbook.

These policies and procedures were approved by the VMCVM Curriculum Board on 10/27/08 and updated on 6/24/2014.

6. Policies for Academic Progression

a) Standards for Academic Progression:

The following policies apply to DVM students.

Pass/Fail

- All courses and clerkships will be graded as Pass/Fail (“P”/“F”).
- A course score below 64% will be considered failing (including all core, track and elective courses) unless another mechanism for standard setting is stipulated in the course syllabus and approved by the DVM Curriculum Committee.
- There will be no rounding of course scores.
- A record of course percentage scores will be maintained by Academic Affairs for the purpose of calculating class performance rankings.

Advancement Examinations

- Students who fail to achieve an overall passing score in a course will be offered the opportunity to take a single advancement examination and be permitted to progress in the curriculum, if the conditions listed below are met:
  - Adequate mastery of course content is demonstrated by successful completion of the advancement examination (achieving a score of at least 64%).
  - No more than one advancement examination may be taken in each academic calendar year for Years 1 and 2 of the curriculum.
  - One advancement exam per semester will be allowed in the second teaching time (Year 3).
• When a student is approved to take an advancement examination, an incomplete grade of “I” will be recorded in Banner pending completion of the examination.

• The advancement examination must be taken no sooner than 7 calendar days after the failing score is officially recorded with the University Registrar, and must be completed within 30 calendar days from the end of the semester in which the grade was received. The scheduling of the advancement exam will be determined by the faculty leader for the course in consultation with Academic Affairs.

• The advancement exam will be comprehensive and the format will be outlined in the course syllabus and approved by the DVM Curriculum Committee.

• If the student completes the examination successfully, a course score of 64% will be recorded and a passing grade of “P” will be assigned. If the student fails to pass the examination successfully, the original course score will be recorded and the student will be assigned a failing grade of “F”.

**Repeating Courses**

• Upon reentry to the DVM program after academic dismissal, a student is required to retake only the courses failed during the repeated semester.

**Students “At Risk”**

• A student with a course score below 70% half-way through the course in the first 2 years will be required to meet with the Associate Dean for Professional Programs or the Director of Admissions and Student Services to discuss reasons for poor academic performance and develop a strategy for academic improvement.

• A student who receives an overall course score below 70% will be identified as “at risk” and will be required to:
  - meet with the Academic Standards Committee to discuss reasons for poor performance and plans for improvement to avoid dismissal;
  - identify a faculty mentor with whom to meet on a regular basis; and
  - will not be eligible for leadership roles in veterinary student organizations including class officer, SCAVMA, DVM Curriculum Committee, Honor Board, etc.

• Students will be removed from “at risk” status when they achieve an average score above 70% in all courses in a subsequent semester.

**Automatic Dismissal for Academic Cause**

The following conditions will result in automatic dismissal for academic causes:

• Receiving a failing score in a core, track or elective course and failure to receive a passing score of 64% on the course advancement examination.

• Receiving more than one failing course score a year for academic Years 1 and 2 of the curriculum.

• In Year 3 of the curriculum (2nd teaching time), receiving more than one failing score for any course, including electives, in the same semester.

The minimum number of VM credits for a DVM student to advance to the clinical year is 114 credits, which includes 32 credits in the 2nd teaching time.

**b) Guidelines for Withdrawal and Reinstatement after Voluntary or Involuntary Withdrawal**

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

In accordance with university policies, voluntary resignation/medical leave from the professional program can be made at any time with the permission of the Associate Dean of Professional Programs.
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. Refunding of tuition and fees is dependent on the date of the withdrawal on the Student Resignation/Withdrawal Form and is in accordance with University policy.

Students may also seek Academic Relief as per university policies. Academic relief involves students with a significant psychiatric or psychological problem that has substantially interfered with their ability to meet academic responsibilities. Through the academic relief process, students may drop a class or an entire semester’s classes. Further information regarding academic relief can be found at: https://www.ucc.vt.edu/academic_support/academic_relief.html

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.

A student who resigns voluntarily for personal/medical 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 Standards Committee who will make a recommendation to the Associate Dean. Reinstatement into the professional DVM program will not be automatic, but will be contingent on satisfactory demonstration that the reasons for resignation have been addressed. More stringent academic standards may be a condition of reinstatement after involuntary or voluntary resignation.

In consideration of all reinstatement 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.

Students who are reinstated after academic failure, or after voluntary resignation while failing one or more courses, will automatically be placed on “at risk”. The weighted course scores from previous completed semesters will remain the same upon re-entry. Advancement exams in a previous semester of the academic calendar year will remain on record. Students are required to pass all repeated courses, but will not be offered an Advancement Exam for repeated courses.

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.

7. 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 a student requests a letter of recommendation from a faculty member or needs a letter of good academic standing, or other information about their academic performance, the student will need to have a FERPA waiver on file. If a student chooses to sign a waiver allowing anyone to view their records, the student must be aware of the implications of that decision. More information about the FERPA Waiver and its consequences can be found at: http://www.registrar.vt.edu/privacy/

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

- student name and address being excluded from web and print directories
- student name and degree information excluded from all commencement programs and dean’s
lists and award listings

✓ verification of enrollment, graduation, or degrees awarded will not be provided to third parties, including potential employers.

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

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II. CLASSROOMS, FACILITIES and PERSONNEL

1. Classrooms

Classroom and laboratory spaces, including the Veterinary Teaching Hospital, are professional areas. As well as use by DVM students, classrooms are frequently used for graduate and undergraduate courses, meetings, and formal or informal Continuing Education Programs or for extension purposes. Therefore, it is incumbent on all users of the classrooms to maintain a professional appearance.

All personal items including backpacks, blankets, books, pencil/pens, computer, cups and coffee mugs etc. must be removed at the end of the student’s last lecture for the day, unless otherwise requested e.g., lunchtime lectures/seminars may require earlier removal of these items. In these cases, the class will be notified by Academic Affairs and compliance with these requests is expected. Appropriate storage will be provided for white coats/lab coats. Lab coats must not be left elsewhere in the classroom. Student clubs or other organizations cannot leave items in the classroom. Items owned by these club/organizations must be stored in designated areas. Items not removed, or properly stored, will be collected and potentially discarded. Appliances such as coffee makers, microwaves, etc. are not permitted in classrooms. In addition, ottomans or other large storage devices are not permitted in the classrooms.

2. Laboratories

a) Basic Safety Considerations within Laboratories

Laboratory spaces within the CVM are supervised by the Multidisciplinary Laboratory (MDL) staff. The requirements for specific laboratories within the CVM may differ, but as a general rule whenever students are in a laboratory, they are required to wear clean, appropriate laboratory attire (e.g., Lab coats) and nametags. No open-toed shoes are permitted in any laboratory spaces. Eating, drinking, and use of tobacco products are prohibited at all times.

The laboratory spaces should be kept clean. Trash must be placed in the appropriate receptacles. Spills should be immediately cleaned and tables should be cleaned and sanitized at the end of the lab. For most scheduled labs, MDL staff will assign students to assist with additional cleanup duties. This is a requirement, not optional.

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

Note locations of first aid boxes and safety equipment.

Report accidents or injuries to faculty immediately and complete the appropriate form as provided by MDL staff.

b) Student Responsibilities within Laboratories

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

Each year, students may be issued items such as bone sets, slides, equipment, and keys. Students are responsible for maintaining these items. Items must be returned upon request. In addition, students are responsible for the cost of replacing items that are lost or damaged.

Do not leave books, calculators, or other personal belongings unattended. It is strongly recommended that you put your name on all belongings.
Students are welcome and encouraged to use the laboratory facilities "after hours". Please ensure that all items used are appropriately secured upon leaving. The lab must be left clean. Report any damages to MDL staff immediately.

3. Study Spaces

There are many spaces and rooms available throughout the College facilities, as well as the University, for study when students are not in class or after-hours. These spaces include open areas where seating is provided, as well as meeting rooms and classrooms. Student are welcome to use these spaces for either independent or group study when they are not being used by other members of the College. However, there are some rules that must be adhered to in order to use these spaces:

1. The space can only be used for study if it is not being used by faculty or staff for meetings or teaching/research activities. If you would like to know the schedule of any space that is available for student study (see points 5-8 below) please contact Kathy Farley (kfarley@vt.edu).

2. Eating and drinking is allowed in most spaces (for exceptions see below) but the spaces must be left clean and tidy after student use. This includes throwing out all garbage in appropriate receptacles and returning the room to its previous order. In addition, on rainy days/weekends, please clean your shoes before you use the rooms, or clean any mud from the floors that results from its use. If these actions do not occur, then the space(s) will no longer be available for student use.

3. If the space contains a white board, MDL will supply white board markers and erasers for these spaces. The students must erase and clean the white board at the end of their session. If there are insufficient white board markers and erasers in the rooms, students must contact Mel Kegley (kegleym@vt.edu) and/or Mary Nickle (mnickle@vt.edu) and restock the room.

4. The following spaces are not available for student study within the CVM include:
   a. Dean’s Board Room (near the Dean’s suite)
   b. The VMIA Board Room (upper floor VMIA)
   c. The Veterinary Teaching Hospital, including all seminar rooms except for seminar rooms 1 and 2 in the corridor between the Commons and the Small Animal Reception Area.
   d. Faculty and Staff Offices
   e. Research Labs
   f. Animal Housing/Holding Facilities.

5. The spaces that are available for student study within the CVM and the University include:
   a. Classrooms 125 and its Lounge area, Classrooms 100 and 102, and the VMIA Classroom,
   b. Conference Room 343, Conference Rooms B and C, Heritage Room, IDRF 131 and 135
   c. Seminar Rooms 1 and 2 in the VTH
   d. Graduate Conference Room (Rm 291), Rooms 231 and 232; and the Commons and Commons Extension (Waterfall room) are also available but have some conditions applied (see points 6-8)
   e. VT Newman Library (includes Graduate Study spaces for individual study as well as group study)
   f. VT Torgersen Hall and Bridge, which included an atrium with electronic hookups that serves as an electronic study court.
   g. Additional spaces are discussed at the following link: http://www.reddit.com/r/VirginiaTech/comments/z3ebt/where_do_you_study_on_campus/
6. **The Graduate Conference Room (Rm 291)** can only be used if a reservation is made by the student(s) before their study session. This reservation will be made through Kathy Farley (kfarley@vt.edu). Occasionally the student reservation may be cancelled due to rescheduling faculty meetings/seminars. The student will be emailed in these situations. **No eating or drinking** is allowed in this space.

7. **Rooms 231 and 232** are used for students with accommodations and approved excused absences to take exams. At these times, there will be signs posted on the doors and no other students should enter these rooms. When these rooms are not being used for exams, they may be used for students to study. However, they can only be used for quiet, individual study (not group study) as the noise impacts adjacent rooms which are occupied by residents and house officers who are also studying.

8. **The Commons and Commons Extension (Waterfall Room)** are designed to be flexible, easy to transform spaces for both groups as well as individual study. In the Commons Extension (Waterfall Room) the large monitors at opposing ends of the room allow for presentations and the one nearest the Commons is also capable of connecting to multiple computing devices.

   In order to accommodate students wishing to work in groups as well as those wanting to undertake quiet study in the **Waterfall Room**, designated times will be allocated where students may undertake group work, while other times will be quiet time only. These times will be determined in consultation with the Class Presidents and SCAVMA Chairs and will be posted on the doors leading to this room.

### 4. Pet Animals

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

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

Students bringing service animals into the CVM are required to follow all policies and procedures regarding these animals (see Section 5).

### 5. Service Animals

The College recognizes and supports the importance of the services that a trained animal can provide to those with disabilities. As veterinary professionals, we strongly advocate for the special human animal bond that develops as a result of such close relationships, and welcome service animals to the College.

The College service animal guidelines have been developed in compliance with the American with Disabilities Act (ADA, 2010) and Virginia Tech’s Division of Student Affairs, Services for Students with Disabilities (SSD) Guidelines on Service Animals: [http://www.ssd.vt.edu/assets/docs/VirginiaTechGuidelinesonServiceAnimalsandAssistanceSupportAnimals.pdf](http://www.ssd.vt.edu/assets/docs/VirginiaTechGuidelinesonServiceAnimalsandAssistanceSupportAnimals.pdf)

In order to protect both the student-service animal team and the special biosecurity and safety issues for client and college/university-owned animals, the CVM has additional guidelines regarding service animals. Under these guidelines, a service animal is defined as a dog that is individually trained to do work or perform tasks for a person with a disability. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals. Requests for other service animals, as defined by the ADA, will be considered on a case-by-case basis. The following procedures must be followed by students with a service dog:
1. Students requiring the use of a service animal within the CVM must first register the animal with Services for Students with Disabilities (SSD). All guidelines and procedures outlined by SSD regarding service animals at VT must be adhered to while they are in the College. These guidelines are available at the above website.

2. The student must meet with the Associate Dean for Professional Programs during the first week of semester, or as soon as they have acquired the animal if this occurs during the semester. At this meeting the services provided by the animal and the situations where these services are needed, as outlined in the documentation provided by SSD, will be discussed.

3. There are locations involving teaching and research activities where the service animal will not be allowed to enter, therefore, the services will be provided in alternate ways. These locations generally include sites where surgeries are performed (e.g., MDL-3, anesthesia/surgery suites in the VTH); sites where biosecurity is of concern (e.g., MDL-2, facilities where teaching and research animals are housed), large animal teaching facilities including those for horses, cattle, sheep, goats and pigs; and on College furniture, unless this interferes with the service provided.

   It is acknowledged that access, or restriction of access, to specific locations may be required, but these will be worked out on a case-by-case basis. All case-by-case discussions will included a face-to-face conversation with the student, a representative from SSD and the Associate Dean. When clerkships are involved the Assistant Dean for Admissions and Student Services will be included. Further, any accommodation given to an individual is unique and should not be considered precedent for other individuals with service dogs.

4. During times when the student is in a restricted spaces, the service animal may be taken home or they will be kept in in an identified space in MDL within a crate.

6. Motor Vehicles and Parking

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

7. Electronic and Printed Materials Distributed in Courses

Students should be aware of the VT policy on copyright (http://copyright.vt.edu/). Furthermore, most materials generated by faculty for their courses (e.g., lecture notes/handouts, power point slides, images, videos, Mp3 recordings, materials placed on Scholar or other sites containing course material e.g., Utube, etc) are solely for the use of CVM students for educational purposes. They are considered copyright of the College and the University and cannot be reproduced or distributed unless express written permission has been obtained from the author or member of faculty involved.

Students are also encouraged to read the College’s policy on “Information Technology Security at VMRCVM” which is available on the College Intranet: https://intranet.vetmed.vt.edu/Policy/Default.aspx.

8. Administrative Requests

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

These deadlines are firm and are necessary for the college and university to function effectively. Time spent following up on students who do not respond means time not available to assist students with other requests.
An enrollment "hold" will be placed on any student who does not respond to the deadline, and an email will be sent to the student to inform them of this hold. The consequences of an enrollment "hold" include an inability to add/drop courses, all grades are withheld and you will be unable to progress until resolution of the “hold”.

9. Consensual Relationships

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

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

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

1. Student injuries and accidents

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

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

2. Guidelines for Pregnant Veterinary Students

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

a) Requirements

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

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

b) Available Options

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

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

The following are the rights and responsibilities of DVM students who become pregnant during their DVM program:

✔ The pregnant student has the rights and responsibilities for decisions concerning her condition and behavior based on a physician’s assessment of circumstances.

✔ The affected student is expected to complete each and every requirement of the veterinary curriculum by a schedule or plan that can be implemented and by which the risks are deemed assumable by the student and her attending physician.

✔ A faculty member may refuse to allow a pregnant student to participate in assignments or activities whenever, in that faculty member’s judgment, there exists a high potential for accidents or exposure to hazards.

✔ The faculty member may insist under these circumstances that a physician inform the pregnant student of the potential hazards.

✔ Copies of all documents pertaining to a pregnant student's assignment will be maintained in the student's file.

3. Guidelines for Veterinary Students with Temporary Disabilities

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

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

4. Guidelines for Veterinary Students with Other Disabilities

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

Eligibility for Services: To be eligible for services, students with disabilities must identify themselves and present professional documentation to the Services for Students with Disabilities (SSD), Lavery Hall, STE 31, Virginia Tech or 430 Old Turner St, Blacksburg; phone 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.

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

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

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

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

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

6. Medical Insurance Requirements

The CVM has a policy that all veterinary students must be covered by health and accidental insurance policies, which must meet minimum University criteria. Please refer to the following website for further information: http://www.vetmed.vt.edu/acad/dvm/healthcare.asp

Please note that non-compliance with this policy will result in a "hold" being placed on the student's account and inability to enroll in courses.

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 have three options regarding full medical insurance coverage.

1. They may purchase a plan offered by the University to cover hospitalization or medical treatment received apart from the Student Health Services.
2. They may wish to arrange with parents/family to be included in their plan.
3. They may purchase alternative equivalent insurance from another company.
IV. DOCTOR OF VETERINARY MEDICINE HONOR CODE

This code is an alternate version of the Graduate Honor System Constitution specific to students in the Doctor of Veterinary Medicine Program.

Article I: Purpose and Description

Section 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 Regional College of Veterinary Medicine (VMRCVM). 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 VMRCVM, 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 VMRCVM, shall abide by the standards established by VMRCVM, 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.

Section 2 - Implementation

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

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

Section 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
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 koofor. 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 koofers 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 (koofers), as well as published sources. A more detailed discussion of plagiarism may be found in [http://www.lib.vt.edu/instruct/plagiarism/](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.
Section 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

Section 1 - Appointment of the DVM Honor Board Faculty Advisor(s)

One or two member(s) of faculty of the VMRCVM 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.

Section 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):

1. 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.
2. 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.
3. The Advisor(s) shall provide counsel to the Honor Board Chair and GHS Investigators in the preparation of cases.
4. 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.
5. 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.
6. The Advisor(s) (or their designee) shall attend all hearings.
7. The Advisor(s), in consultation with the Honor Board Chair, shall be responsible for appointing the members in a hearing.

Section 3 - Appointment of the DVM Honor Board Chair

1. 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.
2. 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.
3. 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.
4. The DVM Honor Board Faculty Advisor(s) shall appoint the Honor Board Chair.

5. 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.

Section 4 – Duties and Functions of the DVM Honor Board Chair

The DVM Honor Board Chair shall perform the following duties and functions:

1. 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.

2. The DVM Honor Board Chair shall work with the GHS Chief Justice to refer cases to the GHS Investigative Board.

3. The DVM Honor Board Chair will orient the GHS Investigators to the DVM Honor Code.

4. 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.

6. The DVM Honor Board Chair shall assure justice, fairness, and due process.

7. 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).

8. 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.

9. The DVM Honor Board Chair shall keep the VMRCVM community apprised of relevant activities of the DVM Honor Code.

10. The DVM Honor Board Chair shall consult with the DVM Honor Board Faculty Advisor(s) in the appointment of the DVM Honor Code Facilitators.

11. 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.

Section 5 – Appointment of Honor Board Student and Faculty Members

1. 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.

2. 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.

3. 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.

4. 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.

Section 6 – Duties of Honor Board Student and Faculty Members

1. 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.
2. DVM Honor Board Student Members will advise classmates as to the proper function of the DVM Honor Code as necessary.

3. DVM Honor Board Student Members should volunteer to participate as GHS Investigators.

4. 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.

5. 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.

6. 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.

Section 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).

Section 8 - Duties of Investigators

Investigators shall perform the following duties:

1. Investigators shall gather evidence and conduct interviews with the referrer and the accused student(s).

2. 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.

3. In the event of a hearing, Investigators shall present the evidence before the DVM Honor Board Hearing Panel.

Section 9 - Appointment of DVM Honor Code Facilitators

1. The DVM Honor Board Faculty Advisor(s), in consultation with the Honor Board Chair, shall appoint one or more DVM Honor Code Facilitators.

2. DVM Honor Code Facilitators will be trained by GHS Facilitators before appointment as Discussion Facilitators.

3. Facilitators shall serve a two (2) year term, but may be re-appointed to serve a second term, if available and willing.

4. The appointment of new Facilitators shall be made as necessary to meet the needs of the Honor Code.

5. The Facilitator will be appointed from the DVM faculty community and should not be a member of the DVM Honor Board.

Section 10 - Duties DVM Honor Code Facilitators

1. DVM Honor Code Facilitators shall facilitate a discussion meeting between the referrer, and the accused student(s).

2. The DVM Honor Code Facilitators shall ensure that all applicable GHS guidelines are observed and followed (http://ghs.graduateschool.vt.edu/process/fd).

3. The DVM Honor Code Facilitators shall ensure that the rights of the accused and referrer are upheld.

4. 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.

5. 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.
6. The DVM Honor Code Facilitators shall aid the GHS Facilitators in conducting training session for new DVM Honor Code Facilitators.

Section 11 – Communication between the Graduate Honor System and DVM Honor Board

1. Investigators are recruited from experienced panelists of the GHS and may include trained DVM students.
2. The GHS Chief Justice will provide the DVM Honor Board Chair the report from the GHS Investigators.
3. 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

Section 1 – Reporting of Violations

It is the obligation of all members (students, faculty and staff) of the VMRCVM 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 VMRCVM intranet under “Student Information” and “VMRCVM 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.

Section 2 - Violations at Extended Campuses

1. Students engaged in DVM studies at any of VMRCVM’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.
2. 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 VMRCVM.

Article IV: Facilitated Discussion

Section 1 – Composition

1. 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).

Section 2 – Functions of the Facilitated Discussion

The Facilitated Discussion shall fulfill the following functions:

1. It shall assure that the rights of the accused and the referrer are protected and assure due process.
2. It shall facilitate a discussion between the referrer and accused student(s).
3. It shall attempt to build a consensus resolution to a suspected Honor Code violation without convening a DVM Hearing Panel.
4. 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.
Section 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:

1. 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);

2. 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.

Section 4 – Operation

1. 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.

2. 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).

3. 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 GHS investigation and a possible DVM Honor Board hearing.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

Section 5 – Withdrawal from the Decision of the Facilitated Discussion

1. The accused student(s) or referrer(s) may withdraw from a decision reached during a Facilitated Discussion for any reason.

2. 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.

3. 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.
4. 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

Section 1 – Eligibility for Investigations
Investigations may be instigated if:

1. Either the accused student(s) or referrer(s) declines or withdraws from facilitated discussion.
2. 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).
3. 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).

Section 2 – Operation
1. 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.
2. 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).
3. 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.
4. 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.
5. 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).
6. 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.
7. 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
1. 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.
2. 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.

3. Both DVM Honor Board Student and Faculty Members of the DVM Honor Board Hearing Panel shall have full voting rights.

4. The DVM Honor Board Chair (or designee) shall be a non-voting member and shall serve as the panel moderator.

5. 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.

6. 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.

Section 2 - Functions of the DVM Honor Board Hearing Panel

The DVM Honor Board Hearing Panel shall perform the following functions:

1. It shall hear evidence gathered by the GHS Investigators.

2. It shall hear testimony of the referrer(s), accused student(s), and witnesses.

3. It shall assure that the rights of the accused student(s) and the referrer(s) are protected and assure due process.

4. It shall determine guilt or innocence.

5. It shall recommend the penalty when the accused student(s) is determined to be guilty of the charge.

Section 3 - Operation

1. For each case, a hearing shall be conducted by the DVM Honor Board Hearing Panel.

2. 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.

3. 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).

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. In determining the appropriate sanction, such factors as the accused student's past history of violations and severity of the violation may be considered.

10. Recommendations of penalty shall be by majority vote. An abstention shall not be counted as a vote.

11. 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.

12. 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: VMRCVM Action**

**Section 1 - Review and Decision**

1. 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.

2. No penalty shall be announced until an official decision has been rendered by the Associate Dean of Professional Programs (or designee).

3. The official decision of the Associate Dean of Professional Programs (or designee) shall be transmitted in writing to the accused student(s), the referrer(s), and (if applicable) the course instructor. The accused student(s) shall also be notified of the right to appeal the decision.

4. 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 VMRCVM Dean.

**Section 2 - Appeals**

1. 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.

2. 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.

3. 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.

4. 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.
5. 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.

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

   b. **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.

   c. **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.

7. 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**

**Section 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.

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

   b. 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%
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.

c. 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.

d. 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.

e. 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.

f. 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.

2. **Suspension** (all parts mandatory)

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. 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.

c. 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.

d. 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.

3. **Permanent Dismissal** (all parts mandatory)

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

b. 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.

c. The accused may never re-enroll in the DVM program at the VMRCVM.

d. 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.

**Section 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

Section 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:

1. Students shall be considered innocent until judged guilty.
2. Students shall have the right to be secure in person and property.
3. Students shall have the right to refrain from speaking for or against themselves.
4. 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.
5. Students may terminate a Facilitated Discussion at any time, without reason.
6. Students shall have the right to review the report prepared by the Investigators, prior to the scheduling of the DVM Honor Board Hearing Panel.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. Students shall have the right to be aware of all testimony.
13. 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.
14. 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.
15. 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.

16. Students shall have the right to an appeal as specified under Article VII, Section 2.

Section 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

Section 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:

1. The referrer shall have the right to choose one person (any member of the DVM community, such as a DVM student, a VMRCVM 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.

2. The referrer shall have the right to terminate Facilitated Discussion at any time, without reason.

3. The referrer shall have the right to review the report prepared by the Investigator, prior to the scheduling of a DVM Honor Board Hearing.

4. 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.

5. The referrer shall have the right to receive written notification of the final disposition of the case.

6. The referrer shall have the right to be secure in person and property.

7. 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.

Section 2 - Obligations of the Referrer
A person bringing charges of a DVM Honor Code violation against another shall accept the following obligations:

1. 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.

2. The referrer shall be expected to appear at the DVM Honor Board Hearing.

3. 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

1. 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.

2. 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

Section 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.

Section 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.

Section 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.

Section 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.
Section 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.

Section 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.

Section 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.
V. 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).

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 VMCMVM 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 guidelines for *Virginia Tech Policy on Harassment, Discrimination and Sexual Assault* (Policy 1025) should be adhered to:

> "2.1 University Statement on Non-Discrimination
Virginia Tech does not discriminate against employees, students or applicants on the basis of age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status, or otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants, or on any other basis protected by law.

2.2 Applicability of Non-Discrimination Statement
The prohibition against discrimination and harassment applies to all levels and areas of university operations and programs, to undergraduate and graduate students, administrators, faculty, staff, volunteers, vendors, and contractors. Such behavior is inconsistent with the university’s commitment to excellence and to a community in which mutual respect is a core value as articulated in the Virginia Tech Principles of Community."

Violations of the above policy will be referred to the **Office of Equity and Access**. These violations will only be processed through the Professional Code of Conduct when deemed appropriate by the Assistant Vice President of Equity and Access or specified designee. Addendum 1 addresses prohibited Acts under Virginia Tech Policy 1025 that will be handled by the Office of Equity and Access.

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

- Students should refrain from wearing clothing with symbols, words or slogans that may be considered to be offensive by a reasonable person.
- Students may post notices and distribute emails via the list-serves pertaining to college related activities. These must be professional and may not refer to any form of alcohol/adult beverage. Language may not be offensive to a reasonable person. 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 derogatory comments pertaining to fellow students, clients, faculty members and staff of the college on social media platforms.

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 VMVCVM.

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 VMVCVM 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.

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 VMCVM 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 VMCVM 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 ten (10) 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 three 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 VMCVM 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 10 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 of the date, time and location of the formal hearing.

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 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 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.

2. 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.

3. 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 VMCVM.
   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 include 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. excitement, 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.