DVM Student Handbook
Years 1 – 3

2014-15
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X. Student Honor Code

Code of Student Conduct VMRCVM

Name, Purpose and Application
Rules of Conduct
Student Code Board
Faculty Review Board
Enforcement Procedures
Review by Faculty Board
Records and Confidentiality
Miscellaneous
Amendments and Retirement
Procedure for Amendment or Retirement
Student’s Right to Procedural Due Process

Student Honor Code Flow Chart
OFFICE OF ACADEMIC AFFAIRS

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

Who’s Who in Academic Affairs

General Contact information
Phone: 540-231-4090  
Fax: 540-231-9290  
Academic Affairs email: acadaff@vt.edu

Dr. Jennie Hodgson  
Associate Dean for Professional Programs  
jennieh@vt.edu

Dr. Jacque Pelzer  
Director of Admissions and Student Services  
Veterinary Career Advisor  
pelzer@vt.edu

Ms. Joyce Massie  
Admissions Coordinator  
dvmadmit@vt.edu

Ms Jill Wells  
Recruitment Coordinator  
jiwells@vt.edu

Dr. Karen Inzana  
Director of Assessment and Chair of the Standards Committee  
kdyer@vt.edu

Office Staff

TBA  
Year 1-3 Support Specialist  
acadaff@vt.edu

Ms. Shelby Jenkins  
Year 4 Support Specialist  
ishel87@exchange.vt.edu

Ms. Darlene Duncan  
Education Support Specialist  
Notary Public  
darld08@vt.edu

TBA  
Scholarships and Office Manager
MULTIDISCIPLINE LABORATORIES (MDL)

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

Ms. Mel Kegley
Laboratory Manager
kegleym@vt.edu

MDL Staff

Ms. Kathy Farley
Senior Secretary
kfarley@vt.edu

Year 1:

Ms. Mary Nickle
Lab Specialist
mnickle@vt.edu

Ms. Betsy Cook
Lab Specialist
becook@vt.edu

Year 2:

Ms. Courtney Snead
Lab Specialist
csnead@vt.edu

TBA
Lab Specialist

Year 3:

Ms. Shelly Threlkeld
Lab Specialist Senior, LVT
vettech@vt.edu

Ms. Angie Roberts
Lab Specialist
robertsa@vt.edu

Anatomy Preparation Laboratory (APL)

Ms. Pam Arnold
Anatomical Preparator
parnold@vt.edu
CURRICULUM and TRACKING

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

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

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

The curriculum is constantly monitored and reviewed by the Curriculum Committee of the College. It is, therefore, subject to change as needs and circumstances dictate. In addition, the VMRCVM is monitored by the AVMA’s Council on Accreditation and every year must write an updated report on the 11 standards by which all Veterinary Colleges in North America are evaluated. All students in the CVM have an opportunity to anonymously comment on the College’s adherence to these standards through an electronic drop box: https://intranet.vetmed.vt.edu/Academics/Feedback.aspx

The organization of the current DVM curriculum is summarized in Table 1. Note that information in this table may change over the four years you are enrolled in the DVM program. An up to date table and information on individual syllabi is available on our website: http://www.vetmed.vt.edu/acad/dvm/docs/DVM_Course_List.pdf.

Tracking

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

In semesters 1 and 2, the Director of Student Services and others will provide the class with further information regarding tracking to assist you in choosing one of the five tracks available. In addition, the Director is available to meet with you individually to discuss your questions regarding tracking and career choices within the profession, and the Director of the Center for Public and Corporate Veterinary Medicine will be available for career advising, specifically for students interested in the Public Corporate track. You will be required to submit your track choice to the Director prior to the end of semester 2, though you can change your track up until the end of semester 4 AS LONG AS you have undertaken the appropriate track requirements as electives.
Table 1: Semester 1 – 6 Course and Course Leaders

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>SEMESTER 1</th>
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<tr>
<td><strong>CORE Courses</strong></td>
<td><strong>VM</strong></td>
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<tr>
<td>Veterinary Anatomy I</td>
<td>8014</td>
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<tr>
<td>Veterinary Histology</td>
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<tr>
<td>Veterinary Physiology I</td>
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<td>Medical Biochemistry</td>
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<td>Professional Foundations I</td>
<td>8004</td>
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<tr>
<td>Veterinary Ethology</td>
<td>8144</td>
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<td>Vet Large Animal Husbandry</td>
<td>8074</td>
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<tr>
<td><strong>ELECTIVES</strong></td>
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<tr>
<td>Animal Domestication and Genetic Resources</td>
<td></td>
</tr>
<tr>
<td>Descriptive Embryology</td>
<td>8024</td>
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</tbody>
</table>

**Note:** these courses were **correct at the time of printing**. However, the courses offered may change, especially over time. An up-to-date table of courses is available on the DVM mainpage (see above for link). Course syllabi are available on the intranet.

CH = credit hours
<table>
<thead>
<tr>
<th>CORE Courses</th>
<th>VM</th>
<th>Course Leader</th>
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<tbody>
<tr>
<td>Fundamentals of Vet Pharmacology</td>
<td>8314</td>
<td>Dr. Ehrich</td>
<td><a href="mailto:marion@vt.edu">marion@vt.edu</a></td>
<td>3</td>
</tr>
<tr>
<td>Veterinary Bacteriology &amp; Mycology</td>
<td>8334</td>
<td>Dr. J. Hodgson</td>
<td><a href="mailto:jennieh@vt.edu">jennieh@vt.edu</a></td>
<td>4</td>
</tr>
<tr>
<td>Clinical Techniques</td>
<td>8354</td>
<td>Dr. Scarratt</td>
<td><a href="mailto:kscrat@vt.edu">kscrat@vt.edu</a></td>
<td>2</td>
</tr>
<tr>
<td>Veterinary Pathology II</td>
<td>8404</td>
<td>Dr. Saunders</td>
<td><a href="mailto:gsaun@vt.edu">gsaun@vt.edu</a></td>
<td>3</td>
</tr>
<tr>
<td>Veterinary Radiology</td>
<td>8544</td>
<td>Dr. Daniel</td>
<td><a href="mailto:gdaniel@vt.edu">gdaniel@vt.edu</a></td>
<td>2</td>
</tr>
<tr>
<td>Veterinary Clinical Nutrition</td>
<td>8454</td>
<td>Dr. Swecker</td>
<td><a href="mailto:cvmwss@vt.edu">cvmwss@vt.edu</a></td>
<td>1</td>
</tr>
<tr>
<td>Fundamentals of Theriogenology</td>
<td>8374</td>
<td>Dr. Clark</td>
<td><a href="mailto:sherrie@vt.edu">sherrie@vt.edu</a></td>
<td>2</td>
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<tr>
<td><strong>TRACK</strong></td>
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<tr>
<td>Food Animal Nutrition</td>
<td>8384</td>
<td>Dr. Swecker</td>
<td><a href="mailto:cvmwss@vt.edu">cvmwss@vt.edu</a></td>
<td>2</td>
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<tr>
<td>Equine Nutrition</td>
<td>8394</td>
<td>Dr. Shepherd</td>
<td><a href="mailto:meshephe@vt.edu">meshephe@vt.edu</a></td>
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<tr>
<td>Small Animal Nutrition</td>
<td>8264</td>
<td>Dr. Shepherd</td>
<td><a href="mailto:meshephe@vt.edu">meshephe@vt.edu</a></td>
<td>1</td>
</tr>
<tr>
<td>Intro to Statistics in Biomedical Research*</td>
<td>8534</td>
<td>Dr. Werre</td>
<td><a href="mailto:swerre@vt.edu">swerre@vt.edu</a></td>
<td>2</td>
</tr>
<tr>
<td>Vets in the Global Community</td>
<td>8684</td>
<td>Dr. Ragan</td>
<td><a href="mailto:vragan@umd.edu">vragan@umd.edu</a></td>
<td>1</td>
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<tr>
<td><strong>ELECTIVES</strong></td>
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<tr>
<td>Morphology &amp; Natural History of Mammals</td>
<td>8244</td>
<td>Dr. Freeman</td>
<td><a href="mailto:lfreeman@vt.edu">lfreeman@vt.edu</a></td>
<td>2</td>
</tr>
<tr>
<td>Pharmacology Topics</td>
<td>8274</td>
<td>Dr. Ehrich</td>
<td><a href="mailto:marion@vt.edu">marion@vt.edu</a></td>
<td>1</td>
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<tr>
<td>Beef Cow-Calf Institute</td>
<td>8984</td>
<td>Dr. Currin</td>
<td><a href="mailto:jcurrin@vt.edu">jcurrin@vt.edu</a></td>
<td>2</td>
</tr>
</tbody>
</table>

| **YEAR 2 SEMESTER 4**                             |     |               |                 |    |
| CORE Courses                                      | VM  | Course Leader | email           | CH |
| Clinical Pathology                                | 8414| Dr. Weinstein | nweins@vt.edu   | 3  |
| Veterinary Virology                               | 8124| Dr. Subbiah   | kumarans@vt.edu | 2  |
| Veterinary Anesthesiology                        | 8444| Dr. Ricco     | drhat@vt.edu    | 2  |
| Veterinary Musculoskeletal                        | 8284| Dr. Gilley    | rsgilley@vt.edu | 3  |
| Veterinary Toxicology                             | 8424| Dr. James-Yi  | sandraY8@vt.edu | 2  |
| Vet Cardiorespiratory System                      | 8754| Dr. Pierson & Dr. Abbott | pierson@vt.edu abbottJ@vt.edu | 3 |
| General Veterinary Medicine                       | 8554| Dr. Pierce    | bpi@vt.edu      | 1  |
| Professional Foundations III                      | 8984| Dr. J Pelzer  | jpelzer@vt.edu  | 1  |
| **TRACK**                                        |     |               |                 |    |
| Advanced Epidemiology                            | 8684| Dr. Elvinger  | Elvinger@vt.edu | 2  |
| Food Animal Theriogenology                       | 8574| Dr. Clark     | sherrie@vt.edu  | 2  |
| Equine Therio I                                  | 8514| Dr. J. Cecere | juliet@vt.edu   | 1  |
| Small Animal Medicine I                          | 8585| Dr. Monroe    | monroewe@vt.edu | 1  |
| **ELECTIVES**                                    |     |               |                 |    |
| Small Animal Theriogenology                      | 9254| Dr. Cecere    | juliet@vt.edu   | 1  |
| Aq Med & Fish Health                             | 8494| Dr. S. Smith  | stsmith7@vt.edu | 2  |
| Physical Rehab & Complementary Medicine          | 8804| Dr. Pierce    | bpi@vt.edu      | 1  |
| Behavioral Medicine                              | 8884| Dr. Hodgson   | jennieh@vt.edu  | 1  |
| Wildlife Medicine                                | 8594| Dr. S. Smith  | Stsmith7@vt.edu | 1  |
| Pocket Pets & Exotic Animal Medicine             | 9224| Dr. S. Smith  | Stsmith7@vt.edu | 1  |
# YEAR 3  SEMESTER 5

## CORE Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>VM</th>
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<tbody>
<tr>
<td>Vet Surgical Principals &amp; Practice</td>
<td>8624</td>
<td>Dr. Lanz</td>
<td><a href="mailto:olanlz@vt.edu">olanlz@vt.edu</a></td>
<td>3</td>
</tr>
<tr>
<td>Veterinary Gastroenterology</td>
<td>8614</td>
<td>Dr. Leib</td>
<td><a href="mailto:mielb@vt.edu">mielb@vt.edu</a></td>
<td>4</td>
</tr>
<tr>
<td>Veterinary Public Health</td>
<td>8434</td>
<td>Dr. K. Pelzer</td>
<td><a href="mailto:kjpelzer@vt.edu">kjpelzer@vt.edu</a></td>
<td>1</td>
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<tr>
<td>Veterinary Neurology</td>
<td>8654</td>
<td>Dr. Inzana</td>
<td><a href="mailto:kdyer@vt.edu">kdyer@vt.edu</a></td>
<td>2</td>
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<tr>
<td>Veterinary Ophthalmology</td>
<td>8344</td>
<td>Dr. Pickett</td>
<td><a href="mailto:jppicket@vt.edu">jppicket@vt.edu</a></td>
<td>1</td>
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<tr>
<td>Professional Foundations IV</td>
<td>8984</td>
<td>Dr. J. Pelzer</td>
<td><a href="mailto:jpelzer@vt.edu">jpelzer@vt.edu</a></td>
<td>2</td>
</tr>
<tr>
<td>Emerging &amp; Exotic Dz of An.</td>
<td>8984</td>
<td>Dr. J. Pelzer</td>
<td><a href="mailto:jpelzer@vt.edu">jpelzer@vt.edu</a></td>
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## TRACK

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<th>VM</th>
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<tbody>
<tr>
<td>Equine Medicine &amp; Surgery I</td>
<td>8695</td>
<td>Dr. Buechner- Maxwell</td>
<td><a href="mailto:bmax@vt.edu">bmax@vt.edu</a></td>
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</tr>
<tr>
<td>FA Medicine &amp; Surgery I</td>
<td>8615</td>
<td>Dr. Scarratt</td>
<td><a href="mailto:kscrat@vt.edu">kscrat@vt.edu</a></td>
<td>3</td>
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<tr>
<td>Small Animal Medicine II</td>
<td>8586</td>
<td>Dr. Troy</td>
<td>cvmgcvt.edu</td>
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<tr>
<td>Veterinarians &amp; Public Policy</td>
<td>8984</td>
<td>Dr. Ragan</td>
<td><a href="mailto:vragan@vt.edu">vragan@vt.edu</a></td>
<td>1</td>
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<tr>
<td>Advanced SA ClinTech</td>
<td>8694</td>
<td>Dr. Bartl</td>
<td><a href="mailto:laraeb1@vt.edu">laraeb1@vt.edu</a></td>
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## Electives

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<tr>
<td>Food Animal Product Safety</td>
<td>8984</td>
<td>Dr. Eifert</td>
<td><a href="mailto:jeifert@vt.edu">jeifert@vt.edu</a></td>
<td>2</td>
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<tr>
<td>Equine Neonatal Medicine</td>
<td>9174</td>
<td>Dr. Buechner- Maxwell</td>
<td><a href="mailto:bmax@vt.edu">bmax@vt.edu</a></td>
<td>1</td>
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<tr>
<td>Goat &amp; Sheep Medicine</td>
<td>9074</td>
<td>Dr. Sponenberg</td>
<td><a href="mailto:dpsonen@vt.edu">dpsonen@vt.edu</a></td>
<td>1</td>
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<tr>
<td>Ferret Medicine &amp; Surgery</td>
<td>8984</td>
<td>Dr. Eng/ Dr. Finkler</td>
<td><a href="mailto:laeng@vt.edu">laeng@vt.edu</a> <a href="mailto:mfinkler@vt.edu">mfinkler@vt.edu</a></td>
<td>1</td>
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<tr>
<td>Emerging Infectious Diseases I</td>
<td>9085</td>
<td>Dr. Meng</td>
<td><a href="mailto:xjmeng@vt.edu">xjmeng@vt.edu</a></td>
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<tr>
<td>Veterinary Cytopathology</td>
<td>8984</td>
<td>Dr. Zimmerman</td>
<td><a href="mailto:kzimmerman@vt.edu">kzimmerman@vt.edu</a></td>
<td>1</td>
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<tr>
<td>International Clinical Vet Med</td>
<td>8984</td>
<td>Dr. Subbiah</td>
<td><a href="mailto:kumarans@vt.edu">kumarans@vt.edu</a></td>
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## YEAR 3   SEMESTER 6

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<td>Dr. Diaz</td>
<td><a href="mailto:sdiaz@vt.edu">sdiaz@vt.edu</a></td>
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<tr>
<td>Vet Hemolymphatic System</td>
<td>8674</td>
<td>Dr. Panciera</td>
<td><a href="mailto:Panciera@vt.edu">Panciera@vt.edu</a></td>
<td>2</td>
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<tr>
<td>Urology</td>
<td>8644</td>
<td>Dr. Grant</td>
<td><a href="mailto:dgrant@vt.edu">dgrant@vt.edu</a></td>
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<td>Vet Clinical Pharmacology</td>
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<td>Dr. Wilcke</td>
<td><a href="mailto:Jwilcke@vt.edu">Jwilcke@vt.edu</a></td>
<td>2</td>
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<tr>
<td>Professional Foundations V</td>
<td>8984</td>
<td>Dr. J. Pelzer</td>
<td><a href="mailto:jpelzer@vt.edu">jpelzer@vt.edu</a></td>
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### ELECTIVES

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<tr>
<td>Avian Medicine &amp; Surgery</td>
<td>9004</td>
<td>Dr. Pierson</td>
<td><a href="mailto:pierson@vt.edu">pierson@vt.edu</a></td>
</tr>
<tr>
<td>Behavioral Medicine</td>
<td>8984</td>
<td>Dr. J. Hodgson</td>
<td><a href="mailto:jennieh@vt.edu">jennieh@vt.edu</a></td>
</tr>
<tr>
<td>Parasitology of Grazing Animals</td>
<td>8984</td>
<td>Dr. Zajac</td>
<td><a href="mailto:azajac@vt.edu">azajac@vt.edu</a></td>
</tr>
<tr>
<td>SA Emergency Medicine</td>
<td>8984</td>
<td>Dr. Bart/Dr. Grant</td>
<td><a href="mailto:dgrant@vt.edu">dgrant@vt.edu</a></td>
</tr>
<tr>
<td>Equine Podiatry</td>
<td>8984</td>
<td>Dr. Pleasant</td>
<td><a href="mailto:rpleasant@vt.edu">rpleasant@vt.edu</a></td>
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<tr>
<td>Reproductive Pathology</td>
<td>8474</td>
<td>Dr. Sponenberg</td>
<td><a href="mailto:dpsponen@vt.edu">dpsponen@vt.edu</a></td>
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<tr>
<td>Veterinary Oncology I</td>
<td>9095</td>
<td>Dr. Klahn</td>
<td><a href="mailto:shawnalk@vt.edu">shawnalk@vt.edu</a></td>
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## YEAR 3   SEMESTER 6

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<td>Dr. Grant</td>
<td><a href="mailto:dgrant@vt.edu">dgrant@vt.edu</a></td>
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<tr>
<td>Small Animal Medicine III</td>
<td>8587</td>
<td>Dr. Herring</td>
<td><a href="mailto:iherring@vt.edu">iherring@vt.edu</a></td>
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<td>Advanced Small Animal Surgery</td>
<td>9034</td>
<td>Dr. Harper</td>
<td><a href="mailto:tiharper@vt.edu">tiharper@vt.edu</a></td>
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<td>Equine Medicine &amp; Surgery II</td>
<td>8696</td>
<td>Dr. McKenzie</td>
<td><a href="mailto:hmckenzi@vt.edu">hmckenzi@vt.edu</a></td>
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<td>8524</td>
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<td><a href="mailto:switonsk@vt.edu">switonsk@vt.edu</a></td>
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<td>Eq Therio II</td>
<td>9124</td>
<td>Dr. Clark</td>
<td><a href="mailto:sherrie@vt.edu">sherrie@vt.edu</a></td>
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<td>FA Med &amp; Surg II</td>
<td>8616</td>
<td>Dr. Swecker</td>
<td><a href="mailto:cvmwss@vt.edu">cvmwss@vt.edu</a></td>
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<td>FA Clinical Prob Solv</td>
<td>9044</td>
<td>Dr. D. Hodgson</td>
<td><a href="mailto:Hodgson@vt.edu">Hodgson@vt.edu</a></td>
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<td>P/C Problem Solving</td>
<td>8984</td>
<td>Dr. Ragan</td>
<td><a href="mailto:vragan@umd.edu">vragan@umd.edu</a></td>
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<td>Emerging Infectious Dis II</td>
<td>9086</td>
<td>Dr. Meng</td>
<td><a href="mailto:xjmeng@vt.edu">xjmeng@vt.edu</a></td>
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<tr>
<td>Advanced Histopathology</td>
<td>9064</td>
<td>Dr. LeRoith</td>
<td><a href="mailto:tleroith@vt.edu">tleroith@vt.edu</a></td>
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<tr>
<td>Adv Vet Public Health</td>
<td>9094</td>
<td>Dr. K. Pelzer</td>
<td><a href="mailto:kpelzer@vt.edu">kpelzer@vt.edu</a></td>
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I. POLICIES, PROCEDURES & GUIDELINES – Curriculum

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

a) Enrollment

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

In March and October, the Office of Academic Affairs will distribute a memorandum with details of enrollment for Fall and Spring courses respectively. This will include specific instructions to perform online enrollment, drop/add instructions, course notes, concurrent courses and details of track or elective classes with size restrictions (caps) which may require “lottery” draws.

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

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

Please be cognizant of the importance of correct enrollment, including drop/adds and particularly the early drop/adds. If a course has an early drop/add you will not be allowed to enroll after this date. If you intend to drop a course, but either miss the drop deadline or do not perform the drop correctly, you are responsible for completing requirements of the course. In 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.

b) Drop/Add 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 in semesters 1 through 6 taken as electives:

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

c) Dropping an 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 (Semesters 1-6) subject to the following stipulations:

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

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

iii) 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.

iv) 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.

v) Courses from which 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.

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

d) Auditing Courses

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

2. Guidelines for Attendance and Excused Absences

a) Attendance

Attendance is expected in all academic sessions (lectures, laboratories, discussion sessions, clinical clerkships, etc.) of all courses. However, attendance is required for some components of 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 ([http://www.registrar.vt.edu/dates/religious_ethnic_holidays.php](http://www.registrar.vt.edu/dates/religious_ethnic_holidays.php))
- Professional circumstances – see additional information below
- Other serious, unavoidable circumstances beyond the student’s control (these categories may include a motor vehicle accident, military requirements etc. but exclude heavy traffic, oversleeping, etc.) and which must be approved by the Associate Dean in conjunction with the Course Leader.

ii) **Notification:**

A written or email **request** for an excused absence from a **required** 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, Shiffert Health Centre provides excused absence statements **ONLY** if the health care provider (MD, FNP, etc.) believes the student should not be in class that day due to a serious or highly contagious illness.

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

The VMRCVM recognizes that DVM training is primarily the responsibilities of the College and its instructors. However, there are times during their professional education when it is appropriate for students 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 on Academic Concern, Probation or being Reviewed for Dismissal (see Standards for Academic Progression).
- Students may receive an Excused Absence to attend one professional meeting during the first six semesters 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 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.
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.

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.

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.

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 MDL. If rescheduling is not feasible, students will be responsible for notes, reading assignments, and other materials scheduled for the missed contact period.

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

b) Procedure for Non-Appearance of an Instructor

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

1. The designated class member will contact the Multi-Disciplinary Lab (MDL) via phone, (231-9017, Ms. Melanie Kegley; or 231-7881 Ms. Kathy Farley), or by going to the 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.

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

3. The designated class member will page the instructor. If assistance is needed with calling or paging the instructor, contact Communications (231-7666) or the MDL office as above.

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

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

4. Guidelines for Student Evaluation of Courses

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

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

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

5. Guidelines for Assessment

a) Dates of Exams

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

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

Where possible, no more than two exams are scheduled per week (this does not include quizzes). However, in semesters 3 and 4 there may be occasional weeks where 3 exams may be scheduled. At these times, exams for no more than 2 core classes will be scheduled in any one week 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, etc., is forbidden during examinations in the VMRCVM. Exceptions may be granted if expressly permitted by the course leader when use of an electronic device (e.g., a 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 Student 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 Virginia Maryland Regional College of Veterinary Medicine will provide reasonable accommodation as specified by ADA and Section 504 of the Rehabilitation Act.

The College requires that a student with a documented or a perceived disability self-identify to the Office of Services for Students with Disabilities (SSD) as soon as the disability has been perceived or diagnosed if s/he wish to use accommodations. 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 (Dr Susan Angle; 231-3788 or visit at Lavery Hall, STE 310, VT or 430 Old Turner St Blacksburg).

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 60 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 resources issues.

ii) Procedures for Accommodations

1. Scheduling and Administration of Accommodations
   ✓ Additional examination time will be scheduled during office hours (8:00 am - 5:00 pm) if at all possible, with the exception to this general rule, of providing an opportunity for a 7:10 am start for lecture exams if there is not a free lecture/lectures following the 8:00-8:50 am exam. Some accommodations may extend into the lunch hour.
   ✓ Prior to the first exam, Academic Affairs staff will send the exam schedule via email to students with accommodations, to the Associate Dean, and to Course Leaders.
   ✓ Exams for students with accommodations will be conducted in Room 231. This room is monitored by an in-class camera, 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 the Associate Dean for Professional Programs and SSD personnel.
   ✓ 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.
   ✓ If the exam is to start before 8:00am, a member of staff/faculty in the Office of Academic Affairs will meet the student(s) at 7:05 am, show them to Room 231, distribute the exams to enable a start time at 7:10am, and announce the duration of the examination at the start of the exam. All students undertaking the exam must begin at this time. If they finish the exam earlier than the allocated time, they may quietly leave the examination room and bring the completed exam to the Office of Academic Affairs.
   ✓ At the required time (e.g., after 100 minutes), a member of staff/faculty in the Office of Academic Affairs will ask student(s) to finish writing and will collect all exams.
   ✓ Course Leaders (or other members of Faculty giving exams) must collect completed exams from the Office of Academic Affairs following the exam.
   ✓ Course Leaders - please relay this information to faculty in your courses who are giving exams.
2. Student responsibilities for Accommodations:

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

At the Start of each Course:

Before the end of the first week of each course in which the student is enrolled, it is the responsibility of each student using accommodations to pick up their letters from SSD, and meet with the appropriate Course Leader(s) or his/her designee(s). At each meeting, the student will give the Course Leader or designee a copy of the accommodations requested and discuss specific needs. This applies even if the student does not know when during the semester the accommodations will be used. A copy of the accommodation letter will also be given to the Associate Dean Professional Programs (see above). Accommodations will not be provided until the letter has been received by the Course Leaders and the Associate Dean and the meeting with the Course Leaders or designee has occurred. Failure by the student to comply with contacting the above representatives by the end of the first week of the course may jeopardize timely delivery of accommodation(s) in the course. If appropriate, the student also needs to meet with the additional faculty that are responsible for a course exam and provide an accommodation letter (see Course Leader section below).

New Accommodations during a Course

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

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

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

During the initial student meeting between the student with an accommodation letter and Academic Affairs, the Associate Dean for Professional Programs will explain the Accommodations Procedures document, student and faculty expectations, and emphasize the need for compliance with the procedures. The consequence of non-compliance is that an exam would not be made available for an early start. Prior to subsequent semesters, the Office of Academic Affairs will send/give a copy of the most recent guidelines to students with accommodations and course leaders.

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

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

During the initial meeting with the student with an accommodation letter, the Course Leader will provide to the student the names of other faculty in the course/clerkship who will be giving exams. Students are responsible for meeting with these faculty members and if appropriate, providing him/her a copy of the letter of accommodation from SSD.
As stated earlier, it is the responsibility of the Course Leaders (or other members of faculty giving exams) to provide the appropriate number of exams (+/- opscan sheets) to the Year 1-3 Support Person or Office Manager for the Office of Academic Affairs by **3pm on the afternoon before the scheduled exam** at the latest. 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.


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

**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 in the locked boxes outside the classrooms or the MDL labs. Students are reminded that it is a **breach of College policy** as well as a breach of the Honor Code, to **reproduce by any means**, or **have unapproved use** of, any 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 sections on Student Conduct and Honor Code for consequences of breaches to this policy.

**g) Mis-keying of Optical Scan Sheets**

For courses in which an answer sheet (e.g., Opscan®) is used in addition to an exam booklet, the standard for grading is the answer sheet. In the event of an error in entering responses on the answer sheet, the Course Leader has the option/authority to hand grade the answer booklet with a **mandatory 10 percent penalty** (approved by Curriculum Board, 4/25/05).
h) Grading System: Years 1 – 3

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

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

All courses offered in the DVM program will use this grading scale. The Course Leader should notify students of this grading scale within their syllabus and/or at the beginning of the course.

i) Guidelines for Calculation of Letter Grades

Assignments of grades will be consistent for all courses in the DVM program. The percentage scores assigned to each numerical grade is indicated in the preceding section. In addition, no rounding will occur in any course (e.g., 72.9 will be assigned a D+ grade as per the College’s grading scale).

j) 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.

Assignments 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.

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 Dept/Division level of appeal will be provided by the Office of Academic Affairs.

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

Level 1 Grade Appeal: Instructor assigning the grade

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

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

6. Guidelines for Academic Progression

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

a) Standards for Academic Progression

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

Academic Concern

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

Academic Probation

1. Any student whose semester grade point average is below 2.5 for two consecutive semesters or a student who receives a D grade in a core or track course while on academic concern.
2. Any student whose cumulative grade point average falls below 2.5 for Semester 2 or any semester thereafter.
3. Any student who receives 2 D grades in core or track courses in one semester
Reviewed for Academic Dismissal

1. Any student whose semester grade point average is below 2.5 for three consecutive semesters or a student who receives a D grade in a core or track course while on academic probation may be dismissed for academic cause. These students will need to petition the Standards Committee for continuation in the program.

2. Any student who has a cumulative grade point average between 2.25 and 2.5 at the end of semester 6 will undergo review before progressing to 4th year.

Automatic Dismissal for Academic Cause

1. Any student who accumulates 5 D grades or more in core or track courses.

2. Any student who receives 3 D grades or more in core or track courses in any one semester.

3. Any student who receives an F or failing grade in a core or track course.

4. Any student failing to achieve a cumulative grade point average of 2.25 by the end of semester 6.

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

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

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

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

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

- Advance to second year: 35 credits
- Advance to third year: 70 credits
- Advance to forth year: 113 credits

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

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

In accordance with university policies, voluntary resignation from the professional program can be made at any time with the permission of the Associate Dean of Professional Programs. It requires a written letter to the Associate Dean outlining the reasons for resignation, as well as
completion of the Student Resignation/Withdrawal Form available at the Office or Academic Affairs. The completed form will be submitted to the VT Registrar’s Office by the Office of Academic Affairs.

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

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

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

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

A student who is re-admitted after academic failure, or after voluntary resignation while failing one or more courses, will automatically be placed on academic probation. The cumulative GPA and number of D grades at re-entry will be that which the student had at the start of semester of re-entry. If this cumulative GPA is <2.5, the GPA must be raised to a 2.5 or above by the end of the second semester after re-instatement. In addition the student must obtain a grade of at least 2.0 (C) in each repeated course. If the student obtains a semester GPA of <2.5 after reaching that part of the program not previously taken they will be replaced on academic probation (not academic concern).

The academic transcripts of students who have been dismissed from the DVM program in spring semester will be reviewed by the Standards Committee to determine a recommendation regarding their requirement to repeat the preceding fall semester.

8. **FERPA Waiver**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Schools must have written permission, in the form of the FERPA Waiver, in order to release any information from a student’s education record. This means that anytime you ask for a letter of recommendation from a faculty member or need a letter of good academic standing, or other information about your academic performance, you will need to have a FERPA waiver on file. If you choose to sign a waiver allowing anyone to view your records, you need to understand the implication of that decision. More information about the FERPA Waiver and its consequences can be found at: [http://www.registrar.vt.edu/records/ferpa.php](http://www.registrar.vt.edu/records/ferpa.php)
The University and Colleges may disclose, without consent, “directory” information such as a student’s name, local and permanent address, telephone number, date and place of birth, honors and awards, enrollment status, anticipated graduation date, dates of attendance etc. You may choose to designate some or all of your directory information as confidential. However, doing so will result in:

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

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

II. POLICIES, PROCEDURES & GUIDELINES – Classrooms & Facilities

1. Multidiscipline Laboratories (MDL)

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

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

a) Basic Safety Considerations within MDL

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

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

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

   Note locations of first aid boxes and safety equipment.

   Report accidents or injuries to faculty immediately and complete the appropriate form (see policies and procedures).
b) Student Responsibilities within the MDL

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

Each year, students 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. Keep microscopes locked up when not in use.

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

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

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

2. 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. Thus 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.

3. Use of Computers in Classrooms

See section VIII Professional Conduct.

4. Notices and Email

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

5. Administrative Requests

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

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

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

6. Pet Animals

College regulations prohibit students bringing pet animals into college buildings except for attendance at the Veterinary Teaching Hospital, in which case all policies and procedures pertaining to client-owned animals will apply. On rare occasions, student-owned animals may be used in specific courses 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 controlled pets found in any of these areas will be asked to remove the pet. Uncontrolled pets will be impounded.

7. Motor Vehicles and Parking

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

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

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

Students who park in Faculty or Staff areas will be ticketed and towed and may be subject to other administrative actions.
Bicycle racks are provided in the vicinity of all classroom and laboratory buildings.

III. POLICIES, PROCEDURES & GUIDELINES – Medical

1. Student injuries and accidents

For an injury/accident occurring during the progress of a class or laboratory, the injured student is required to report such accident to the instructor in charge. The student and the instructor will fill out the appropriate form (available from the MDL office and 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 VMCM have the following options:
✓ **Continuation** as a regular student with approved schedule and assignment changes. This option may not delay or only slightly delay the time of graduation. This option may not be without risks. It is dependent upon certification by an attending physician of any constraints and of the individual’s physical ability to continue full participation in all aspects of the educational program.

✓ The pregnant or disabled student may withdraw from the curriculum and when appropriate, petition for readmission (See “Guidelines for readmission after voluntary or involuntary withdrawal).

c) **Rights and Responsibilities**

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

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

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

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

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

3. **Guidelines for Veterinary Students with Temporary Disabilities**

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

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

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

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

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

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

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

**IV. STUDENT SERVICES**

1. **Student Health Services and Requirements**

   a) **Hours of Opening**

   The **Schiffert Health Center** for Virginia Teach is open from 8 am to 5 pm Monday, Tuesday, and Friday and 9 am to 5 pm on Wednesday and Thursday. The Medical Clinic remains open through the lunch hour on weekdays and is also open on Saturdays during the academic year from 9 am to 12 noon. Due to reduced staffing on Saturdays, services are usually limited to students with acute rather than long-term problems.
The Women’s Clinic and the Allergy/Immunization Clinic are open during Health Center hours Monday through Friday, are closed from noon to 1 pm for lunch, and have no Saturday hours.

b) Appointments

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

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

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

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

c) Fees and Medical Insurance

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

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

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

a) Office of Academic Affairs

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

b) University Counseling within the VMRCVM

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

c) University Counseling Service – Cook’s Counseling Centre

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

3. Libraries

a) University Libraries

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

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

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

b) College of Veterinary Medicine Library

i) Collections

The collection of journals and textbooks (both hard and electronic) in the Veterinary Medical Library encompasses veterinary medicine, the basic biomedical sciences, as well as major works in clinical medicine. Many journals are now available on-line. The current (unbound) issues are arranged alphabetically by title on the current periodical shelves, the rest of the collection is by the

ii) Course Reserve

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

iii) Electronic Resources

The Library provides access to a wide range of electronic resources, such as bibliographic databases, online full-text journals, and reference materials on the internet. A convenient way to access these resources is through the library homepage at: http://www.lib.vt.edu/services/branches/vetmed/index.html

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

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

iv) Document Delivery Service

Materials from the other libraries can be checked out and returned through the Veterinary Medical Library. Materials such as books and journal articles (not the journals) that are located in the other locations (main library, branch libraries, storage facility) on campus can be accessed through the Document Delivery Service. This service is available through the Veterinary Medical Library's homepage under "Document delivery from Newman or Document delivery from Storage". There is a daily courier service between the libraries on campus during the week (Monday through Friday). Requests require a 5 business day processing time to be delivered to the selected on-campus pick up location. There are no deliveries on Saturday or Sunday.

v) Interlibrary Loan Service

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

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

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

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

Library Hours: Semester

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>7:30 a.m. - 11:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>11:00 a.m. - 11:00 p.m.</td>
</tr>
</tbody>
</table>

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

vii) Library Personnel

Veterinary Medicine Librarian: Victoria T. Kok (vkok@vt.edu)
Library Assistant: Christopher Barber

4. Scholarships

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

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

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

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

V. STUDENT CLASS OFFICERS and THEIR ROLES

1. Guidelines to Election of Class Officers

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

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

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

2. Roles of Class Officers

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

a) President

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

b) Vice-Presidents

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

c) Secretary

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

d) Treasurer

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

e) Sergeant-at-Arms

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

f) SCAVMA Representatives

Two SCAVMA representatives are chosen by the class. SCAVMA Representatives for the class attends SCAVMA meetings, make announcements about SCAVMA meetings/events, and attend monthly meetings of the extended SCAVMA Executive Board. The class representatives also work with other SCAVMA representatives to maintain an accurate record of students attending SCAVMA meetings.

g) Historians

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

h) Fundraising Chairs

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

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

1. **Hospitality Chair.** The Hospitality Chair buys birthday cards, cakes, or candy to help celebrate special events for members of the class. S/he also buys sympathy or get-well cards when necessary.

2. **Sports Representative.** The Sports Representative, usually helps organize intramural teams and may obtain tickets to sporting events such as football and basketball games.

j) Service Representative

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

k) Vetlogue Representative

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

l) Honor Board Representatives

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

m) Curriculum Committee Representatives

Two curriculum board representatives are chosen by the class. One of the two representatives is expected to attend the Curriculum Committee meetings once every month during the fall and spring semesters. His/her primary function is to report to the class on matters discussed at Curriculum Committee meetings and to represent the opinion of the class on curricular issues.

n) Class Webmaster

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

**Student Course Representative**

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

**Yearbook Representative**

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

**VI. STUDENT ORGANIZATIONS**

Below is a brief summary of the student organizations within the VMRCVM. More information regarding each of these organizations may be found on their individual websites: [http://www.vetmed.vt.edu/acad/dvm/orgs.asp](http://www.vetmed.vt.edu/acad/dvm/orgs.asp)

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

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

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

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

2. **Alpha Psi Veterinary Fraternity**

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

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

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

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

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

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

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

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

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

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

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

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

9. Omega Tau Sigma (OTS)

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

10. Pathology Club

The Pathology Club is ideal for students with a serious interest in pursuing a pathology career as well as those who just want to find the answer to “What happened?” The club has histopathology & cytology rounds on Mondays and participates in the hospital’s gross pathology rounds on Fridays. The Pathology Club also facilitates the shadowing of the on-call pathologists by interested club members during weekend necropsies.

11. Public Veterinary Practice Club

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

12. Student Chapter of the Association of Shelter Veterinarians

The student chapter of the Association of Shelter Veterinarians serves to promote the importance of the specialty of shelter medicine in veterinary medicine and to raise student awareness of issues pertaining to homeless animals and pet overpopulation.

13. Student Chapter of the Veterinary Emergency and Critical Care Services

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

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

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

Veterinary Students as One In Culture and Ethnicity (VOICE) is a student-run organization that addresses a need for sociocultural awareness that is not part of the current core veterinary curriculum. We are an organized and unified student voice contributing to enhancing the diversity of the profession and the cultural competence of veterinary students.

16. **Student Chapter of the Maryland Veterinary Medical Association**

The student chapter of the Maryland Veterinary Medical Association serves to strengthen the connection between the MVMA and all veterinary students at VA-MD Vet Med and to broaden the educational experience by providing supplemental opportunities for learning about veterinary practice in Maryland.

17. **SCAVMA Auxiliary**

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

**VII. STUDENT PROGRAMS**

1. **Hill’s College Feeding Program**

The Hill's College Feeding Program is designed to allow you as future veterinarians to experience different types of Hill's products while also providing students with superior nutrition for their pets.

The program gives veterinary students the opportunity to purchase any of the Hill's Science Diet or Prescription Diet products at a reduced cost. By generously donating products to the college, Hill's has allowed the proceeds from the CFP to be re-invested into the veterinary education through events such as wet labs, seminars, and conventions. In addition, each class is given an annual disbursement from the CFP to spend on items such as the purchase of class notes or surgical attire.

A Hill's Committee (composed of the two current Hill's Representatives and Faculty) is responsible for reviewing Grant Proposals and delegating money from the Program Funds. If your organization is interested in completing a proposal, please see below for the necessary forms.

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

VIII. PROFESSIONAL STANDARDS FOR DVM STUDENTS

1. Student Conduct - Introduction

There are certain qualities and skills that students must possess and/or refine to achieve success within the professional program. These essential qualities include ethical, attitudinal, behavioral, and emotional attributes, intellectual capacity and communication skills necessary to function as a health care professional. The following guidelines are meant to familiarize students with the expectations of the 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 in Section 15: Outcomes of Unprofessional Behaviors and Misconduct.

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

2. Student Arrest/Conviction Reporting Requirements

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

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

3. Classroom Conduct

The expected conducted within the classroom is the purview of the teaching faculty. Their expectations will be outlined at the start of the course or their lectures. However, a number of common courtesies should be applied in all courses:

- to facilitate the learning experience, students are expected to be seated and ready for the instructor to start at the designated time,
- at times students cannot avoid being late for class, at these times the student should sit at the back of the class if possible,
- leaving class, early except for an emergency is discouraged. If you know ahead of time that you will have to leave class (e.g., doctors’ appointment) you should notify the instructor,
- cell phones or pagers should be switched off or onto silent mode during class,
- talking during or disrupting lectures by any other means (e.g., inappropriate use of electronic devices – see below) is unprofessional and unacceptable.
The instructor is authorized to dismiss from the classroom students engaging in the above activities, as well as any others for which they have notified the class.

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

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

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

**Students using electronic devices inappropriately** may be dismissed from the classroom by the instructor and/or be referred to the Office of Academic Affairs and evaluated under the regulations regarding misconduct (see **Section 15: Outcomes of Unprofessional Behaviors and Misconduct**).

5. **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 VMCVM students for educational purposes. They are considered copyright of the College and 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**.

6. **Proper Use of Electronic Media**

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

Numerous social networking sites are used by veterinary students. As professional students, you are encouraged to “think before you post” to these sites. These sites are available to the public for many years, and posting inappropriate personal material may be harmful to your professional goals, your veterinary career, or the reputation of the College of Veterinary Medicine. If a VMCVM student posts defamatory or unprofessional comments or information about the College, faculty, staff, or another individual student in the College they may be referred to the Office of Academic Affairs and be evaluated under the regulations regarding misconduct (see Section 15: Outcomes of Unprofessional Behaviors and Misconduct).

7. Assessment

✓ **Aid in examination:** Students shall neither give nor receive aid from any unauthorized source during the course of an examination or in preparation for an examination. Students who have completed an examination are to discuss neither the subject of the exam nor any aspect of the exam, which may include but is not limited to length, difficulty, or material covered or not covered, until all students have finished the examination. The use of old exams shall be permitted only when approved by the instructor administering the exam.

✓ **Misrepresentation or plagiarism:** Students shall in no way misrepresent their work fraudulently, or plagiarize, or unfairly advance their academic status, or be party to another student’s failure to maintain academic integrity. Each student is responsible for the content of the work they submit for academic credit, including papers, examinations, laboratory reports, homework assignments, etc. These are assumed to be the work of that individual unless group or team effort is specifically allowed by the faculty member assigning such work.

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

These behaviors are a violation of the Student Honor Code and should be reported as outlined in the section X: Student Honor Code.

8. Property Damage and Theft

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

9. Animal Abuse

Students shall not intentionally or negligently abuse any animal. All animals shall be treated or handled according to State and Federal guidelines. If you have any Animal Welfare Concerns
you may report these to the Institutional Animal Care and Use Committee (IACUC) at the following link:  

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

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

10. Substance Abuse

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

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

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

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

If the student is determined to be intoxicated based on physical evidence, or if result of the breath analysis demonstrates a positive reaction (i.e. >0.00), the student will be dismissed from the course and the DVM program on the basis of professional misconduct. Re-admittance to the program will be dependent on meeting the guidelines for re-admission after involuntary withdrawal as outlined in the student handbook.

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

11. Dress Code

a) General Dress Code

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

b) Laboratories and Clinics

Because of actual and potential biologic or physical hazards, and for reasons of professional appearance in situations where there is contact with the public, appropriate apparel and/or footwear are determined by faculty responsible for the laboratories and clinical services. These will be clearly stated at the start of the course and/or clerkships. Students may be required to adhere to these dress codes in order to pass the course/clerkship. In all cases, scrubs are not to be worn outside the surgical theaters.

c) Classrooms

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

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

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

Students who wear inappropriate attire may be requested to leave class or College and prior to returning, change to attire that meets the above standards. This request can be made by class
officers, faculty or staff. Failure to meet these requests may result in referral to the Office of Academic Affairs and be evaluated under the regulations regarding misconduct (see Section 15: Outcomes of Unprofessional Behaviors and Misconduct).

12. Discrimination and Harassment

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

This policy provides that:

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

Virginia Tech is also committed to the free and vigorous discussion of ideas and issues. This policy does not allow curtailment or censorship of constitutionally protected expression, nor does it attempt to address behaviors that do not constitute discrimination or harassment. Offensive behavior that does not violate this policy should be addressed by the appropriate supervisor or administrator.

b) Behaviors consistent with Discrimination/Harassment

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

c) Prohibited Acts

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

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

d) Retaliation

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

e) Knowingly Filing False Complaints

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

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

f) Reporting of Discrimination or Harassment

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

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

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

i) Instructional faculty (on or off-campus), MDL or Academic Affairs staff - Associate Dean for Professional Programs or the Director of Student Services

ii) Research faculty or staff - Associate Dean for Research and Graduate Studies

iii) Veterinary Teaching Hospital or Equine Medical Center staff - Hospital Director

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

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

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

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

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

14. Professional Misconduct

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

15. Outcomes of Unprofessional Behaviors and Misconduct

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

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

- A verbal reprimand.
- A written warning that may appear in the academic file of the student; this warning may include requirements for the student to complete (e.g. counseling, rehabilitation).
✓ Temporary dismissal from class or administrative holds (e.g. dress code violation in labs, inappropriate computer use, repeated failure to respond to administrative requests).

✓ Dismissal from the VM CVM. If a student is dismissed the letter will state specific reasons. The decision may be appealed to the Dean of the VM CVM. The Dean’s decision is final.

✓ Dismissal from Virginia Tech (e.g. violation of university policy (i.e., illegal behaviors).

16. Procedure for Written DVM Student Complaints

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

a) DVM Student Honor Code

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

b) Curriculum Content

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

c) Course/clerkship Academic Performance

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

d) Other DVM students or faculty

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

e) Multidisciplinary Laboratory (MDL) staff

DVM students may submit written complaints pertaining to MDL staff to the MDL Manager. If the complaint is not resolved at this level, the student may forward the complaint to the Associate Dean for Professional Programs.
f) Veterinary Teaching Hospital (VTH) or Equine Medical Center (EMC) staff
DVM students may submit a written complaint to VTH Director or in his/her absence the Hospital Administrator, or to the EMC Hospital Administrator or in his/her absence, the Hospital Director.

g) Research faculty or staff
DVM students may submit a written complaint to the Associate Dean for Research and Graduate Studies.

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

i) Practices for addressing allegations of discrimination or harassment
In the DVM Student Handbook, pages 47-49 address discrimination and harassment and policies for reporting complaints. A formal complaint re discrimination or harassment may be filed with Judicial Affairs: www.student_programs.vt.edu/judicial_affairs. The Virginia Tech Anti-discrimination and Harassment Prevention Policy 1025 is published on the VT website: www.policies.vt.edu/1025.pdf

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

IX. POLICIES, PROCEDURES & GUIDELINES – Student Affairs

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

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

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

2. Authorization of a public event sponsored by the VMRCVM

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

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

3. College Tours

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

Students in the DVM program wishing to take their family or friends on tours of the College must first get permission from the Director of Admissions and Student Services. If you are contacted by all other individuals or groups wishing to tour the facilities, these requests should be directed to Director of Admissions and Student Services.

a) Procedures for College Tours

Individual who have been approved by Director for Admissions and Student Services for a college tour must first receive a Visitors Pass from the front desk of the VTH.

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

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

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

4. Use of College Logo

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

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

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

Student groups should seek approval by the Director of Public Relations and Communications to use the College logo for student programs or events if not already approved.
5. Other Policies and Procedures

A number of other Policies and Procedures which pertain to the DVM program and students in the College of Veterinary Medicine are available on the CVM intranet at:
https://intranet.vetmed.vt.edu/Policy/Default.aspx

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

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

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

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

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

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

Name, Purpose and Application

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

Purposes. The purposes of the Code are to:

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

Application

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

- **Aid in examination.** Students shall neither give nor receive aid from any unauthorized source during the course of an examination or in preparation for an examination. Students who have completed an examination are to discuss neither the subject of the exam nor any aspect of the exam, which may include but is not limited to length, difficulty, or material covered or not covered, until all students have finished the examination. The use of old exams shall be permitted only when approved by the instructor administering the exam.

- **Misrepresentation or plagiarism.** Students shall in no way misrepresent their work fraudulently, or plagiarize, or unfairly advance their academic status, or be party to another student’s failure to maintain academic integrity. Each student is responsible for the content of the work they submit for academic credit, including papers, examinations, laboratory reports, homework assignments, etc. These are assumed to be the work of that individual unless group effort of some sort is specifically allowed by the faculty member assigning such work.

- **Property damage.** A student shall not intentionally damage or deface any item of another student or the VMRCVM, VPI&SU, UMCP, or any other individual associated with the above universities.

- **Theft.** Students shall not appropriate for their own use the property of another student or the VMRCVM, VPI&SU, UMCP, or any other individual associated with the above universities.

- **Animal abuse.** Students shall not intentionally or negligently abuse any animal. All animals shall be treated or handled according to State and Federal guidelines.

- **Improper conduct.** Students shall not engage in any conduct that brings discredit on the VMRCVM or on the profession of veterinary medicine. Students shall conduct themselves in a manner consistent with codes and laws applicable to licensing and good standing in the veterinary profession and the principles of veterinary medical ethics as found in the AVMA Directory.

- **Act as accessory.** A student shall not intentionally aid or abet another student in the performance of any of the foregoing acts or omissions.

- **Failure to report violation.** Failure to report a violation of this Code is in itself a violation.

- It shall also be a violation of the Code for any student, whether or not a member of the Student Code Board, to fail to maintain the confidentiality of its proceedings as provided in Section VIIB below.

### Student Code Board

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

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

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

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

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

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

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

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

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

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

Additionally, the faculty consultants shall be responsible for conveying an understanding and appreciation of the Student Code among the faculty, and especially among the new faculty.

**Faculty Review Board**

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

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

**Enforcement Procedures**

_Complaint._ Any member of the VMRCVM student body, faculty, or staff who has reason to believe that a student has committed a violation of this Code shall send a written report to a representative of the Student Board within twenty school days of the initial discovery of the alleged
offense. This representative shall immediately transmit the report of alleged violation to the Chair of the Student Board. Any violation discovered during the summer must be reported within twenty school days of the beginning of the fall session. Within five school days of the Chair's receipt of the report of alleged violation, the Chair will provide the accused student with a written summary of the reported violation and a copy of Appendix I of this code (Student's Rights to Procedural Due Process).

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

- The investigators shall promptly conduct a confidential investigation of the alleged violation by interviewing all individuals whom they believe may possess facts bearing upon the incident. They shall also examine any documents or records that they deem pertinent. They shall interview the accused.

- The investigators shall complete their investigation as promptly as possible, having due regard for the right of the accused student to assemble and present any relevant evidence.

- If the investigators determine that there is insufficient evidence that a violation has occurred, they shall so report in writing to the Chair of the Board. In such event, the Chair shall declare the matter closed and shall so notify the accused student.

- If the investigators determine that there is sufficient evidence that a violation has occurred, they shall so report in writing to the Chair of the Student Board, specifying the particular provision or provisions of the Code which they believe have been violated and summarizing the evidence upon which their conclusion is based. Thereupon, the Chair shall (1) immediately notify the accused student in writing of the investigators' conclusion and provide the student with a copy of the investigative report, and (2) call a meeting of the Student Board for the purpose of hearing the matter, such meeting to take place not more than ten school days after her/his receipt of the investigators' report, having due regard for the right of the accused student to prepare for the hearing.

- The accused or any member of the Board may petition to change the time of the hearing to a later date provided there is just cause. Just cause shall be determined by a majority vote of the Board members present, excluding the student investigators.

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

- A quorum of the Student Board for the hearing shall consist of at least one of the two investigators and at least six of the eight remaining members of the Board. The Secretary shall make a written record of the hearing and cause the hearing to be tape-recorded. The presence of a witness shall be limited to the presentation and discussion of their testimony. Unless otherwise requested by the accused student, the hearing shall remain closed to the public. The accused student may have presented at the hearing members of immediate family or significant others, without having to request a public hearing. Any such individual(s) present at the hearing shall be there strictly in an observatory role. They will not participate in the procedure in any way and will also be advised of the strict confidentiality of the matter being heard before the Honor Board.
• Should the accused student request a public hearing, it is not the duty of the Honor Board to in any way promote or advertise the hearing. Additionally, it is never the responsibility of the members of the Board to disclose any information regarding the hearing or the case involved, except in those instances where such information is requested by law enforcement officials, as outlined in Section VII.C. of the Code.

• The investigator(s) shall present the evidence developed during the course of their investigation, and shall respond to questions concerning the evidence put to them by other members of the Student Board or by the accused student or the student’s advisor. The investigators may call any witnesses, and they are responsible for having the witnesses available during the hearing. The individual originally reporting the alleged violation must also present the facts forming the basis for this allegation and shall respond to questions by members of the Student Board or by the accused student.

• The accused student may then present any evidence or statement the student believes relevant to the inquiry. The accused may call any witnesses, and is responsible for having the witnesses available during the hearing. The accused will be given the opportunity to respond to any questions by members of the Student Board, including the investigator(s).

• Both the investigators and the accused shall be responsible for having the witnesses available during the hearing, but either party may petition the Board to recess during the hearing in order to obtain additional witnesses or evidence. The Board, excluding the investigators, shall vote as to just cause for recess.

• Following presentation of the evidence, the members of the Student Board shall retire to reach a decision, out of the presence of the accused and the investigators, on whether the accused student is guilty of a violation. The Student Board shall make its decision based solely on the evidence presented at the hearing. A decision of guilty shall require the concurrence in a written ballot of at least 2/3 of a quorum of the Student Board members, not including the investigators.

• The Chair shall promptly announce the decision of the Student Board as to the guilt or innocence of the accused. If the decision is that of innocent, the matter shall be at an end. If the decision is that of guilty, then the accused student or advisor shall be entitled to present evidence or other information believed pertinent to determining the severity of the penalty to be imposed by the Student Board.

• Thereupon, the Student Board shall retire to determine the penalty out of the presence of the accused and the investigators. According to the severity of the violation, the Student Board may:

  1. issue a warning (first offense only)
  2. recommend academic penalty, after consultation with course leader
  3. recommend a constructive penalty in the form of public service and/or restitution congruent with nature of offense. Evidence of compliance with penalty must be presented the Board by accused within specified period; if unsatisfactory Board may exercise option (4) or (5) below
  4. recommend that the student should be suspended from VMRCVM for a specified period of time
  5. recommend that the student should be expelled from the VMRCVM.
An affirmative vote (written ballot) of at least 2/3 of the Student Board members present shall be required for assessment of any penalty other than expulsion; a unanimous vote of those present shall be required for the penalty of expulsion. In the event that a unanimous vote is not achieved following motion for expulsion, a revote is allowed to assess a lesser penalty and still requires a 2/3 majority to carry.

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

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

**Review by Faculty Board**

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

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

- The Student Board shall have made an adverse determination against the accused student, and the student wishes to appeal. In such event, the student shall notify the Chair of the Student Board of their desire to appeal within five school days after the Student Board has acted. The Chair of the Student Board shall promptly forward the notice of appeal and the records of its proceedings to the Faculty Board.

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

- The only persons entitled to appear before the Faculty Board is the Chair of the Student Board and the accused student and advisor.

- The Faculty Board shall hear the matter on the basis of the records of proceedings before the Student Board, and on any presentations concerning those proceedings that the Chair of the Student Board or the accused student or advisor wish to make. Except in the case of evidence determined by the Faculty Board to have been discovered after the Student Board hearing (see number [31 below), the Faculty Board shall make its determinations only on the basis of the evidence before the Student Board, as reflected in the record of proceedings before it.

- If the Faculty Board determines that some evidence exists discovered after the Student Board hearing, it shall return the matter to the Student Board, which shall reconvene within seven school days to determine the need for a new hearing.

- If the Faculty Board decides the weight of the evidence supports the finding by the Student Board of a violation or violations, then the finding shall be upheld. Otherwise, the matter shall be dismissed by the Faculty Board, in which event the matter shall be at an end.

- If the Faculty Board upholds the Student Board finding of a violation or violations, it shall review the penalty assessed by the Student Board. The Faculty Board shall either confirm the penalty
assessed by the Student Board or shall at its discretion impose any reduced (not increased) penalty authorized by this Code.

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

**Records and Confidentiality**

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

**Confidentiality.**

- The matter of any investigation is confidential and limited to the Student Code Board, up to the point where the code prescribes the involvement of others (e.g., the Faculty Board or the student body). Any information or correspondence involving a possible code violation received by any member of the VMRCVM community should be forwarded only to the chairman of the Student Code Board.

- Proceedings of the Boards, and identity of persons appearing before them, shall be kept confidential. In the event of a final adverse determination against an accused student, the Student Board shall publicly announce the occurrence and the nature of the VI violation and the penalty assessed. The accused student's name shall not be made public. Statistics of cases and dispositions of cases may be periodically made public.

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

**Miscellaneous**

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

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

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

**Old Exams.** Each Class' Student Code board representatives shall be responsible for establishing and implementing a system for the proper usage (e.g., allowance of instructor) and equal accessibility to old exams. Note: use of “Koofers” is prohibited.
Amendments and Retirement
This code may be amended at any time by a majority vote of all students operating under the Code. This Code may be retired at any time by a majority vote of all students operating under the Code.

Procedure for Amendment or Retirement

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

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

Student's Right to Procedural Due Process
No student shall be denied the right to procedural due process. Due process shall include:

- The student's right to a written statement of the charges against them.
- Considered that the accused is innocent until proven guilty.
- The opportunity for a hearing.
- Timely notice of the time, place, and nature of the hearing.
- The right to question witnesses.
- The right to confront accusers in a hearing.
- The right to testify and present evidence and witnesses in own behalf.
- The right to decline to testify against oneself.
- The right to an appeal.
- The right to access submitted evidence and hearing transcripts in which they are accused.
- The right to be informed promptly of the outcome of a completed Board hearing as well as any penalties assessed.
- The right to be accompanied by an advisor of choice at any of the procedures of the Student Code of Conduct Board. This adviser must be from within the University community.
- The right to consult privately with the advisor (as in 1.) at any point during the proceedings.
Student Honor Code Flow Chart

Suspected Student Code Violation
Reported to Student Board Representative

Chair of Student Board Notified,
Investigators Assigned

Investigation

Lack of Evidence

Sufficient Evidence To Warrant Hearing

Student Board Hearing,
Accused Meets Accuser

Not Guilty

Guilty, Sanction Recommended

Warning Issued

Faculty Board

Sanction

Insufficient Evidence or Inconsistencies with Findings of Student Board

Violation of Student Rights
or New Evidence

Case Dropped,
Records Destroyed
General Contact information
Phone: 540-231-4090
Fax: 540-231-9290
Academic Affairs email: acadaff@vt.edu