Senior Year Handbook

Class of 2016
VI. **Student Services** ........................................................................................................... 28
   A. Health Insurance .................................................................................................................. 28
   B. Student Health Services ....................................................................................................... 29
   C. Counseling Services ............................................................................................................ 30

VII. **Policies, Procedures & Guidelines-Medical** .......................................................... 30
    A. Guidelines for Pregnant and Physically Disabled Veterinary Students ......................... 30
        1. Available Options: ............................................................................................................. 31
        2. Rights and Responsibilities .............................................................................................. 31
    B. VMCVM Required Immunizations ..................................................................................... 31
        1. Rabies Vaccinations .......................................................................................................... 31
        2. Tetanus Vaccination ......................................................................................................... 32
    C. Guidelines for other Student Disabilities ............................................................................ 32
        1. Definition of a disability .................................................................................................... 32
        2. Eligibility for Services ...................................................................................................... 33
        3. VMCVM Policies and Procedures ................................................................................... 33
    D. Student injuries and accidents: reporting and tracking ...................................................... 33

VIII. **Miscellaneous Policies and Procedures** .................................................................. 34
     A. North American Licensing Exam (NAVLE) ....................................................................... 34
     B. State Licensure .................................................................................................................... 34
     C. FERPA Waiver ................................................................................................................... 34
     D. Financial Aid ..................................................................................................................... 34
     E. Waiver of Comprehensive Fees ....................................................................................... 35
     F. Scholarships ...................................................................................................................... 35
     G. Enrollment Holds ............................................................................................................. 35
     H. Notices and E-mail ............................................................................................................ 35
     I. Proper Use of Electronic Media ......................................................................................... 36
     J. Administrative Requests ................................................................................................... 36
     K. Tours of the Veterinary Teaching Hospital ....................................................................... 36
I. Office of Academic Affairs

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

General Contact information
Phone: 540-231-4090 or 540-231-3924
Fax: 540-231-9290
Academic Affairs email: acadaff@vt.edu

Faculty

Dr. Jennie Hodgson
Associate Dean for Academic Affairs
jennieh@vt.edu

Dr. Jacque Pelzer
Director of Admissions and Student Services
jpelzer@vt.edu

Dr. Karen Inzana
Director of Assessment
kdyer@vt.edu

Office Staff

Ms. Angie Webb
Office Manager
awwebb@vt.edu

Ms. Shelby Jenkins
Year 4 Educational Support Specialist
sgjenkins@vt.edu

Ms. Darlene Duncan
Educational Support Specialist
Notary Public
darl08@vt.edu

Vacant
Year 1-3 Educational Support Specialist
acadaff@vt.edu

Ms. Kathy Farley
Office Specialist III
kfarley@vt.edu

Ms. Joyce Massie
Admissions Coordinator
dvmadmit@vt.edu
II. Policies, Procedures & Guidelines-Clerkships

A. Overview of Clinical Year Curriculum

Clinical year consists of 17 three week rotations, with the exception of a December/January holiday block which is four weeks in duration. The requirements for clinical year are dependent on the track selected but all consist of 8 core rotations, a vacation block and track requirements. Each student will have the opportunity to participate in at least two elective rotations during the clinical year determined by the track.

Please refer to the Curriculum Master Table for a complete listing of required and elective clerkships: http://www.vetmed.vt.edu/academics/dvm/docs/DVM_Course_List.pdf?v=2015-08-06

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

B. Internal Rotations (In-House)

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

1. Participation Policies

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

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

Primary care blocks are defined as those rotations in which a student is responsible for the primary care of a patient. All students on a primary care block must be present on Monday morning, of the next block, at 8 a.m. to transfer their patient regardless of the next rotation. The exception to this policy is a student’s required participation at the Leesburg Equine Medical Center as the student must be present at 8 a.m. Monday morning for orientation. For further information regarding traveling to an external rotation immediately following a primary care block, please see External Rotations on page 6.

Clerkship leaders dictate emergency and ICU duty. Responsibilities will vary from service to service. Students will receive detailed information during the clerkship orientation the beginning of each rotation.
Students scheduled for the December/January rotation are entitled to one week off either at the Christmas holidays or New Year’s Eve week. The clerkship leader has final approval of all requests.

2. **Dress Codes for Internal Rotations**

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

Because of actual and potential biologic or physical hazards, and for reasons of professional appearance in situations where there is contact with the public, appropriate apparel and/or footwear are determined by faculty responsible for the clinical services. Students will be informed of the expected attire during the individual block orientations.

**Name tags are to be worn at all times** in the clinics and ambulatory services.

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

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

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

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

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

3. **Fourth Year Supply List**

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

Below is a list of items used during fourth year.

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

C. **External Rotations or Preceptorships**

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

Below are the steps to setting up a preceptorship and what documentation must be submitted before participation and after completion of the rotation.
1. **Setting up an external rotation:**
   - Based on track requirements, students should identify external facilities or experiences which would fulfill a core, track or elective requirement. The Office of Academic Affairs maintains a clerkship database which can be found on One 45 Forms Commonly Used Forms. This database can serve as a resource and is a list of approved clerkships. If a facility is not listed on the clerkship database, a student may seek approval from the Director of Admissions and Student Services. The approval form is found on One 45 Forms Commonly Used Forms.
   - A student should, depending on the opportunity, send a cover letter and resume, email or phone the preceptor to discuss the possibility of participation.
   - Students are required to submit a completed preceptorship form to the Office of Academic Affairs, at least 3 weeks prior to the actual rotation. The form is complete once the preceptor and student have filled in all necessary information and the Director of Admissions and Student Services has signed indicating the rotation has been approved. A preceptorship form is actually a memorandum of agreement between the student, the VMCVM and the facility. This form is very important because it protects all involved parties from a variety of issues during the student’s participation in an external rotation. It also assures that the student will be covered by liability insurance provided by the VMRCVM. Without this preceptorship agreement in place, student will not be allowed to participate in an external rotation. If a student proceeds with the rotation without the agreement in place, there will be no credit given for the experience.
   - Upon approval of the preceptorship, the Office of Academic Affairs will provide to the preceptor an information packet. The packet includes policy/procedures, information on the One45 evaluation process and requirements that both the student and the preceptor must abide by. This information is available to the student for review. Once you arrive at your external rotation, you should check with your preceptor to verify that they received the packet.
   - Students are prohibited from requesting any financial compensation for their participation on an external rotation.

2. **Setting up Public/Corporate Core Rotations:**
   - There are no pre-approved P/C clerkships; a list is maintained to offer suggestions for an experience in your area of interest. The approval is based on your proposed clerkship and your learning objectives that you plan with your supervising preceptor.
   - PLEASE NOTE the deadline requirements as listed below… **your clerkship must be approved PRIOR to your attending; retroactive credit will not be granted.**
   - ALL requests for Public/Corporate 4th year clerkships will be processed through the web form on the intranet. You should use this form even if you are just inquiring about possible choices or the suitability of an experience as a potential P/C clerkship.
   - Please do not email Academic Affairs or CPCVM faculty directly. The database and web form is in place to track the requests and inquiries for P/C clerkships centrally, so that we do not lose track of your request.
Instructions for the web form:

Log into the Vetmed Intranet with your pid as usual:

Academic Programs———> DVM Student Information———> Commonly Used Forms———> Public/Corporate Clerkship Request Form

You will be asked for a brief description of your proposed clerkship, proposed dates, supervisor’s name and a minimum of 5 learning objectives (up to 10 allowed); then hit submit. If you have just a general question and are not ready to submit your clerkship request, go to the bottom of the form, check the box as directed and type in your question, then hit submit. Easy as that! A CPCVM faculty member will reply back within 3-5 working days to finalize your requests.

Please also note the two requirements for requests, as explained on the form: requests must be submitted to CPCVM faculty on the web form a MINIMUM of 2 weeks prior to the clerkship and approved requests must be filed with Academic Affairs prior to attending the clerkship. Retroactive approval of a clerkship will not be given. Plan ahead!

The CPCVM team is committed to helping you attend a broad range of experiences that will allow you to see veterinary medicine from a non-clinical perspective. If you are stumped about a possible option, email us and we will be glad to work with you to find the right experience.

3. Preceptor Evaluation of the Student

Upon completion of an external rotation:

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

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

4. External Rotation Participation Policies, Laws and Regulations

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

Students must participate in an external rotation for at least 40 hours. Students will follow the preceptor’s schedule including holidays and weekends which may not follow the VMCVM schedule. If students are participating in an external rotation during the holiday rotation (Block 11), they may be required to work a different schedule than those students on in-house rotations.
Laws, regulations and policies that govern the practice of veterinary medicine vary from state to state. A student should **not** have the expectation that they will receive hands on experiences without first discussing this issue with the preceptor.

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

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

In 2011 the American Association of Veterinary Medical Colleges (AAVMC) adopted the following guidelines for visiting veterinary medical students on clinical rotations:

Students in good academic standing and in their clinical training year(s) from American Veterinary Medical Association (AVMA) accredited DVM or equivalent programs will be permitted to undertake short-term clinical educational rotations at other AVMA-accredited program institutions without incurring financial charges for the educational opportunity under the following conditions:

- Educational opportunities are limited to two rotations of 2-3 weeks each in duration per student per year (exact time limitation based upon the host institution’s typical time frame for individual rotations).
- Requests for longer periods of clinical rotation will be subject to financial charge at a rate and payment schedule determined by the hosting institution.
- Hosting institutions will accept such students provided that the student’s home institution has a veterinary medical teaching hospital that can/will reciprocally accept the hosting institution’s under the same guidelines. If this is not the case, the hosting institution has the right to refuse to provide clinical training or charge a fee for the training.
- Visiting students will be expected to comply with all of the hosting institution’s rules and regulations related to student conduct on clinical training rotations.
- Hosting institutions will have the flexibility to design their own requirements for application/enrollment materials, such as dean’s letter of good standing from the student’s home institution, evidence of health insurance, evidence of malpractice liability insurance, proof of immunization against rabies and/or tetanus (or adequate rabies titer), proof of a negative tuberculin skin test (or other documentation of negative tuberculosis status for BCG vaccinates) within 6 months, hold-harmless agreements, emergency contact information forms, etc.
- The hosting institution will use its own evaluation system to assign a grade/mark to the student unless a different agreement is reached before the start of the externship. The home institution may accept this grade as is or interpret it as appropriate to the home institution’s evaluation system.
- All requests for visiting student clinical rotations will be based upon available space at the hosting institution. Once a visiting student is scheduled, it is the expectation that s/he will attend. Failure to attend without notification of unavoidable schedule changes at least 3 months prior to scheduled arrival would be considered a breach.
of professionalism (except under extenuating circumstances) and should be handled by that student’s home institution in the appropriate manner.

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

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

6. External Rotations and Travel Days

In-house rotations take precedence over any external block. You may begin an external block on a Tuesday without being penalized for a personal day if travel is required. VTH patients are transferred on Monday mornings and you will be released at that time from the in-house rotation. Do not make any travel arrangements without prior approval from the clerkship leader.

D. Elective Rotations

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

E. Clerkship Scheduling Changes

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

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

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

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

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

Failure to adhere to these restrictions may result in the clerkship being disapproved for meeting graduation requirements.
III. Clerkship Attendance Policies and Procedures

A. Introduction

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

Clinical year students have:
1. One 3 week block scheduled for vacation
2. Approximately one week of vacation in late December/early January
3. Five (5) personal days (see below).

B. Personal days

It is mandatory that students participate in a clerkship on a daily basis. However, there may be times when a student has a personal commitment they must attend to. In this case, a student may request a personal day. Five personal days are granted to students to use for personal/professional reasons. Using personal days to complete other clerkships is not an option and the request will be denied.

No more than three (3) personal days may be requested from a single clerkship. A student may request no less than 1 day. Personal days are granted to students to use for personal/professional reasons. Using personal days to complete other clerkships is not an option and the request will be denied.

Additional, personal days and/or excused absences and NAVLEs are impacted by rotations in, which holidays fall. No more than three days can be missed from a rotation without having to make up the time.

Personal days will not be granted if the student:

- is not performing at a “developing competency” level in the clerkship
- if they have exceeded the three personal day allowance
- if there are holidays during a rotation and a personal day impacts an adequate evaluation
- if total student numbers jeopardize operation of the service from which the absence is requested.

If the number of requested days does not exceed three (3) and the student absence will not substantially affect the instructional/service program, the Clerkship Leader will approve the request.

1. Procedure for requesting personal days
The Request for Personal Day form is available on One 45> Forms>Commonly Used Forms

- The form should be completed by the student and sent to the Office of Academic Affairs at least 14 days prior to the actual personal day. Emergency schedules are created well in advance of the rotation and to avoid schedule complications the student should give as much advanced notice as possible.
- The student will submit the personal day request to the Clerkship Leader to initiate the process. Once the Clerkship Leader has approved, it will be submitted to the Office of Academic Affairs for final approval. The Office of Academic Affairs will monitor the number of personal days used.
- Requesting personal days on an external rotation will follow the same procedure as the in-house rotations.

C. Excused Absences

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

1. Excused absences will only be granted from clerkships for the following reasons
   - Physical or mental/emotional illness that is personal or involves a member of the immediate family (spouse [including defacto relationship], children [including stepchildren], parents [including stepparents, and parents-in-law], siblings [including stepsiblings and siblings-in-law], grandparents [including step-grandparents and grandparents-in-law], legal guardians). For additional information see section (iii) below.
   - Death in the immediate family (as defined above)
   - Religious and ethnic holidays recognized by the University (http://www.registrar.vt.edu/dates/religious_ethnic_holidays.php)
   - Other serious, unavoidable circumstances beyond the student’s control (these categories may include a motor vehicle accident, military requirements etc. but exclude heavy traffic, oversleeping, etc.) and which must be approved by the Clerkship Leader in conjunction with the Director of Admissions and Student Services.

Notification: A written or email request for an excused absence from a clerkship, should be made to the Clerkship Leader and the Director of Admissions and Student Services at least 20 days prior to the anticipated absence. It is recognized that in an emergency situation (e.g., illness, death in the family), advanced notice may not be possible. In these cases students should notify the Clerkship Leader and Director of Admissions and Student Services as soon as possible and preferably before the absence. If the circumstances for Excused Absence are not routine, the Clerkship Leader and the Director of Admissions and Student Services will discuss the matter to ensure standardization of these requests before approval.

2. Guidelines for Excused Absences involving Illnesses
If a student requires an Excused Absence from a clerkship on the basis of illness, they should immediately contact the Clerkship Leader and the Director of Admissions and Student Services. This can be done via email or phone call. In addition, approval for excused absence involving illness (physical or mental/emotional stress) of the student, or their immediate family, will only be granted if the student provides a statement, to the Office of Academic Affairs, from a health-care provider (e.g., Schiffert Health Center, Montgomery Hospital, Cook’s Counselling Center) indicating that the student has/had an appropriately serious illness at the time. Alternatively, a discharge notice from a hospital may be used for this purpose. Except in extenuating circumstances, the statement must be obtained the day of, or immediately prior to, the absence. An excused absence will not be granted for healthcare statements involving illnesses after the fact (i.e., the day after).

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

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

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

**D. Other Absences**

1. **University Weather/Holiday Closings and the Veterinary Teaching Hospital**

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

**IV. Grading Policies and Procedures**

A. **Clinical Year Performance Measures**

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

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

In addition to the performance scores, some clerkships (radiology, LAMS, and Lab Services) may have additional assessment tasks which students must successfully complete to pass the rotation. These additional assessment tasks are outlined in the clerkship syllabi and further information will be provided at the beginning of the rotation. The clerkship leader has final determination of successful completion of a rotation. All evaluations are available on line for review.

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

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

1. Clerkship Failure

A student must earn a performance score of a 2 (developing competency) or above in all performance measures on each clerkship evaluation form to pass the clerkship. A 1 (lacks competency) in any performance measure will result in failure of that rotation.

A student failing one clerkship will have been given the opportunity to repeat the clerkship at a time determined by the Office of Academic Affairs in consultation with the clinical service. A student may not use another clerkship, other than a vacation block, to make up a failed rotation.

A student failing two (2) clerkships, regardless of whether one of the failures has been made up, or a student failing the same clerkship twice, will be dismissed from the program. This is also regardless of the clerkship being track, core or elective. The student may appeal the clerkship grade (see below under Grade Appeal) or apply for reinstatement by written petition to the Standards Committee. If a student chooses to appeal a clerkship grade and has failed two rotations, they may not continue in the clinical year during the appeal process.

The Committee will decide, upon consultation with the student, the student's instructors, and the Associate Dean of Academic Affairs, if reinstatement will be offered and if so, will define in writing specific conditions for reinstatement. The student must agree in writing, to the terms of the agreement in order to be re-instated, and the Office of Academic Affairs will maintain a file of the agreement. The clerkship(s) will be repeated at a time determined by the Director of Student Services in consultation with the appropriate Clerkship Leader. Any single failure after reinstatement or failure to meet the conditions of reinstatement will result in dismissal from the professional program.
Petitions for readmission after a second or subsequent dismissal will be considered, but will be granted only in cases involving extraordinary extenuating circumstances where convincing evidence is presented that all barriers to successful completion of the program have been eliminated.

For external clerkships, the Preceptor will assign the final grade. If a student receives a failing grade in an external clerkship, the clerkship must be repeated at a different location, or within the VTH, and will be determined by the Director of Student Services.

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

C. Minimal Competency Scores

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

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

The Standards Committee will decide, upon consultation with the student, the student's instructors, and the Associate Dean of Academic Affairs, if reinstatement is offered and if so, will define in writing specific conditions for reinstatement. The student must agree in writing to the terms of the agreement in order to be re-instated, and the Office of Academic Affairs will maintain a file of the agreement.
In addition to passing each individual clerkship and attaining minimal competency scores in each major AVMA domain, students must complete at least 75% of the core clinical skills and receive a minimally competent score. Requests for skill evaluation must be initiated within 72 hours of performance. This is accomplished by sending requests through One45 to the appropriate supervising faculty, house officer or staff. Evaluations will be returned to your folder on One45 and it is important to regularly check your competency levels as well as comments. A skill will only count towards the minimum number of required skills if the evaluator judges you as competent.

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

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

E. Grade of Incomplete

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

F. Grade Appeals

1. Appeal of a final clerkship grade

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

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

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

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

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

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

Level 2 Grade Appeal: Associate Dean

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

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.

2. Appeal of a grade that has resulted in dismissal

If the grade(s) being appealed has (have) resulted in dismissal from the DVM program, the student is not permitted to continue in the program. If the appeal is denied and a student is dismissed, tuition refunds will follow university policies and procedures.

3. Guidelines for Readmission after Voluntary or Involuntary Withdrawal

Students may leave (withdraw) from the professional DVM program due to voluntary resignation, or be dismissed due to academic failure (see Standards for Academic Progress), or unacceptable behavior (see Professional Standards). In accordance with university policies, voluntary resignation from the professional program can be made at any time with the permission of the Associate Dean of Professional Programs. It requires a written letter to the Associate Dean outlining the reasons for resignation, as well as
completion of the Student Resignation/Withdrawal Form available at the Office or Academic Affairs. The completed form will be submitted to the VT Registrar’s Office by the Office of Academic Affairs. Students that are dismissed on academic or professional grounds will have a withdrawal form submitted to the Registrar’s Office by the Office of Academic Affairs.

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

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

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

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 2.6 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.

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

A. Introduction

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

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

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

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

*Via the Veterinary Teaching Hospital
C. Professional Characteristics Expected Of a VMCVM DVM Student

As a follow-up to general statements pertaining to professionalism, the following statements refer to specific professional characteristics that will be exhibited by DVM students at the VMCVM:

- Relates to instructors, classmates, staff, clients and their animals with courtesy, honesty, compassion, empathy, and dedication.
- Does not allow considerations of age, color, disability, race, religion, ethnicity, gender, national origin, sexual orientation, political affiliation, social standing or veteran status to preclude productive and constructive relationships with instructors, staff, classmates, or clients.
- Exhibits sufficient behavioral and emotional health to fully utilize his/her intellectual ability, to exercise good judgment, to complete patient care responsibilities promptly and properly, and to relate to patients, their owners and their animals with courtesy, compassion, integrity, maturity, and respect for their dignity.
- Demonstrates the emotional intelligence to examine and modify personal attitudes, perceptions, and stereotypes that may negatively impact patient care and interpersonal relationships.
- Behaves and presents himself/herself in a professional manner in spite of stressful work demands, changing environments, and clinical uncertainties.
- Demonstrates the ability to work collaboratively and flexibly as a professional team member.
- Tolerates conflicting ideas, and exhibits an openness and flexibility to accept change.
- Demonstrates the moral fiber to never compromise care of an animal for which they were responsible, regardless of whether this care conflicted with personal schedules or activities.
- Does not engage in educational activities or patient care duties while under the influence of alcohol or non-prescribed, illicit drugs. In addition, the student does not engage in patient care duties while impaired in any manner by any substance (i.e., even prescribed drugs that are known to impact performance).
- Uses the authority, special privileges, and trust inherent in the veterinary student-client relationship solely for the benefit of both the client and the patient, and avoids behaviors that constitute misuse of this power.
- Communicates effectively and sensitively in a timely fashion, utilizing oral, non-verbal, and written communication skills, with all those with whom s/he interacts.

D. Principles of Community

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

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

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

E. Professional Misconduct

1. Substance Abuse

The Doctor of Veterinary Medicine (DVM) is a professional program that is neither an undergraduate nor a graduate degree. Use of alcohol and/or illicit drugs has a higher level of importance for DVM students than for other students because of their interactions with clients and responsibilities associated with animal care.

Thus there is a need for a separate procedure regarding use of alcohol and/or illicit drugs for the College of Veterinary Medicine to supplement the Virginia Tech “Policy Statement on Alcohol consumption which can be found at: http://www.alcohol.vt.edu/Policies/vtPolicies.htm

The College of Veterinary Medicine has a no tolerance policy with regards alcohol and illicit drug use for senior students working in the Veterinary Teaching Hospital and who have responsibility for client-owned animals.

Faculty and staff should adhere to principles of fairness and clear communication with respect to this procedure.

During Routine Hospital Hours

- If a member of faculty, staff or student suspects a student of being intoxicated/impaired due to the consumption or use of alcohol or illicit drugs they should immediately notify the Course Leader for the clerkship on which the student is currently enrolled.
- 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 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 clerkship 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.

After Hospital Hours

• If a member of faculty, staff or student suspects a student of being intoxicated/impaired due to the consumption or use of alcohol or illicit drugs whilst on duty after hours, they should immediately notify the Intern or Senior Resident on duty.

• If the Intern or Senior Resident corroborates this concern, they should immediately contact the Backup Clinician. If the Back-up Clinician determines the student is intoxicated they will contact the Associate Dean. In addition, they will offer the student to undertake breathalyzer analysis if alcohol consumption cannot be verified by physical signs. If the student agrees to this analysis, the Back-up Clinician will then contact Virginia Tech Policy to perform this task as soon as possible.

• 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 clerkship 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.

2. Acts of Discrimination and Harassment

Virginia Tech’s Anti-Discrimination and Harassment Prevention Policy, Policy 1025, provides that: “Virginia Tech does not tolerate discrimination or harassment on the basis
of age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation or veteran status. Such behavior is inconsistent with the University’s commitments to excellence and to a community in which mutual respect is a core value as articulated in the Virginia Tech Principles of Community. The prohibition against discrimination and harassment applies to all levels and areas of University operations and programs, to students, administrators, faculty, staff, volunteers, vendors and contractors.” The complete text of Policy 1025 may be viewed at: www.policies.vt.edu/1025.pdf

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

It is suggested the Associate Dean for Academic Affairs be the initial point of contact pertaining to a perceived harassment or discrimination concern pertaining to another student. Alternatively the student can file a complaint directly with Judicial Affairs.

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

Prohibited acts (From Virginia Tech Policy 1025): Discrimination/ Harassment includes the following behaviors:

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

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

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

3. Consensual relationships

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

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

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

4. Patient/Client Confidentiality

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

5. 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 endurably 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 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 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.

6. **Consequences of Professional Misconduct**

Written complaints pertaining to any of the aforementioned standards will be referred to the Associate Dean of Academic Affairs who will either make a decision or refer to the Standards
Committee. If a complaint is referred to the Committee for consideration and recommendation, any recommendation will be advisory to the Associate Dean for Academic Affairs.

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

- A verbal reprimand.
- A written warning that may appear in the academic file of the student. This warning may include requirements for the student to complete (e.g. counseling, rehabilitation).
- Temporary dismissal from the rotation (e.g. dress code violation, repeated failure to respond to administrative requests, enrollment hold).
- Dismissal from the VMRCVM. If a student is dismissed the letter will state specific reasons. The decision may be appealed to the Dean of the VMRCVM. The Dean’s decision is final.
- Dismissal from Virginia Tech (e.g. violation of university policy(ies).

VI. Student Services

A. Health Insurance

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

Students have three options regarding full medical insurance coverage:

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

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

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

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

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

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

It is appropriate to identify one's self as a veterinary medicine student if available appointment times do not fit available open times during the day to see if some workable accommodation can be found.

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

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

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

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

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

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

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

VII. Policies, Procedures & Guidelines-Medical

A. Guidelines for Pregnant and Physically Disabled Veterinary Students

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

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

The pregnant/temporarily disabled student should:

- Contact a physician immediately to get recommendations to minimize exposure to the hazards associated with a veterinary student’s assignments.
- Provide a signed statement from the physician who defines permitted limits of exposure to possible hazards during pregnancy or period of disability.
- Inform the Academic Affairs Office of pregnancy or temporary disability as early as possible in order that steps may be taken to conform to the plan developed by the physician and to take advantage of available options.
- Provide the Associate Dean for Academic Affairs a signed statement from the physician that defines the physical limitations and permitted limits of exposure to possible hazards during the period of pregnancy or disability. The Associate Dean will decide, in consultation with others (e.g. individuals in Office of Equal Opportunity and/or Office of Services for Students with Disabilities) as to whether the limitations can be accommodated while meeting essential academic requirements of the DVM program (without fundamental program changes).
- Inform the course/clerkship leader of accommodations approved.
1. **Available Options:**

- **Withdrawal as a student.** It is strongly recommended that the pregnant or temporarily disabled student withdraw until the completion of pregnancy or resolution of the disability. The student could resume classes and graduate at the completion of all senior rotations. This option minimizes the potential for injury.

- **Continuation as a regular student with some schedule and assignment changes.** This option may delay the time of graduation. This option may have risks. This option is dependent on:
  - Changes in an individual's schedule of clinical assignments prepared in advance for an entire calendar year.
  - Permission of the faculty rotation leaders to change the individual's clinical assignments.
  - Willingness of classmates to exchange scheduled assignments with the pregnant/temporarily disabled student.
  - 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.
  - A written "hold harmless" agreement signed by the student and student's spouse/child's father.

2. **Rights and Responsibilities**

- The pregnant/temporarily disabled student has rights and responsibilities for decisions concerning his/her condition and behavior based on a physician's subsequent assessment of circumstances.

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

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

- The faculty member may insist under these circumstances that a physician inform the pregnant or temporarily disabled student of the potential hazards.

- Copies of all documents pertaining to a pregnant/temporarily disabled student's assignment must be maintained in the student's file.

**B. VMCVM Required Immunizations**

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

1. **Rabies Vaccinations**

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

It is the policy of the Virginia-Maryland College of Veterinary Medicine to provide the best protection for its students against serious health hazards; therefore, rabies vaccination is required. The current recommended immunization protocol consists of an initial series of three intradermal injections at 0, 7, and 28 days, of the human diploid cell vaccine (HDCV).

Documentation of vaccination must be provided to the Office of Academic Affairs and will be filed in your student record for the duration of your DVM program.

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

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

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

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

2. Tetanus Vaccination

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

C. Guidelines for other Student Disabilities

1. 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.
2. **Eligibility for Services**

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

3. **VMCVM Policies and Procedures**

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

The nature of the disability will be revealed to the Course Leader and/or Associate Dean only if it is pertinent to the accommodation requested (for example, hearing impaired).

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

D. **Student injuries and accidents: reporting and tracking**

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

For an injury/accident occurring at either the Blacksburg or Leesburg teaching hospital site (including ambulatory calls), the injured student is required to report such accident to the instructor in charge. The student and the instructor will fill out the appropriate form (available on the web at [http://www.vetmed.vt.edu/acad/dvm/seniors.asp](http://www.vetmed.vt.edu/acad/dvm/seniors.asp)) and submit it to the appropriate VTH Administrator's office, where it will be kept on file until the student graduates. If the injury requires medical treatment, the student will be advised to seek such. **Note:** unless the student is injured as a VTH employee, neither the College nor Virginia Tech are responsible for any financial costs involved in treatment. Such will be borne by the student and his/her insurance policy.

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

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

VIII. Miscellaneous Policies and Procedures

A. North American Licensing Exam (NAVLE)

All NAVLE information is released late spring at the beginning of the clinical year. Our office does not have any advanced information until that date. You will receive an email with specific instructions to follow. Students with documented learning disabilities will need to contact NBVME directly for further information. Once your accommodation has been approved, you will need to request two personal days off of your rotation. You will only be charged one personal day.

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

B. State Licensure

It is the responsibility of the student to research state licensing requirements. The Office of Academic Affairs does not maintain this information.

C. FERPA Waiver

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Schools must have written permission, in the form of the FERPA Waiver, in order to release any information from a student’s education record. This means that anytime you ask for a letter of recommendation from a faculty member or need a letter of good academic standing, or other information about your academic performance, you will need to have a FERPA waiver on file. If you choose to sign a waiver allowing anyone to view your records, you need to understand the implication of that decision.

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

D. Financial Aid

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

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

F. Scholarships

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

G. Enrollment Holds

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

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

H. Notices and E-mail

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

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

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

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

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

J. Administrative Requests

There will be multiple occasions when students will be requested to respond to administrative deadlines for items e.g. such as rabies information, NAVLEs, graduation, scholarships and awards. These deadlines are firm and are necessary for the college and university to function effectively. Time spent following up on students who do not respond means time not available to assist students with other requests.

An enrollment “hold” will be placed on any student who does not respond to the deadline, and an email sent to the student. Failure to take care of the circumstances that led to the hold within 24 hours will result in dismissal from the clerkship until the hold is taken care of by the student. Depending on the clerkship and clerkship leader, nonattendance may lead to inability to complete the requirements of the clerkship. Repeated non-responders will have other sanctions decided on an individual basis.

K. Tours of the Veterinary Teaching Hospital

We all have great pride in our facility and there may be times that friends or family would like a tour of the facility. However, the facility is a hospital and client owned animals must be the priority. All tours must be approved by the Assistant Director of Director of Admissions and Student Services. There are areas within the hospital where visitors are not allowed and all tours should be restricted to the major hallways. Special attention should be given when entering the large animal barn as to not disturb horses.

Additionally, family members, especially children, are not allowed in the restricted areas of the VTH.