Virginia-Maryland
College of Veterinary Medicine

VMCVM DVM
PROFESSIONAL PROGRAM

2021-2022

Academic Policies and Procedures

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Introduction

The policies and procedures for the classroom component (Years 1-3 or the 1st and 2nd Classroom Experience) of the DVM program are included in this handbook. These policies and procedures will be applied during the Academic Year of 2021/22. By accepting admittance to the Virginia-Maryland College of Veterinary Medicine, you will be held to the policies and procedures included in this handbook. Students will be notified in the unlikely event that a policy or procedure is changed.

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

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The college is fully accredited by the American Veterinary Medical Association's Council on Education (AVMA COE). The last AVMA COE site visit was in 2014 and the next visit is scheduled for October 24-28, 2021.

Virginia Polytechnic Institute and State University (Virginia Tech) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters and doctorate degrees. Questions about the accreditation of Virginia Tech may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

I. CURRICULUM

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

a) Curriculum

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

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

The courses and clerkships (core, track and elective) that are offered in the DVM program are included in the Course Catalog on our website: http://www.vetmed.vt.edu/academics/dvm/dvm-curriculum.asp. **Classroom teaching** in the DVM curriculum is divided into two blocks; **1st Classroom Experience** occurs in years 1 and 2 (81 credits), with a **2nd Classroom Experience** in year 3 (minimum of 32 credits). **Clinical teaching** will occur between years 2 and 3, and in year 4 (68 credits total). The syllabi for all courses and clerkships are available on the intranet under: Academics; DVM Student Information; Curriculum; Course and Clerkship Syllabi.

The curriculum at the CVM is a **tracking curriculum** where students may choose one of 5 tracks available (Small Animal, Equine, Food Animal, Mixed and Public/Corporate). Students are required to select a track at the end of the 2nd semester before entering clinics in the summer between 2nd and 3rd year. Your track may only be changed prior to the closing of course registration for the fall semester of the 2nd classroom experience (3rd year).

Progression within the curriculum is dependent upon your meeting specified standards as determined by the faculty and evaluated through assessments. In the context of the DVM program, assessment is defined as a procedure that is used to determine the degree to which individuals have achieved the intended learning outcomes of instruction. It includes electronic, written and performance assessments, plus judgements concerning progression (See Sections 5 and 6 for further information).

b) Enrollment

Academic Affairs will enroll all DVM students in their core, track and elective courses for the first and second classroom experience (years 1-3). Academic Affairs will notify students if they are unable to enroll you e.g., due to blocks on your account.

In March and October the Office of Academic Affairs will distribute a document to students in the third year of the program with details of the courses available in the fall and spring semesters respectively. This will include the concurrent courses, track or elective classes with size restrictions (caps), which may require "lottery" draws, as well as drop/add deadlines. If a student misses out on an elective course(s) they have

selected due to the presence of caps, they will be notified in a timely manner allowing them to choose an alternate course.

It is each student's responsibility to verify their enrollment on Hokie Spa is correct. Each student is also responsible for ensuring they have taken the **correct courses for the track** in which they are registered.

All requests to drop or add courses after the initial enrollment **MUST** be requested through the 2nd Classroom Experience Support Specialist. Students adding or dropping courses independent of the support specialist will be reported to the DVM Professional Conduct Committee.

c) Dropping/Adding Elective Courses in the Second Classroom Experience

Courses taken as **electives in the 2nd Classroom Experience may be added or dropped after the start of the semester.** Students may request to add/drop these courses using the following timetable:

- ✓ the **add** deadline will be the **end of the first week of semester**

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

d) Dropping 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 the second classroom experience as long as the course is **NOT** either **animal-use, cadaver or a capped** course. These courses **cannot** be dropped. The following stipulations apply to the dropped elective courses:

- ✓ Dropping the course does not cause the student to have fewer than the required number of credits (16) for the semester

- ✓ The option may be exercised for courses in which a student is currently enrolled up through the **day before** the final exam

- ✓ 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

- ✓ 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

- ✓ Courses from with the students withdraw under the terms of this procedure will appear on their transcript with a "grade" of "WG" and will not affect the student's GPA

- ✓ Withdrawal from electives **after the semester is over** is **not** permitted

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

Withdrawal from **animal-use/cadaver/capped** courses is **not** permitted unless approval is granted by both the Course Leader <u>and</u> 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, **OR**

- ✓ another student wishes to take the course and can be switched with the student wishing to drop the course, **OR**
- ✓ the student is academically "at risk" (see under Section 6: Policies for Academic Progression)

f) Auditing Courses

In the VMCVM **auditing courses** means **attendance without enrollment**. Students enrolled in the DVM program may audit an elective or non-track required course where attending (auditing) lectures is **permitted** with **approval** from the Course Leader. Auditing laboratory classes is **not** permitted. If a course is audited, notations for auditing will not be added to the student's transcript. Students auditing courses are requested not to email course leaders regarding questions they may have on the course material.

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 summative assessments (e.g., exams, quizzes), laboratory classes, integration sessions and their assessments 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 in the immediate family (as defined above); other situations may be considered on a case-by-case basis
- ✓ Death in the immediate family; other situations may be considered on a case-by-case basis
- ✓ Required court appearances (e.g., subpoena or jury duty) that cannot be changed
- ✓ Religious and ethnic holidays
- ✓ 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

An excused absence will **not** be granted for any reason **after an exam has been** taken i.e., a student cannot request an excused absence for an exam they have completed the exam.

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 Counseling Center) indicating that the student has/had an **illness at the time of** the exam, quiz, lecture, or laboratory class, which prevents them from attending 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.

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

✓ a statement from a health care provider stating a student had an **appointment** the date of the exams, quiz or laboratory class

✓ minor illnesses such as colds, allergies, etc. Note, Schiffert Health Centre provides excused absence statements **ONLY** if the health care provider (MD, FNP, etc.) believes the student should not be in class that day due to a serious or highly contagious illness

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

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

✓ first, second and third year students are eligible as long as they are **not** "at risk" (see under Section 6: Policies for Academic Progression)

✓ students may receive an Excused Absence to attend **one** professional meeting (e.g., AAEP, AABP, SCAVMA leadership meeting etc) during the 1st and 2nd classroom experience 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 (see on the VMCVM Intranet under DVM student information)

✓ 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 <u>and</u> 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.

Students holding leadership positions in national bodies relevant to veterinary medicine (e.g., SAVMA) may petition the Associate Dean to get an excused absence to attend additional meetings.

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

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

v) Guidelines for Excused Absences for Laboratory Classes and Exams

Rescheduling of laboratory classes and exams is more difficult due to personnel and resource issues. If the mandatory laboratory class or exam cannot be replicated, an alternate exercise and/or assessment may be utilized at the discretion of the Course Leader.

Alternatively, an excused absence for a laboratory exam or mandatory lab sessions may result in an incomplete grade for the course if the original experience cannot be replicated or another experience offered within the current semester. In these cases, attendance of the lab in a later year may be required.

vi) Guidelines for Rescheduling Missed Required Activities

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

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

vii) Guidelines for Rescheduling Missed Required Activities and MDL

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

viii)   Guidelines for Unexcused Absences for Mandatory Assessments

Missing a mandatory 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 <u>and</u> 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., projector), or a University decision to cancel classes (e.g., inclement weather, football).

Lectures and/or laboratory classes will be rescheduled, if feasible, at the earliest available time. This may occasionally include lunchtimes and/or after hours. Rescheduling will be done by the Course Leader and/or instructor in conjunction with the Class President and/or student course representative and Academic Affairs. Alternatively, if the lecture from the previous year has been recorded through lecture capture, this recording may be used to deliver the material that has been missed. If the lecture has not been recorded, and 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 2 methods:

- ✓ The designated class member will contact either the First Classroom Experience Specialist for courses in the 1st or 2nd year, the Second Classroom Experience Specialist for courses in the 3rd year, or MDL Manager for laboratory classes. Alternatively, they may visit the Office of Academic Affairs and provide information about the missing lecturer/laboratory instructor and the

lecture/course from which the instructor is missing.

✓ 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.

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 when the lecture or laboratory sessions will be rescheduled. All rescheduled lectures must be coordinated through the Academic Affairs/MDL office.

4. Guidelines for Student Evaluation of Courses

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

Course evaluations are conducted for all core, track and elective courses each year. The evaluations are conducted near the end of the course, and usually before final exams. These evaluations provide information that is useful to both the Curriculum Committee (which includes four student members) and to individual faculty members in assessing course content, delivery and assessment of student learning. The Curriculum Committee will review student course evaluations at the conclusion of each semester and may request a comprehensive course review based on needs/concerns expressed in the student evaluations, but only if there is $\geq$ 20% response rate. If the sum rating of a course that has met the minimum response rate averages $\leq$58%, a comprehensive course review will be required and conducted by the Curriculum Committee.

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**.

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

All exams are conducted under the DVM Honor Code policies and will be enforced. Students should review these policies before exams.

a) Types, Length and Schedule of Exams

i) First Classroom Experience

Assessments in the first Classroom Experience may include:
   a) Lecture exams (Multiple Choice Questions +/- short answer questions)
   b) Laboratory exams
   c) Assessments for integration sessions
   d) Assignments
   e) Objective Structured Clinical Exams (OSCEs)
   f) Client Simulations

Lecture exams are usually given every two weeks. The length of time for these exams is variable, but most are two hours in length. Laboratory exams may also be scheduled for some 1st Classroom Experience courses and are usually in alignment with lectures and lecture exams. There are short assessments for each integration session in the courses in the 1st Classroom Experience and the Becoming a Veterinary Professional course series has a variety of assignments scheduled throughout the semester. OSCEs are usually scheduled at the end of the course or the end of the semester, though some may be scheduled during the course to evaluate mastery of essential skills before student progression. Client Simulations are scheduled in alignment with the lectures on Communication.

ii) Second Classroom Experience

The types of assessments in the 2nd Classroom Experience are similar to those in the 1st Classroom experience and vary between courses. All courses must include at least two assessments within any individual course. Exam dates for courses in the 2nd Classroom Experience time are scheduled by the course leaders and the Second Classroom Experience Support Specialist.

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

The following **examination procedure** applies to all in-class exams that are delivered using Exam Soft:

   ✓ Students may **only bring** into the exam room their primary testing device i.e., computer or iPad; **no other electronic devices** (e.g., smart watch, phones, calculator, etc.) can be brought into the room

   ✓ Scratch/note paper will be provided by Academic Affairs/proctor; students are not permitted to bring in their own scratch paper

   ✓ Students may enter the exam up to 20 minutes after the official start time, but will not be given additional time to complete the exam

   ✓ Students are not permitted to enter the exam room and sit for the exam if they are more than **20 minutes late**; in these instances, students will have an unapproved excused absence and must contact the course leader regarding the next steps

   ✓ Students are not permitted to finish their exam/exam review and leave the exam room **until 20 minutes** after the exam starts

✓ Students are permitted to use the restrooms during the exam; they should pause their exam so that other students cannot see their answers and must leave their computers in the exam room; they should go to the closest rest room and return to the exam room as quickly as possible

✓ If a student finishes the exam/exam review before the allocated time, they should submit their answers to Exam Soft, after which they may access an **immediate exam review** through Exam Soft (see section f for more details). At the completion of their review they should exit their exam, show their exit screen (green screen) to the proctor and quietly leave the room

✓ Alternatively, at the **end of the time allocated for the exam**, the instructor will announce completion of the exam at which time all students must **cease and exit Exam Soft** and demonstrate to the instructor or proctor that the program has been closed before leaving the exam room

Students needing **accommodations** on examinations will be provided those as specified by the Office of Services for Students with Disabilities (SSD) (See section e – DVM students with accommodations).

c) Use of Electronic Devices during Assessments

Most exams in the DVM program are delivered through the computer program Exam Soft. Student owned computers and tablets that meet University specifications can be used for these exams. The use of any other **electronic devices** including, but not limited to: cellular telephones, digital music players such as iPods, MP3 players, CD/DVD players, personal digital assistant devices, calculators, Apple Watches etc., during examinations **is forbidden**. Exceptions may be granted if expressly permitted by the course leader when use of an electronic device (e.g., an approved type of calculator) is integral to completion of an examination or if an approved accommodation for the device has been obtained from Services for Students with Disabilities (SSD). **Violation of this policy is a breach of the DVM Honor Code.**

d) Remote Exams

There may be occasions when students cannot take an exam in person, in which case Exam Soft will be used in conjunction with Exam ID/Exam Monitor. The latter programs are systems that monitor students during exams through Artificial Intelligence and report behaviors of concern. Approval for students to take remote exams is given by the Associate Dean for Professional Programs. Students undertaking remote exams must adhere to provided instructions and these exams will be conducted under the same rules applying to in-person exams including application of the DVM Student Honor Code. Some electronic devices cannot be used for remote exams as they are not currently compatible with the remote programs e.g., iPads.

e) 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, assignments). The maximum score for any work turned in after an announced deadline which includes: 1) exams still open after the instructor calls for Exam Soft to be closed, 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.

f) Exam Accommodations

Virginia Tech's Services for Students with Disabilities (SSD) provides accommodations to students (including DVM students) on a case-by-case basis depending on the type of disability. Students with identified or suspected disabilities should directly contact SSD to determine the accommodations that will be approved by SSD for their DVM program (https://www.ssd.vt.edu/). The SSD office works with the Office for Academic Affairs to provide these accommodations either in the College, or in the SSD Office.

Procedures for Accommodations in the College of Veterinary Medicine

When accommodations are provided in the College of Veterinary Medicine, the following procedures will apply:

i)   Types of Assessments with Accommodations provided in the College

   1. *Lecture exams during the semester*

   Routine accommodations (e.g., double time, quiet space) may be provided by the College for lecture exams. Additional accommodations are determined on a case-by-case basis through discussions with the SSD Office and the Associate Dean for Professional Programs.

   2. *Laboratory exams*

   For Objective Structured Clinical Exams (OSCEs) and laboratory exams that are related to the practice of veterinary medicine (e.g., ovariohysterectomy, anesthesia lab exam) requests for extended time will be considered on a case-by-case basis through discussions with the SSD Office, the Associate Dean for Professional Programs, and the pertinent instructor.

   In some situations, the length of time for lab exams for students with accommodations may be extended (e.g., one where there are exercises (e.g., calculations) are part of the final grade and the students works individually). If s/he works in a group, extended time is not given.

ii) Scheduling and Administration of Accommodations

When possible, accommodations exams will be scheduled at the same time as the class exam, either adding time before or after the class exam. Additional examination time will usually be scheduled **during office hours** (8:00 am - 5:00 pm), with exceptions for an early starting time (e.g., 7:00am) when possible to prevent students missing lectures due to their extended time. Some accommodations may extend into the lunch hour.

Prior to the first exam of the semester, Academic Affairs staff (First Classroom Experience Staff Specialists for first and second year students and Second Classroom Experience Staff Specialist for third year students) will meet with students with accommodations in each class to discuss the exam schedule. Once the schedule is finalized, it will be emailed to the students with accommodations. The exception is when lecture and lab exams are run concomitantly, where the Course Leader will determine the schedule for the accommodations exams.

Exams for students with accommodations will be conducted in **Room 231** or an alternate location when multiple classes have exams at the same time. Room 231 is monitored by an in-class camera including video, ensuring students with accommodations are proctored at all times. If an alternate CVM classroom is used this will be proctored in person by Academic Affairs. An additional contingency for students with accommodations that are approved by SSD, but cannot be accommodated within the College facilities, is for these students to **take exams at SSD facilities**. This alternate accommodations procedure will be determined by the SSD Office and the Associate Dean for Professional Programs. Scheduling of these exams must be done in conjunction with Academic Affairs Staff and SSD personnel.

Approximately 10 minutes before the exam is due to begin the student(s) should arrive at the Office of Academic Affairs to sign-in for the exam. A member of staff/faculty in the Office of Academic Affairs will meet them, ask them to sign in, show them to Room 231, provide the code that is needed to start the exam, and announce the duration of the examination.

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

Dean for Professional Programs.

If a student finishes the exam early, they must close Exam Soft, **quietly** leave the examination room, and bring their computer to the Office of Academic Affairs to show their "green screen" that demonstrates they are no longer in the program.

Alternatively, at the designated completion time (e.g., after 4 hours), a member of staff/faculty in the Office of Academic Affairs will ask student(s) to close the program so that they finish the exam.

Course Leaders will have access to the results of these exams through Exam Soft.

iii) Responsibilities of Students with Accommodations

At the Start of each Semester

Before the **first scheduled exam for <u>each</u> semester**, it is the responsibility of each student with accommodations to pick up their letter from SSD and to provide a copy of the letter to either the First Classroom Experience Specialist (years 1 & 2) or the Second Classroom Experience Specialist (year 3). Accommodations within the College will not be provided until Academic Affairs have received the appropriate documentation. Exceptions to this rule are allowed if the student is in the process of obtaining the required documentation and the student can provide evidence that they are currently being evaluated by SSD.

DVM students are not required to have the Course Leaders/Instructors sign the form provided to them by the SSD Office.

Mandatory Meeting

Before the first exam in a course, or at the start of the semester for the 2nd classroom experience, Academic Affairs will organize a meeting for students with accommodations in a class to finalize the schedule and go over their requirements. Students with accommodations must attend this meeting if they wish to undertake exams with accommodations in the College.

New or Updated Accommodations during a Course

If a student receives a new or updated accommodations letter from SSD after the semester has commenced, and the accommodations are to be used during the remainder of the semester, the student must provide the updated accommodations letter to the Office of Academic Affairs.

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

Arriving on Time

Students must arrive 10 minutes before the start of an exam to alleviate stress for the other student(s) and prevent distractions. No additional time will be given to complete the exam if arriving late. In order to monitor students taking the exams, all students must sign in at Academic Affairs before the exam and sign out once completed.

Items not Allowed in Exam Room

The following items are **<u>not</u>** permitted to be taken into the exam room:

- ✓ book bags, personal belongings and blankets

- ✓ electronic devices such as cellular telephones, digital music players (e.g., iPods, MP3 players, iPads), Apple Watches, calculators (unless required by the Course Leader and they must be an approved type i.e., cannot download external data), personal digital devices etc.
  - approved computers will be allowed in the room in order for the students to take the exams in Exam Soft
- ✓ scratch paper – if needed (and permitted) will be provided by Academic Affairs. Students are not allowed to bring in their own scratch paper.

Food and Drinks

Food and drinks may be taken into the accommodations room.

Restroom Breaks

Students are permitted to use the restrooms during the exam; they should pause their exam so that other students cannot see their answers and must leave their computers in the exam room; they should go to the closest rest room and return to the exam room as quickly as possible.

g) Exam Reviews and Posting of Exam Results

Students may opt for a review of their lecture exams in Exam Soft immediately after completion of the exam and which provides preliminary exam scores as well as justifications for the answers. These scores may be adjusted after review of the exam by the course leaders. Reviews of other assessments e.g., Anatomy laboratory exams, may be offered in some cases.

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

Final exam scores will be provided to students in the course Canvas site, generally only after all students have taken the exam and their exams graded.

h) Grading System

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

i) Guidelines for Calculation of Scores

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

j) Guidelines for Calculation of Class Rank

A class rank will be calculated at the end of each semester and will be based on the cumulative sum of weighted course scores [final course percentage (to 2 decimal points) multiplied by the number of credit points for the course]. Students wishing to know their class rank at the end of each semester must contact Academic Affairs to obtain their rank.

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

Final course outcomes (Pass or Fail) are reported by the Course Leaders to the University Registrar via Banner before the University determined deadlines for each semester. A grade of "I" (Incomplete) may be

given to a student only when, for reason(s) satisfactory to the Instructor and the Associate Dean for Professional Programs, the requirement of the course has not been completed. A grade of "I" must be removed and replaced by a P/F by the end of the first week in the next (subsequent) semester. If the grade is not changed at this time, the student will receive an automatic "F" for the course and will be dismissed from the program.

l) Appeal of a Final DVM Course Grade

This procedure has been approved by the College of Veterinary Medicine to supplement the Virginia Tech Policy 6800, as well as the Graduate and Undergraduate Catalogs.

i) Assignments of Grades and Criteria for Grade Appeals

Assignment of a score 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 and include:

1. Scoring and testing procedures are described in the course syllabus, which is available on the course Canvas site.

2. Marking procedures are applied uniformly to all students in the course.

3. Students will be given feedback in the form of scored assessments or assignments 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.

ii) Grade Appeal Policy

Based on VT Policy 6800, there are up to **three levels of appeal** of a final course grade. For the DVM curriculum, the Department/Division level of appeal will be provided by the Office of Academic Affairs.

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

Level 1 Grade Appeal: Instructor assigning the grade

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

iii) 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.

iv) Progression to Clerkships and Grade Appeals

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

6. Policies for Academic Progression

a) Standards for Academic Progression

The following policies apply to DVM students.

i) Pass/Fail

- ✓ All courses and clerkships will be graded as Pass/Fail ("P"/"F").

- ✓ A course score below 64% will be considered failing (including all core, track and elective courses) unless another mechanism for standard setting is stipulated in the course syllabus and approved by the DVM Curriculum Committee.

- ✓ There will be no rounding of course scores.

- ✓ A record of the course (percentage) scores will be maintained by Academic Affairs for the purpose of calculating class performance rankings.

ii) Credit Number for Progression to Second Clinical Time

- ✓ The minimum number of VM credits for a DVM student to **advance** to the Second Clinical Time is **111 credits,** which includes a minimum of 32 credits in the Second Classroom Experience.

iii) Automatic Dismissal for Academic Cause

- ✓ A failing score is the **final** score assigned to a student in a course. This score may be assigned **after** completion of Advancement Exams (see below).

- ✓ The following conditions will result in automatic dismissal for academic causes:
    - – Receiving a failing score (<64%) in a core, track or elective course.

iv) Advancement Examinations

Students who fail to achieve an overall passing score in a course will be offered the opportunity to take an advancement examination and be permitted to progress in the curriculum, if the conditions listed below are met:

- ✓ Adequate mastery of course content is demonstrated by successful completion of the advancement examination (achieving a score of at least 64%). The advancement examination for a course may include separate assessments for the different components of the course (e.g., lecture and lab).

- ✓ No more than one advancement examination may be taken in each academic year for Years 1 and 2 of the curriculum.

- ✓ Students may sit a total of three advancement exams in the second classroom experience (year 3 of the DVM program) but they may not sit more than two advancement exams in any one semester (fall or spring).

- ✓ An advancement exam will not be offered to students repeating a course.

- ✓ When a student is approved to take an advancement examination, an incomplete grade of "I" will be recorded in Banner pending completion of the examination.

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

- ✓ The advancement examination will be comprehensive. The format will be outlined in the course syllabus and approved by the DVM Curriculum Committee.

- ✓ If the student completes the examination successfully, a course score of 64% will be recorded and a passing grade of "P" will be assigned. If the student fails to pass the examination(s) successfully, the original course score will be recorded and the student will be assigned a failing grade of "F".

v) Repeating Courses

- ✓ Upon re-entry to the DVM program after academic dismissal, a student is required to retake only the courses failed during the repeated semester.

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

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

In accordance with university policies, **voluntary resignation/medical leave** from the professional program can be made at any time with the permission of the Associate Dean of Professional Programs. To begin this process, students must provide the Associate Dean with a written letter outlining the reasons for resignation, as well as completion of the Student Resignation/Withdrawal Form available at the Office or Academic Affairs. The completed form will be submitted to the VT Registrar's Office by the Office of Academic Affairs. Refunding of tuition and fees is dependent on the date of the withdrawal on the Student Resignation/Withdrawal Form and is in accordance with University policy.

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

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

A student who resigns voluntarily for personal/medical reasons, or who is dismissed from the program by the Associate Dean for Professional Programs for academic failure or unacceptable behavior, has the right to apply for reinstatement by written petition. This petition should be addressed to the Director of Admissions and Student Support in cases of withdrawal due to voluntary resignation/medical leave or to the DVM Standards Committee in cases of voluntary resignation while failing one or more courses or due to academic failure. The petitions for reinstatement must be sent to the appropriate person **before January 1st** for students wishing to re-enter the program in the fall of the same calendar year, and **before July 1st** for persons wanting to reenter in the spring of the next calendar year. This Direct of Admissions and Student Support and/or the DVM Standards Committee will make a recommendation to the Associate Dean, whose decision is final. There is no appeal process. Reinstatement into the professional DVM program will not be automatic, but will be contingent on satisfactory demonstration that the reasons for resignation have been addressed. More stringent academic standards may be a condition of reinstatement after involuntary or voluntary resignation.

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

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

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

c) Students "At Risk" during First Classroom Experience

A student with an average lecture exam score of less than 64% at the end of each 1st Classroom Experience course (end of each "block") **OR** who receives a final course grade of less than 70% in *Becoming a Veterinary Professional I or II*, will be identified as a student at-risk of failure, and placed on at-risk status for the duration of at least one semester.

At the end of each of the first 7 blocks of the curriculum the student will be formally notified of their at-risk status by the DVM Standards Committee in a communication that outlines three requirements for at-risk students:

- ✓ The student will be required to meet with the Director of Admission and Student Support to discuss reasons for poor academic performance and identify college and university resources available to help, including the *DVM Peer Tutoring program.*

- ✓ While on at-risk status the student will be required to participate in the *Academic Mentorship Accountability Plan* (AMAP) for the duration of at least one semester.

- ✓ Lastly, while on at-risk status the student will not be eligible for leadership roles in veterinary student organizations including class officer, SCAVMA, DVM Curriculum Committee, Honor Board, Ambassador program, etc.

The student will be removed from at-risk status **IF** she/he maintains an exam average of 70% or higher for the duration of an entire semester **AND** the student's mentor recommends to the DVM Standards Committee that the student be removed from at-risk status.

If an at-risk student is eventually dismissed from the DVM program and petitions for re-entry, any non-adherence to the above requirements will be taken into account by the Academic Standards Committee in making decisions for or against readmission.

d) Students "At Risk" during Second Classroom Experience

At the conclusion of the First Classroom experience, all lecture exams taken during the first two years of the program will be averaged for each student. Students with an exam average of less than or equal to 73% will be placed into the **Proactive Support & Intervention Program (PSIP)** for the duration of their 3rd year in the program. Firstly, PSIP students will be required to participate in the AMAP program (i.e., they must identify a faculty academic mentor or continue their mentorship from earlier in the program). Secondly, PSIP students may be counseled to take fewer credit hours and/or specific courses to customize their 3rd year experience to promote academic success.

If a PSIP student is eventually dismissed from the program for failure to meet academic standards, the student's faculty academic mentor will be consulted in the decision to approve or deny the request for reinstatement.

7. FERPA Waiver

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

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

- ✓ student name and address being excluded from web and print directories

- ✓ student name and degree information excluded from **all commencement programs** and dean's lists and award listings

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

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

II. CLASSROOMS, FACILITIES and PERSONNEL

1. Requirements for COVID-19 protocols

Specific requirements for spaces within the College of Veterinary Medicine (e.g., classrooms, laboratory spaces, study spaces etc.) will be aligned with policies for Virginia Tech, and which may include mask mandates, social distancing, hand washing etc. These requirements may vary during the academic year, but DVM students are expected to be aware of any changes and to immediately comply with all updated and mandated requirements. Failure to comply with all COVID-19 policies will be a breach of the Professional Code of Conduct for DVM Students and will be reported to the Veterinary Professional Conduct Committee.

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. Therefore, it is incumbent on all users of the classrooms to **maintain a professional appearance**.

All personal items including backpacks, blankets, books, pencil/pens, computer, cups and coffee mugs etc. **must be removed** **at the end of the student's last lecture for the day**, unless otherwise requested e.g., lunchtime lectures/seminars may require earlier removal of these items. In these cases, the class will be notified by Academic Affairs and compliance with these requests is expected.

Appropriate storage will be provided for white coats/lab coats. Lab coats must not be left elsewhere in the classroom. Student clubs or other organizations cannot leave items in the classroom. Items owned by these club/organizations must be stored in designated areas. Items not removed, or properly stored, will be collected and potentially discarded. Appliances such as coffee makers, microwaves, etc. are not permitted in classrooms. In addition, ottomans or other large storage devices are not permitted in the classrooms.

3. Laboratories

a) Safety Considerations within Laboratories

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

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

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

Note locations of first aid boxes and safety equipment.

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

b) Student Responsibilities within Laboratories

Specific laboratory requirements such as clothing, must be adhered to for each of the laboratory spaces in the College. These are outlined in the course syllabus for each of the courses using laboratory space.

No eating or drinking is allowed in any of the laboratory spaces.

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.

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

4. Study Spaces

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

However, there are some rules that must be adhered to in order to use these spaces:

i)   The space can only be used for study if it is not being used by faculty or staff for meetings or teaching/research activities. If you would like to know the schedule of any space that is available for student study (see points 5-8 below) please contact the 2nd Classroom Experience Support Specialist.

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

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

iv) The following spaces **are not available** for student study within the CVM include:

✓ Dean's Board Room (near the Dean's suite)

✓ The VMIA Board Room (upper floor VMIA)

✓ The Veterinary Teaching Hospital, including all seminar rooms except for seminar rooms 1 and 2 in the corridor between the Commons and the Small Animal Reception Area.

✓ Faculty and Staff Offices

✓ Research Labs

✓ Animal Housing/Holding Facilities.

v)   The spaces that **are available** for student study within the CVM and the University include:

✓ Classrooms 125 and its Lounge area, Classrooms 100 and 102, and the VMIA Classroom

- ✓ Conference Room 343, Conference Rooms B and C, Conference Rooms 121 A and B, IDRF 131 and 135

- ✓ Seminar Rooms 1 and 2 in the VTH

- ✓ Graduate Conference Room (Rm 291), Rooms 231 and 232; and the Commons and Commons Extension (Waterfall room) are also available **but have some conditions applied** (see points 6-8)

- ✓ Hallway in Phase 3

- ✓ VT Newman Library (includes Graduate Study spaces for individual study as well as group study)

- ✓ VT Torgersen Hall and Bridge, which included an atrium with electronic hookups that serves as an electronic study court.

vi) The **Graduate Conference Room (Rm 291)** can only be used if a reservation is made by the student(s) before their study session. This reservation will be made through Second Classroom Experience Support Specialist. Occasionally, the student reservation may be cancelled due to rescheduling faculty meetings/seminars. The student will be emailed in these situations.

- ✓ **No** eating or drinking is allowed in this space.

vii) Rooms **231 and 232** can be used when not in official use i.e., when there is a green light on the room monitor. These rooms can only be used for quiet, individual study (not group study) as the noise impacts adjacent rooms which are occupied by residents and house officers who are also studying.

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

- ✓ In order to accommodate students wishing to work in groups as well as those wanting to undertake quiet study in the **Waterfall Room**, designated times will be allocated where students may undertake group work, while other times will be quiet time only.

- ✓ These times will be determined in consultation with the Class Presidents and SCAVMA Chairs and will be posted on the doors leading to this room.

5. Pet Animals

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

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

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

6. Service Animals

The College adheres to the policies regarding Service Animals developed by Virginia Tech's Division of Student Affairs, Services for Students with Disabilities (SSD). Their Guidelines on Service Animals can be found at:
https://www.ssd.vt.edu/content/dam/ssd_vt_edu/assets/docs/VirginiaTechGuidelinesonServiceAnimalsandAssistanceSupportAnimals.pdf

Requests for service animals will be processed by SSD, who will work with the Associate Dean for Professional Programs and the Director of Admissions and Student Support to specifically define the accommodations in the pre-clinical and clinical programs on a case-by-case basis.

7. Motor Vehicles and Parking

Students are expected to comply with all University rules and regulations pertaining to registration and operation of motor vehicles.

In order to park on campus, students must pay the appropriate parking fee as established by the University.

All motor vehicles must be registered with the University Security Division each academic year. At the time of first registration, applicants must present a current valid driver's license, state vehicle registration, license number and description of vehicle.

Parking is permitted only in areas specifically designated for student parking. A map showing these locations is provided by the Security Division. Students who park in Faculty or Staff areas will be ticketed and towed and may be subject to other administrative actions.

8. Electronic and Printed Materials Distributed in Courses

Students should be aware of the VT policy on copyright (policy 1300). Furthermore, most materials generated by faculty for their courses (e.g., lecture notes/handouts, power point slides, images, videos, Mp3 recordings, materials placed on Canvas or other sites containing course material e.g., Utube, etc) are solely for the use of DVM students for educational purposes. They are considered copyright of the College and the University and cannot be reproduced or distributed unless express written permission has been obtained from the author or member of faculty involved.

Students are also encouraged to read the College's Information Technology Policies and Procedures, which are available on the College Intranet:
https://intranet.vetmed.vt.edu/InformationTechnology/PoliciesProcedures

9. 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".

10.Consensual Relationships

Consensual relationships are governed by Section 2.7 "Professional Responsibility and Conduct" of the Faculty Handbook and Policy 13010.

III. MEDICAL and HEALTH REQUIREMENTS

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 Rabies and Tetanus Vaccination

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

It is the policy of the CVM to provide the best protection for its students against serious health hazards; therefore, **rabies and tetanus vaccination are required**. You may complete the vaccination regimens either **prior to entrance, or soon after entry 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. Vaccinations exemptions can be requested to Academic Affairs for Rabies and Tetanus, where documentation will be required for approval.

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 rabies 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 as determined by WHO standards, will be required to receive a booster inoculation.

In addition to rabies and tetanus vaccination, students must demonstrate

3. Medical Insurance Requirements

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

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

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

1. They may purchase a plan offered by the University to cover hospitalization or medical treatment received apart from the Schiffert Health Services.

2. They may wish to arrange with parents/family to be included in their plan.

3. They may purchase alternative equivalent insurance from another company.