



PROFESSIONAL CODE OF CONDUCT HANDBOOK

DOCTOR OF VETERINARY MEDICINE PROGRAM



In addition to observing **Virginia Tech's Principles of Community**, the following Principles of Professionalism provide guidance regarding the expectations of professionalism to be demonstrated by those enrolled in the DVM program at the Virginia-Maryland College of Veterinary Medicine.

Virginia-Maryland College of Veterinary Medicine

Principles of Professionalism, DVM Students

In addition to observing [Virginia Tech's Principles of Community](#), the following Principles of Professionalism provide guidance regarding the expectations of professionalism to be demonstrated by those enrolled in the DVM program at the Virginia-Maryland College of Veterinary Medicine (VMCVM).

As a member of the VMCVM community, I recognize my personal obligations to:

- Treat all persons with courtesy, respect, and dignity as demonstrated by:
 - Being considerate and respectful of the time, rights, values, religious, racial, ethnic and socioeconomic backgrounds, lifestyles, opinions, and choices of others (teachers, peers, house officers and faculty, clients, colleagues, classmates), even when they differ from my own.
 - Conducting myself in a courteous, sincere and unselfish manner that contributes to and supports relationships of mutual respect among all members of my community.
 - Affirming the inherent dignity and value of every person and striving to maintain a climate for work and learning based on mutual respect and understanding.
 - Providing constructive feedback to teachers, peers, students, colleagues, staff, house officers, and faculty to continually improve the overall educational and work experience and development of the profession.
 - Incorporating and using strategies and methods tailored to the needs of diverse populations and communities.
- Conduct myself in a respectable manner as demonstrated by:
 - Being mindful of my demeanor, language, and preparedness in all settings.
 - Demonstrating fair, ethical, and honest behaviors in my interactions.
 - Refraining from using illicit substances, alcohol, non-prescription or prescription drugs in a manner that may compromise my judgment or my ability to contribute to safe and effective patient care, laboratory work, classroom, and other work environments.
 - Maintaining the confidentiality of sensitive records and information and other personal data.
 - Adhering to existing department, degree, college, university, and professional regulations, policies, and procedures.
 - Ensuring my actions do not cast adverse reflections upon or cause negative reactions to myself, my colleagues and peers, my institution, or my profession.
- Continue to grow professionally as demonstrated by:
 - Committing to the highest standards of competence for myself while supporting the efforts of those with whom I work to achieve their highest standards.
 - Recognizing my limitations and seeking help when my expertise, knowledge, or experience is inadequate to handle a situation.

- Admitting to and assuming responsibility for mistakes in a mature and honest manner and developing productive strategies for correcting them.
- Recognizing the importance of life-long learning and commitment to maintaining professional competencies throughout my career.
- Lead by example as demonstrated by:
 - Being attentive when another speaks, refraining from interrupting or causing a disturbance.
 - Ensuring the safety of employees, students, volunteers, visitors, and the community by maintaining a safe workplace.
 - Making wise, careful, and respectful use of all university resources.
 - Neither receiving nor giving aid in an examination, except as specifically permitted by the instructor or other entity overseeing the activity.
 - Refusing to accept gifts or favors of monetary value, or engaging in private business or professional activities that may affect or appear to affect professional judgment and/or create conflicts of interest.

As a member of higher education working in the fields of health and veterinary sciences, I understand my responsibilities to:

- Engage in supportive relationships that are free of exploitation in all professional settings (e.g.: with clients, patients, community members, students, supervisees, employees, and research participants, etc.).
- Promote, maintain, and improve the health of individuals, animals, groups, and communities to the best of my abilities.
- Respect and protect the privacy, confidentiality, and dignity of individuals and organizations.
- Advocate for ethical conduct among my colleagues and employers.
- Deliver evidence-based and informed practices with integrity.
- Uphold the reputation of my profession through my own behaviors and actions.
- Contribute to a high quality educational and/or training experience and learning environment that meets professional standards and benefits the individual, the profession, and the public.

Article I: Purpose of the Professional Code of Conduct and Professional Code of Conduct Committee (PCCC)

All members of the Virginia-Maryland College of Veterinary Medicine (VMCVM) are expected to demonstrate respect, compassion, responsibility, accountability, and honesty to all persons and animals in a professional and ethical manner.

Purpose of the Professional Code of Conduct

The purpose of the VMCVM's Professional Code of Conduct is to provide guidelines and expectations regarding the professional conduct and ethical standards to be followed by DVM students. The Professional Code of Conduct is meant to affirm that all DVM students of the VMCVM are:

- worthy of society's trust in veterinary and health sciences;
- able to preserve and advance teaching and learning, scholarship, outreach, and clinical or laboratory activities;
- able to govern themselves with integrity throughout all academic and professional endeavors.

Purpose of the Professional Code of Conduct Committee

The purpose of the Professional Code of Conduct Committee (PCCC) is to uphold the standards of the Professional Code of Conduct and to promote a culture of professionalism, respect, kindness, empathy and understanding within and across the VMCVM community. This document provides the guidelines, processes, and procedures of compliance with the Professional Code of Conduct for the DVM students.

Article II: Jurisdiction of the Professional Code of Conduct and Professional Code of Conduct Committee (PCCC)

The Professional Code of Conduct is in effect for all DVM students enrolled in a VMCVM-degree program from the time of acceptance of admission until graduation or transfer. The Professional Code of Conduct is in effect for all on- and off-site activities, as well as activities delivered online or through an electronic medium.

- Reports, or portions of reports, submitted to the PCCC regarding concerns of misconduct by a professional or graduate student that violate university policy will be referred to [Student Conduct](#).

The Professional Code of Conduct Committee (PCCC) is the entity within the VMCVM that oversees and upholds the Professional Code of Conduct for DVM students. The PCCC has the responsibility and authority to review and investigate all reports of alleged professional misconduct for all DVM students of the VMCVM and identify fair and equitable outcomes. All reports of alleged professional misconduct are submitted to the PCCC for initial review (see Article V).

This document provides procedural guarantees the PCCC will follow in the course of responding to a report submitted for review. This will ensure that due process is followed as described in this document and any person reported to the PCCC receives a fair and equitable outcome.

Depending on the incident or situation reported, the PCCC may refer parts of or the full report to another entity or entities for review, including but not limited to: [Office for Equity and Accessibility](#), [Student Conduct](#), and/or [DVM Honor Board](#). If a report (or portions of a report) is referred to an outside entity, the PCCC is no longer involved in the review or outcome of what was submitted to the outside entity. A description of what was submitted to an outside entity will be included in the PCCC's case file for that review.

Article III: Standards of Professional Conduct

Guiding Frameworks

The VMCVM has adapted the professional competencies and characteristics described in the [American Veterinary Medical Association \(AVMA\): Principles of Veterinary Medical Ethics](#), [American Public Health Association \(APHA\) Code of Ethics](#), and [Competency-Based Veterinary Education \(CBVE\)](#) to be used as guidelines by the Professional Code of Conduct Committee (PCCC) when investigating possible transgressions to the VMCVM's Professional Code of Conduct.

Adherence to Policies

The Professional Code of Conduct promotes adherence to [the college's](#) and [university's](#) policies. For instance, the VMCVM has policies related to what content from the college is not permitted to be posted to sites that are in the public sphere (e.g. blogs, web comments, chats, social networking, etc.), and infractions to college policies will be brought to the PCCC for review (see Addendum 1).

Policies that are not specifically mentioned in the addendums of this document are subject to review and outcomes determined by the PCCC or may be referred by the PCCC to other entities as appropriate.

Professional Behavior and Misconduct

Expectations of Professional Behavior

The preamble of this document illustrates examples of professional attributes and characteristics the VMCVM strives for all members of the community to encompass and demonstrate. The following qualities encompass additional attitudinal, behavioral, and emotional attributes, alongside the intellectual capacity and communication skills necessary to function as a proficient healthcare professional in a professional and ethical manner:

- *Accountability*: Takes and/or accepts responsibility for actions
- *Animal & Human Welfare*: Treat all with respect, care, and compassion
- *Communication*: Communicates respectfully, effectively, and in a professional manner with diverse audiences. Follows applicable confidentiality policies (e.g., client-patient, teacher-student, supervisor-supervisee, researcher-funder, etc.)
- *Commitment to self and others*: Fosters positive relationships among individuals, societies, and communities. Pursues lifelong learning and/or continued development of skills
- *Collaboration*: Works with diverse groups of communities (e.g., colleagues, supervisors, clients, other stakeholders) to improve outcomes and reduce errors
- *Health and Safety*: Promotes and supports methods to prevent, minimize, and/or mitigate health harms. Promotes and protects public safety, health, and well-being of others to the best of one's abilities
- *Honesty*: Promotes truthfulness and ethical reasoning
- *Respect*: Shows regard and consideration for self and others
- *Responsible Use of Scarce Resources*: Recognizes the fairness of allocating a scarce resource (e.g. funds, spaces, equipment, time, personnel, etc.) to maximize benefit to the community at large
- *Self-awareness*: Demonstrates reflective practice, self-regulation, and personal well-being
- *Teamwork*: Demonstrates skills to work effectively with others, contributes equally and equitably in the group
- *Trustworthiness*: Promotes competency, honesty, and accuracy, ensures one's work is not unduly influenced by secondary interests

Examples of Unprofessional Behaviors and Misconduct

To adhere to high levels of professionalism, four general categories of unprofessional behavior and misconduct are outlined below. This list is not exhaustive, other professional misconduct or unprofessional behaviors not specifically mentioned in this document are subject to review and may be assigned outcomes by the PCCC or referred to other entities based on what was included in the report or as a result of findings through the review process.

Dishonest Behaviors

- Misrepresents one's professional self; acts outside one's scope of practice or area of expertise to promote one's self
- Fails to adhere to accepted principles of research integrity & ethics
- Lies, steals, and/or bribes others for personal gain
- Violates college and/or university policies

Disrespectful Behaviors

- Demonstrates physical and/or emotional abuse and/or negligence towards humans and/or animals
- Breaches privacy and/or confidentiality (e.g. client-patient, student-instructor, researcher-funder, supervisor-supervisee, etc.)

- Bullies and/or demonstrates other coercive or retaliative behaviors towards others
- Acts with discriminatory behaviors and/or actions towards others
- Demonstrates disruptive or inappropriate behaviors in teaching, classroom, laboratory, and/or clinical settings
- Inappropriately uses social media, email, or other communication-based technologies

Failure to Engage

- Demonstrates poor work performance, cutting corners, lack of follow-up or follow-through on tasks
- Fails to meet deadlines and/or frequently absent or late for assigned activities, classes, work shifts, etc. without communication or justification
- Demonstrates poor teamwork skills that hamper the team's abilities to conduct work and/or complete tasks
- Lacks effective communication skills, negatively impacts the work and/or responsibilities of others

Poor Self Awareness

- Demonstrates a lack of insight of how own behavior impacts others
- Demonstrates impairment (e.g. via the use of illicit drugs, alcohol, or other substances; see Addendum 2)
- Provides destructive criticism, or is dismissive or defensive about feedback received regarding work or performance
- Resists change with acts of defiance

Article IV: Reporting of Misconduct

It is the obligation of all members of the VMCVM community to report alleged violations of the Professional Code of Conduct.

Alleged violations to the Professional Code of Conduct must be reported within ten (10) University business days after the date of discovery to the Professional Code of Conduct Committee (PCCC) Chair. Only under special circumstances shall exceptions to this policy be granted, and then only at the discretion of the PCCC Chair. A possible reason for exception could include, but is not limited to, unavoidable delays in obtaining the evidence or a perceived threat of retaliation.

The referrer shall notify the PCCC Chair by submitting information via the following link: <http://appsdev.vetmed.vt.edu/PublicForms/PCCForm> (also accessible on the VMCVM's intranet). The official report should include as much information as possible.

The form does not allow for anonymous submissions for the following reasons:

- All proceedings of a PCCC review are confidential. The PCCC will not disclose the name of the person who submitted a report (reporter) in the early stages of the review process. However, for any review that moves forward to a Formal Hearing or beyond, as provided

in the Sixth Amendment, the person in question has the right to know who their accuser is and a right to view the statements and evidence provided against them so they may come prepared to address those allegations during the formal hearing procedures.

- Knowingly falsely reporting an infraction took place is a violation of the Professional Code of Conduct. If a report is determined to be knowingly falsified, the PCCC will review the reporter for a transgression to the Professional Code of Conduct.

If at any point during the review process a person acts in a discriminatory or harassing manner, that person will be reported to the Office of Equity and Accessibility (see Addendum 3).

Article V: Professional Code of Conduct Committee

Composition of the Committee

The PCCC will be composed of (15) members, with seats to be filled based on the following affiliations:

- 12 DVM student representatives (3 representatives from each class)
- 2 faculty members (at large)
- 1 staff member (at large)

Appointments to the Committee

DVM Student Representatives

- *Selection process:* All initial vacancies are filled by each DVM class's election process during the fall of the first year.
- *Length of term:* Students serve as a representative for their class for all years in the DVM program. If a student cannot fulfill their duties for any reason, a replacement will be elected by the class for the remainder of the vacated term.

Faculty Representatives

- *Selection process:* All vacancies (including those for vacated terms) are filled by election by the college's faculty association.
- *Length of term:* 2 years
 - Maximum of two consecutive terms.

Staff Representatives

- *Selection process:* All vacancies (including those for vacated terms) are filled by election by the college's staff association.
- *Length of term:* 2 years
 - Maximum of two consecutive terms. .

Responsibilities & Roles of Committee Members

Responsibilities of all PCCC Members:

- All interactions by committee members must adhere to the principles of professionalism as stated in this document.
- All committee members serving in any capacity on the PCCC will adhere to strict confidentiality of all cases and interactions.
- All committee members will do their part to provide a safe and secure environment for all proceedings of the process and when necessary, call in external entities to ensure a safe and secure environment is provided.

Responsibilities Based on Role within the PCCC:

The PCCC has four primary roles that members are either elected to or assigned to in order to carry out the functions of the committee and review process:

PCCC Chair

The PCCC Chair is responsible for the oversight and administration of activities of the PCCC Committee.

The PCCC Chair is elected by the PCCC members for a one-year term, and may be re-elected for up to three consecutive terms.

- The PCCC Chair must have served on the PCCC for at least one semester to be eligible to serve as chair.

Duties of the PCCC Chair

- Oversees and serves as point of contact for all reports submitted regarding alleged professional misconduct.
 - In cases of social media or media violations, follows the disciplinary actions listed in Addendum 1.
 - Refers reports, or portions of reports, containing aspects of behaviors or actions that are outside the PCCC's purview to the appropriate entity for review.
- Maintains documentation for each case reported, provides records to appropriate entities as warranted.
- Communicates with PCCC members to determine who is eligible and available to serve as a Case Review Manager, Information Gatherer(s), and assigns the number to serve in that capacity based on the complexities of the report and the number of people involved in the report.
- For cases that proceed to a Formal Hearing and when warranted a Second Formal Hearing:
 - Communicates with PCCC members to determine who is eligible and available to serve on a Formal Hearing Panel and when applicable a Second Formal Hearing Panel, that meets the requirements of representation outlined below.
 - Collates all the evidence gathered and submitted by the Case Review Manager.

- Provides a full (unredacted) copy of the evidence being reviewed in the case to the person(s) in question.
 - Provides a redacted copy of the evidence being reviewed in the case to the PCCC members serving on the Formal Hearing, and when applicable Second Formal Hearing, review panel(s).
 - Schedules, attends, moderates, and ensures due process is followed during the Formal Hearing and when applicable Second Formal Hearing.
 - If due to a conflict of interest or significant scheduling conflicts, the PCCC Chair may request the Case Review Manager serve in his/her/their place and assign another PCCC member to take notes during the hearing (the person selected to serve in this capacity must also meet the requirements to serve as a Case Review Manager, and will not have a vote during the hearing process delegated to attend).
 - Does not provide a vote on the outcome in either hearing.
 - Follows the guidelines listed under notifications in Article VII to communicate the outcomes to the person(s) in question and reporter(s).
 - In cases that are not dismissed, communicate the outcome(s) and expectations with other persons or entities that have academic or supervisory oversight to the person(s) in question to ensure the outcomes are addressed and/or completed satisfactorily.
- Provides an aggregated annual report of all cases seen during the fiscal year to the dean of the VMCVM (see Article IX).

Case Review Manager

The Case Review Manager serves as the primary contact and administrator of a specific case under review.

A Case Review Manager is assigned for each case report submitted by the PCCC Chair.

- The Case Review Manager can be the PCCC Chair or another PCCC member.
 - The Case Review Manager cannot be a student from the same class as the person(s) in question listed in the report or the primary person submitting the report.
 - If the PCCC Chair is in the same class as the person(s) in question, the PCCC Chair must assign a Case Review Manager and if necessary, request another PCCC member with as little familiarity of the person(s) involved to perform the duties of chair for that particular case to provide an unbiased oversight of the proceedings.

Duties of the Case Review Manager:

- Takes on oversight and responsibility of the administration of a case, communicates with the PCCC Chair regarding case progression, inquiry process, formal hearing, and outcomes.

- Provides redacted reports and evidence to PCCC members serving on the Formal Hearing Panel and provides both the redacted and full reports and evidence to the PCCC Chair.
- Reviews and approves the questions to be asked during the Formal Hearing, and when applicable Second Formal Hearing.
- Attends and takes notes during the Formal Hearing, and when applicable Second Formal Hearing.
 - Does not provide a vote on the outcome in either hearing.

Information Gatherers

Information Gatherers are responsible for assisting with gathering information regarding a case under review. They may also be asked to gather additional information if a case goes forward to a Second Formal Hearing.

The PCCC Chair may select 1-3 PCCC members to serve as an Information Gatherer for a case under review.

- Information Gatherers cannot be from the same class as the person in question.
 - Exception: If an incident spans across multiple classes or degree programs, PCCC members within the same class or degree program may be asked to serve as an Information Gatherer, but in these cases it would only be to gather information on someone outside their class or degree program.

Duties of an Information Gatherer:

- Responsible for locating information pertinent to the case, such as:
 - Conducting interviews with persons determined to be relevant to the case.
 - Assisting with retrieving, accessing, and/or analyzing evidence that supports or refutes the information in the report submitted (e.g., records/logs, photos/videos, etc.).
- Meets with the Case Review Manager to provide all evidence and reports of findings, any analysis of evidence, to determine if the review should be dismissed, if there is potential a resolution can be obtained through a Facilitated Discussion, or if the case will move forward to a Formal Hearing.
- In cases where the review will progress to a Formal Hearing, and Second Formal Hearing as warranted, prior to each of those hearings:
 - Assist with compiling the evidence used in the review to be sent to the PCCC Chair.
 - Assist with redacting reports to be retained and provided to the PCCC Chair.
 - Assist the Case Review Manager in creating neutral/non-leading questions to be asked during the hearing.
- When a Formal Hearing is conducted, and Second Formal Hearing as warranted:
 - At least one Information Gatherer will attend the Formal Hearing, and Second Formal Hearing as warranted.
 - Will listen but will not participate in the questioning process.

- During deliberations of the PCCC Formal Hearing panel, and Second Formal Hearing Panel when applicable, the Information Gatherer(s) may be asked to provide their feedback and perspectives regarding what they heard during the hearing(s) and evidence provided during the review.
- Do not provide a vote on the outcome of a Formal Hearing, or when warranted, Second Formal Hearing.
- When warranted by the outcomes assigned by the Formal Hearing Panel, assist with locating appropriate training and professional development programs and determining an appropriate completion date and guidelines for what is considered to be successful completion of the activity/ies assigned.

Formal Hearing Panel Members

Formal Hearing Panel Members are responsible for reviewing the materials submitted for a case and determining an appropriate outcome as described in Article VII.

The PCCC Chair will select a minimum of three (3) and a maximum of five (5) people from the PCCC to serve as Formal Hearing Panel Members.

- The PCCC Chair will ensure that at least two affiliations (faculty, DVM student, staff) of voting panel members have representation on the Formal Hearing Panel.
- Student Formal Hearing Panel members cannot be from the same class and/or degree program(s) as the person in question.

Duties of PCCC Formal Hearing Panel Members:

- Reviews the redacted documentation provided before the Formal Hearing.
- Assists the Case Review Manager with creating neutral/non-leading questions to be asked during the Formal Hearing.
- Asks clarifying questions during the Formal Hearing.
- Determines the outcome(s) of the case as described in Article VII
 - In review cases that warrant additional training as an outcome, assist with locating appropriate training and professional development programs and determining an appropriate completion date and guidelines for what is considered to be successful completion of the activity/ies assigned.
 - In review cases that warrant proceeding to a Second Formal Hearing, include detailed explanations as to why other outcomes listed in Article VII were not deemed as suitable measures to address the incident(s) reported.

Second Formal Hearing Panel Members

Second Formal Hearing Panel Members are responsible for reviewing the materials submitted for a case and determining if a higher sanction (suspension, dismissal, or expulsion) is an appropriate recommendation for an outcome, or if the person(s) in question should be assigned one or more outcomes as described in Article VII.

The PCCC Chair will select a minimum of seven (7) PCCC members to serve as Second Formal Hearing Panel Members.

- No more than three (3) members who determined an outcome from the Formal Hearing may serve on the Second Formal Hearing.
- All other criteria and responsibilities listed under the Formal Hearing Panel Members apply to the PCCC members serving on the Second Formal Hearing Panel.

Duties of PCCC Second Formal Hearing Panel Members:

- Reviews the documentation provided before the Formal Hearing.
 - At this stage of the review, no information will be redacted prior to the Second Formal Hearing.
- Assists the Case Review Manager with creating neutral/non-leading questions to be asked during the Second Formal Hearing.
- Asks clarifying questions during the Second Formal Hearing.
- Determines the outcome(s) of the case as described in Article VII
- Includes detailed explanations as to why other outcomes listed in Article VII were not deemed as suitable measures to address the incident(s) reported in cases where it is determined the outcome is to be a recommendation of suspension, dismissal, or expulsion.

Article VI: Procedures of Case Reviews

Initial Review of Report

When a report is submitted, the PCCC Chair will review the information and determine if or what parts of the report fall under the purview of the PCCC. The PCCC Chair will refer reports (in full or certain parts) to other appropriate entities as warranted and outlined in Article II.

Potential outcomes at this stage of the review:

- The report, or parts of the report, are to be forwarded to another entity for review as described in Article II.
- Follows the review processes of Media and/or Social Media violations as described in Addendum 1.
- The reporter requests the case to be withdrawn.
- There is insufficient information or evidence of professional misconduct to pursue the complaint.
 - The PCCC Chair will notify the reporter that the case will not proceed any further unless further evidence of an infraction is provided.
 - The alleged behavior, even if proven, would not violate the Professional Code of Conduct.
- There is potential for mediation and for the parties involved to come to an agreed resolution outside of a PCCC review and investigation.
 - All parties involved must agree to be included in a mediated or facilitated discussion and agree with the resolution in order to proceed with this option.

- An investigation is warranted to gather additional information to identify an appropriate avenue for resolution.
- Interim measures or administrative actions should be imposed in order to maintain safety or order.

For all reports to be reviewed by the PCCC, the PCCC Chair will assign a unique review number and create a case file that will hold all documentation related to the report. The PCCC Chair will then determine who will be involved in the next steps of the review process, and when warranted the Formal Hearing process and Second Formal Hearing process, as described below. Referrals to other entities will be documented in the case file.

Proceeding with a Case Review

When there is sufficient evidence from the initial review, or if one or more parties do not agree to a mediated or facilitated discussion or agree to a resolution, the PCCC Chair will proceed with moving the report to a formal case review and investigation.

The PCCC Chair will assign a Case Review Manager. Based on the complexity of the report presented, the statements and evidence to be gathered, the PCCC Chair may select 1 to 3 PCCC members to serve as an Information Gatherer(s). The roles and responsibilities of the Case Review Manager and Information Gatherers are outlined in Article V.

In order to ascertain what took place beyond the statements and reports gathered thus far, it may be necessary to locate and gather additional information pertaining to the case. Examples of the types of information that may be gathered include but are not limited to:

- Statements from witnesses identified in the original report, from the person in question, and other names brought forward through discussions thus far.
- Records (e.g., building entry logs, patient records, TimeClock punches, animal health records, etc.).
- Screenshots, images, recordings, etc. submitted with the report and/or submitted by others upon request.

Effort is to be made to complete the information gathering process within 10 business days of determining the report is to move forward with a review. However, as interviews or access to evidence that is needed may not be available in that timeframe, it should be noted if an extension to gain that information is necessary.

Potential outcomes at this stage of the review:

- Reporter requests the case to be withdrawn.
- All parties involved agree to a mediated or facilitated discussion and agree with the resolution. The PCCC will not continue with a review in those cases.
- There is insufficient information or evidence of professional misconduct to pursue the complaint.

- The PCCC Chair will update the case review records to state the case was dismissed as there wasn't enough evidence found or provided to substantiate what was indicated in the report.
- The information gathered indicates there may be a potential violation of the Professional Code of Conduct and that a Formal Hearing is the appropriate avenue for resolution.

Preparing for the Formal Hearing

When a Formal Hearing is determined to be the next course of action, the following processes and procedures are to be followed.

Selection of the Formal Hearing Panel Members

The PCCC Chair will select PCCC members to serve on the Formal Hearing Panel:

- The PCCC members selected to serve as a Formal Hearing Panel Member should be as least familiar with the person(s) in question as possible to provide as unbiased a review of the case report, evidence, and statements gathered prior to and during the hearing procedures.
- The PCCC Chair will determine who is eligible to serve on the Formal Hearing Panel as described in Article IV under Formal Hearing Panel Members.

Redaction of Reports and Evidence

When a Formal Hearing is determined to be the next step in the review process, the Case Review Manager and Information Gatherers will redact all statements, reports, and evidence that were gathered that are to be shared with the Formal Hearing Panel Members.

- As part of the redaction, persons in the report will be assigned an anonymous identifier (e.g., Student A, Student B, Faculty A, Staff A, Staff B, House Officer A, etc.).
- All references to gender in the report will be written as he/she/they, his/hers/theirs, etc.

At this time, the PCCC Chair will also review previous cases to determine if the person(s) in question has or have had any complaints registered against them in the past. The PCCC Chair will disclose any redacted findings from these queries to the Case Review Manager, Formal Hearing Panel Members and when applicable, the Second Formal Hearing Panel Members.

Scheduling of the Formal Hearing

The PCCC Chair will work with Academic Affairs to attempt to schedule a Formal Hearing, and when applicable a Second Formal Hearing, around the student(s) in question's exams and class schedule(s) to reduce the potential negative impacts of receiving a notice of a report for professional misconduct right before an exam is to take place, or to request an excused absence so the student(s) can attend the hearing(s) with as little disruption to their class or program schedule as possible.

The Formal Charge & Evidence Gathered

Information to be sent to persons in question

The PCCC Chair will work with the Case Review Manager and Information Gatherers to write a formal letter that includes the charge(s) against the Professional Code of Conduct to allow the person(s) in question the ability to prepare for the Formal Hearing. The person in question will receive:

- A charge that includes the professional behavior(s) and/or incident(s) in question and describe the professional standards that are under review.
- The compiled and unredacted evidence gathered that will be a part of the Formal Hearing review.
 - Important clarifications:
 - Prior to the Formal Hearing, the Formal Hearing Panel members will only receive documents and evidence with names redacted or photos of faces blocked out to ensure they only review the evidence without knowing who is involved until the Formal Hearing takes place.
 - If a Second Formal Hearing is warranted, the Second Formal Hearing Panel members will receive all full versions of the evidence (no items will be redacted).

All of the above will be provided to the person(s) in question a minimum of five (5) business days before the Formal Hearing is scheduled to take place.

If a Second Formal Hearing is listed as the outcome of the Formal Hearing, the formal letter will include a statement describing the three additional outcomes that are under consideration for the review. The formal letter will include the original charge(s) including any updates or additions, previous and any new evidence in unredacted form, that will be sent to the person(s) in question a minimum of five (5) business days before the Second Formal Hearing is scheduled to take place.

Information to be sent to Formal Hearing Panel / Second Formal Hearing Panel members

The PCCC Chair will send a redacted version of the formal letter, redacted versions of the evidence, and the list of questions to be asked during the hearing(s) to the PCCC members selected to serve as the Formal Hearing Panel, and when applicable the Second Formal Hearing Panel, a minimum of five (5) business days before each respective hearing is scheduled to take place.

Formal Hearing

Once the person in question has received the notice of the Formal Hearing with the charge and all evidence included in the review, the person in question is entitled to the following procedural guarantees:

- To share their version of events and refute any information presented.

- To present witnesses/witness statements and question any witnesses present.
- To remain silent or not participate.
- To be accompanied by an advisor who is a member of the VMCVM.
- To challenge the objectivity of a hearing officer(s), given reasonable cause to believe that they may be biased or have a conflict of interest.
- If the outcome after the Second Formal Hearing is a recommendation for consideration of grounds for suspension, dismissal, expulsion, leave without pay, or termination of employment, the person in question can appeal the decision, provided there are appropriate grounds as described in Article IX.

When a Formal Hearing is scheduled, the following persons will be included in the hearing proceedings:

- Minimum of three and maximum of five PCCC Formal Hearing Panel Members (each member votes on the outcome).
- PCCC Chair (no vote on the outcome)
 - May delegate the original Case Review Manager serves as their designee and assigns another PCCC member to take notes during the hearing(s).
- Case Review Manager (no vote on the outcome).
- Minimum of one PCCC Information Gatherer (no vote on the outcome).
- Person(s) in question.

The following persons may be included in the Formal Hearing but not necessarily at the same time as the persons(s) in question:

- The person(s) who reported the infraction.
- Other witnesses or persons with information pertinent to the case review.
- An advisor the person(s) in question requests to be present to provide support during the Formal Hearing.
- Any witness(es) the person(s) in question requests to bring to the Formal Hearing to speak on their behalf.

All formal hearings will be conducted via an electronic meeting (e.g. Zoom) and will be recorded.

- Members of the PCCC may attend via Zoom or in a group meeting with at least one PCCC member connected to the electronic meeting room.
- All other persons involved in the hearing, including the reporter(s), person(s) in question, witnesses, advisor, etc. will attend via the electronic meeting room.

During the Formal Hearing, the PCCC Hearing Panel members will have the opportunity to ask each person brought forward for his/her/their perspective about what took place. Other procedural roles, rights, responsibilities, and guarantees of those involved with the Formal Hearing are:

- Any person brought forward to speak during the Formal Hearing will have the right to remain silent or they may choose to refute a statement or question brought forward by anyone on the PCCC during the review.

- Any person brought forward to speak during the Formal Hearing may challenge the objectivity of any PCCC member, given reasonable cause to believe that individual may be biased or have a conflict of interest.
- The person(s) in question will have the opportunity to present a rebuttal to the formal charge and to produce witnesses or witness statements on their own behalf.
- The PCCC Chair will ensure that due process is followed during the hearing.
- The attending PCCC Information Gatherer(s) will not participate in the Formal Hearing discussions, but will provide their insights to the PCCC Formal Hearing Panel Members during the final deliberation portion of the hearing.

Deliberations Upon Conclusion of the Formal Hearing

The PCCC Formal Hearing Panel Members will apply the Student Code of Conduct's Standard of Proof guidelines for all cases brought to a Formal (and when applicable, Second) Formal Hearing:

The preponderance of the evidence standard will be used to determine responsibility for violations of policies in the Professional Code of Conduct. Preponderance of the evidence means that based on the information available to determine if it is "more likely than not" that a violation occurred.

Upon conclusion of the Formal Hearing, the PCCC Members will deliberate to determine a suitable outcome or set of outcomes listed in Article VII. The final outcome(s) of the case are based on the original report, evidence provided before and during the Formal Hearing, statements made during the Formal Hearing, and any previously reported infractions to the Professional Code of Conduct or additional documentation of misconduct provided to the PCCC.

Second Formal Hearing

A Second Formal Hearing should only be considered as an outcome by the initial Formal Hearing Panel review members when it is determined that the misconduct is significant in nature and/or there have been multiple prior misconduct offenses documented that demonstrate previous measures to rectify the misconduct have been attempted.

The processes and procedures for the Second Formal Hearing will mirror what is listed for the Formal Hearing above, with all outcomes listed in Article VII, including recommendation for suspension, dismissal, expulsion, be eligible when determining an appropriate resolution.

Article VII: Outcomes of Case Reviews

The PCCC's primary goal is to provide outcomes that promote and foster development of professional behaviors for personal and academic success. The development of professional competencies, reparations for actions, or other actions to promote the advancement of professionalism may be warranted given the circumstances and nature of the case. The PCCC has the authority to prescribe one or more of the following outcomes described below.

Entire Case or Specific Charge(s) Dismissed

The PCCC Formal Hearing Panel may determine the entire case, or one or more of the charges in the case, is/are to be dismissed. The person in question will be acquitted for the entire case or the specific charge(s) listed in the notification letter.

Facilitated or Mediated Discussions

The PCCC Formal Hearing Panel may determine that one or more facilitated or mediated discussions are to take place between the person(s) in question and the reporter(s) that include a neutral third party to assist with resolving the issues brought forward in the report.

A report of the outcome from the facilitated discussion(s) will be submitted by the neutral third party to the PCCC Chair. This may include a recording of any meetings or documentation that indicates if a resolution was or was not achieved through the facilitated/mediated discussions. The PCCC Chair will contact the Formal Hearing Panel Members to determine additional outcomes that would take effect if the facilitated/mediated discussion does not take place, or if a resolution is not achieved after the facilitated/mediated discussion has taken place.

Probation

The PCCC Formal Hearing Panel Members may determine that a probation period for the offense is to be included as its own outcome, or in addition to one or more other outcomes. The length of the probation period will be determined by the PCCC Formal Hearing Panel Members based on the type and/or severity of the offense; general time-frames are offered in 6 month intervals, not to exceed 3 years unless repeat offenses continue to be documented over time. The dates of probation will be retained in the student's academic file in perpetuity.

If a student is not currently on an active Professional Code of Conduct probation period when a report is submitted, earlier probation notices will not be shared with the Formal Hearing Panel, and when applicable Second Formal Hearing Panel.

If a student is currently on an active Professional Code of Conduct probation, that probation notice will be shared with the Formal Hearing Panel, and when applicable Second Formal Hearing Panel as part of their deliberations.

Required Training

The PCCC Formal Hearing Panel may determine that the person(s) in question is/are to complete training to develop the professionalism gap identified as a result of the Formal Hearing. The training may be online, in person, or a combination. Ideally the training assigned is to be free of charge, but a fee-based option may be considered and submitted to person(s) with academic oversight of the student(s) in question as applicable to provide financial support and approval of the assigned training.

Required Counseling Sessions

The PCCC Formal Hearing Panel may determine that the person(s) in question is/are to attend formal counseling to develop the professionalism gap identified as a result of the Formal Hearing. The counseling sessions may be individual or may be group sessions with the reporter(s), based on the circumstances of the case reported. The number of sessions to attend will be determined by the person(s) in question, reporter(s) (when applicable), and the counseling service, not the PCCC. If counseling services are not freely available through campus resources, funds to support a fee-based service may be considered and submitted to the person(s) with academic oversight of the student(s) in question to provide financial support and approval for the assigned counseling.

Required Reparations

The PCCC Formal Hearing Panel may determine that the person(s) in question is/are to provide a reparation(s) for his/her/their actions. This may include financial payments (e.g. a fine that is assessed, payment for repairs to property or equipment, etc) and/or payment of time such as through community service hours (e.g. at an animal shelter, food bank, etc) or other volunteer work for the college (e.g. cleaning kennels, providing orientations, etc.).

Letter of Warning

In addition to one of the outcomes listed above, the PCCC Formal Hearing Panel may determine that the person(s) in question is to have a Letter of Warning placed on his/her/their academic file as applicable that includes all of the outcomes assigned to address and modify the behavior that caused the Professional Code of Conduct violation.

The Letter of Warning will include a Professional Code of Conduct probation period of at least 6 months. The Letter of Warning is retained as a part of the student's academic file only during the time they are a student at the university.

Letter of Reprimand

In addition to one of the outcomes listed above (excluding the Letter of Warning) the PCCC Formal Hearing Panel may determine that the person(s) in question is to have a Letter of Reprimand placed on his/her/their academic file as applicable that includes all of the outcomes assigned to address and modify the behavior that caused the Professional code of Conduct violation.

The Letter of Reprimand will include a Professional Code of Conduct probation period of at least 12 months. The Letter of Reprimand becomes a part of the student's permanent academic file and retained following the guidelines in Article XI (Record Retention). This information may be provided to future employers to demonstrate the conduct displayed that warranted the reprimand, as well as the outcomes assigned and notation if the student completed or did not complete any other outcomes assessed satisfactorily.

Second Formal Hearing

A Second Formal Hearing should only be considered as an outcome by the initial Formal Hearing Panel review members when it is determined that the misconduct is significant in nature and there have been multiple prior misconduct offenses documented that demonstrate previous measures to rectify the misconduct have been attempted at least once.

PCCC membership on the Second Formal Hearing is described in Article V and the procedures of the Second Formal Hearing follows the procedures for the Formal Hearing as described in Article VI.

The Second Formal Hearing panel will conduct a thorough review of the case file and conduct a Second Formal Hearing to determine whether or not the behaviors are able to be addressed by the outcomes listed above, or if the outcome needs to have more severe consequences to address the reported misconduct as described below.

Second Formal Hearing Outcomes

If the Second Formal Hearing Panel Members determine that none of the outcomes stated above would provide enough motivation or incentive for the person to change their behaviors to prevent future misconduct, the Second Formal Hearing panel may provide one the following recommendations:

Recommendation for Suspension

A recommendation for suspension is an outcome that can be applied when it is determined that none of the preceding outcomes are (or have been) sufficient to change the behavior to align with the expectations of the VMCVM.

A recommendation for suspension will not exceed five (5) business days. A student who is suspended will automatically be reinstated into the degree program once the time of suspension has elapsed.

Recommendation for Dismissal

A recommendation for dismissal is an outcome that can be applied when it is determined that the student will only change their behavior by being removed completely from the program for a period of time that exceeds 5 business days.

A student who is dismissed must petition for reinstatement to the DVM degree program. That petition must include documentation that demonstrates how the person has developed their professional attributes to align with the expectations of the VMCVM. A student who has been dismissed from the DVM program will remain on probation upon their return to the program.

Recommendation for Expulsion

The recommendation for expulsion is only to be considered when it is determined the student in question is unwilling to change their behavior(s) to follow the professional conduct that is expected to be demonstrated in the health and veterinary sciences.

Any student who is expelled from the DVM program will not be permitted to enroll at any point in the future.

Procedures Regarding the Above Recommendations:

The PCCC has the authority to directly administer and oversee the following outcomes:

- Dismissal of case or portions of the case
- Facilitated or mediated discussion
- Probation
- Required training
- Required counseling session(s)
- Required reparations
- Letter of Warning
- Letter of Reprimand

For a case that has an outcome of recommendation for suspension, dismissal, or expulsion, prior to contacting the person(s) in question, the PCCC Chair will first bring the case forward to the Associate Dean for Professional Programs, or their designee, for their review. This person has the authority to move the case forward to Student Conduct, not the PCCC. A further investigation may be requested or conducted by the Associate Dean for Professional Programs or their designee prior to one of these three outcomes being supported.

- If the recommendation of suspension, dismissal, or expulsion is supported:
 - The Associate Dean for Professional Programs or their designee will work with Student Conduct to become the entity responsible for administering and overseeing the suspension or dismissal procedures and policies.
 - The PCCC review case files will include a notation “[suspension, dismissal, expulsion] for violation of the VMCVM Professional Code of Conduct was supported”.
 - Suspension and Dismissal outcomes only:
 - Upon the student’s re-enrollment in the DVM degree program at the VMCVM, the student shall be placed on Professional Conduct Probation until graduation or termination of enrollment.
- If the recommendation of suspension, dismissal, or expulsion is not supported:
 - The PCCC Chair will reassess the case with the Second Formal Hearing Panel Members using input from the other entity/ies that did not support the recommendation to determine an outcome for the case.
 - The PCCC Chair will include a notation in the case file if a recommendation for [suspension, dismissal, expulsion] made by the Second Formal Hearing Panel

was not supported, with the reasons why a change to the recommendation of suspension was not deemed appropriate.

Article VIII: Reporting of Outcomes

In all cases reviewed by the Professional Code of Conduct Committee (PCCC) Formal Hearing Panel and when applicable, PCCC Second Formal Hearing Panel, the PCCC Chair may have notes of the deliberations that includes the outcome(s) and the reason(s) why the outcome(s) were chosen as part of the case review. The notes will be retained as a part of the full case file. Content from those notes may be included in the letter to the person(s) in question regarding the outcome of the Formal Hearing and/or Second Formal Hearing, and will be included in an appeals review if one is requested.

Letters will be provided within ten (10) business days after completion of the hearing.

DVM Student(s) in Question

The PCCC Chair will provide a formal letter to the student(s) in question regarding the outcome(s) of the PCCC Formal Hearing Panel. If the full case is dismissed, the student(s) in question will be notified in writing of this outcome.

For all other outcomes, except for moving to a Second Formal Hearing, the following information will be provided in the letter:

- Outcome(s) assigned by the PCCC Formal Hearing Panel
- How the student is to demonstrate that the assigned outcome(s) have been satisfactorily completed
- The date in which the assigned outcome(s) must be completed by
- Who to send the evidence of completion of the assigned outcome(s) to
- Additional ramifications or applications of other outcomes if the assigned outcome(s) are not completed satisfactorily or on time
 - e.g. The case may be put forward for another review by the PCCC with the lack of compliance to originally assessed outcomes included in the new review.
- Notification that certain personnel as listed below (*Academic Degree Program with Oversight to the Student(s) in Question*) will receive a copy of this letter

If the case moves to a Second Formal Hearing, the notification letter will include the following:

- The outcome of a Second Formal Hearing was assigned by the PCCC Formal Hearing Panel
- The date in which the Second Formal Hearing is to take place
- Summary of procedures of the Second Formal Hearing process
- In addition to the outcomes listed in Article VII, the following outcomes will also be considered: suspension, dismissal, or expulsion

If the recommendation is for suspension, dismissal, or expulsion is supported, the the PCCC notification letter will include the following for the associated outcome:

- Recommendation for Suspension: The length of time the suspension is in effect and the date in which re-entry into the DVM program will be allowed (not to exceed five (5) business days).
- Recommendation for Dismissal: The length of time the dismissal is in effect for, the required documentation necessary to demonstrate successful compliance of meeting the professional standards expected in the program, and who that documentation is to be submitted to upon request for re-entry into the DVM program.
- Recommendation for Expulsion: Statement that the student is not allowed to ever enroll or re-enroll in any programs offered through the VMCVM will be sent to the Associate Dean for Professional Programs, or their designee, and be kept permanently on file in the Office of Academic Affairs for applicant reviews into the DVM program.

Reporter(s)

An email notification will be sent by the PCCC Chair to the reporter(s) with the following information:

- Case dismissed:
 - Will state the case has been dismissed but will not include the reasons why, other than upon review the case did not warrant additional outcomes to be implemented to the person brought forward for review
- Specific charges dismissed:
 - Will state part(s) of the charge was/were dismissed, but will not include the reason(s) why for these portions of the charge, other than upon review the case did not warrant additional outcomes to be implemented to the person brought forward for review.
 - For the remaining charges that had outcomes assessed, the letter will state an outcome or series of outcomes have been assigned for the other charge(s) but will not include the specifics as to what was assigned.
- Facilitated discussion or group counseling where the reporter is to be included in those activities
 - The only outcomes that will be shared is if a facilitated or mediated discussion and/or group counseling session(s) between the reporter(s) and the person(s) in question was determined as an outcome to take place.
- All other other outcomes not listed above:
 - The letter will state that an outcome has been assigned to address the behavior(s) reported, but the letter will not include details as to what outcome(s) were assigned.

Article IX: Appeals

If the outcome of the case is recommendation for suspension, dismissal, expulsion, leave without pay, or termination of employment, the person in question has the right to appeal the decision. Grounds for appeal must include at least one of the following:

- Denial of procedural guarantees.
- Significant and relevant new evidence that was not available at the time of the hearing.
- Outcomes that are unduly harsh or arbitrary.

Appeals will be sent to the Dean of the VMCVM and the Professional Code of Conduct (PCCC) Chair. Appeals must be provided as a written request that states the grounds for an appeal. Appeals must be received within ten (10) University business days after the date of the written decision was provided to the student or employee in question by the PCCC Chair.

The request for an appeal shall contain the person's name, the date of the PCCC's Second Formal Hearing Panel's recommendation for the outcome, all supporting materials accompanying the request, and the name of the person's representative, if any. The burden of proof rests with the person requesting the appeal to demonstrate why the outcome should be altered. No outcome will take effect until the decision of the appeal is finalized.

The review of an appeal will include the PCCC Chair and the Dean of the VMCVM, or designee if there are grounds for a conflict of interest by the Dean to serve as the reviewer of the appeal. Other persons involved in the case may be contacted during the review of the appeal.

Prior to the appeal decision, the Dean or designee may suspend the right of the person to attend class and/or engage in academic programs for reasons relating to the person's physical or emotional safety and well-being, or for reasons relating to the safety and well-being of patients, students, or faculty.

The Dean or designee may approve, reject, or modify the decision in question or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision. The Dean's decision cannot result in a harsher outcome than the original decision of the PCCC. The Dean can uphold the original outcome or decide on a lesser outcome.

The Dean's or designee's decision must be forthcoming within ten (10) business days of the date of the receipt of all supporting materials. The Dean's or designee's decision shall be communicated in writing to the person, PCCC Chair, and any other parties involved as determined by the Dean.

The timelines described in this process may be altered at each level by mutual agreement between the person in question and the PCCC Chair, and/or the Dean due to extenuating circumstances.

Article X: Re-entry Policies Following Suspension or Dismissal from a VMCVM Program

Suspension

Once the allotted time stated for suspension has been met, the student will automatically be reinstated into the DVM program. The student will be on PCCC probation for the remainder of their time in the DVM program.

For students who are suspended by Student Conduct, the VMCVM will follow all policies and procedures as dictated by the university with regards to re-entry.

Dismissal

Dismissal from the DVM program is similar to the definition of “deferred dismissal” by Student Conduct where suspension and completion of other outcomes must be conducted prior to re-entry. Once the allotted time stated for dismissal has been met, the student must petition for reinstatement to the degree program(s) they were previously enrolled in. The petition must:

- Be addressed and sent to the person(s) who has/have academic oversight of the student’s degree program(s) and a copy sent to the current PCCC Chair
- Include documentation that demonstrates how the student has developed his/her/their professional attributes to align with the expectations of the VMCVM.

The student petitioning for reinstatement must also comply with the re-entry policies and procedures listed in the corresponding student handbook(s) for the DVM degree program.

For students who are on a deferred dismissal by Student Conduct, the VMCVM will follow all policies and procedures as dictated by the university with regards to re-entry.

Upon successful re-entry into the VMCVM, the student will be on PCCC probation for the remainder of his/her/their time in the DVM program. The notice of reinstatement will be added to the student’s original PCCC case file.

Article XI: Reports to Administration and Retention of Administrative Records

Administrative Reports

The PCCC Chair will provide an annual report to the Dean of the VMCVM that states in aggregate the number of cases:

- reported to the PCCC during the fiscal year (total, subset of how many by affiliation)
- that were addressed only by the PCCC Chair
- resolved prior to a formal hearing
- referred to another entity (total, subset of how many went to each entity)

- went forward to a formal hearing (subset with a summary of the outcomes including acquittals and second hearing outcomes)

Management of Case Review Files

The PCCC Chair is responsible for maintaining and sharing the case files with appropriate entities and person(s) to ensure that records are properly maintained and managed for the duration of their service as chair. The copies provided to other entities or stored in other locations (e.g. the PCCC's shared file system) are to be destroyed or retained based on accordance with Records Management (see below).

Case review files should include the following documentation:

- original report of the alleged misconduct
- notation if case was dismissed or if the report was addressed outside a formal PCCC review, as applicable
- evidence gathered; both original and redacted forms
- all communications with the person(s) in question (e.g. notices of hearing(s), outcome(s), responses to questions, etc.)
- notices sent to reporter(s)
- recording(s) of Formal Hearing proceedings if took place
- recording(s) of Second Formal Hearing proceedings if took place

Record Retention

The PCCC Chair will place all associated case file documents and video recordings in a secured drive within the VMCM with access provided to the person(s) with oversight in the respective degree programs.

For outcomes that are not retained on student records once the student has left the university, the following retention time period will be in place:

111-101174: Student Affairs: Judicial/ Disciplinary Records

This series documents disciplinary actions taken against students for violations of college or university rules, regulations or student codes. This series may include, but is not limited to: charges, findings, and recommendations.

Retention: Retain 3 year(s) after end of academic year

Disposition: Confidential Destruction

For outcomes that are retained on student records once the student has left the university, the following retention time period will be in place:

111-101134: Registration: Academic Action Notifications

This series documents the notification of students about their academic probation, dismissal or other action or status changes. This series may include, but is not limited to: notification correspondence.

Retention: Retain 10 year(s) after graduation or withdrawal

Disposition: Confidential Destruction

Addendum 1, VMCVM Media and Social Media Policies:

The Virginia-Maryland College of Veterinary Medicine (VMCVM) has a [Media Policy](#) that defines the requirements for the filming of patients, clients, visitors, employees, and students at any VMCVM care facility, and a [Social Media Policy](#) that defines the activities that take place within the VMCVM that are permissible and prohibited from being posted to personal and university-affiliated social media accounts.

The permissions to post any photographed or recorded media of animals photographed or recorded to personal social media accounts interactions that include animals are based on the following classifications:

- University-owned animals or client-owned animals used in a teaching activity: Must follow what is listed as permissible in the IACUC protocol for the specific course or activity and/or in conjunction with the [VMCVM Social Media Policy and Guidelines](#).
 - Posts and communications for the teaching dogs that are available for adoption are managed by the VMCVM's communications department. The information provided by this group can be shared, liked, and promoted through personal social media channels, but no original posts are allowed. This procedure ensures compliance with the college's social media policy and provides central oversight to ensure a common message is provided regarding the teaching dogs used in the DVM program.
- Client-owned animals seen in clinical program: Must follow the [VMCVM Social Media Policy and Guidelines](#).
- External preceptorships/rotations: Must follow the policies provided by the specific entity and include the name of the entity as part of the post to indicate that affiliation outside VMCVM.
- Other employment or activities engaged with outside the DVM curriculum: Must follow the policies provided by the specific entity.

Disciplinary Actions:

- The first time an offense is verified, a notice will be sent to inform the person to remove the content and inform them they need to follow the college's social media policy going forward (notice includes a link to the college's policy). This notice will include a warning that future violations or failure to adhere to the request to remove content in this notice will escalate in disciplinary action.
- Any repeat offenses to the college's social media policy will be reviewed by a PCCC Formal Hearing Panel. The outcomes assessed by the PCCC may progress in severity based on the number of prior infractions to this policy.

Addendum 2, Guidelines for Intervention of Potentially Intoxicated or Impaired Student, Administrator, Department Head, Faculty, Staff or House Officer

Virginia Tech strives to maintain a work environment free from the adverse effects of alcohol and drugs (Source: [Virginia Tech Alcohol and Drug Policy Summary](#)). Two policies are in place to uphold this environment:

[Policy 1020: Policy on a Drug-Free University](#)

[Policy 1015: Alcohol Policy](#)

Any employee or student who violates these policies is subject to disciplinary action up to and including termination of employment, expulsion from the university, referral for prosecution, and/or referral for satisfactory participation in an appropriate evaluation or rehabilitation program (Source: [Virginia Tech Alcohol and Drug Policy Summary](#)).

If a member of faculty, staff, house officer, or student suspects another person of being intoxicated or impaired due to the consumption or use of alcohol or illicit drugs they should **immediately notify the following person(s) based on who is demonstrating the behavior as described below, in addition to being submitted via the reporting form.**

Students

Notify the Course Leader and/or Instructor for the course in which the student is observed or in the case of DVM students on rotation, the Clerkship Leader. The student will be asked to their respective academic office to discuss the allegations.

For DVM students, the Course leader or Clerkship Leader should immediately notify the Associate Dean of Academic Affairs or their designee.

Addendum 3, Prohibited Acts under Policy 1025

As outlined under the Virginia Tech Policy 1025, the following behaviors are regarded as discriminatory or harassing and will be reported to the [Office of Equity and Accessibility](#):

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

The above would also address some of the statements made in pages 3-5 of the [VT Business Conduct Standards](#) that aren't as explicitly stated in the [preamble document](#) up for discussion.