

**Michigan State University
College of Veterinary Medicine
Class of 2020
Student Handbook**

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Veterinarian's Oath

Being admitted to the profession of veterinary medicine, I solemnly swear to use my scientific knowledge and skills for the benefit of society through the protection of animal health and welfare, the prevention and relief of animal suffering, the conservation of animal resources, the promotion of public health, and the advancement of medical knowledge.

I will practice my profession conscientiously, with dignity, and in keeping with the principles of veterinary medical ethics.

I accept as a lifelong obligation the continual improvement of my professional knowledge and competence.

Veterinary Student's Oath

On this day, as I begin pursuit of the Doctor of Veterinary Medicine degree at Michigan State University, College of Veterinary Medicine, I earnestly commit myself to professional development. This includes not only the acquisition of scientific knowledge, but also personal development.

I recognize the veterinarian's role as a leader in society, and will begin to learn my chosen profession from this day forward with integrity and in keeping with the standards of the college and the principles of veterinary medical ethics.

As a professional student, I pledge to respect and show compassion for my fellow students, college faculty and staff, the animals under my care, and animal owners. I accept as a lifelong obligation the continual improvement of my professional knowledge and competence

The Honor System for the College of Veterinary Medicine

History and Evolution

Students and faculty of the college developed *The Honor System for the College of Veterinary Medicine*, which was approved and implemented in 1985. This document is now recognized as a formal program within the College of Veterinary Medicine.

The Michigan State University *Medical Student's Rights and Responsibilities* (MSRR) document established that medical students have certain rights and responsibilities and affirmed that they are a party to the social trust shared by all in the university community. The participating colleges subject to MSRR include the College of Human Medicine, the College of Osteopathic Medicine, and the College of Veterinary Medicine.

No honor system has ever been established and successful without the cooperation of the administration, faculty, and students. By definition, an honor system requires that everyone is willing to accept responsibility for the system and to work to ensure honesty in all aspects of the academic experience. It is expected that each student will give this program careful consideration and support for its continued success. If each individual lives up to the *Principles of Professional Behavior* and follows the *Code of Conduct*, the judicial portion of the honor system need only act as a reminder that each individual is responsible for his or her own behavior.

Veterinary students are accorded the same privileges as all citizens and acknowledge that special personal demands are posed on him/her, because the consequences of their behavior may affect the safety and welfare of animals entrusted to their care. In addition, veterinary students acknowledge that the duties of respect, courtesy, and assistance are basic to all relationships between and among colleagues. With this in mind, professional veterinary students recognize and accept professional work collegiality and that they are colleagues of their fellow student(s) and a junior colleague of the professionals comprising the animal health care team.

Where disputes or complaints arise regarding the rights and responsibilities of veterinary students, the honor board in the College of Veterinary Medicine serves to determine if a formal hearing is warranted. In the event that these problems cannot be settled quickly and informally, the MSRR document is intended to address those instances when a formal mechanism for adjudicating differences must be instituted. Find the MSRR document at this link:

<http://splife.studentlife.msu.edu/medical-student-rights-and-responsibilites-mssr>

We, the faculty and students of the College of Veterinary Medicine, Michigan State University, establish this honor system in order to promote fellowship, mutual respect, and good will among all members of our academic community. As members and future members of the veterinary profession, we assume a responsibility for self-governance.

The honor system promotes honorable behavior among veterinary professionals. It encompasses and unifies the conditions and concepts of the following documents:

College of Veterinary Medicine

- I The Creed of Honor
- II The Pledge of Honor
- III The Code of Conduct
- IV Principles of Professional Behavior: Guidelines for Veterinary Students

Michigan State University

- V Medical Students Rights and Responsibilities
- VI Academic Freedom for Students

Creed of Honor

The Creed of Honor is established to emphasize that the profession of veterinary medicine conveys something more than a means of livelihood. The creed should not be construed as an instrument of persecution; rather, it affirms that students in the professional degree program of the College of Veterinary Medicine are a party to society's trust in the veterinary profession to preserve and advance scholarship and to govern itself with integrity. As a veterinary student, I recognize my personal obligations to:

1. Conduct myself in a courteous, sincere and unselfish manner so as to develop a relationship of mutual respect among students, faculty, staff, and members of my community.
2. Develop a feeling of good will and fellowship among the student body whereby my fellows are regarded as colleagues and not as competitors.
3. Let my demeanor be pleasant and to submit my judgment with modesty.
4. Speak no ill of those who are absent.
5. Blame no person who has done his/her best nor to censure him/her in public; in reproving, show no signs of anger, but do it with understanding.
6. Be attentive when another speaks and cause no disturbance from the audience nor interrupt a speaker.
7. Lead by example.
8. Conduct myself in all situations in a manner whereby no adverse reflections will be cast upon my fellow students, school or profession.
9. Report to the CVM Committee on Honor Code and MSRR Hearings, in the prescribed manner, any violation or suspected violation of the Code of Conduct.
10. Neither receives nor gives aid in an examination, except as specifically permitted by the instructor.
11. Perform no acts that are contrary to existing professional regulations.
12. Assume the obligations specified or implied by the Code of Conduct of the College of Veterinary Medicine.

Code of Conduct

Candidates for the degree of Doctor of Veterinary Medicine, by virtue of their voluntary association with Michigan State University, acquire certain rights and responsibilities as members of the university. These rights and responsibilities are delineated in the following university documents: *Medical Students Rights and Responsibilities* (MSRR) and *Academic Freedom for Students* (AFR) at Michigan State University. Find the AFR at: <http://splife.studentlife.msu.edu/academic-freedom-for-students-at-michigan-state-university>

This Code of Conduct is presented to professional students because they will one day become members of the veterinary profession, which has imposed upon itself standards of professional behavior and conduct designed to protect the public from fraudulent practice.

The intent of the Code of Conduct is to identify specific acts or behaviors that are deemed unprofessional conduct for students in the professional program of the College of Veterinary Medicine (CVM). This list has been derived from the experiences of faculty, staff, and students of the CVM and is not intended to abridge, supersede, or modify any other university document.

Examples of unprofessional conduct include, but are not limited to:

1. Falsification, fraudulent use or misuse of clinical records, health certifications, and vaccination certificates, prescriptions, or other blank forms used in the practice of veterinary medicine.
2. Abuse, neglect, or improper care of any animal.
3. Conviction in a court of competent jurisdiction on any charge involving moral turpitude.
4. Intoxication by alcohol or other mood-altering drugs or compounds in or on the buildings and grounds of the College of Veterinary Medicine.
5. Falsification, fraudulent use or misuse of application materials or forms used by the CVM for admissions, evaluation of performance, or evaluation of conduct.
6. Giving or receiving aid on an examination, except as specifically permitted by the instructor.
7. Plagiarism.
8. Verbal or physical abuse of faculty, staff, clients, or students.
9. Disruption of class by loud, obnoxious, or disrespectful behavior.
10. Removal of any exam from the examination room without the professor's consent.
11. Violation of the university rules and regulations.

A student accused of one or more of these (or other) forms of misconduct will be required to appear before the CVM Committee on Honor Code and MSRR Hearings See CVM Hearing Procedures in the Appendix). It is the student's responsibility to understand this code. Ignorance of its content will not be accepted as an excuse or an adequate defense for any infraction. Violations of this Code may result in discipline up to and including termination from the CVM program.

Principles of Professional Behavior

Preamble

In order to promote and maintain appropriate professional behavior, and to assure that the veterinary medical services provided by students, under the supervision of faculty, meet a high standard of care that reflects values consistent with the ideals of the veterinary medical profession, the College of Veterinary Medicine, and the laws of the State of Michigan, faculty and students of the College of Veterinary Medicine affirm the following principles of professional behavior.

A code of professional behavior cannot encompass all potential issues of conduct that may arise. Judgments regarding professional behavior contain an irreducible element of subjectivity, making it impossible to specify in detail, before the fact, all and only those behaviors that may be called into judgment as unprofessional. Further, all codes of behavior are dynamic entities, subject to growth, revision, and modification over time. Hence, principles of professional behavior are not rules that specify behaviors, but instead are guidelines that provide direction in identifying appropriate conduct. For a listing of specific behaviors that represent professional misconduct, please refer to the Code of Conduct of the College of Veterinary Medicine.

There are, however, basic tenets that give shape and meaning to the concepts of profession and professional work. The principles endorsed here provide guidelines for judging whether appropriate values regarding work and relationships with others are embodied in the behaviors of an individual who seeks to be a veterinarian.

Further, the ethical standards of the profession, incorporated in documents such as the *Principles of Veterinary Medical Ethics of the American Veterinary Medical Association*, the *Veterinarian's Oath*, and the *Code of Conduct* of the College of Veterinary Medicine are acknowledged as applicable to the behavior of veterinary students.

In pursuit of these ideals, veterinary students subscribe to the following principles:

PRINCIPLE I: Safety and Welfare of the Patient

The safety and welfare of the patient and its owner(s) are prime concerns of the veterinary student and require that the student do that which, in the professional judgment of the student and supervisor, benefits the patient.

PRINCIPLE II: Competence

Achievement of excellence is the goal of the veterinary student, while competence is the minimum essential for performance. The veterinary student knows the limits of his/her knowledge and skills and must restrict his/her activities accordingly.

PRINCIPLE III: Responsibility

The veterinary student accepts responsibility for the consequences of his/her actions. In utilizing his/her knowledge and skills for the benefit of clients, patients, and colleagues, the

student must communicate openly and honestly with clients, faculty, staff and student colleagues.

PRINCIPLE IV: Professional Relationships

Collegiality is a tenet of all professional relationships and the veterinary student is encouraged to communicate in a professional manner.

PRINCIPLE V: Confidential Relationships

Participation in patient care binds the student to a confidential relationship with clients and other care providers. As a provider of care, the student learns information that is private and personal to the client. To reveal such information, except when necessary for the care of the patient, is a violation of trust.

PRINCIPLE VI: Learning and Research Activity

The veterinary student acknowledges that lifelong learning is essential to the development and maintenance of professional skills and judgment. This learning may encompass the critical assessment of the intellectual effort of others and/or the conscientious production of new scientific knowledge. Professional students accept the responsibility of continuing this learning process throughout their veterinary career.

**CVM Academic Policy and
Guidelines for Academic Recommendations
By the Committee on Student Performance
Language and Clarity Edits, April 2015**

General Guidelines

In order for a student to receive the DVM degree, a cumulative grade point average (GPA) of 2.0 and satisfactory completion of all courses in the professional curriculum is required. The minimum satisfactory grade in any given course is 1.0.

Students must be in good academic standing to matriculate to the clinical phase of the curriculum.

Definitions:

Good Academic Standing

To be in good academic standing, a student must meet all of the following:

- Cumulative GPA is at least 2.0
- Preceding semester's GPA is at least 2.0
- All individual course grades are at least 1.0
- No more than one course with a grade of <2.0 in one semester

Substandard Academic Performance

Substandard academic performance is defined as not meeting one or more criteria of good academic standing.

Academic Probation

A student that does not meet the criteria for good academic standing is automatically placed on academic probation.

Any student placed on academic probation for any reason is required to interview with the CVM Committee on Student Performance (CSP) before leaving for semester break, usually held on the Tuesday following final exams week. The CSP reviews each student's case and recommends a course of action to the Associate Dean for Academic Programs.

Students may request that the CSP grant an exception to the recommended course of action based on extraordinary circumstances, including medical, financial, or other exceptional personal circumstances. A student who wishes to request an exception must submit to the Academic Dean's office his/her request in writing, including a detailed explanation for why the exception is warranted and what specific steps the student has taken or will take to return her or his performance to acceptable standards.

Levels of Academic Probation

Level 1

Level 1 probation results after one semester of substandard academic performance. The student remains on level 1 probation until results of the next semester are known.

Level 2

A student is automatically placed on level 2 probation following a second consecutive or non-consecutive semester of substandard academic performance. Any student with a 0.0 grade in a course is automatically on level 2 probation.

Students on level 2 probation at the end of semester 5 are not eligible to matriculate to the clinical phase of the curriculum.

Dismissal

A third semester of substandard academic performance will result in dismissal from the professional curriculum. Students who have been dismissed must remain out of the professional program for at least one year. A student who has been dismissed from the professional program may apply for readmission to the college through the standard application process.

Recommendations from the CSP may include the following:

- Continue with the present class or matriculate to the clinical phase of the curriculum
- Remediate a course in which a failing grade was received
- Temporary suspension and/or offer of an academic extended curriculum contract to join another class
- Dismissal

Since each probationary case is distinct, the CSP retains the right to utilize the full range of possible recommendations at any probationary level.

Restrictions During Academic Probation

The student remains on academic probation until the criteria for good academic standing are met in the following semester.

Academic probationary restrictions will include monitoring of academic performance in each course throughout the semester by the Academic Dean's office, potential loss of scholarships, and disqualification from award eligibility. A student placed on academic probation may be a member but not serve as an officer in any CVM related clubs or organizations. Leadership roles may resume once the student has regained good academic standing. A student on probation who maintains a cumulative GPA of ≥ 2 may apply for scholarships.

If a student's academic progress during a probationary semester does not result in good academic standing, he or she is required to be available at a prescribed time following final exams to meet with the CSP.

Other Academic Policies

Substandard Grade in a Single Professional Course

Students in good academic standing that earn one grade above 0.0 but below 2.0 must interview with a single member of the CSP. The purpose of the interview is to assist the student to avoid future probation. Notes from that interview are forwarded to the Associate Dean for Academic Programs and placed in the student's file.

Remediation

Remediation of a course may be offered to a student that earns a 0.0 grade. Remediation involves a program of supplemental study designed to permit a student to improve his or her knowledge to an acceptable level and continue with the current class. The Associate Dean for Academic Programs must give approval and the course moderator must agree to offer remediation. **There is no entitlement to remediation. Even when recommended by the CSP, remediation is not guaranteed.** As described in the CVM guidelines, the student must assume responsibility for a guided program of self-study to improve his or her knowledge of the subject to an acceptable level. The student must score at least 76% on any re-examination to be considered proficient in the material and be allowed to continue in that class. Successful re-examination will result in changing the 0.0 grade to the minimum satisfactory grade of 1.0. In all cases, the student's ability to continue with his/her current class depends on successful remediation.

Academic Extended Curriculum

Whenever a CVM student has 2 preclinical semesters with substandard academic performance or fails two or more courses during any semester in the pre-clinical phase of the curriculum, he or she cannot continue with their class. The student must agree to an Academic Extended Curriculum contract and join the next class or be subject to dismissal from the professional program.

If approved by the Associate Dean for Academic Programs, the recommendation to offer an Academic Extended Curriculum contract to the student to join the next class carries stipulations about the repetition of professional courses.

- All courses in which the original grade was below 2.0 must be repeated. The original grades are replaced.
- Original grades 2.0 and above stand

- Students must earn at least a 2.0 in each repeated class or face dismissal from the program

The option of an Academic Extended Curriculum can be offered only **once** to a student. During the Extended Curriculum, if a student has two preclinical semesters with substandard academic performance or fails two or more courses during any semester, he/she will be automatically dismissed from the professional program. Students who have been dismissed after the Academic Extended Curriculum program cannot be readmitted to the CVM professional program.

Matriculation to the Clinical Phase of the CVM Curriculum

Special considerations are in effect for semester 5 prior to matriculation to the clinical phase. If a student's academic performance during semester 5 of the curriculum results in (or continues) probationary status, he or she may not automatically matriculate to the clinical phase of the curriculum¹.

Students may not matriculate to the clinical phase with any of the following:

- A cumulative GPA of less than 2.0
- An outstanding course grade of 0.0
- Incomplete Core Competencies

Interview with the CSP is required in the following situations:

- Semester 5 GPA is below 2.0 with a cumulative GPA at least 2.0. The CSP will make a recommendation about matriculation that is forwarded to the Associate Dean for Academic Programs for a final decision.
- Outstanding course grade of 0.0 with a cumulative GPA at least 2.0 and semester 5 GPA at least 2.0. The CSP has the option of recommending remediation, pending approval by the course moderator and Associate Dean for Academic Programs. In this case, remediation must occur during the 3-week period of the spring semester 1 clinical rotation 1. Successful re-examination would allow the student to begin clinics with spring rotation 2. **There is no entitlement to remediation. Even when recommended by the CSP, remediation is not guaranteed.**

Specific Policies During the Clinical Phase

Clerkship Failure or Semester GPA below 2.0

Interview with the CSP is required in the following situations:

- A clerkship grade of 0.0 or N (no) grade
- Semester GPA below 2.0

The student's cumulative record, including the pre-clinical phase, will be reviewed to provide a recommendation whether a student should be permitted to continue in the program. The CSP forwards its recommendation to the Associate Dean for Academic Programs for a final decision.

Any decision to permit the student to continue in the program is subject to reasonable and appropriate remedial conditions, as determined by the CSP and Associate Dean. Academic probation continues until the failed clerkship is rescheduled, successfully completed, and the new

grade is reported to the Office of Academic Programs and Student Services. Any failed clerkship must be successfully repeated before student can be eligible for the DVM degree.

If the CSP recommends dismissal and the Associate Dean agrees with dismissal, the student will be given an opportunity to meet with the Associate Dean and provide input regarding the dismissal action. The Associate Dean's decision in such matters shall be conveyed in writing.

Dismissal from the Professional Program During the Clinical Phase

Dismissal from the professional program shall result when a student has received 0.0 or N grades in any two clerkships, or twice earns a semester GPA below 2.0. In such instances, dismissal occurs without an individualized review and assessment by the CSP or the Associate Dean. All students retain the right to contest academic decisions as provided by established procedures within the College and the (MSU) Medical Student Rights and Responsibilities document.

POLICY ON EXAMINATIONS

(Updated and approved--October 2011)

Absence from an Exam: It is expected that all students will take examinations as scheduled.

An unapproved absence from a scheduled examination is grounds for the issuance of a penalty grade of zero points as described in the *Medical Student Rights and Responsibilities* document. Retests will not be given.

Whenever faced with compelling health or personal issues or in a crisis situation, the student should seek approval to miss an exam from the Associate Dean for Academic Programs and Student Services. Examples of a crisis include but are not limited to involvement in a car accident on the day of or day prior to the exam, a personal health concern requiring attention in an emergency room on the day of or the day prior to an exam or acute serious illness of yourself or an immediate human family member on the day of or prior to the exam.

If absence is due to a health concern, the student must acquire a note from their health care provider. The documentation from the health care provider must be dated within 24 hours prior to or no later than the day of the assessment. If electronic documentation of the health care concern is available, it must be sent to the Office of Academic Programs and Student Services immediately. If paper copy is the only documentation, then it must be given to the Office of Academic Programs and Student Services on the day that the student resumes class responsibilities. If necessary, the Associate Dean of Academic Programs and Student Services may request additional medical documentation. The Office of Academic Programs and Student Services will notify the course moderator of the absence. If notification is sent via email, the student **must** receive a response from the Office of Academic Programs and Student Services acknowledging the student absence.

The missed examination will be scheduled within 72 hours of return. The instructor holds the right to use an alternative format for assessment of the examination content.

Changing a Scheduled Exam Date:

A course examination is scheduled to avoid conflicts with other course examinations. Requests for consideration to change a scheduled date for an individual course examination must be initiated by the assigned course student liaison. The course liaison must provide the course moderator with strong justification for changing the date and/or time of the exam. If the course moderator agrees with the justification presented, he or she must first gain the concurrence of all semester course moderators. In addition, the class student roster must approve the requested schedule change by a unanimous vote. With a unanimous vote, the Dean of Academic Programs and Student Services will approve a scheduled exam change request.

EXAM DAY GUIDELINES

Plan to arrive early and place all of your personal belongings in your locker. Your laptop computer will be required. Arrive at your classroom prepared to take your examination

1. Do not chew gum or candy during exams as it may distract your classmates.
2. Do not bring any food or drink (including water bottles) with you into the classroom on exam day.
3. Leave your cell phone in your locker or turn it off (NOT on vibrate) and leave it in your pocket.
4. Do not wear hats inside the classroom on examination days.
5. Be aware that a proctor or moderator may need to enter a classroom aisle. To minimize being disturbed, sit in the middle of the aisle.
6. Please protect the integrity of your own exam. Keep all examination materials (laptop, scoring sheet) in front of you not off to the side,
7. Please eliminate suspicion of academic dishonesty by keeping your eyes focused on your assessment materials. If you need to “look away”, look up at the ceiling or down at your desk. Be certain that your body is as close to the desk as comfortable and maintain that position for the duration of the examination.

Absence Policy

Examination Day Absence Policy: See Policy on Examinations

Absence from Laboratory Participation

Attendance and participation in all laboratory sessions is **mandatory** unless the course moderator specifically excuses a student from a given session. Failure to comply as requested or to make up an excused absence will result in the issuance of a failing grade for the course by the course moderator.

Request for an Excused Absence for Attendance of a Professional Meeting in the Pre-clinical Phase

Students are permitted to attend one major academic meeting per year. All semester course moderators and the Associate Dean for Academic Programs and Student Services must approve the absence. Your request must be submitted by the end of the 3rd week of the semester.

Course moderators are not required to provide credit or accommodations for the missed laboratories or assessments. Requests for absence during final examinations are prohibited and will be denied.

In the Preclinical Absence Request Form, you must provide details of the meeting, why you will be attending, the dates of the meeting and the days that you will be absent. For each semester course, any examinations, laboratory sessions or other class work that you will miss must be listed and accompanied by the course moderator's signature. You must request approval for absence from all semester course moderators. The completed, signed form must be submitted to the Office of Academic Programs and Student Services. The Associate Dean of Academic Programs and Student Services determines final approval of the request.

Student Absence during the Clinical Phase

The plan for making up days absent in the Clinical Phase is determined by the number of days absent and the academic performance of the student on the clinical clerkship. For absence during the Clinical Phase, the student may receive a waiver, receive an Extension Grade (ET-Grade) to make-up the number of absent days, or the clinical clerkship may be rescheduled and the student must complete the 15-day clinical clerkship in its entirety.

- Students who miss **one instructional day** of a clerkship may, at the discretion of the clerkship moderator, have the requirement to make-up the missed day waived. To receive a waiver, the student must have done satisfactory work, to-date, in the clerkship. No paperwork is required if a waiver is granted by the clerkship moderator. The waiver is denied if the student's academic performance is marginal or unsatisfactory. In this case an ET Grade is submitted.
- Students who miss **two or three instructional days** in a clerkship must receive an ET-grade. Submission of the Clinical Phase Extension ET-grade Report Form outlining the plan for completion of the work is submitted to the Office of Academic Programs and Student Services.
- Students who miss **four to five instructional days** in a clerkship will receive either an ET grade or the rotation is rescheduled and the student must complete the 15-day rotation in its entirety. After consideration of circumstances of the student absence, the appropriate Department Chairperson, in consultation with the Associate Dean of Academic Programs and Student Services, makes the final decision.
- Students who miss **more than five instructional days** for any reason must be dropped from the rotation enrollment. The rotation is rescheduled and the student must complete the 15-day rotation in its entirety.

Issuance of an ET-grade requires the following:

- The student was unable to complete the instructional days because of illness or other compelling reasons. When illness is the reason for assignment of an ET-grade, the student must submit medical documentation to the Office of Academic Programs and Student Services.
- The student has done satisfactory work in the clerkship, to-date. An ET-grade may not be used to circumvent poor performance or failure of a clerkship.
- The moderator must be satisfied that the student can complete the required work at a later time without repeating the clerkship. When clerkships are only offered a limited number of times, a drop might be the only solution.

Student Absence for NAVLE Test Taking

Students will be excused for one day to take the North American Veterinary Licensing Examination (NAVLE) at a Michigan site. Permission to miss that day must be given to the appropriate clerkship moderator at least 3 weeks in advance. Students are not released from clinical clerkships to take the NAVLE at sites outside of Michigan. Students who need to take specific state licensing examinations are expected to schedule a vacation block to coincide with the date of the state examination.

Grief Absence Policy

The College of Veterinary Medicine is sensitive to the bereavement process of a student who has lost a family member or who is experiencing emotional distress from a similar tragedy. It is the responsibility of the student to notify the Associate Dean of Academic Programs and Student Services of the need for a grief absence. If requested, the student may need to provide appropriate verification of the grief absence to the Associate Dean of Academic Programs and Student Services.

It is the responsibility of the Associate Dean of Academic Programs and Student Services or designee to discuss the expected period of absence with the student. It is understood and expected that some bereavement processes may be more extensive than others depending on individual circumstances. It is the responsibility of the Associate Dean of Academic Programs and Student Services or designee to notify the faculty that the student will be absent and the expected date of return.

Upon return, it is the responsibility of the student to contact the individual course instructors to complete all missed work as determined by the instructor. In the clinical clerkship phase, the student may need to repeat the clerkship in its entirety.

University Policy on Religious Observance

Michigan State University has long had a policy recognizing that many individuals observe religious holidays associated with their particular faiths. It is the responsibility of those students who wish to be absent to make arrangements in advance with their instructors. It is the responsibility of the course instructor to determine the manner in which missed assessments or

in-class student responsibilities are completed. Please be aware that the original format may not be used to assess the content material.

Attendance under University Emergency Situations including Weather

If the University has suspended operations due to an emergency including weather, only essential MSU employees are required to report to work. Pre-clinical and clinical veterinary students are excused from classroom, laboratory and clinical responsibilities.

During challenging winter weather conditions, students should make every reasonable effort to get to and remain on campus for their regularly scheduled commitments. At the same time, safety is very important, and all individuals are advised to always use good judgment about the risks of travel. If you are unable to travel to campus, please notify the clinical clerkship moderator and the Associate Dean of Academic Programs and Student Services.

Academic Honesty and Integrity of Scholarship and Grades

Academic honesty and integrity are fundamental values in a community of scholars and the standards of the Veterinary Profession bind you to honesty and integrity in all of your actions. As stated in Michigan State University Students Rights and Responsibilities, students and faculty share a commitment to and responsibility for "maintaining the integrity of scholarship, grades, and professional standards." Detailed discussion of the University standards for Academic Honesty and Integrity of Scholarship and Grades is found at the Office of the University Ombudsman website <https://www.msu.edu/unit/ombud/> and the website serves as the primary source for standards, guidelines and process. As medical students, additional information is found under the Medical Students Rights and Responsibilities (MSRR) <http://splife.studentlife.msu.edu/medical-student-rights-and-responsibilities-mssr>.

Oftentimes, students commit acts of academic dishonesty because they do not view the action as dishonest. The following are examples of academic dishonesty, which students may or may not believe, are infractions but they are acts of academic dishonesty.

1. Students should not give or accept aid from any unauthorized source during the course of an examination or in preparation for an examination. Students who have completed an examination should not discuss the subject of the exam or any aspect of the exam, until all students have finished the examination. This includes but is not limited to length, difficulty, or material covered or not covered. The use of old exams shall be permitted only when approved by the instructor administering the exam.
2. Students should not misrepresent their work fraudulently or plagiarize or be party to another student's failure to maintain academic integrity. Each student is responsible for the content of the work they submit for academic credit, including papers, examinations, laboratory reports, homework assignments or online quizzes.
3. Unless specifically stated by the instructor, the use of course materials in completion of

an un-proctored online assessment is NOT permitted.

4. Students are not permitted to reproduce by any means any assessment (quiz, examination or assignment). Reproduction includes taking photos of posted answer key and grades or screen shots of online assessments.

The above is not an exhaustive list. It is the student's responsibility to understand the scope of Academic Honesty and Integrity of Scholarship and Grades. The CVM Committee on Honor Code and MSRR adjudicates allegations of academic dishonesty.

DVM Program Grading Policy

The grading system for DVM Program is standardized across all courses. If a course moderator chooses to employ an alternate grading scale, the specifics of the grading scale will be in the specific course syllabus.

For conferral of the DVM degree, the student must complete 161 credits with a cumulative GPA of 2.0 or above. The minimum satisfactory grade is a 1.0 in a course. All courses in which a 0.0 is earned must be repeated and the student is placed on Level 2 Academic Probation.

Incomplete Grades (I) may be assigned to preclinical courses when special or unusual circumstances occur.

MSU policy stipulates that an I-grade may be given only when the student: (a) has completed at least 12 weeks of the semester, but is unable to complete the class work and/or take the final examination because of illness or other compelling reason; (b) has done satisfactory work (to-date) in the course; and (c) in the instructor's judgment can complete the required work without repeating the course.

If the above conditions are met, the instructor may issue an I-grade and file a *Report of Incomplete* at the time course grades are due.

The required work must be completed and a grade must be reported to the Office of the Registrar no later than the middle of the student's next semester in attendance (summer session excluded) if that semester is within one calendar year following receipt of the I-Incomplete.

Failure to complete the required work by the due date will result in a grade of I/0.0, I/NC or I/N and is dependent on the grading system under which the student was enrolled. Failure to complete the required work by the due date may result in review by the Committee on Student Performance.

Grade (%)	Course Grade
92.0-100	4.0
88.0-91.99	3.5
84.0-87.99	3.0
80.0-83.99	2.5
76.0-79.99	2.0
72.0-75.99	1.5
68.0-71.99	1.0
< 68.0	0.0

The College of Veterinary Medicine may submit an extension for completion of the required work through an Administrative Action form documenting physician-certified illness or other extraordinary circumstances.

Both the student and the instructor should complete an official I-incomplete form. If multiple courses are affected then one form must be completed for each course.

An ***Extension (ET-Grade)*** may be given only when the student (a) has completed at least 12 of the 15 days of the clinical clerkship, but is absent three days because of illness or another compelling reason; (b) has done satisfactory work (to-date) in the course; and (c) in the instructor's judgment can complete the required work without repeating the clerkship.

Provided these conditions are met, the instructor electing to give an extension, files a Report of an ET grade at the time clinical clerkship grades are due. This Report specifies what the student must do by a certain date to remove the ET grade. A copy of the report with signatures of the student, clerkship moderator and department chair and Associate Dean for Academic Programs and Student Services must be filed in the Office of Academic Programs and Student Services. A copy will be given to the student.

Failure to complete the required work by the due date will result in a grade of ET/0.0 or ET/N. Failure to complete the required work by the due date may result in review by the Committee on Student Performance.

Conditional Pass

The Conditional Pass (CP) marker is used *only* for *graduate-professional students* in the College of Human Medicine and the College of Veterinary Medicine when all of the following criteria are met:

1. The student is enrolled in a 500- or 600-level course that is administered by the College of Human Medicine or the College of Veterinary Medicine. The University Committee on Curriculum approved the use of the Pass-No Grade (P-N) grading system for College of Human Medicine students who are enrolled in 500- and 600-level courses in this college.
2. The student has either:
 - a. met almost all of the course objectives (criteria for passing), but is deficient in a specific, definable course segment; or
 - b. completed all of the course requirements but failed to meet the overall pass level by a narrow margin (e.g., received a 68 percent overall score where 70 percent is the pass level).
3. The course instructor believes that the student's overall performance has been such that the student should not be required to repeat the entire course and that the character of the deficiency is specific and identifiable and is likely to be remediable within a foreseeable time span and through specifiable action by the student.

The required work must be completed and a grade (P or N or numeric) must be reported to the Office of the Registrar no later than the *middle* of the student's next semester in attendance, if that semester is within one calendar year following the receipt of the CP. An exception may be made if an instructor submits an administrative action form stating that the course structure necessitates delay of remediation grading until the end of the student's next semester in attendance (excluding summer session).

When the specified remediation activity is completed or the time allowed for remediation has expired, the grade of P or N or numeric is assigned. The Conditional Pass marker remains on the student's academic record. Thus, the completion of the remediation activity within the time allowed results in a grade of CP/P or CP/1.0, and failure to complete the specified remediation activity by the due date results in a grade of CP/N or CP/0.0.

Students with Accommodations

The Resource Center for Persons with Disabilities (RCPD) leads Michigan State University in maximizing ability and opportunity for full participation by persons with disabilities. RCPD provides disability-related information and referrals; identifies populations, documents disability, and conducts needs assessments; facilitates reasonable accommodations; and provides disability-related technical assistance, auxiliary aids/services, advocacy and training.

It is the intention of the College of Veterinary Medicine to provide reasonable accommodations for students with qualifying disabilities. These accommodations apply to the classroom and examination situations and activities based in the Veterinary Medical Center Hospital.

Students who wish to exercise their right to disability-related accommodations should register with **The Resource Center for Persons with Disabilities (RCPD)** Office (Telephone 517-353-9642 or email rcpd@msu.edu). RCPD will require written official documentation of your disability and recommendations based upon your needs for accommodations in a veterinary environment. Upon review the documentation by RCPD, RCPD will provide written recommendations as a Verified Individualized Services and Accommodations (VISA) document to the student and to the Office of the Associate Dean for Academic Programs and Student Services.

It is very important that the Office of Academic Programs and Student Services receives the recommendation as early as possible as it is precondition for any action regarding accommodations in the College of Veterinary Medicine. When possible, a student should initiate the process in the summer before his/her matriculation, or, if later, as soon as the disability is documented. Even though official action is not initiated until the VISA is available, it is recommended that the student contact the Office of Academic Programs and Student Services to discuss the potential accommodation requirements. Until the VISA is available, all conversations with the student are confidential.

Once the VISA has been received at the Office of Academic Programs and Student Services, a plan for accommodations will be defined. If the accommodations are for examination and assessment purposes, a “Master” semester calendar will be generated and shared with the student and semester course moderators. In addition, a copy of the VISA will be provided to the course moderators. Though the communication regarding the VISA is through the Office of Academic Programs and Student Services, the student is strongly encouraged to introduce themselves to the course moderators and discuss their accommodations.

Service Animal Policy

Michigan State University is committed to providing reasonable accommodations to persons with disabilities and fulfilling obligations under State and Federal law. This Policy governs the use of service animals on campus by persons with disabilities. The full policy is found at <https://www.rcpd.msu.edu/services/serviceanimal>

Service animal: Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. *The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.*

Process for Requesting Use of a Service Animal as a Reasonable Accommodation

A student with a disability who wishes to utilize a service animal as a reasonable accommodation in a University office or other areas of campus buildings not open to the general public should identify and register with the Resource Center for Persons with Disabilities (RCPD) in advance (ideally 30 days) before the animal is needed, and provide the following documentation of a disability and a signed letter, on professional letterhead, from the individual's health care provider stating the nature of the disabling condition or impairment and the provider's professional opinion regarding the relationship between the disability and the service that will be performed by the animal. The University reserves the right to request additional clarification or documentation. RCPD will validate the need for approved accommodations and if approved, the use of a service animal will appear as a validated accommodation on the Verified Individualized Services and Accommodations (VISA) for students with disabilities.

Restricted areas for Service Animals:

Service animals are restricted from research laboratories, classrooms with demonstration/research animals, medical and VETERINARY SURGICAL area and nuclear research areas. Exceptions may be granted through RCPD in consultation with the appropriate department or laboratory.

Interacting with Service Animals

Service animals work and perform tasks and are not pets. Accordingly, the RCPD recommends that members of the University community adhere to the following best practices when interacting with service animals. Service dogs should not be touched or feed unless permission is given, the service dog should not be deliberately distracted or startled and do not separate or attempt to separate a service animal from the individual using the animal's service.

Service Dogs in Training

Service dogs in training are permitted on campus and in all public facilities on the same basis as working service animals, provided that all of the following conditions are met:

1. **Only adult dogs (twelve months of age or older) are considered service dogs in training under Michigan law.** “Puppies in training” are not permitted in University buildings, except in accordance with Ordinance 23.00 or written permission from the Office of the Secretary of the Board of Trustees.
2. The guide or leader dog in training is wearing a harness or the hearing dog or service dog in training is wearing a hearing dog cape or service dog backpack.
3. The dog is being led or accompanied by a trainer for the purpose of training the dog.
4. The trainer has in his or her possession picture identification and identification stating that he or she is a representative or employee of an organization or trainer, or is a trainer, included on the department of labor list of organizations or trainers that train guide or leader dogs, hearing dogs, or service dogs.

The Veterinary Medical Educational Program

One of the missions of the College of Veterinary Medicine is to provide an educational program leading to the attainment of the Doctor of Veterinary Medicine degree. The American Veterinary Medical Association Council on Education (AVMA COE) is the external oversight of the educational program. The Standards of the AVMA COE must be met for accreditation of the DVM Program. For you, as a student, this accreditation is critical as it is the first requirement for obtaining veterinary professional licensure.

The Standards of the AVMA COE are designed so that the Veterinary Medical student has the scientific knowledge, skills and values to provide entry-level clinical healthcare. As a student, it is important that these Standards are shared with you, as they should become your educational goals. The specifics of the DVM Program are the responsibility of the College of Veterinary Medicine. At Michigan State University, completion of 161 semester credits with a cumulative grade point average of a 2.0 is required for the conferral of the Doctor of Veterinary Medicine degree. The total number of credits is distributed into 101 semester credits delivered in the 5 semesters of pre-clinical course work and 60 credits distributed into the clinical clerkship experience of semesters 6, 7, and 8.

As your review the courses of each semester of the curriculum, keep the Standards of AVMA COE accreditation in mind.

The specifics for AVMA COE Standard for the Curriculum are the following.

The curriculum shall provide:

- 1. An understanding of the central biological principles and mechanisms that underlie animal health and disease from the molecular and cellular level to organismal and population manifestations.*
- 2. Scientific, discipline-based instruction in an orderly and concise manner so that students gain an understanding of normal function, homeostasis, pathophysiology, mechanisms of health/disease, and the natural history and manifestations of important animal diseases, both domestic and foreign.*
- 3. Instruction in both the theory and practice of medicine and surgery applicable to a broad range of species. The instruction must include principles and hands-on experiences in physical and laboratory diagnostic methods and interpretation (including diagnostic imaging, diagnostic pathology, and necropsy), disease prevention, biosecurity, therapeutic intervention (including surgery), and patient management and care (including intensive care, emergency medicine and isolation procedures) involving clinical diseases of individual animals and populations. Instruction should emphasize problem solving that results in making and applying medical judgments.*
- 4. Instruction in the principles of epidemiology, zoonotic diseases, food safety, the interrelationship of animals and the environment, and the contribution of the veterinarian to the overall public and professional healthcare teams.*
- 5. Opportunities for students to learn how to acquire information from clients (e.g. history) and about patients (e.g. medical records), to obtain, store and retrieve such*

- information, and to communicate effectively with clients and colleagues.*
6. *Opportunities throughout the curriculum for students to gain an understanding of professional ethics, influences of different cultures on the delivery of veterinary medical services, delivery of professional services to the public, personal and business finance and management skills; and gain an understanding of the breadth of veterinary medicine, career opportunities and other information about the profession.*
 7. *Knowledge, skills, values, attitudes, aptitudes and behaviors necessary to address responsibly the health and wellbeing of animals in the context of ever-changing societal expectations.*

The content of the curriculum should foster and facilitate the student's development of the **AVMA COE Standard of Clinical Competencies**. *At the time of graduation, each student must be able to conduct themselves in an ethical manner and:*

1. *Make a comprehensive patient diagnosis (problem solving skills), utilize appropriate of clinical laboratory testing and manage the medical record according to current standards.*
2. *Develop a comprehensive treatment plan and, when indicated, appropriate patient referral.*
3. *Develop safe anesthesia and pain management plans for individual patients.*
4. *Ensure patient welfare.*
5. *Apply basic surgery skills and provide appropriate pre and post-operative patient management.*
6. *Apply basic medicine knowledge and skills and provide appropriate patient medical management.*
7. *Apply the basic emergency and intensive care knowledge and skills and provide appropriate patient management.*
8. *Promote human and animal health through an understanding of disease prevention, biosecurity, zoonotic diseases and food safety.*
9. *Provide timely, respectful and honest communication with clients.*
10. *Critically analyze new information and research findings relevant to veterinary medicine and incorporate this information as best practices.*

DVM Curriculum Course Sequence:

Pre-Clinical Phase

Semester One and Two of the DVM Curriculum are focused on delivering the knowledge of “normal” structure (gross and microscopic anatomy) and function (physiology) and fundamentals of microbiology, immunology, nutrition, pharmacology, ethics and animal welfare, parasitology, diagnostic imaging and animal science. The first of three core competency courses is in Semester One and in Semester Two, an introduction to professional development and practice management. The specific courses are listed in the table. The course designators indicate the department that oversees the course. The acronyms may be translated as: ANS represents **A**nimal **S**cience, MMG is **M**icrobiology and **M**olecular **G**enetics, PDI is

Pathobiology and Diagnostic Investigation, PSL is Physiology, PHM is Pharmacology, and VM is Veterinary Medicine.

Semester One			
Course Designator	Course #	Course Title	Semester Credits
ANS	511	Animal Science for Veterinarians	2
MMG	559	Veterinary Microbiology and Immunology	4
PDI	514	Veterinary Neurosciences	2
PDI	518	Comparative Veterinary Gross Anatomy I	4
PDI	520	Veterinary Tissue Structure and Function	4
VM	511	Clinical Competencies I	2
VM	514	Comparative Life-Stage Nutrition	1
Total # of Credits			19

Semester Two			
Course Designator	Course #	Course Title	Semester Credits
MMG	571	Veterinary Pathogenic Microbiology: Parasites	3
PDI	519	Comparative Veterinary Gross Anatomy II	4
PDI	521	Veterinary Organ Microanatomy	2
PHM	552	Veterinary Pharmacology I: Principles and Neuropharmacology	2
PSL	513	Animal Physiology for Veterinarians	4
VM	513	Ethical and Animal Welfare Issues in the Veterinary Profession	2
VM	524	Basic Science in Clinical Medicine	1
VM	541	Veterinary Career Development and Practice Management	2
VM	548	Principles of Diagnostic Imaging	1
Total # of Credits			21

Semester Three and Four of the DVM Curriculum are focused are delivering the “abnormal”. These semesters begin the discussion of diseases of the respiratory, cardiovascular and musculoskeletal systems. The basis of understanding the “abnormal” requires a knowledge of pathology, toxicology and the disease-causing bacteria, fungi and viruses and the transmission of diseases and effect of animal disease on the public. An introduction to diagnosis of the diseases begins in the clinical pathology course and fundamentals of pharmacological and surgical treatment is provided. In Semester Three, clinical problem solving skills are introduced (VM 532). The format of this course is in small groups to foster the development of

teamwork and communication skills. The second of the three competency courses is in Semester Four and with a course designator of LCS (**L**arge **A**nimal **C**linical **S**ciences), its focus is large animal skills. In Semester Four, you will have the choice of a one credit selective course. Topics may include behavior, exotic pets, emergency and critical care, and nutrition.

Semester Three			
Course Designator	Course #	Course Title	Semester Credits
MMG	563	Veterinary Pathogenic Microbiology: Bacteria and Fungi	3
PDI	551	General Pathology	2
PHM	553	Veterinary Pharmacology II: Systems and Infectious Diseases	3
PHM	557	Veterinary Toxicology	2
VM	532	Veterinary Integrative Problem-Solving	2
VM	533	Veterinary Epidemiology	3
VM	544	Veterinary Public Health	2
VM	547	Respiratory Diseases	2
Total # of Credits			19

Semester Four			
Course Designator	Course #	Course Title	Semester Credits
LCS	560	Clinical Competencies II	1
MMG	565	Veterinary Pathogenic Microbiology: Viruses	2
PDI	553	Systemic Pathology	4
PDI	554	Veterinary Clinical Pathology	3
VM	543	Cardiovascular Diseases	2
VM	545	Principles of Anesthesia and Surgery	4
VM	546	Musculoskeletal Diseases	4
		Selective	1
Total # of Credits			21

In Semester Five, discussion of diseases of organ systems is completed. Surgical and anesthesia knowledge is applied in the Operative Surgery course. The third and final competency course is in Semester Five and with a course designator of SCS (**S**mall **A**nimal **C**linical **S**ciences), its focus is small animal skills. In Semester Five, you will again have the choice of a one credit selective course.

Semester Five			
Course Designator	Course #	Course Title	Semester Credits
CS	561	Clinical Competencies III	1
VM	549	Applied Diagnostic Imaging	1
VM	553	Theriogenology and Urinary Diseases	5
VM	554	Hematological, Oncological and Dermatological Diseases	3
VM	555	Neurological and Ophthalmological Diseases	3
VM	557	Operative Surgery	2
VM	558	Digestive Diseases of Domestic Animals	3
VM	559	Metabolic and Endocrine Diseases	2
		Selective	1
Total # of Credits			21

Clinical Phase

In the Clinical Phase of the DVM Program, students must complete 33 credits in required clerkship experiences and 27 credits from elective clerkships and other approved courses. Students may take up to 3 vacation blocks of 3 weeks each. Unless an exception is noted, clerkships are 3 weeks/ 3 credits.

The ***ten required*** Clinical Clerkships are:

- LCS 616: Large Animal Medicine and Surgery Clerkship (6 credits)
- PDI 630: Diagnostic Pathology Clerkship
- SCS 611: Diagnostic Imaging Clerkship
- SCS 625: Small Animal General Medicine Clerkship
- SCS 626: Small Animal Soft Tissue Surgery Clerkship
- SCS 646: Small Animal Orthopedic Surgery Clerkship
- SCS 647: Small Animal Internal Medicine Clerkship
- SCS 648: Anesthesia Clerkship
- SCS 695: Emergency and Critical Care Medicine Clerkship
- LCS 621: Practice Based Ambulatory Clerkship

A student may choose clinical clerkship electives from the following list. All clerkship schedules are subject to approval from the Associate Dean for Academic Programs and Student Services. The maximum number of off-campus credits is 18. Those clerkships designated with an * are not eligible for re-enrollment.

- LCS 610: Clinical Problems in Large Animal Clinical Sciences
- LCS 610F: Small Ruminant Production Medicine
- LCS 610L: Large Animal Clinical Proficiency
- LCS 611: Research Problems in Large Animal Clinical Sciences
- LCS 613: Special Problems in LCS (off campus)
- * LCS 614: Equine Clinical Proficiency Clerkship

- * LCS 615: Equine Emergency and Critical Care Clerkship
- LCS 622 : Equine Clinical Clerkship II
- * LCS 623: Equine Musculoskeletal Diseases Clerkship
- * LCS 624: Equine Theriogenology Clerkship
- * LCS 625: Equine Herd Health Clerkship
- LCS 626: Advanced Equine Surgery Clerkship
- LCS 627: Advanced Equine Medicine Clerkship
- LCS 628: Techniques in Equine Anesthesia and Surgery
- LCS 632: Advanced Food Animal Medicine and Surgery Clerkship
- LCS 640: Large Animal Anesthesia Clerkship
- LCS 646: Equine Neonatal Medicine Clerkship
- LCS 660: Wildlife Disease Ecology and Management
- LCS 677: Veterinary Preceptorship (off-campus)
- LCS 678: Government and Corporate Veterinary Practice
- LCS 679: Food Animal Production Medicine 1 (6 credits)
- LCS 682: Food Animal Production Medicine 2
- LCS 685: Ruminant Health Problem Solving Clerkship
- LCS 690: Veterinary Public Health Field Experience Clerkship
- LCS 691: Veterinary Public Health Research Clerkship
- MMG 690: Veterinary Microbiology Clerkship
- PDI 610: Veterinary Gross Anatomy Dissection
- PDI 611: Research Problems in Veterinary Anatomy
- * PDI 631: Necropsy Clerkship
- PDI 632: Problems in Veterinary Pathology
- * PDI 633: Special Problems in Veterinary Pathology (off campus)
- * PDI 634: Endocrinology
- * PDI 635: Special Problems in Vet Path Cytology
- * PDI 636: Aquatic Animal Medicine Clerkship
- * PDI 637: Poultry Medicine Clerkship
- PHM 658: Research Problems in Pharmacology or Toxicology
- SCS 613: Diagnostic Ultrasound Clerkship
- SCS 630: Spay/Neuter Clerkship
- SCS 640: Cardiology Clerkship
- SCS 641: Comparative Ophthalmology Clerkship
- SCS 642: Zoo and Wildlife Medicine Management Clerkship
- SCS 643: Neurology Clerkship
- SCS 644: Dermatology Clerkship
- SCS 651: Advanced Comparative Ophthalmology Clerkship
- SCS 654: Clinical Medical Oncology Clerkship
- SCS 670: Small Animal Clinical Nutrition Clerkship
- SCS 690: Veterinary Molecular Biology Clerkship
- SCS 693: Problems in Small Animal Clinical Sciences
- SCS 694: Small Animal Specialty Practice (off-campus)
- VM 611: Veterinary Externship Clerkship (off-campus)
- VM 690: Special Problems in Veterinary Medicine Clerkship
- * VM 692: Career Development and Business Skills Clerkship

Technical Standards for the Veterinary Profession

To meet the standards of accreditation and to ensure that animals receive the best medical care possible, the curriculum addresses all species and focuses on foundational knowledge with the development of problem-solving and integrated judgment skills. The curriculum and the profession are physically, emotionally and intellectually demanding and the students must possess the intellectual, ethical, emotional and physical capabilities to achieve competency as required by the Program, the AVMA and animals we serve.

I. Observation:

Observation and information gathering necessitates the functional use of vision, hearing, touch and is enhanced by the use of other sensory modalities including smell. In any case where a candidate's ability to observe or acquire information through these sensory modalities is compromised, the candidate must demonstrate alternative means and/or abilities to acquire and demonstrate the essential information conveyed in this fashion.

Examples include but are not limited to:

- ✓ Observe demonstrations, experiments and supportive documents.
- ✓ Observe a patient accurately at a distance and close at hand.
- ✓ Observe and interpret signs of fear, aggression, and other potentially dangerous behaviors made by various animal species
- ✓ Hear and interpret warning sounds in the veterinary health care environment.
- ✓ Determination of markings and print on syringes, gauges and drug vials.
- ✓ Visual detection of lameness, tissue swelling and surgical anatomic sites.
- ✓ Interpret radiographs and other graphic images, and digital or analog representations of physiologic phenomenon (such as EKGs) with or without the use of assistive devices.

II. Communication:

A candidate must be able to hear and to observe patients in order to elicit information, describe changes in behavior, activity and posture, and perceive non-vocal communications. A candidate must be able to communicate effectively orally and in writing with clients and colleagues. A candidate must be able to sense and respond to directions given in emergency situations and during clinical and surgical procedures.

Examples include but are not limited to:

- ✓ Communication with instructors and classmates in the classroom and laboratory setting.
- ✓ Communications with other personnel in handling, examining and treating animals.
- ✓ Communication with clients and clinicians over the telephone.
- ✓ Detection of sounds necessary to assess animal functions or systems including the heart, respiratory and gastrointestinal system.

III. Motor Skills:

It is required that a candidate possess the motor skills and the coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch, hearing, and vision to perform required tasks. The candidate must possess enough body strength and stamina for routine restraint procedures and to lift patients, tissues, or equipment with or without help where appropriate. The candidate must be mobile in confined spaces.

Examples include but are not limited to:

- ✓ Perform restraint procedures, palpation, percussion, auscultation and other diagnostic maneuvers.
- ✓ The candidate must be able to execute motor movements required to provide general and emergency medical care such as, but not limited to, airway management, placement of intravenous catheters, cardiopulmonary resuscitation, application of pressure to control bleeding, and such skills required in the assisting the veterinarian.
- ✓ Holding, manipulating or adjusting a variety of instruments including microscopes, anesthetic machines, needles and syringes, and radiography equipment.
- ✓ Examine and treat standing animal patients and those recumbent on the floor.
- ✓ Moving or avoiding danger while handling potentially dangerous animals in small space.

IV. Problem Solving Skills:

Problem solving, a critical skill demanded of health care professionals, requires the individual to assess, measure, calculate, reason, analyze, integrate and synthesize subjective and objective information. In addition, the candidate must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. The candidate must be able to perform these problem-solving skills in a timely fashion.

Examples include but are not limited to:

- ✓ Understand basic anatomy and physiology to perform an efficient and effective physical examination of a patient.
- ✓ Understand anatomy and directional terminology to acquire and describe the findings of diagnostic images such as radiographs.
- ✓ Accurately calculate and administer drug dosages as prescribed by the veterinarian.
- ✓ Understand hematology and laboratory techniques to accurately describe and report the findings of complete blood count, serum biochemistry profile, urinalysis and fecal examinations.
- ✓ Integration of historical, physical examination, diagnostic evaluations and knowledge of diseases to design and execute effective and humane patient medical, surgical and anesthetic patient management plans.

V. Behavioral and Social Attributes:

Compassion, integrity, concern for people and animals, interest and motivation are expected of a veterinary healthcare professional.

Examples include but are not limited to:

- ✓ The student must have the emotional health required for full utilization of intellectual abilities.
- ✓ The student must exercise good judgment under stress and to function effectively under stress.
- ✓ The student must have the ability to complete, in a reasonably timely fashion, responsibilities attendant to the diagnosis and care of patients.
- ✓ The student must be able to interact, cooperatively, with clients and members of the health team.
- ✓ The student must be able to tolerate physically taxing work, and to function in an environment that is notable for the uncertainties inherent in the clinical problems of patients and the concern of clients.

Extended Curriculum Option

The extended curriculum option is an alternative to the traditional first four semesters of the professional curriculum of the College of Veterinary Medicine. The extended curriculum allows a College of Veterinary Medicine student to extend the traditional first four semesters over 6 to 8 semesters. The option is only appropriate for CVM students in unusual circumstances and only upon the approval of a committee composed of the chairs of the Admissions, Curriculum, and Student Performance Committees, and the Associate Dean for Academic and Student Affairs. A full time program of study is generally recognized as being preferable in optimizing opportunities for learning, and the CVM desires the enrollment in the extended curriculum option be limited to a small number of professional students.

Selection Criteria

Selection for the extended curriculum option will be based upon the documented needs of persons with unusual life circumstances that pose special difficulties, such as: personal or family health care responsibilities, single parenting responsibilities, financial obligations, or other extraordinary circumstances.

Request Process

An applicant who has been offered admission to the professional CVM program via the standard admissions processes may request the extended curriculum option. This request must be made in writing within 30 days of notice of acceptance into the CVM program, must be accompanied by appropriate documentation, and sent to the Director of Admissions.

The “Organization” of Veterinary Medicine

Welcome to the Veterinary Medicine Profession! The core values and beliefs of the Profession are found in the Veterinary Oath.

For this Profession to be successful in executing our core values and beliefs, we must have an “organizing body” to be our collective voice. And in the United States, that collective voice is the American Veterinary Medical Association. After graduation from DVM Program, the AVMA will assume a major role in your professional career. Now, as a veterinary student, the AVMA impacts your education through the Council on Education (COE). The Council on Education is responsible for review of the College for accreditation purposes. Accreditation is based on standards and learning outcomes for professional practice as determined by AVMA-COE. The membership of COE includes veterinarians representing all aspects of veterinary medicine. These AVMA-COE standards, learning outcomes and competencies required for an entry-level veterinarian are embedded in the Doctor of Veterinary Medicine course of study that you are about to begin.

Graduation from an AVMA-COE accredited institution like Michigan State University is the prerequisite for veterinary licensure. Licensure is a 2-step process. The first step is to attain a passing score on the North American Veterinary Licensing Examination (NAVLE). The average pass rate for Michigan State University is 96%. Success on the NAVLE permits you to apply for veterinary licensure in the states of your choice. The individual state licensure requirements and contact information may be found at the American Association of Veterinary State Boards (AAVSB) in the Frequently Asked Questions. <https://www.aavsb.org/FAQ/>

College Organization

A cornerstone of the College’s mission is the delivery of educational programs. The College’s academic programs include the Doctor of Veterinary Medicine, veterinary technology, post graduate DVM veterinary internship and residency programs and graduate training at the Master’s and Doctor of Philosophy level.

Just as the Profession must have an organization, the College must be organized in a manner that fulfills their educational mission. The delivery of our educational programs requires the dedication of faculty and staff of the entire CVM community. The CVM community is organized into the Office of the Dean, four biomedical science departments, the Veterinary Technology Program, two clinical sciences departments and two service units.

The individual responsible for the College of Veterinary Medicine is Dean John Baker. The Office of the Dean also includes the Associate Dean of Administration, Dr. Michael Chaddock, the Associate Dean for Research and Graduate Studies, Dr. Vilma Yuzbasiyan-Gurkan and Associate Dean for Academic Programs and Student Services, Dr. Julie Funk. As DVM students, your primary contact will be the Associate Dean for Academic Program and Student Services and her support staff.

The Directors and Chairpersons of the individual departments and service units support Dean Baker and the Office of the Dean by managing the day-to-day responsibilities of their respective departments and units. The four biomedical science departments include Physiology

(PSL), Pharmacology and Toxicology (Pharm/Tox), Microbiology and Molecular Genetics (MMG) and Pathobiology and Diagnostic Investigation (PDI). The two clinical science departments are Small Animal Clinical Sciences (SCS) and Large Animal Clinical Sciences (LCS). The department offices of LCS, SCS, PDI and Veterinary Technology Program are housed in the Veterinary Medical Complex. The department offices of Physiology and MMG are located in the Biomedical and Physical Sciences Building and Pharmacology and Toxicology resides in the Life Sciences Building. With the exception of the Veterinary Technology Program, each of the biomedical science and clinical departments will deliver components of your education and the courses and clinical clerkships will be designated with their department abbreviations. In addition, you will commonly hear the departments referred to by their acronyms, so please add them to your dictionary. Each of the departments are staffed with excellent support personnel and these individuals will serve as your first point of contact.

The two service units of the College are the Veterinary Medical Center and the Diagnostic Center for Population and Animal Health (DCPAH). The Veterinary Medical Center will serve as your clinical training hospital and DCPAH (said DC PA) will provide diagnostic support to your clinical patients and provide clinical training in necropsy and pathology.

In addition to the Office of the Dean, departments and service units, the College has “Standing Committees” or “permanent” committees. Standing committees are chartered by the Bylaws of the College. The members of Standing Committees are faculty members who are responsible for representing their individual departments. The typical term for the Standing Committees is 2 years. The Standing Committees are advisory to the Dean of the College on matters of policy and process. Standing Committees in the College of Veterinary Medicine include Curriculum, Student Performance, Admissions, Diversity and Inclusion, , and College Advisory Council. As will be discussed under Student Organization, there are also student representatives on select College Standing Committees.

Student Organization in the College of Veterinary Medicine

The integration of the veterinary students with the faculty and staff of the College is critical for the success of the students and of the College. For effective communication between the students, faculty and staff of the CVM community, the students must have their own “organization” that fits with the College. There are 4 veterinary student classes in the College. The following organizational structure fosters communication between the College faculty and staff and the students AND communication between the 4 veterinary student classes.

Student Advisory Council

The primary role of the Student Advisory Council is to provide a regular channel of communication between students, faculty and the Office of the Dean. The Student Advisory Council (SAC) consists of the president of each class (or designee), the president of SCAVMA (or designee), two representatives of the Associate Dean of Academic Programs and Student Services, an Information Technology Representative, a Veterinary Technology Program Representative, the CVM psychologist and the CVM librarian. The council meets monthly

between September and April. All situations presented to the Student Advisory Council by students are considered confidential and are handled accordingly

Class Representatives to College Standing Committees

Class representatives to Standing College Committees are required. Typically, class representatives to Standing College Committees are 4-year terms.

College Curriculum Committee

Each class in the professional DVM program will elect one member to represent their class on the College Curriculum Committee. Meetings are held approx. every 4 weeks from Sept. through May. Members of the class are eligible for a 1 academic year term renewable for 4 years.

Committee on Diversity and Inclusion

One veterinary medical student diversity representative selected/elected by the CVM Student Advisory Council shall serve on this committee.

College Medical Student Hearing Board (CMSHB)

The College Medical Student Hearing Board (CMSHB) is the College judicial body authorized to adjudicate cases involving medical student rights and responsibilities, including both complaints and grievances. The CMSHB will be constituted before June 1 of each year and will include 4 faculty and 4 medical students selected by lot from a larger pool. The student pool is comprised of 12 students selected by the Student Advisory Council (4 students from the second, third, and fourth year classes). From the pool of 12 students, 3 students will serve as regular members of the board and 1 student will serve as an alternate. Alternates attend all hearing meetings but do not contribute to deliberations, nor vote unless called to replace a voting member who cannot complete service for a specific hearing. If there is a conflict for a member of the CMSHB, that member will be replaced by a member of the original pool.

College Advisory Council

In January of each applicable year, the veterinary students, and the CVM graduate students are strongly encouraged to select/elect one (each) student representative to the CAC who serve with vote. The process of selecting/electing these student representatives shall be determined by the governing student body. The duration of the student appointment to the CAC will be determined by these governing bodies with a minimum of 1 year and a maximum of 2 years. Student CAC terms begin on the first day of the spring semester. If a student cannot complete the appointed term, the SAC will promptly select/elect a replacement to serve the remainder of the incomplete term.

Student Chapter of the American Veterinary Medical Association (SCAVMA)

The umbrella that spans all 4 veterinary student classes is SCAVMA. SCAVMA is the Student Chapter of the American Veterinary Medical Association. It is a non-profit student organization with in the College of Veterinary Medicine and it serves as the link to the parent organization, American Veterinary Medical Association (AVMA). Each College of Veterinary

Medicine in the United States and Canada has a SCAVMA organization and the individual SCAVMA organizations join to form the Student American Veterinary Medical Association (SAVMA).

The purpose of the Student Chapter of the American Veterinary Medical Association (SCAVMA) is to acquaint the student with the functions of the American Veterinary Medical Association (AVMA), to broaden the students' perspective of the veterinary profession and other fields of interest, and to foster the development of professional attitudes. SCAVMA provides additional opportunities for students to hold office positions or engage in committee work.

In addition, SCAVMA membership provides members with educational and professional opportunities. Each spring, the national SAVMA Educational Symposium is hosted by one of the Colleges of Veterinary Medicine. Student registration fees for the annual American Veterinary Medical Association Conference is \$75.00. Upon graduation, a member in good standing is afforded reduced membership rates in AVMA, free registration to an AVMA conference (within 5 years of graduation) and eligibility for AVMA health, life and professional liability insurance.

To review ALL of the benefits of student membership, please visit the AVMA website at <https://www.avma.org/about/savma/pages/default.aspx>

Individual Class Organization

Each Veterinary Class has its own class officers. The class officers are the organizational structure of their peer group. In general, the responsibilities of the Class Officers are to foster high standards of citizenship among their class and cooperation with other classes, faculty and College and University administration. To be effective class officers, you must know your constituents. For this reason, Class Officers should make a conscientious effort to become acquainted with all classmates.

The organization of the class requires a simple constitution. The constitution is similar to the College of Veterinary Bylaws. The basic purpose of a class constitution is to establish guidelines or policies regarding class dues, frequency of class meetings, specific duties of officers, coordinators and representatives, and to establish voting procedures to ensure a democratic process. Changes to the Constitution requires majority vote by the class. Templates are available in the Office of Academic Programs and Student Services (F-100). It is recommended that class meetings are held at least once each semester and at a convenient time to ensure high attendance. In addition, class meetings should have a posted agenda including the meeting date and time, place and topics. The agenda should be posted at least one month prior to the scheduled meeting.

In the past, the organizational structure of each DVM class has followed a traditional format: president, vice-president, secretary and treasurer. The term of each office is one year with elections held each Fall Semester. The term is renewable up to 4 years. The elections should be

held within the first two to three weeks of Fall Semester. Election to a Class Officer position is by majority rule. Elections must be held to fill a vacancy.

For each pre-clinical semester, course liaisons for each required course must be identified. Additional support positions such as coordinators for specific purpose are the purview of the Class. **Students must be in good academic standing to serve as a Class Officer, Coordinator, Class Representative or Course Liaison.**

The general duties of each position are described in the following text.

Duties of the Class President:

1. Organizes and coordinates the efforts of the class and class officers.
2. Acts as a liaison between the class and CVM faculty, staff and student body.
3. Informs the class of pertinent happenings in the College of Veterinary Medicine.
4. Serves as a member of the Student Advisory Council (SAC) and attends monthly meetings between Sept. and April.
5. Announces and conducts class and officer meetings.

Duties of the Class Vice-President:

1. Serves as a member of SCAVMA's Executive Board, representing the student body.
2. Conducts meetings in the absence of the class president.
3. Assists class president in identifying a class faculty advisor.
4. Attends meetings and serves as the Class President's representative in the President's absence.
5. Fulfills duties as assigned by the Class President and, if needed, assists other class officers with their duties.

Duties of the Class Secretary:

1. Creates and distributes minutes of every class meeting.
2. Assists the president with correspondence associated with class functions.
3. Maintains other modes of communication including class bulletin board and content information for class website.
4. Maintains contact information for class members.
5. Primary contact person for vendors and orders supplies.

Duties of the Class Treasurer:

1. Completes the MSU Registered Student Organization.
2. Establishes an on-campus account in Student Life (Administration Bldg).
3. Establishes an off-campus account at the bank of choice for the Class. Typically, the bank chosen is the Michigan State University Federal Credit Union.
4. Collects and handles class dues and funds; makes deposits and withdraws from bank account(s).
5. Informs the Class Officers of bank account balance(s) on a regular basis.

Duties of Class Athletic Coordinator(s):

1. Organizes athletic events for interested class members.

2. Provides the class with a schedule of upcoming athletic events on campus.
3. Assists other athletic chairpersons in organizing schedules within CVM.

Duties of Class Social Coordinator(s):

1. Coordinates and organizes social functions for interested class members.
2. Makes arrangements for purchasing food and/or refreshments.
3. Collaborates with class fundraising chairpersons and Class Treasurer to ensure that adequate funds are available and that budgets have been reviewed (when necessary).

Duties of the Course Liaisons:

1. The role of the course liaison is to serve as a professional conduit between the class and the course moderator. One student liaison must be identified for each course within the first 2-3 days of the beginning of each semester (Semesters 1-5).
2. Course liaisons do not need to have prior experience with course material; only a willingness and ability to practice excellent listening and speaking skills, and a willingness to act in a professional and honest manner at all times.
3. Course liaisons are expected to meet with the moderator (before the end of the first week of a semester) to introduce him or herself and identify the most efficient means of communicating when there are issues of concern.

CVM Student Interest Clubs and Organizations

There are many, many student interest clubs in the College and on campus. Most of the student interest clubs parallel recognized board specialties in Veterinary Medicine or have a parent veterinary medical organization at the national and international level. The current clubs are listed with a brief description and the link for the Club's webpage <https://cvm.msu.edu/students/student-clubs>. Requirements and guidelines for Clubs and Club Activities follow the list of Clubs and Organizations.

Aquatics Club

Description: The main purpose of the Aquatics Club is to give opportunities to students to participate in Aquatic Animal Health, including lectures by leaders in this field, wet-labs, field trips, as well as student-to-student opportunities. This is a huge field that encompasses both marine and freshwater ecosystems, invertebrates and vertebrates, and covers anything from maintaining the health of someone's home aquarium, to maintaining the health of the rivers, lakes, and oceans around the world. Our club strives to give its members opportunities in all areas in Aquatic Animal Health since our curriculum in this area is limited.

Activities: Invertebrate health wet lab, sea turtle necropsy, fish tank team, and Vet-A-Visit aquatics tunnel

Website: <https://www.facebook.com/msuaquaticsclub>

Animal Welfare Judging Team

Description: The MSU CVM Animal Welfare Judging Team is open to all students interested in welfare judging across a variety of species. Our main focus is competing in the Annual Intercollegiate Animal Welfare Judging and Assessment Contest in November. We meet during the fall semester to discuss welfare issues, research species of interest, and practice defending reasons. Guest speakers and field trips are incorporated into our preparations for this individual and group competition.

Christian Veterinary Mission Fellowship

Description: Christian Veterinary Mission Fellowship (CVMF) serves the CVM community by providing students and faculty a way to connect with each other and grow in their faith together. We strive to create a safe environment for people of all walks of faith and from any background to discuss pertinent topics from veterinary medicine and life in general from a Christian perspective.

Activities: Bible studies and Veterinary Mission trips in the summer once school is out.

Website: <https://sites.google.com/site/christianveterinarymission/>

Equine Club (SCAAEP)

Description: The Student Chapter of the American Association of Equine Practitioners (AAEP), more simply known as The Equine Club, offers a host of opportunities to promote the educational and professional advancement of its members in the field of equine medicine. The Equine Club is a cohesive group that aims to explore and share all aspects of the horse industry with MSU CVM. Students new to horses can participate in our Horses 101 Series.

Website: <https://www.facebook.com/MsuCvmEquineClub>

Feline Club (SCAAFP)

Description: The Student Chapter of the American Association of Feline Practitioners at Michigan State University, also known as the Feline Club, is for students interested in learning more about providing exceptional veterinary care to cats. We provide members with informational lunch meetings about topics from feline behavior to feline wellness. We also provide a feline handling and palpation wet lab, which is beneficial to both the first year and those needing a refresher for clinics.

Website: <https://sites.google.com/site/felineclubmsu/>

Food Animal Club (SCAABP)

Description: Food Animal Club is MSU's student chapter of the American Association of Bovine Practitioners. MSU Food Animal Club is a very active student organization focused on enhancing the education and experiences of students interested in food animal medicine. We host guest speakers throughout the school year, covering a broad range of production medicine topics.

Website: <http://msufoodanimalclub.wordpress.com>

Integrative Medicine Club

Description: The purpose of the Integrative Medicine Club is to afford the opportunity to discover the up and coming world of complementary and alternative veterinary medicine modalities not available in the traditional curriculum. These modalities include but are not limited to acupuncture, Chinese medicine and herbs, chiropractics and massage. Even those who don't intend on practicing complementary medicine would benefit from having the education, being able to speak knowledgeably when clients inquire about such services.

Website: <https://sites.google.com/site/msuimc/>

Internal Medicine Club (SCACVIM)

Description: The purpose of the Internal Medicine Club is to promote the specialties of cardiology, neurology, oncology, large animal internal medicine, and small animal internal medicine through the advancement of knowledge to vet students. The IM Club organizes many lunch and dinner meetings throughout the semester to provide students with an opportunity to learn from both our IM residents and clinicians.

Website: <http://msuacvim.googlepages.com/home>

Omega Tau Sigma (OTS)

Description: A co-ed professional fraternity with a focus on community service

Activities: Canine Cruise 5K for charity, VMC tours, volunteering w/our pets at Edgewood Retirement Home, fall & spring bar crawls, Twilight Ball for charity, collecting gifts for needy families during the holidays, and volunteering at soup kitchens, and the Boys and Girls Club in Lansing and other cities.

Website: <https://sites.google.com/site/michiganstateots/>

One Health

Description: One Health Club encourages increased collaboration among students, faculty, and community members in transdisciplinary health sciences fields to gain a greater appreciation and understanding for the inextricable link between animal, human, and environmental health.

Website: <https://sites.google.com/site/onehealthclubmsu/>

Pathology Club

Description: The Pathology Club introduces students to anatomical and clinical pathology and provides opportunities for hands-on experience in learning about disease in veterinary medicine.

Website: <https://sites.google.com/a/msu.edu/pathology-club-msu-college-of-veterinary-medicine/>

Pet Loss Support Hotline (PLSH)

Description: The Pet Loss Support Hotline is a service offered by MSU CVM where students have the opportunity to volunteer for a hotline and listen to pet-owners that may be having difficulty associated with the loss of a pet. Volunteers develop imperative skills in communication and grief counseling while giving back to the community by signing up for just a few hours a month.

Activities: Petside Manner Lecture Series, in which faculty members present their ideas and experiences in dealing with communication and grief in small animal, equine, and food animal owners.

Website: <https://cvm.msu.edu/hospital/services/social-work/pet-loss-support-hotline>

RadVets - Radiology Club

Description: RadVets is a dynamic and hands-on organization dedicated to teaching the various imaging modalities and current technologies available in veterinary medicine. We offer training involving both large and small animals and encourage students to take an active role in their

learning by offering wet labs, case discussions, guest speakers, and shadowing. No matter the career path you are considering, knowledge of radiology will benefit you!

Activities: Bi-weekly case discussions with radiologists, positioning wet lab, small animal ultrasound wet lab, equine pre-purchase exam wet lab.

Website: <https://sites.google.com/site/radvets/>

Research Club

Description: Research is found in all fields of veterinary medicine and every student should have some exposure prior to graduation. Our mission is to introduce and involve MSU students to research in veterinary medicine, including laboratory animal medicine, comparative medicine, and exposure to evaluating research material.

Website: <https://sites.google.com/site/msucvmresearchclub/home>

Shelter Medicine Club (SCASV)

Description: The Michigan State University Shelter Medicine Club is a student chapter of the Association of Shelter Veterinarians. Our mission is to promote the field of shelter medicine to students, veterinary professionals, and the general public.

Activities: Our group regularly hosts guest speakers and seeks to provide volunteer opportunities for students to gain real world experiences in shelters and rescues.

Website: <https://sites.google.com/site/msusheltermed/>

Sponsor A Dog

Description: Sponsor-A-Dog is a program that allows veterinary students to provide enrichment activities to dogs housed at MSU CVM for teaching and research purposes. This program allows students to give back to the dogs through walks, playtime, and/or grooming. There is no minimum time requirement or club dues, and all that is required is that new sponsors attend one orientation session prior to the beginning of their sponsorship.

Surgery Club (SAVS)

Description: The mission of the Student Association of Veterinary Surgery is to share and facilitate opportunities and experiences to veterinary and veterinary technician students with an interest in surgical procedures and to promote an understanding of the specialization of veterinary surgery.

Website: <http://savs.cvm.googlepages.com/>

Student Veterinary Emergency and Critical Care Society (SVECCS)

Description: The student society is an interactive organization for veterinary and veterinary technician students interested in the growing field of small animal emergency and critical care.

Website: <http://msusveccs.weebly.com/>

Theriogenology Club

Description: The Therio Club is MSU CVM's student chapter of the Society for Theriogenology. Therio Club's focus is to organize wet labs, lectures, and field trips will help students learn more about livestock, companion animal, and exotic species reproduction in the field of veterinary medicine.

Activities: Breeding soundness exams, ultrasound wet labs, equine palpations, stallion collection, and canine reproduction seminars.

Website: <http://msutheriogenologyclub.wordpress.com/>

Vet-A-Visit Committee

Description: Vet-A-Visit is FUN! And is MSU College of Veterinary Medicine's annual open house, where everyone is welcome to join us and learn about the fascinating world of veterinary medicine. See all kinds of animals, find out what it takes to become a veterinarian, and tour our state-of-the-art facilities. Vet-A-Visit is ENTIRELY STUDENT RUN!

Website: <http://cvm.msu.edu/alumni-friends/vetavisit/vet-a-visit-faq>

Vet Business Management Club (VBMA)

Description: The Veterinary Business Management Association is a student-driven organization dedicated to advancing the profession through increasing business knowledge, creating networking opportunities, and empowering students to achieve their personal and professional goals.

Activities/benefits: Events covering the topics of business finance, leadership, management, marketing, communication, career and personal development, business etiquette, contract negotiation, and more. Networking opportunities with local and national leaders of veterinary medicine. Opportunities are available for exclusive VBMA-only awards, competitions, and scholarships. Enrollment in a nationally recognized Business Certificate Program is also available for members.

Website: www.vbma.biz

Vet Students as One in Culture & Ethnicity (VOICE)

Description: VOICE is a national student-run organization with the main purpose of promoting diversity in veterinary medicine. The national VOICE mission statement is as follows: “We are aware that veterinarians and students have different economic, social and cultural backgrounds; therefore, our task is to unite the veterinary community by institutionalizing the University’s core value of multiculturalism. We will accomplish this task via cultural events, forums, lectures and educational campaigns. We believe that acknowledging, understanding, and nurturing of our differences will improve our service to our clientele and enhance the veterinary profession.”

Activities: Engagement with the Foster Community Center, Detroit’s Eastern Market, Detroit Zoo’s Summer Safari program, the Fenner Nature Center, and MVMA’s SAMY exhibit.

Website: <http://www.vetvoice.org>

Zoo, Exotics, and Wildlife Club (ZEW)

Description: The purpose of ZEW Club is to offer veterinary students the opportunity to gain understanding and practical skills on a variety of nontraditional animals. ZEW Club mainly targets species that are found at zoos, kept as exotic pets, and wild animals. We would like to give students the chance to see and acknowledge animals not usually seen in the classrooms as well as a offering a network for those interested in zoo, exotic, and wildlife veterinary medicine.

Activities: Behind the scenes tours at local zoos, exotics labs & lectures symposium, 2 week wildlife ward rotations for 1st year DVM students.

Website: <http://cvmstudent.cvm.msu.edu/zwc/index.htm>

Requirements and Guidelines for Clubs and Club Activities

The University’s requirements and guidelines for student organization are found in the Student Organization Handbook. <http://studentlife.msu.edu/publications/student-organization-handbook-3>

Requirements:

1. All CVM class or student organization utilizing MSU resources must be registered as an official student organization (RSO) through Student Life in the Administration Building. This registration process must be done every year at the beginning of fall semester. Registration applications are found on-line under ASMSU.msu.edu under the Representation. The web link is <http://asmsu.msu.edu/representation/rso-start-up-funding-application/>. All registration materials must be submitted to in hard copy and electronically by October 1st.
2. FACULTY ADVISORS MUST BE IDENTIFIED PRIOR TO RSO APPLICATION.
All student classes and organizations must have a faculty advisor who is willing to provide support, sign necessary documents, and regularly attend meetings and/or events.
3. At the time of RSO submission, a current copy of the constitution and list of officers for each Student Club, Class or Organization must be submitted to Dr. Chandra Grabill.

4. CVM classes or student organizations that conduct fundraising activities on campus (and utilize MSU resources) are required to maintain an MSU account. The web link is <http://studentlife.msu.edu/student-organizations-activities/msu-financial-accounts-student-organizations-student-group-regulations>. Money generated through fundraising activities on campus should first go through your MSU account before being transferred to an external account off-campus. Accounts established at the MSU Credit Union or other banking institutions off-campus must be created in the name of the class or organization, never in the name of an individual student. It is the responsibility of the class or organization's treasurer to closely manage account ledgers or records of all revenues/expenditures.

Guidelines for Student Clubs and Organizations

1. ***Clubs, Classes and Organizations website*** should be professional and all information (including officer names) should be kept up-to-date. For creation of a new website, contact Jason Noffsinger (noffsin6@cvm.msu.edu) for assistance.
2. ***Announcements*** for all-college events may be published in the CVM electronic calendar. The contact for the electronic calendar is Jason Noffsinger (noffsin6@cvm.msu.edu). Announcements may also be distributed via e-mail, mailboxes, flyers, or posters mounted on the cork strips throughout the college. Posters must be dated and removed immediately after the event. E-mail announcements must be limited to the members of the class or organization. Dr. Chandra Grabill must review e-mail announcements to the entire college community. Final approval and distribution of the email is from the Office of the Dean.
3. ***Compensation*** for travel, lodging, meals and speaker's fee (honorarium) for non-faculty/staff guest speakers for class or organization meetings may be required. Honoraria may range from \$150.00 to \$2,000.00 and are dependent on the speaker's expertise and number of or length of the presentations. If speaker's services require a contract agreement, a representative from the student organization must discuss the payment through the Business Officer in the Office of the Dean, Kathy Benington, (kathyb@cvm.msu.edu).
4. ***Fundraising*** for Student Classes and Clubs activities are an important financial source. Before beginning a new fundraising event, it is recommended that student Class, Club or Organization contact the Secretary's or Social Chairs of the other groups to avoid duplication of events or merchandise. The sale of food items as a fundraiser is not recommended. In general, food or beverage sales are not permitted when Sparty's Café is open. The specific guidelines regarding the sale of food on campus may be found at <http://splife.studentlife.msu.edu/regulations>.
5. ***Room reservations*** requests for student club and organization meetings must be made through a CVM staff member. For room reservations send your room requests to StudentSupport@cvm.msu.edu
6. ***Room reservations specific for G-150 and A-213 during the weekday Noon hour is the following:***
 - a. Reservations are not permitted on days when examinations are scheduled for 11:00 AM or 1:00 PM.
 - b. Presenters/speakers MUST finish by 12:45 PM.

- c. Speakers and attendees **MUST** leave by 12:50 PM.
- d. It is the responsibility of the individual who has made the room reservation to:
 - i. **STOP** the presentation at 12:45 PM...even if it means interrupting the speaker.
 - ii. **NOTIFY** the 1:00 PM course moderator at least 3 days in advance of scheduled room reservation.
 - iii. **CLEAN** classroom by wiping down (sanitizing) tabletops and chairs and by removing all boxes, plates, cups and trash. If the food was served in the G-150 lobby, the area must be thoroughly cleaned.

FAILURE TO ADHERE TO THE GUIDELINES WILL RESULT IN THE FOLLOWING CONSEQUENCES:

- 1. Payment of a \$100.00 fine.
- 2. Loss of room reservation privileges for the academic year (Fall/Spring Semesters). The club/group will lose room reservation privileges for exceeding the time limit of 12:45 PM.
- 3. Loss of room reservation privileges for G-150 and A-213 at the noon hour may be revoked for **ALL** clubs and groups if **ANY** 3 clubs/groups exceed the time limit of 12:45 PM.

University Email Policy

Michigan State University (MSU) uses email as its official means of communication to the students and this extends to communication within the College of Veterinary Medicine.

The University and College define “students” as all persons who have been **admitted** to MSU as a student, whether or not they have registered or enrolled for classes. An official MSU email address is issued to each student at the time he or she is admitted to MSU. This official MSU email address takes the form of a person’s MSU NetID followed by “@msu.edu” (e.g., sparty@msu.edu) and resides in MSU’s mail.msu email system (mail.msu.edu).

This is the only email address that the University will centrally maintain for sending official communications to students, and the only email address that the University will use for sending official communications to students after they enroll. Students in the College of Veterinary Medicine access the University and College email through Outlook.

Students are responsible for activating their MSU NetID and email account; both of these may be accomplished on the NetID website at netid.msu.edu. Students must check email regularly in order to read important messages and notifications. Certain communications may be time-sensitive. Failure to read official University communications sent to the students’ official MSU email addresses **does not absolve** students from knowing and complying with the content of those communications.

Each student must manage his or her University email account to ensure that the Inbox file has

sufficient space to allow for email delivery. Students act at their own risk and should take precautions if they choose to have their email forwarded to an email address other than their official MSU email address.

Commercial and other email services sometimes block email from external sources. “Spam” filters applied outside of the MSU mail.msu email service may block email that the student needs to receive. MSU is not responsible for any difficulties that may occur in the proper or timely transmission of or access to email forwarded to any email address other than the official MSU email address, or which may be blocked by spam filters other than those applied by the mail.msu email system itself.

Any such difficulties **will not absolve** students of their responsibility to know and comply with the content of official communications sent to students’ official MSU email addresses. Use of email for official communications with students will comply with other applicable MSU policies and business practices.

Originally published 15 February 2006

Revised 28 February 2006 to clarify last sentence of Paragraph 1.

Revised 10 June 2013 to update to "email" from the previous "e-mail" spelling.

CVM Email Policy

In addition to the University Email Policy, faculty, students and staff must adhere to the following:

1. Email must not be used for personal profit or non-profit purposes such as advertising, rentals, selling or buying things, soliciting for charity or other such uses. CVM Student Club sales are allowed but must be sent to the CVM Dean’s Office for approval.
2. Email must not be used for indiscriminate mass mailings (e.g., pet adoptions and lost and found). Only email announcements approved by the Dean’s Office as pertinent to CVM operations/events will be distributed to all users, which may include fundraiser announcements (e.g., IronDog). Announcements, in final format, can be submitted for consideration to the CVM Dean’s Office (bunn@cvm.msu.edu or cotton@cvm.msu.edu).
3. Email must not be used to harass, offend, or intimidate other users.
4. Email users must respect the privacy of other email users and should not use others' passwords or read their mail.
5. Email users must not send mail under the identity of another user.
6. Email users must not intentionally modify network configuration files or otherwise interfere with the functioning of the email system.

7. Violation of the above email usage policies may result in loss or restriction of email account privileges. Professional DVM students, graduate students and undergraduate students violating these policies are subject to the policies and processes outlined in the respective guidance documents regarding student rights and responsibilities (CVM Honor Creed and Medical Student Rights and Responsibilities; Graduate Student Rights and Responsibilities and the Student Rights and Responsibilities, respectively). The applicable department chairperson or service unit director will manage faculty and staff violations of this policy.

Approved by CVM College Advisory Council 11/1/2001, Revision 9/13/2006
Revision by ad hoc CVM IT Advisory Committee; approved by CVM College Advisory Council 3/25/2015.

Student Mailboxes

Student mailboxes are located in the D-Wing of the Veterinary Medical Complex. Whenever possible, student mailboxes are identified by class year and are labeled alphabetically. Everyone's cooperation is required to maintain the mailboxes in a neat and professional manner. Please follow the guidelines as listed below.

1. DO NOT attach anything to the mailboxes. If it is necessary to identify mailboxes for purposes of note service distribution, you should contact CVM's Office of Academic Programs and Student Services for assistance. Flyers should be posted on the bulletin boards; please do not tape to the mailboxes or on the walls.
2. DO NOT stack materials either on top of the mailboxes or on the floor below them. Anything placed in these areas will be discarded. Please be informed that on a random basis, the Fire Marshall's staff visits the CVM, and it will issue violations based on cardboard boxes and other materials placed above or below the student mailboxes.
3. Mailboxes must be used strictly for College-related correspondence. Grades and other private academic information should not be distributed through student mailboxes.
4. Please use your sound professional judgment as you place items in your colleague's mailboxes. We ask that students' respect others rights by not placing unwanted materials in their mailboxes.
5. Mailboxes are in a public place. We advise you NOT to place items of value in mailboxes.

University Policy for Telephones, Electronic communications and Computer Equipment (https://trustees.msu.edu/ordinances/ordinances_sec30.html)

1. No person shall telephone any other person repeatedly for the purpose of harassing such other person or his or her cohabitants, whether or not conversation ensues.
2. No person shall, with malicious intent, use threatening, vulgar, indecent, or obscene language over any telephone instrument, electronic communication equipment or computer equipment.
3. No person shall summon, as a joke or prank or otherwise, and without good reason, by

telephone or otherwise, the police or the fire department or any public or private ambulance to go to any location where the requested service is not needed.

CVM Policy for Student Postings on Internet/Social Networking Sites

1. No student may post, release, or otherwise disclose photos, identifiable case descriptions, images, or records related to the educational, clinical, or research activities of the college via social networking sites (e.g., Facebook, Twitter, Instagram, YouTube, etc.), non-educational blogs, message boards, Internet websites, or personal e-mail. Only standard Professional means of query and dissemination are permitted.
2. Avoid statements about CVM or its employees that are defamatory, obscene, threatening or harassing.
3. If you are uncertain whether this policy applies in a particular case, you should receive prior approval from the Office of Academic Programs and Student Services (pre-clinical phase of the curriculum) or from the director of the Veterinary Teaching Hospital or the director of the Diagnostic Center for Population and Animal Health (clinical phase of the curriculum).
4. This policy is to promote the safety and privacy of students, faculty, staff, clients and their animals, and visitors. Failure to comply with this policy could result in damaging a person's reputation, or prompt a physical confrontation. Failure to comply with this policy may be a violation of legal, professional, and/or ethical obligations; and will result in disciplinary action by the College of Veterinary Medicine, up to and including dismissal from the graduate-professional program. Consequences will be determined on an individual basis and relevant to the severity of the infraction. Consequences may range from a warning administered by the Associate Dean, or a formal complaint to the Honor Board, to a dismissal from the program.

CVM assumes no duty to monitor Internet activity but reserves the right to take appropriate action in accordance with this policy.

(Revised June 2011, Approved July 2011 by Dean's Cabinet)

CVM Guidelines for Student Announcements

1. ALL ANNOUNCEMENTS must be PROFESSIONAL.
2. E-mail announcements must be limited to the members of the class or organization.
3. For email announcements to the CVM community, it is recommended that Dr. Chandra Grabill review e-mail announcements. Final approval and distribution of the email is from the Office of the Dean.
4. Announcements for all-college events may be published in the CVM electronic calendar. The contact for the electronic calendar is Jason Noffsinger (noffsin6@cvm.msu.edu).
5. "Paper" announcements may be placed in student mailboxes. Flyers or posters may be posted mounted bulletin boards and on the door cork strip. Posters must be dated and removed immediately after the event.

University Food and Drink Policy

Storage, handling, preparation and consumption of food and drink in research and teaching laboratories, in live animal handling and housing areas, and in areas where animal specimens are handled or process is prohibited by Environmental Health and Safety, United States Department of Agriculture and the American Association for Laboratory Animal Care. Violations to the policy may result in monetary fines and loss or reduction of accreditation status.

Alcoholic Beverages

The possession of open or uncapped containers of alcoholic beverages and the consumption of alcoholic beverages is prohibited in all public areas of lands governed by the Michigan State University Board of Trustees and in all public areas of campus buildings, except with respect to locations, events, or occasions for which the Secretary of the Board of Trustees has approved, in writing, an exception to this prohibition. Full details of the ordinance are found at: https://trustees.msu.edu/ordinances/ordinances_sec21.html

CVM Food & Drink Policy

Storage, handling, preparation and consumption of food and drink in research and teaching laboratories, in live animal handling and housing areas, and in areas where animal specimens are handled or process is prohibited by:

- ✓ Environmental Health and Safety
- ✓ United States Department of Agriculture
- ✓ United States Department of Health and Human Services
- ✓ American Animal Hospital Association
- ✓ American Veterinary Medical Association Educational Accreditation
- ✓ American Association for Laboratory Animal Care

Violations to the policy may result in monetary fines and loss or reduction of accreditation status.

Storage, handling and consumption of food or drink in areas where animals or animal specimens are handled present a risk of transmission of infectious organisms to people. Therefore, it is CVM policy that food and drink should not be consumed in areas where animals are housed or treated (Veterinary Teaching Hospital wards and Junior Surgery Lab), or where animal specimens are handled (such as the anatomy, histology, and clinical pathology laboratories).

- Hand washing is expected after handling animals or animal specimens. Hand washing before reaching for your food or drink is essential to minimize your risk of disease or illness.
- Food and drink shall only be consumed in specifically designated areas:
 - Employee break rooms
 - Cafeteria (A-213)
 - Consultation/communication/conference rooms
 - Employee Commons at the Diagnostic Lab (DCPAH)
 - Faculty offices
 - Reading Room
 - Rounds rooms
 - Student Center
 - Technician offices
- Effective beginning March 1, 2013, food and drink in tightly sealed containers are allowed in the G-150 auditorium. Damage done to carpet or cleaning charges that result from accidental spills will be charged to the appropriate class, club, or unit.
- Food and drink for human consumption will be stored only in refrigerators labeled for that purpose. Animal specimens must not be stored with food or drink for human consumption.
- Animals are NOT PERMITTED in designated eating areas.

Smoking

Michigan State University is a tobacco-free environment as of August 15, 2016. The new ordinance applies to all property governed by the Board of Trustees and includes not only main campus but also all MSU sites across the state, nation and globe. In addition to traditional tobacco products such as cigarettes and chewing tobacco, the ordinance also prohibits e-cigarettes and vaporizers. All FDA-approved nicotine replacement therapy products are permitted for cessation use.

https://trustees.msu.edu/ordinances/ordinances_sec29.html

University Personal Pets Policy

Section 23 of the Ordinances of the Board of Trustees summarizes the policy regarding animals in MSU-owned buildings and other properties.

http://trustees.msu.edu/ordinances/ordinances_sec23.html.

1. No person owning or being responsible for an animal brought upon property governed by the Board shall do so without securing the animal by appropriate use of a leash.
2. No person shall bring any animal into any University building.

3. No person shall bring any animal onto a University bus.
4. No person shall bring any animal into any University area, such as the Beal Botanical Garden or the Horticulture Gardens, posted to prohibit the presence of animals.
5. Exceptions to the above provisions shall include:
 - a. Service animals providing assistance to individuals with disabilities.
 - b. Animals brought for treatment to the Veterinary Medical facilities or for University sponsored research.
 - c. Animals being transported and which remain inside a vehicle.
 - d. Animals brought to animal related University sponsored events.
 - e. Animals brought to animal related events sponsored by registered student organizations that have received prior authorization from the Office of the Secretary of the Board of Trustees.
 - f. Animals subject to the control of any police officer during the course of the police officer's duties.

CVM Personal Pets Policies

1. Personal pets are not allowed to walk or run free off-leash/lead on MSU property.
2. Personal pets that are brought to the VTH for medical care, for participation in clinical trials, or to donate blood will be housed in cages/stalls in a Hospital Ward. Proper medical records and identification on the patient and the cage/stall are required. Outpatients may be housed in the wards throughout the day of their appointments.
3. Patients of the VTH always have priority for access to and use of VTH facilities. If there are occasions when there is cage space available in the wards, the VTH business office may give consideration to housing personal pets on a day-by-day basis. Appropriate daily fees will be assessed. **Runs are not available for the boarding of personal pets.** The animal owner has the responsibility and obligation of making appropriate arrangements for all the care of the boarding animal except cleaning of the cage. The veterinary students, technicians and animal caretakers assigned to the ward will **NOT** care for personal pets that are boarding.
4. Personal pets brought to the VTH for CVM faculty-sponsored events such as teaching demonstrations, will be housed in cages/stalls in the wards, or in cages/stalls elsewhere in patient areas of the hospital, such as radiology holding areas. Proper identification will be on the animal and the cage/stall. They are not to be kept in personal offices or other areas of the VMC. The VTH Business Office has a form to be filled out for these special circumstances; students using a personal pet for a CVM-sponsored teaching demo should see the VTH Director for that form.

Safety Guidelines and Protocols

Family Educational Rights and Privacy Act:

What is FERPA?

The Family Educational Rights and Privacy Act afford students certain rights concerning their student educational records. The law is also known as FERPA.

What does it mean to you as a student?

MSU complies fully with the Federal Family Educational Rights and Privacy Act (FERPA) that governs access to, and confidentiality of, student records. As a means of complying with this act, the University has developed detailed Guidelines Governing Privacy and Release of Student Records, available on the web at Office of the Registrar
<https://reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.aspx>.

As a student, you have a right to expect that information in your educational records (including computerized records) will be kept confidential and will be disclosed only with your permission or as allowed by law. When you reach the age of 18 or begin attending a post-secondary institution regardless of age, FERPA rights transfer to you--the student. This limits the student educational record information that may be released to third parties without your written permission unless it is "directory information." Third party individuals include your parents, spouses, significant others and children.

To fulfill the FERPA guidelines, all academic performance assessment results must be maintained confidentially. Sharing information regarding academic status is NOT permitted with any individual other than the student. Signed consent by the student must be provided prior to release to a third party.

FERPA identifies a category of information as "directory information," which institutions may usually release without student permission. This includes student's name, addresses, and telephone numbers, current enrollment status or dates of attendance and program level, class level, and major.

If you wish to restrict release of any or all "directory information," you must complete a **Directory Restriction Request**. The online form is found under Information for Students at <https://reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.aspx>.

Michigan State University Alert System

The Michigan State University Police Department is responsible for developing and distributing Timely Warning and Emergency Notification messages. These messages are intended to warn the community about certain crimes and notify it of potentially dangerous situations on or near campus. These messages inform community members about incidents that may pose an ongoing threat and provide information to promote safety and prevent similar crimes.

These warnings and notifications can be delivered via three main platforms: voice messages to phones, e-mail and SMS text messaging. It is critical that you log in to the Alert Portal System to provide the most appropriate mechanism for your notifications. The website is <http://alert.msu.edu>. If a member of your family or loved ones would like to receive notifications, the link found on the same web page.

The MSU Alert system will be used when there is a campus wide concern. It may be a weather related issue and the University is closed or it may be a threat. In the case of a threat, the MSU Alert will tell you to secure or shelter in place, so wherever you are, you should stay there and if you are not in a secure place, you must do so immediately. You will receive a second message when the Alert is lifted. The Alerts are not limited to campus. You will receive alerts if there is a robbery, assault or other police concern in East Lansing. The specific area to avoid will be noted.

The Emergency 9-1-1 System recognizes the address of ALL CAMPUS telephones. If calling 9-1-1 from a cellular telephone, you must give the location. The address of the classrooms will be INSIDE the classroom at each exit.

Relationship Violence and Sexual Misconduct

Michigan State University is committed to maintaining an environment that is safe and that supports educational and career advancement on the basis of job and academic performance. Relationship violence and sexual misconduct subvert the mission of the University and offend the integrity of the University community.

Relationship violence is not only an act of physical violence, but it is an attack on one's sense of safety, well-being and dignity. **It is not tolerated at Michigan State University.**

MSU's Relationship Violence and Sexual Misconduct Policy **apply to all members of the University community -- faculty, staff, and students.** The Policy also prohibits sexual misconduct by third parties toward members of the University community.

Relationship violence is a broad term that encompasses domestic violence, dating violence, and stalking. Sexual misconduct is a broad term that encompasses sexual harassment and sexual violence. Sexual Assault is the actual, attempted or threatened sexual contact with another person without your consent. Sexual assault is a violation of MSU's Relationship Violence and Sexual Misconduct Policy and is a crime under the Michigan Penal Code. Sexual harassment is unwelcomed sexual advances, request for sexual favors or other behavior of a sexual behavior

that interferes with your work or performance in your educational environment.

The Sexual Assault and Relationship Violence Protection Program (SARV) is a required workshop for all students who are enrolling in Michigan State University. Incoming students are required to complete a workshop. The workshop will discuss the definitions of sexual assault, rape, and relationship violence, and offer ways in which students can become active bystanders in the prevention of sexual violence from occurring to themselves, their friends, and their peers.

If as a student, an act of relationship violence, sexual violence or sexual harassment occurs while you are a member of the University Community, you are **STRONGLY ENCOURAGE TO REPORT** the situation to the Title IX Coordinator in the Office of Inclusion and Intercultural Initiatives and the MSU or local Police.

If as a student, you share any incident of relationship violence, sexual violence or sexual harassment to a faculty or staff member of the CVM or University Community, **WE MUST** report the situation to the MSU Police and to the Title IX Coordinator in the Office of Inclusion and Intercultural Initiatives.

More details about the university policy can be found here:

https://www.hr.msu.edu/documents/uwidepolproc/RVSM_Policy.htm

MSU STATEMENT ON PROHIBITED HARASSMENT

Michigan State University is committed to maintaining an environment that is safe and that supports educational and career advancement on the basis of job and academic performance. Harassment in violation of MSU's Anti-Discrimination Policy subverts the mission of the University and offends the integrity of the University community. Prohibited harassment such as race or religious harassment is antithetical to the values of MSU. **It is not tolerated at Michigan State University.**

The MSU Anti-Discrimination Policy (ADP) applies to all members of the University community – faculty, staff, and students.

Harassment based on age, color, disability status, gender, gender identity, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status and weight.

Conduct that constitutes harassment includes offensive jokes, slurs, name-calling, physical assaults or threats, ridicule or mockery, insults or put-downs, offensive objects or pictures and interference with work or educational performance.

Complaints of harassment prohibited under the ADP are investigated and handled by the Office for Inclusion and Intercultural Initiatives (I3).

The MSU Police Department investigates any reported prohibited harassment that may also constitute a crime. Unlike the Office for Inclusion, the MSU Police look to criminal statutes and make a decision about whether there is sufficient evidence to refer a matter to the Ingham County Prosecutor for prosecution.

Conflict of Interest in Educational Responsibilities Resulting from Consensual Amorous or Sexual Relationships (All-University Policy)

The University Policy on amorous or sexual relationships between a student and an individual with responsibility for the student's education follows. The short version of the Policy is:

1. The relationships are DISCOURAGED!
2. The relationship MUST be reported to the appropriate supervisor.
3. The individual responsible for the education of the student may be relieved of their responsibility of assessment of the student's work or performance.

“An amorous or sexual relationship between a student and a faculty member, a graduate teaching assistant or another University employee who has educational responsibility for that student may impair or undermine the ongoing trust needed for effective teaching, learning and professional development. Because of the faculty member, graduate assistant or other employee's authority or power over the student, inherently conflicting interests and perceptions of unfair advantage arise when a faculty member, graduate teaching assistant or other employee assumes or maintains educational responsibility for a student with whom the faculty member, graduate teaching assistant or other employee has engaged in amorous or sexual relations.

It is, therefore, the policy of Michigan State University that each faculty member, graduate teaching assistant and other University employee who has educational responsibilities for students shall not assume or maintain educational responsibility for a student with whom the faculty member, graduate teaching assistant or other employee has engaged in amorous or sexual relations, even if such relations were consensual. Whether such amorous or sexual relationships predate the assumption of educational responsibility for the student, or arise out of the educational relationship, the faculty member, graduate teaching assistant or other employee shall immediately disclose the amorous or sexual relationship to the relevant unit administrator, who shall promptly arrange other oversight for the student.

In unusual circumstances, the achievement of the affected student's academic requirements may necessitate continued oversight of the affected student by the faculty member, graduate teaching assistant or other University employee who has engaged in amorous or sexual relations with that student. In such circumstances the unit administrator shall, therefore, have authority, after consulting the affected student, to permit the continued oversight of the affected student by the faculty member, graduate teaching assistant or other University employee, provided that the faculty member, graduate teaching assistant or other University employee shall not grade or otherwise evaluate, or participate in the grading or other evaluation of, the work of the affected student, and that the alternative arrangements for grading or evaluating the affected student's work treat the student comparably to other students.”

Medical Health Policies for DVM Students

Counseling and Wellness Services

In order to provide support for student emotional health, CVM has **Counseling and Wellness Services** within the college. Free, confidential consultations and time-limited counseling services are available to professional program students. Students can request support for a variety of personal, interpersonal, academic, and professional concerns.

After an initial consultation with the therapist, counseling services may be provided on a time-limited basis; the student and the therapist will collaborate to determine a plan for treatment, based on a brief model of individual counseling. Students with issues that require more intensive and/or long-term treatment may be referred to other mental health therapists and practitioners, on- or off-campus. Group treatment, although not usually available for CVM students on-site, may be available via referrals to the various groups at the Michigan State University Counseling Center. The Counseling and Wellness Service can also assist with medical referrals to Olin Health Center, learning support at the Learning Resources Center, or disability support at the Learning Resources Center.

Students who are unsure if counseling could be helpful are encouraged to meet with the Counseling and Wellness Service to discuss their concerns. To schedule an initial appointment, students should contact this office directly by phone, in person or by email. Please note that email is not a confidential form of communication and should only be used for scheduling purposes. The CVM Counseling and Wellness Office is located in F-117.

In addition to face-to-face consultation and counseling, other wellness information is available to students. In recent years, workshops have been provided by CVM to enhance students' success in a variety of areas, including stress management, test-taking strategies, handling conflict, leadership, and improving communication. Also, free brochures about mental health resources are available in F-117.

In addition to these resources within the College of Veterinary Medicine, there are other wellness resources available at MSU. The university has a website with links to available services on campus (http://olin.msu.edu/services/couns_psych.htm). The web page for the MSU Counseling Center (<http://www.couns.msu.edu/>) directs students to other self-help links and resource materials. In addition, Olin Health Center has electronic help information available for concerns related to sexual health, nutrition, fitness, drugs, alcohol or stress (<http://olin.msu.edu/healthed/default.htm>). Finally, given the increasing concerns about money management, the Olin Health Center website has Financial Wellness information on their website (<http://www.olin.msu.edu/financialwellness/>).

Dress Code and Policies for Personal Health Prevention

As a veterinary student, you will have an increased risk of contracting zoonotic infectious diseases due to regular and close contact with animals and their blood, feces and urine. There is

also the potential for exposure to chemicals and gases. It is important that you follow guidelines to protect yourself and other 2-legged and 4-legged individuals.

1. When in a laboratory or a veterinary hospital, you must wear a clean laboratory coat.
2. When in a laboratory or a veterinary hospital, you must wear the appropriate shoes. In all cases, the shoes (boots) must be impervious to water and close toed. Shoes are fomites so they must be able to be cleaned and sanitized. And they must be close toed because your feet provide an access for infectious diseases to enter and chemicals to be in direct access to skin.
3. When in a laboratory or veterinary hospital, only the required educational material is to be close at hand. Outside coats, knapsacks, purses must be in lockers or in an assigned area. THEY MUST not be on the classroom, exam room, stall, or barn floor. They are not impervious and they are fomites.
4. When in a laboratory or veterinary hospital, your pants or scrubs must NOT drag on the walking surface. The hem of the pants act as fomites.
5. When in a laboratory or veterinary hospital, you MUST wash your hands after handling any animal, specimen or cadaver. You should wear protective latex gloves if your hands will be in contact with an infectious agent or chemical. Scratches or breaks in the skin of your hands serve as entry points for infectious agents and expose underlying tissues to chemicals.
6. Fingernails should be kept trimmed short. When viewed from the palm side of your hand, you should not be able to see any “white” of the nail beyond the fingertip. It is important for patient, client and colleague safety as long nails may inadvertently scratch an animal or human. Wherever your hands go, so do your fingernails. Unless a nailbrush is used during routine hand washing, the area under the fingernail is not cleaned appropriately. The area under the fingernail now serves as a mode of transmission for infectious agents.
7. When in a laboratory or veterinary hospital, you must not wear contact eye lenses if there is the potential exposure to aerosols and gases. Exposure may occur during anatomy laboratory or while using an ultrasonic dental scaler. Contact lenses may trap particulate and gases and may result in injury to the cornea. For protection against aerosols, you should wear protective glasses or goggles.
8. When in a laboratory or veterinary hospital, long hair should be pulled away from the face and secured at the nape of the neck. Long hair bangs should be secured so that you have a clear line of vision.
9. When in a laboratory or veterinary hospital, you should not wear finger rings or dangling earrings or necklaces that cannot be secured under clothing. Finger rings may catch on a leash, lead shank or piece of equipment and serve as a point of amputation for the digit. Animals may reach up and pull a dangling earring through the soft tissue of

the ear lobe. Animals may also pull a necklace, resulting in breaking of the chain, loss of the charms or beads of the necklace and damage to your neck.

10. When in a laboratory or veterinary hospital, you must ONLY eat and drink in designated areas. These designated areas are NOT in animal wards or handling areas, examination rooms or laboratories. You must ONLY store your food and drink in designated areas and refrigerators.

Veterinary Medical Center Dress Code Policy

The Veterinary Medical Center (VMC) has a specific dress code policy that students are expected to follow. Attire shall be of a nature that facilitates safety, hygiene, and infection control measures that are appropriate for a medical facility.

- I. VMC identification badges shall be worn at all times in clear sight with the name and title clearly visible.
- II. Hair
 - a. For personnel involved in patient care or surgery:
 - i. Hair shall be securely restrained away from the face in such a manner that it does not come into contact with patients, clients or material in the work area.
- III. Nails
 - a. Nails shall be kept short, clean and well-manicured
 - b. For personnel involved in patient care or surgery:
 - i. Nails should not extend beyond the fingertip. Artificial and acrylic nails are discouraged for personnel who have physical contact with patients.
 - c. Regarding nails, judgment as to the appropriateness for patient safety and infection control shall be at the discretion of the supervisor.
- IV. Attire
 - a. Attire shall be clean, neat and in good condition
 - b. Clothing shall be compatible with a safety-conscious work environment and suitable for the work area.
 - c. Clothing shall provide an appropriate physical barrier against injury or contamination.
 - d. The entire front and back torso shall be covered
 - e. For personnel involved in patient care or surgery:
 - i. Except in surgical areas, white lab coats or scrubs (that are not to be worn in the OR) should be worn when working with patients or laboratory specimens.
 - ii. Coveralls may be worn in the appropriate, non-surgical working areas of the Large Animal hospital
 - iii. Clothing, lab coats or coveralls contaminated with blood, body fluids or other infectious/hazardous substances shall be changed immediately.
 - f. Surgical Scrubs
 - i. These will be provided by the VMC for clinicians and staff and will be color coded as follows:
 1. Clinicians – Green
 2. LVTs – Navy

- 3. Customer Service – Dark Green
 - 4. Other Staff – Light Blue
 - ii. DVM and LVT students will be expected to purchase burgundy scrubs from the VMC appointed supplier.
 - iii. Surgical scrubs or gowns that will be worn in surgery shall be worn only in areas immediately associated with the surgical suite unless covered with a white lab coat.
- V. Footwear
- a. Shoes/boots shall be clean.
 - b. Shoes/boots shall be in good repair so they may be effectively cleaned.
 - c. Shoes/boots shall be constructed to provide protection and safe footing appropriate to the work area.
 - d. Heel height of shoes/boots shall not interfere with work performance or safety.
 - e. Shoes shall be secured on the feet so they will not easily fall off.
 - f. For personnel involved in patient care or surgery:
 - i. Closed toed shoes must be worn to provide an effective barrier for physical protection and infection control. Both toes and the instep must be covered.
 - ii. Open toed shoes and sandals are not permitted while working in animal or laboratory areas of the hospital.
 - g. Bare feet, flip-flops or slippers are not allowed, except in shower areas.
 - h. For personnel involved in patient care or surgery:
 - i. Clothing and footwear worn in the VMC should not be worn outside of the clinic.
 - ii. Travelling to and from work in clothing and footwear worn in the VMC is not permitted. It is expected that individuals will change into and out of clothing upon arriving to and departing from work.
- VI. Jewelry
- a. Due consideration for personal and patient safety shall be given to dangling or hoop jewelry, necklaces and rings.
 - b. Due consideration shall be given to the risks of infection/contamination of body piercings.
- VII. Unacceptable Attire
- a. Inappropriate attire includes the following:
 - i. Sweatpants
 - ii. Exercise pants
 - iii. Shorts of any kind
 - iv. Leggings (unless covered with a blouse or tunic)
 - v. Tank tops
 - vi. Midriff tops
 - vii. Shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans
 - viii. Halter tops
 - ix. Shirts/pants with holes or stains
 - x. Flip-flops
 - b. Clothing that reveals cleavage (front or back) when bending over

- VIII. Maintenance Personnel
 - a. Casual dress including t-shirts/shirts, sweatshirts and jeans are acceptable (as deemed appropriate by VII.a.vii and VII.a.ix).
- IX. Special Considerations
 - a. Individual units or departments may establish additional requirements as is suitable for the work area.
 - b. Should personnel not normally involved with patient care become involved in patient care for any reason, it is expected that they change into scrubs
- X. Compliance and Enforcement
 - a. Standards of dress and hygiene shall be communicated during clerkship rotation orientation and new hire orientation programs.
 - b. Adherence to this dress code policy is expected of all VMC personnel. Administrators, faculty members and supervisors are responsible for implementing the policy.

Failure to comply with the policy may result in dismissal from the workplace until the dress code requirements are met.

Medical Health Insurance

As a veterinary medical student, you must have personal health insurance and, as a safeguard, you are automatically enrolled in the Student Insurance Plan for Michigan State University. The cost of the MSU sponsored student health insurance is added to your tuition bill and is covered by financial aid package. The specifics of coverage and cost of the MSU sponsored student health insurance through Blue Care Network is found at <http://www.bcbsm.com/content/microsites/msu/en/index.html>.

If you have another source of medical health insurance coverage, you may request a waiver. If the waiver is granted, the cost of the MSU sponsored student health insurance will be deducted from your tuition bill. Prior to requesting the waiver, it is important that you document that the alternative health insurance plan meets the following criteria.

1. Provide coverage for the waiver period requested.
2. A minimum of \$500,000.00 coverage per condition.
3. Inpatient and outpatient coverage per condition.
4. Inpatient and outpatient coverage for mental and/or nervous disorders.
5. Worldwide international coverage.
6. Coverage for HIV infection, including Acquired Immune Deficiency Syndrome (AIDS), AIDS-related complex and a positive HIV test.

If the above criteria are met, you may request a waiver through your StuInfo Account at <https://stuinfo.msu.edu>

Required Health Monitoring and Vaccinations

The Centers for Disease Control recommends that individuals participating in a veterinary health care setting receive specific vaccinations. At Michigan State University, all Health Care

Professions Students are required to have their vaccination records on file with the University Physician's Office.

Vaccination records are to be submitted by the student DIRECTLY to the University Physician's Office. DO NOT submit to the College of Veterinary Medicine.

The address is: HCP Student Immunizations
Office of the University Physician
Olin Health Center
463 East Circle Drive, Room 346
East Lansing, MI 48824

You may view your immunization status and print official documentation from the Veterinary and Healthcare Professional Student Immunization Site, up to two years after graduation, online at: <http://hcpimmunize.msu.edu>.

Tuberculosis (TB) Monitoring

An occupational risk of veterinary medicine is contact with the zoonotic disease, tuberculosis. The primary occupational risk is to the bovine form. Immune-compromised individuals are also at risk of contracting the avian form. The University requires two TB tests to determine exposure while at MSU. The first test is in the first semester of the DVM Program and the second, just prior to graduation. Individuals that have had a reactive TB test, in the past, will be monitored by symptom questionnaire.

The Office of the University Physician will be responsible administering and recordkeeping of your test. For your convenience, usually in week four of your first semester, TB tests and checks will be offered on site. You may opt to have TB testing done at a different site and submit documentation to the Office of the University Physician. The fee for the TB Test is approximately \$15.00.

Tetanus/Diphtheria Vaccine

Documentation of your most recent (within 10 years) Tetanus/Diphtheria vaccine must be ***provided to the Office of the University Physician prior to interacting with animals at MSU.*** For your convenience, Tetanus/Diphtheria vaccine may also be arranged through the Office of the University Physician. PLEASE NOTE the Tetanus/Diphtheria vaccine provides a protective titer for 10 years. If this "10 years" expires while you are enrolled in the DVM Program, you must receive the vaccination. And it is important to note that this recommendation is for the Veterinary Profession...so you should maintain an appropriate Tetanus/Diphtheria vaccination schedule for YOUR life.

Rabies Vaccine

Documentation of Rabies vaccine series must be provided to the Office of the University Physician prior to interacting with animals at MSU. If it has been greater than 2 years since

completion of the rabies vaccine, documentation of a current rabies titer must also be provided to the Office of the University Physician prior to beginning clinical rotations.

The Office of the University Physician works with the Veterinary Medicine Dean's office to offer rabies vaccine on-site to the first year veterinary students, at a time that fits your class schedule. The vaccine consists of a series of three doses at 0, day 7, and day 21 or 28. **Students are responsible for the costs of rabies vaccination. This cost is included in your financial aid eligibility calculation.** You will be billed for the vaccines. Prior to making your decision to receive the rabies vaccine from the Office of the University Physician, you may want to check to see if your medical insurance will cover all or part of the cost. Information required to submit to your insurance company will be on the bill you receive. This vaccine is generally not easily available in the community; however, you may want to check with your family physician or local health department.

Rabies Titers

As a veterinary professional, it is important that you have an appropriate and protective rabies titer. Rabies titers are to be determined every two years from the date of the final rabies vaccination. If the titer is not at a protective level, a booster vaccine will be administered. Rabies titers may be arranged through MSU Occupational Health, in Room 346 at Olin Health Center, on a walk in basis. The testing is done through the State of Michigan. It can take up to six weeks to get the results; however, the usual time is about 1 to 3 weeks. There is currently (2015) no cost to you for rabies titers.

For you to enroll in courses and clerkships, verification of immunization schedule or proof of a protective rabies titer or pending results of a rabies titer must be on file with the MSU University Physician's Office. Your enrollment in courses and clerkships will be blocked until these requirements are met.

Injuries While at School

Any injuries incurred during lecture and/or lab assignments must be reported immediately to the instructor in charge. A Michigan State University Student Accident Report must be completed and submitted by the department with oversight of the course. Injuries incurred on clinical clerkship in the Veterinary Medical Center must be reported immediately to the clinician and clinical technician of the service. For injuries incurred on externships or practice-based large animal required clerkship, these must be reported to the Associate Dean for Academic Programs and Student Services.

Olin Health Center

Olin Health Center Urgent Care Clinic (463 East Circle Drive) will accommodate treatment for any illness or minor injuries. The hours of operation are Monday through Friday, 8:00 am to 5:00 pm and the contact telephone number is 517-353-4660 and website is <http://www.olin.msu.edu/default.htm>. For all other injuries, dial 911.

For After Hour Care, Olin Health Center has a 24 Hour Phone Information Nurse (PIN) service. Registered nurses are available on a 24/7/365 basis to answer health related questions and to

give recommendations as to whether or not you should seek medical care. The Olin PINtelephone number is .517-353-5557.

Local Urgent Care Facilities

Visits to these facilities will be at the patient's expense. Urgent Care facilities cost less than emergency room visits and can usually treat patients more quickly.

Lansing Urgent Care: 517.333.9200

Open Monday through Saturday from 9 am to 9 pm and Sunday from 9 am to 6 pm. Both clinic locations offer medical care, lab and x-ray for non-life threatening illness and injury, such as cuts, sprains, flu or fever. The closest locations to the University are:

- 505 N. Clippert Street (1.84 miles from Olin Health Center)
- 2289 W. Grand River Ave. (2.4 miles from Olin Health Center)

Sparrow Urgent Care: 517.333.6562

2682 E Grand River Avenue, East Lansing - Open 8 am to 8 pm daily. (1.6 miles from Olin Health Center)

98point6 Emergicenter: 517.913.6711

1540 W. Lake Lansing Road, Suite 203, Lansing Township - Open M-F Noon to 10 pm; S-S 10 am - 8 pm. (4.3 miles from Olin Health Center)

Closest Hospital (The hospital is 2.87 miles from Olin.)

Sparrow Hospital Emergency 517.364.2616

1215 E. Michigan Avenue, Lansing, MI.

In the event of a medical emergency call 9-1-1 or Sparrow Hospital has a 24-hour Emergency Department. Students experiencing a medical emergency are advised to call 911 for ambulance transport to the hospital.

Most insurers define a medical emergency as a sudden, unexpected illness or injury that poses an immediate threat to life, limb, or body function. Many insurers will not cover ER visits if the situation is not an emergency.

Procedures for Temporarily Disabled Students

Students who become temporarily disabled due to illness or injury are expected to be responsible for the following:

1. Contact a physician immediately. It is important that you explain to your physician your expected responsibilities or duties, time commitment, and exposure to biological agents or chemicals.

2. Ask your physician for advice on selecting the proper course of medical or surgical treatments needed to ensure your health (recovery) and prevent any additional injuries or illnesses.
3. Inform the Office of Academic Programs and Student Services your temporary disability as soon as possible.
4. Request a meeting with the Associate Dean for Academic and Student Services to discuss, select, and implement the proper course of action and options available to you. This meeting should be scheduled after your physician has provided you with written advice on the proper course of medical or surgical treatment relating to your temporary disability.
5. Work with the Office of the Associate Dean of Academic Programs and Student Services and relevant faculty or staff to coordinate options available to you during your period of temporary disability.

Potential Options to Consider

1. Continue in the program with minor adjustments to your class or clinical rotation schedule.
2. Continue in the program, with awareness and information regarding potential dangers or increased risks. You must submit written documentation that you understand the potential consequences and are willing to assume the full responsibility.
3. Withdrawal from the program; a temporarily disabled student may consider withdrawing depending on the nature of the disability. If a disabled student requests a withdrawal from the Associate Dean for Academic and Student Services, the request must be submitted in writing and include supporting documentation. Documentation must be from an official source (e.g., your primary physician) that is providing direct care for the disabled student. Students who are granted a withdrawal must seek reinstatement through the Office of Academic Programs and Student Services.

Rights and Responsibilities of the temporarily disabled student

1. A temporarily disabled student has the rights and responsibilities for decisions concerning their condition and behavior based on a physician's assessment of the circumstances.
2. A temporarily disabled is expected to complete each and every requirement of the veterinary curriculum by schedule or plan that can be implemented and by which risks are deemed assumable by the student and her attending physician.
3. A faculty member or clinician may refuse to allow a temporarily disabled student to participate in assignments or activities whenever that faculty member or clinician considers that the potential for accidents or for exposure to hazards is high.
4. A temporarily disabled student may be denied the opportunity to complete a task if it places another individual or individuals at an unacceptable risk.

Procedures for Pregnant Students

Students who are planning to get pregnant, or know they are pregnant, during their training in the College of Veterinary Medicine are responsible for the following:

1. Schedule an appointment with your physician. Your physician will need to understand the DVM degree curriculum in order to help you make judgments about its physical demands and potential risks to the pregnancy. Do not assume that your physician understands your potential risks. Explain about your laboratory courses and/or clerkships. Your physician should know specifics about your responsibilities, time commitment, and potential exposure to biological agents, inhalation anesthetic agents, and/or chemicals.
2. Ask your physician for advice about preventive measures and risk reduction to ensure your health and prevent any injury during your pregnancy. In addition, your physician must complete **Physician Visit Checklist for Pregnancy** (Appendix) and the signed form must be returned to the Associate Dean for Academic Programs and Student Services. The form immediately follows this section and paper copy may be obtained from the Office of the Associate Dean for Academic Programs and Student Services.
3. Inform the Office of Academic Programs and Student Services of your pregnancy and request a meeting with the Associate Dean for Academic Programs and Student Services for discussion, selection, and implementation of the proper course of action and options available to you. This meeting should be scheduled after your physician has completed the required form.

Potential Options to Consider

1. Continue in the professional program with minor adjustments to your class or clinical rotation schedule. With this option, you declare that you are fully aware of potential risks and willing to proceed.
2. Request a withdrawal from the DVM Educational Program. A pregnant student may consider a withdrawal depending on her personal situation and the decisions she has made regarding both her pregnancy and her ability to continue in the program. The request must be submitted in writing and include supporting documentation. Documentation must be from an official source (e.g., your primary physician) that is providing direct care. Students granted a withdrawal are permitted to return to the Program to resume their education through a written request to the Associate Dean for Academic Programs and Student Services. Reinstatement may require the approval of the individual's physician.

Rights and Responsibilities

1. A pregnant student has the rights and responsibilities for decisions concerning her condition and behavior based on a physician's assessment of the circumstances.
2. A pregnant student is expected to complete each and every requirement of the veterinary curriculum by schedule or plan that can be implemented and by which risks are deemed assumable by the student and her attending physician.
3. A faculty member or clinician may refuse to allow a pregnant student to participate in assignments or activities whenever that faculty member or clinician considers that the potential for accidents or for exposure to hazards is high.
4. A pregnant student may be denied the opportunity to complete a task if it places another individual or individuals at an unacceptable risk.

Procedures for Veterinary Students with Disabilities

The College recognizes the Americans with Disabilities Act and is committed to seeking reasonable accommodations for qualified students. The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities.

The four-year curriculum at College of Veterinary Medicine provides students with a wide variety of educational experiences including broad clinical training. The diversity and scope of these experiences require that the individual student possesses the faculties to acquire the various skills necessary both to complete the curriculum and to function as a veterinarian upon graduation. In keeping with the mission of the CVM and AVMA Accreditation Standards, all students are held to the same academic, professional and behavioral standards. It is critical that you carefully review the skills and competencies required for graduation from the College. As you review the list, it is important that you consider if you are capable of completing the task and the additional tools or assistance, if any, that will be needed for successful completion of the skill and competency.

Eligibility for Services: To be eligible for services, students with disabilities must identify themselves and provide official documentation to the Resource Center for Persons with Disabilities (RCPD). RCPD is located in Bessey Hall at 434 Farm Lane #120, East Lansing, MI 48824. Detailed information may be accessed at <https://www.rcpd.msu.edu> and registration of your disability may be completed online.

As each disability is unique, an RCPD specialist provides details on what constitutes appropriate documentation for a particular disability. At a minimum, documentation of a disability must appear on official letterhead from a licensed medical, diagnostic or psychological professional and include a diagnosis, scope or degree of involvement, and summary of related functional limitations. As many reasonable accommodations require significant pre-planning, registration with the RCPD *prior to situations requiring accommodations is essential.*

The student will receive a Verified Individualized Services and Accommodations (VISA) letter from RCPD that outlines requirements and recommendations appropriate to the disability. PLEASE NOTE that the College does not receive the official confidential documentation that was provided to RCPD.

RCPD and the College recognize that accommodations may be required in order to assist individuals in maximizing their educational and workplace experience. While the University provides reasonable accommodations, RCPD does not change essential academic requirements. Accommodation determinations are based on documentation and individualized needs assessment.

It is important to understand that the College of Veterinary Medicine is UNABLE to provide assistance or accommodation until the VISA from RCPD is received. For this

reason, the student must be proactive and contact RCPD as soon as possible. Logistical information regarding test taking for students with disabilities will be discussed under Academic Policies.

Immune-Compromised Veterinary Students and Animal Contact

Veterinary students have an increased risk of contracting zoonotic infectious diseases due to regular and close contact with animals and their blood, feces and urine. The risk of contracting a zoonotic infectious disease is greatly increased when the student is immune-compromised. A student may be immune-compromised due to pregnancy or because of a disease or medical therapy that depresses normal immune function. It is the student's responsibility to self-report the immune compromise and documentation of the health concern that results in the immune compromised state must be received from the student's attending physician.

In consultation with the student's attending physician, an appropriate plan to prevent zoonotic infection must be developed. It is the student's responsibility to practice excellent personal hygiene and use appropriate personal protective equipment (PPE) to minimize the risk of exposure to the zoonotic infectious agents. If the immune-compromised state is due to an infectious agent that is transmissible to humans, it is the student's responsibility to protect their classmates, faculty and staff, and clients and patients from exposure.

The immune-compromised student is responsible for informing the course moderator of each clinical rotation and class/laboratories that involves animal handling or exposure to infectious agents. The prevention plan developed with his/her physician must be shared with the clinical clerkship or class moderator in a timely manner so that implications for participation in the rotation or class and any special or additional protective measures are discussed.

EHS Training Guidelines for MSU Veterinary Students

Biosafety Principles Training and Biosafety Refresher Training for Veterinary Students.

The Biosafety Principles Training is **required** for Veterinary Medicine students:

- clinical rotations
- using or handling animals or animal-derived materials in conjunction with infectious agents
- working in the DCPAH lab environment

Documenting your site-specific training checklist is a requirement of this training.

Biosafety Refresher Training is required with the site-specific training checklist **annually**.

Go to www.ehs.msu.edu, click on the “training” link on left side, then click “online training” then click on the appropriate training to begin.

Contact the EHS Biosafety Team at 355-0153 for any questions.

Chemical Hygiene and Laboratory Safety Training

The Chemical Hygiene and Laboratory Safety training is **required** for Veterinary Medicine students:

- clinical rotations
- creating or manipulating any hazardous wastes (chemical, biological and radiological)
- working in the DCPAH lab environment, or any laboratory environment where chemicals will be present

Hazardous Waste Refresher Training

Required annually, following the Chemical Hygiene and Laboratory Safety course. Students will be sent an email reminder from MSU EHS when to take the Hazardous Waste Refresher Training. The Academic Programs office is also copied on the email. An email will be sent to the student reminding them that the “refresher” is a requirement and to complete the on-line refresher as soon as possible.

Go to www.ehs.msu.edu, click on the “training” link on left side, then click “online training” then click on the appropriate training to begin.

Compressed Gas and Cryogen Safety Training

Required for Veterinary Medicine students performing the following activities:

- use or storage of compressed gases (including oxygen and air)
- use or storage of cryogenic liquids for sample storage or clinical use
- working in the DCPAH lab environment, or any laboratory environment compressed gases and/ or cryogenic liquids will be present

This is a one-time only online training. Veterinary students are not required to participate in annual refresher trainings for this course.

Go to www.ehs.msu.edu, click on the “training” link on left side, then click “online training” then click on the appropriate training to begin.

Contact the EHS Chemical Safety Team at 355-0153 for any questions.

Learning Resources for Veterinary Students

CVM Reading Resource Room

The CVM Reading Resource Room G-201. This space is the former Veterinary Medicine branch of the MSU Libraries and is designated as a quiet study area for members of the CVM community. In addition to chairs and tables in the open commons area, there is a small conference room that students can reserve (seating for 10) when it’s not being used for scheduled classes or exams. There is also a printer accessible by using E-tokens: <http://www.lib.msu.edu/computer/etokenfaq.jsp>

Veterinary textbooks, journals, and research materials in the veterinary medical collection are located solely in MSU’s Main Library building on North Campus. Students wishing to find veterinary materials at the main library can access the library catalog on-line: www.lib.msu.edu (and can request some materials electronically).

Reference materials in the CVM Reading Resource Room are duplicate texts of copies that can be checked out of the MSU Main Library. No books will be distributed for circulation from the Reading Resource Room.

Circulation Policies of the MSU Main Library

A valid MSU staff or student ID is required for check out of any library materials. Faculty, staff, and graduate students can check-out material for 6 months. Undergraduates can check out materials for 3 weeks. Renewals can be done either in person or on-line.

MSU CVM PROFESSIONAL & GRADUATE students may request books available for check-out to be delivered to the F-100 reception desk by logging into Illiad and requesting material. If you are a first time Illiad user, you’ll have to register. Be sure to indicate that your department is ‘Veterinary Medicine’. For any questions, contact InterLibrary Services at ils@mail.lib.msu.edu or call 517-884-6398. Note that books are checked out to you before they are delivered, and must be returned to the Main Library.

Articles or book chapters not available online can be scanned and sent to professional and graduate students electronically using the MARS service. Material from another library (not MSU) obtained through interlibrary loan, such as UBorrow, must be picked up at the Main Library.

Food & Drink

Non-alcoholic beverages may be consumed in the Reading Resource Room as long as they are in spill-proof containers. Students are expected to clean up after any food or beverage is consumed.

Cell Phones

Phones must be switched to 'vibrate' and individuals should take all calls outside of the Reading Resource Room so as not to disturb other people.

Conference Room

Students, staff or faculty are welcome to use this conference room for up to three-hour time blocks. However, priority for room use is given to those individuals or groups who, on a first-come, first-serve basis, have reserved the room for academic courses/exams or college business.

MSU Learning Resource Center

MSU Learning Resource Center provides individualized sessions and consultations for time management, study strategies on a subject matter basis and test-taking skills. There is often a fair amount of anxiety regarding test-taking for Veterinary Medical students. For this reason, specialists at the Learning Resource Center work closely with the College's Counseling and Wellness Services to provide the optimal individualized assistance.

MSU Learning and Assessment Center

The Learning and Assessment Center (LAC) helps prepare health professions students develop and demonstrate competence in basic tasks and skills through in-depth, hands-on training. It is an important extension of their classroom training, allowing them to expand and fine-tune their abilities before going into a real-life setting. As a component of your education, you will have the opportunity to practice communication, physical examination and skills in a controlled, safe learning environment. The LAC and CVM are committed to acquiring and developing virtual and simulation models to practice hands-on skills. Client communication and physical examination skills are performed on "standardized clients" and their pets. The interactions are recorded and reviewed to facilitate your learning in these key areas of medical training.

Spartan Veterinary Experience for Transition and Support (Spartan VETS)

Spartan Veterinary Experience for Transition and Support (Spartan VETS) is a voluntary program for first year students. This extremely popular program helps students get acclimated

to East Lansing and the CVM by providing contact with liaisons (CVM faculty and staff) who can serve as resources and points of networking.

The format of the program is approximately 6-8 small group meetings (3-5 students per group) between August and December. The meetings take place at a time that works for the individuals, generally before or after class, or during the noon hour. Groups meet every 1-2 weeks at the beginning of the fall semester and then decrease in frequency through the end of the fall semester.

Faculty and clinical staff can help students adjust to the college's culture, dispel negative myths, and be a contact person for students to learn about all that the university has to offer. College liaisons are given a list of potential topics and themes to address, which is a general guide to focus the sessions and stimulate conversations; however, liaisons are free to adjust topics and schedules to fit the needs of the students. Overall, the goal is to offer support and encouragement to promote student wellness during the first semester of the DVM program.

CVM Professional Success Series for Students

CVM Counseling and Wellness Services have offered a series of free professional development workshops for DVM and Veterinary Technology students. The schedule and topics of these programs vary each year but often include workshops on stress management, study skills, professional networking, personal finance, and nutrition. Students must register for each session that they would like to attend. Information about these programs will be announced through email at the beginning of each semester.

Tutorial Program Information

CVM provides a tutorial program for DVM students. The tutors are recruited from the CVM student population who've previously done well in designated courses. If needed, tutors may be recruited from the CVM residency program or MS and PhD programs.

Eligibility for the tutorial program is limited to students with academic concerns. Students returning to repeat a course(s) are eligible to receive tutoring at the beginning of the semester. The student must contact the Office of Academic Programs and Student Services at the beginning of the semester to request a tutor for the courses that they are repeating. Students who have below 2.0 in a course IN PROGRESS will be invited by email to electronically register for a tutor. This process may take 7 days or longer. When suitable tutors become available, eligible students will be matched on a first-come, first-served basis. Tutors will contact their assigned students by e-mail to arrange meeting times. If a student has a concern about their eligibility for a tutor, they should contact the course moderator.

The minimal time commitment for tutoring is one 2-hour session per week, until the end of the semester. Under most circumstances, a maximum of six students will be assigned to an individual tutor. Students should be mindful that tutors also have commitments to attend class

and take exams. **Cooperation and commitment on the part of both students and tutors is required for a successful experience in this program. For this reason,** once assigned to a tutor, students are required to attend all sessions, with one excused absence allowed. If a student misses two sessions back-to-back another, their tutorial assistance is terminated.

Time Management for the Professional Student

As you begin the veterinary curriculum, you will be receiving a lot of advice from the faculty, students, friends and others concerning how to be successful as a professional student. Successful professionals manage their time effectively so the most important bit of advice is to learn effective time management.

Time is a resource that must be managed in a forward-looking way. Time management is not intended to regiment your life or to decrease your freedom. If your time management is effective, you will be able to get your work done at the level of quality that you desire AND allow time for you to pursue outside interests and spend quality time with your family and friends.

Time management requires a calendar. Choose the calendar “system” that works best for you. It is your choice if it is paper or electronic. There are amazing applications (Apps) that are much more than a calendar. There are apps with built-in “study time managers”, programmable alerts for examinations, classes or meetings and those that permit you to or “share” the calendar with your family and friends so they know where you are and what you are doing.

Planning your schedule

You will receive a “master schedule” providing examination dates and times for the semester. Transfer the master schedule to your planner. On this first planning stage, be certain to include Holidays, recess days and known family, friends and personal events, doctor, dentist and haircut appointments.

The next step is to make a detailed schedule of class, laboratory and required meetings for every day of every week of the semester. The next layer on the detailed schedule is the other committed daily activities of meal preparation and eating and sleeping. Consistent eating and sleeping “times” are critical for health and focus on your daily tasks.

It is now time to schedule time that helps maintain your sanity. These include exercise time, a “scheduled” date with family and friends, your favorite TV show, meditation/quiet/church time or time to read a NON-Textbook.

The next category to schedule is “maintenance” activities such as grocery shopping, paying bills, doing laundry or cleaning the house. These maintenance activities are often on a “to do list” AND everything on the “to-do-list” must have a scheduled time on the calendar!

When scheduling the activities other than classes, laboratory and required meetings, it is important that you schedule a **REALISTIC** not **OPTIMISTIC** time to complete the activity. If you schedule a realistic amount of time, you will reduce your stress and anxiety because the task or event took “too long”. As an example, once a week, you give yourself 60 minutes for grocery shopping. It takes you 15 minutes to drive to the store but that also it takes you 15 minutes to return home. So, now you have 30 minutes to shop. You zoom through the store, have everything on the list, check out and drive home. It is accomplished in an hour but unfortunately, you did not account for the 3 trips to and from the car to your 3rd floor apartment to get your purchases into the apartment (10 minutes) and then, the additional 10 minutes to “unpack” and put the groceries away. So the next time you schedule grocery shopping, you will schedule 90 minutes. So, if the total time to travel to the grocery store, shop, return home, and unpack the groceries is only 80 minutes, you have “found” 10 minutes! Be realistic and be efficient.

Your school “time”, sleeping, eating, exercise, family and friends time, to-do-list time, meditation/quiet/church time and play time are scheduled. It is now time to schedule your study time. You are thinking, why isn’t this scheduled right after the class scheduling...because you have to take care of yourself or the study time is **NOT** effective. Study time is scheduled as a block of time for each subject. Your goal should be to study every subject every day for at least 45-60 minutes. A short 5-10 minute break should be taken between subjects. If you cannot schedule every subject every day, you should schedule a 45 to 60 minute block of time for the courses that you had that day and short 10 to 15 minute reviews of the courses that you have the next day. On the weekends or days that you do not have classes, you should spend at least 60 to 90 minutes for every subject. And take a **SHORT** break in the middle if needed. Consider using the weekend study times as the weekly review for each course. Remember, it is important that you are very specific in filling in these blocks of time with specific information, such as course and topic, rather than simply making them “study time.”

It is tempting to study only the subject for which the examination is scheduled. Though this subject may have the priority for the week and have more time allocated towards it, you must continue to review and study the material for your other subjects to stay “caught up”. Otherwise, you study from examination to examination and your stress and anxiety level increases to the point of paralysis and ineffective studying for **ALL** subjects, including the subject with the scheduled examination.

How much time should be spent studying? Based on academically successful veterinary medical students, 35 to 40 hours a week will be needed to **LEARN** the material. For the first 5 semesters in the professional program, you will average approximately 28 hours per week in lectures and labs. If you project 40 hours of study per week, you are looking at a 68-hour “work week”. This is a serious commitment of time. The time spent studying must be efficient and effective. So, let’s talk about how to make study time effective.

Study time is effective when you are actually working with the assigned material and not being “distracted”. Distractors may be eliminated or reduced by finding a quiet personal space. This personal space should:

1. Have a comfortable chair and an appropriate work surface to “spread out”.
2. Have minimal noise. This means no television, radio, music, noisy neighbors, roommates, and family. If you need to have background noise, choose “white noise”. White noise is a continuum of repetitive sounds. And there are “apps” for that...the sound of a dishwasher, train, frogs, or a cat purring.
3. Have minimal clutter. A cluttered study area induces stress and frustration because you are unable to find what you need, which uses valuable study time. It also provides an opportunity for procrastination because you tell yourself that you “just can’t study” with all of this mess. Hints for organization and de-cluttering will be given later.
4. If the quiet space is your home, be certain that roommates or family know you are studying by putting up a sign on the door of your study space. Consider “Learning in Progress”. See you at 2PM. If it is your dog(s), unless it is an emergency situation, tell them that they are scheduled for their walk at 3PM. Most of our pets have an internal clock...they just have to get used to the routine and set the appropriate alarm.
5. If the quiet space is not your home, investigate your local public library or University library for appropriate study spaces. Consider libraries other than the CVM reading room or Student Center, as classmates are a HUGE distraction!
6. Remove electronic gadgets and social media.
 - Shut off your telephone for the study block. You can look at messages and emails on the 5-10 minute break between subjects...but not while you are studying.
 - DO not use the Internet or a social media site...unless the Internet is to assist you with a concept that you are studying.

Study time is effective when you are working with all of the needed information and it is readily available so it is important to pro-actively organize your course materials.

1. The organization of material is your choice. If you need paper copies of notes and lectures, then use a folder filing system, notebooks with dividers, yellow legal pads...whatever works for you. If you are going to organize your course information on your computer, consider a “filing” system like EverNote or OneNote. There are apps for flashcards, you can annotate a pdf file with “stickie” notes and you can add call-outs to Powerpoint presentations.
2. It is critical that you organize the day’s lecture on THAT DAY! It should be the primary focus of your scheduled study time for that subject. Even by the end of the day, you may think, “what did I mean when I wrote that?” and it will only become more difficult the longer you wait. If you do not organize the subject material immediately, you will find that when you begin studying the material for the examination, you are actually organizing the material, not studying. Though there is “learning” in organizing the material, it is not the quality learning needed to be successful on the examination. And then the

snowball effect begins. Because you are not organized, the material is overwhelming and it feels like you are “seeing it for the first time” (which might be true), you panic, you can’t concentrate, you can’t learn, you can’t sleep, you can’t think, you know you will fail the exam, you can’t sleep or eat...It is a very bad situation that can be avoided by organizing and working with new material.

3. Consider using mind mapping or concept mapping techniques. A concept map is a type of graphic organizer used to help students organize and represent knowledge of a subject. Concept maps begin with a main idea (or concept) and then branch out to show how that main idea can be broken down into specific topics.
4. Use a “to-do-lists”...it is very satisfying and motivating to “check” tasks that are completed. Just make sure that everything on the “to-do-list” had a scheduled time.

Study time is effective when you use ALL of your time wisely. Consider the following “time-saving” suggestions.

1. Wear a “uniform”. It saves time on thinking about what to wear and it also saves money. And you look professional....well, professional if the uniform is clean, neat and without wrinkles. The “bottom” of your “uniform” is may be dark-colored blue jeans, black jeans and khaki pants. The “top” of your uniform is white t-shirt with a different colored cardigans or sweaters, or the basic white or blue oxford shirt or blouse, or different colored polo or plain t-shirts. Be basic be practical.
2. Pack your lunch the night before. Have a coffee pot with a timer. Get it ready the night before. Bring coffee in a thermos. Have a refillable water bottle. Stock your locker with non-perishable healthy snacks like protein and granola bars, dried fruit and of course, chocolate. Have a “back-up” meal like soup or a shelf-stable meal. Be certain that your foods are stored in a container. These habits will save time and money.

Study time is effective when your mental, emotional and physical health is at its best.

1. Exercise. You will be sitting in classes and studying for hours every day. So, exercise in 10-minute increments. Walk for 10 minutes outside or in the Veterinary Medical Complex. Walk up and down the steps and there is a 3rd floor in G-wing. Current research indicates that a total of 30 minutes a day (along with a healthy diet) is effective for cardiovascular health. It is also important for mental alertness and health...and it is better than caffeine.
2. Limit your caffeine intake. Caffeine in large quantities may increase your heart rate, cause heart palpitations, and cause hands to shake. These same effects may be seen due to stress.
3. Eat healthy, avoid fast food and drink water.

4. Learn how to say no to people. Do not over commit as it causes stress and anxiety. It is ok to say “No” to the drama and trauma and gossip of your “class”. This does not mean you are insensitive, it means that for everyone’s sake, the focus needs to be on what is important...and that is your education. Recognize that drama, trauma and gossip are some individual’s method of procrastinating. It takes up a huge amount of time and energy. And it is unprofessional.
5. If you are a “night person”, switch your body to an early morning routine. There are 8 AM laboratories, lectures, meetings and patient responsibilities. This profession is about early mornings and long days. It will not be easy but your body will switch. It is important to continue this same routine over the weekend otherwise, come Monday morning you will be experiencing jet lag.
6. Sleep 7-8 hours a night. If needed, take a catnap for 10 minutes during the day. Be certain to set an alarm for the catnap...a tired veterinary student can sleep sitting up for a long period of time.
7. Continue to mediate, go to church and be involved in community activities. It is important for your mental and emotional health.
8. Stay in close contact with your good friends and loved ones. Talk and Skype if they are not here with you. Keep your “dates” with them.
9. And if you need help, ask. And if someone approaches you because they think you need help, listen.

Use of Animals in Instruction

The humane treatment of animals is fundamental to the veterinary profession. Some have questioned the use of live animals for instruction and issues of animal use, animal welfare and animal rights have received much attention. Animal use can become a highly emotionally charged issue resulting in misunderstanding, frustration, anger and even violence and death. Michigan State University has experienced terrorist activity in the interest of animal rights, as have other institutions throughout the United States. As professionals, we must be aware of all of these important issues; students, in particular, have a responsibility to become well informed on this subject.

Several years ago an ad hoc Committee was appointed within the College to specifically review the use of animals in teaching. The Committee provided the following conclusions and recommendations for the students, faculty and staff of the College:

1. The primary responsibility of the College of Veterinary Medicine is to provide students with a core of veterinary knowledge essential to enter veterinary practice including diagnostic, therapeutic and surgical skills.
2. All faculty, students and staff must exercise judicious, humane and respectful use of animals in the smallest number consistent with meeting the goals and objectives of the course and curriculum.

3. Faculty members are encouraged to use alternatives whenever alternative learning does not compromise the quality of the educational experience.
4. All College of Veterinary Medicine courses in which live animals are used must submit an Animal Care and Use form. This form lists the techniques and procedures that will be performed on the animals. The University's Institutional Animal Care and Use Committee (IACUC) review the Animal Care and Use Form (AUF). IACUC members include scientists, veterinarians and local community representation. IACUC serves as the advocate for the animals. IACUC must approve the techniques and procedures that will be performed. If the committee does not give approval, the techniques and procedures **are not** performed.
5. The Animal Care and Use Committee must also approve all procedures performed on cadavers. The cadavers are treated with the same respect and care as in the "live state".

As veterinary professional students, it is recommended that you complete the online IACUC Tutorial training. The link is <http://animalcare.msu.edu/animal-care-training>. The link for the tutorial is listed and it will direct you to your MSU NetID login. Once you have logged into the system, you will be directed to the tutorial program.

If you have concerns or problems with the care or procedures of animals in the pre-clinical instruction, you are encouraged to discuss your concerns with the moderator of the course. If you are uncomfortable in doing so, you may contact the IACUC. The telephone number is 517-432-8103 and email: iacuc@msu.edu. You may also contact the University's attending veterinarian at 517-432-4242 or University Laboratory Animal Resources (ULAR) at 517-353-5064. For after hours, weekends and holidays, you may contact the MSU Police at 517-355-2222.

The IACUC will review such concerns as required by law and will promptly investigate any report submitted to the committee. Every attempt will be made to maintain confidentiality regarding the source of the report it receives. No individual shall be discriminated against or be subject to any reprisal for reporting their concerns as prescribed under the USDA's Animal Welfare Regulations, Subchapter A, Part A, Part 2.

Concerns regarding the Care of Clinical Animals:

The Veterinary Medical Center is committed to providing the highest quality of care for our patients and respect for our clients. If you become aware of a situation that you believe puts the health or well being of clients/owners or their animals at risk, please take immediate action and inform the Director of the Veterinary Medical Center or the Associate Dean of Academic Programs and Student Services. Examples of behavior and actions of a veterinarian, resident, intern, veterinary technician, classmate or veterinary technician students that are of concern include:

1. Making serious or repeated mistakes in diagnosing or treating a patient's condition.
2. Not examining patients properly or responding to reasonable requests by owners for treatment for their animals.

3. Misusing information about patients.
4. Violating client confidentiality.
5. Treating patients without the owner's consent
6. Behaving dishonestly in financial matters, or in dealing with clients, patients, or research.
7. Misusing hospital resources for personal or client needs.
8. Making improper advances or comments to clients.
9. Misusing alcohol or drugs.

Suspected Animal Abuse and Neglect Policy

Purpose:

This policy outlines the responsibility of hospital personnel to report suspected animal abuse and neglect to county resources for the prevention of cruelty to animals.

Background:

Abuse means every act, omission or neglect that causes or unreasonably permits unnecessary or unjustifiable pain, suffering or death to animals.

Neglect is a flexible concept embracing matters such as failure to provide food, water, protection from the elements or veterinary and/or other care generally considered to be normal, usual and accepted for an animal's health and well-being consistent with the species, breed, condition, use, and type of animal.

Pain is the experience of stress from injury, disease or neglect and suffering is the condition of enduring the pain or distress.

Our underlying responsibility as veterinary professionals is to protect animal welfare. In addition it is recognized that there is a link between animal cruelty and family violence. As a result the hospital has developed a policy covering clinicians' responsibilities when animal abuse is suspected. Clinicians are not asked to be judges or juries sentencing clients to penalties for animal cruelty.

Policy:

It shall be Hospital policy that veterinarians and support staff who, in the context of a veterinarian client patient relationship, suspect animal abuse and/or neglect consult with their Section Chief or Service Head at the time the suspicion arises to determine whether such concerns should be communicated to appropriate humane agencies. If a Section Chief or Service Head is not on the premises, the Chief of Staff should be notified. In instances when clinicians are on duty with other clinicians of equal status, documented consultations between them should occur. Clinicians who are on duty alone may call humane agencies without any consultations based on their own judgment.

Often a determination of suspected animal abuse or neglect is an educated guess and may be

based on a pattern of activity over time involving specific clients. Furthermore, the law does not require absolute assurance of abuse to provoke a report to authorities, merely suspicions. It is important to understand that MSU Veterinary Medical Center and its personnel have no legal jurisdiction to intervene on behalf of an animal's welfare. That role is the responsibility of the animal control officers who have the police power to investigate reports of alleged animal abuse and take custody of such animals during the investigations and/or after they have made determinations of abuse or neglect. Signs suggestive of abuse and/or neglect include:

- ✓ Lameness or other injuries without histories supporting the severity of the clinical signs, injuries to pets where owners describe ongoing toilet training "accidents."
- ✓ Multiple bite wounds in patients with numerous scars around the head and legs from previous injuries.
- ✓ Severely matted hair where the animal's condition is not consistent with its pleasant disposition and/or temperament.
- ✓ Emaciation.
- ✓ Chronic, infected, untreated wounds, often present in pets where grooming has been neglected (maggots may or may not be present).
- ✓ Chains and collars that have cut through the skin and into the musculature of the neck; often related to rapidly growing medium to large breed dogs with inadequate owner attention.
- ✓ Aggressive, defensive or other abnormal animal behavior with caveat that reports shall be made only in situations where other evidence of abuse is also present.
- ✓ Unexplained chemical or thermal skin burns.

Abuse or neglect can occur in the form of a) passive cruelty (acts of omission), b) active cruelty (acts of commission), and/or c) apparent use of animals in staged fights. Because the reporting of suspected staged animal fighting produces concerns for staff security, a Hospital policy on that issue is not addressed in this statement. Instead, clinicians are advised to report their suspicions to the Director's office on the next business day to enable personnel there to pursue further investigations through local police and/or humane organizations.

Clinicians are asked NOT to inform clients that they are reporting the suspected abuse or neglect to local animal control agencies. If animal control officers instruct clinicians to detain animals until they can investigate they must notify clients of such action. When concerns about owner violence exist, campus police should be present at the time of an animal control officer – owner - clinician interaction. In situations where owners request that animals be discharged before animal control officers have time to investigate, such animals should be released and animal control officers will be expected to pursue home investigations. Clinicians should document information regarding the suspected abuse or neglect using histories, photographs, examination notes, and all other avenues in gathering information.

The University will provide legal support to any veterinarian and/or staff person who reports suspected animal abuse and/or neglect to proper authorities based on well-documented histories, thorough physical examinations, and supportive diagnostic work-ups.

Please contact the sheriff of the county where the client resides.

If the county is not listed phone numbers can be obtained from the Internet.
In addition, MSU Police can be contacted on 517-355-2221.

County Police	Telephone Number
Barry	269-948-4801
Calhoun	269-969-6450
Clinton	989-224-5200
Eaton (Lansing)	517-372-8217
Ingham	517-676-2461
Ionia	616-527-5737
Jackson	517-788-4200
Kent	616-632-6100
Livingston	517-546-2440
Oakland	248-858-5000
Saginaw	989-790-5456
Shiawassee	989-725-0580
Washtenaw	734-971-8400

Michigan State University College of Veterinary Medicine Policy for Student Interactions with Corporate Partners and Professional Associations

(Finalized March 2016)

Statement of Purpose

The purpose of this document is to establish a standard of conduct for all Michigan State University College of Veterinary Medicine (MSU-CVM) students and corporate sponsors and professional organizations who wish to contribute to the educational mission of the College. Corporate sponsors are defined as a company or its representatives who produce or market drugs, devices, nutritional products or other biomedical products or services. Professional organizations include any national, state or local veterinary, medical or educational associations.

The guidelines outlined below are intended to help ensure that we maintain professional relationships needed for dialogue among students, the College and the many external organizations that routinely seek networking opportunities with students, while maintaining freedom from undue commercial influence.

Conflict of Interest

A conflict of interest exists when financial interest (or other opportunities for tangible benefit) may compromise the independent judgment of individual students. Although CVM students do not have autonomy for delivering health care in the Veterinary Medical Center, the perception of a conflict of interest in the pre-clinical or clinical setting may occur whenever a student has entered into a relationship that might reasonably be thought to threaten the capacity to make good judgments concerning a primary obligation of the health professional, such as the duty to protect the welfare and rights of both patients and clients. The conflict of interest raises an ethical question that must be addressed because of the risk it creates to the student's exercise of their best judgment. Well-meaning students who would never deliberately act contrary to their obligations may nevertheless be involved in ethically troubling conflicts of interest.

Guidelines for Corporate Sponsors or Professional Organizations

Corporate sponsors or professional organizations may utilize student representatives to help support educational opportunities. In order to have a student representative, the sponsor or professional organization must demonstrate that the nature of their relationship with MSU-CVM students is primarily educational and this relationship must be approved by the Office of Academic Programs and Student Services.

Corporate sponsors or professional organizations must notify the Office of Academic Programs and Student Services by email in advance when a search for a new student representative is about to begin and before it is underway. The corporate sponsor or professional organization will provide a position description to, and will work with, the Office of Academic Programs and Student Services to ensure that all eligible students are made aware of the position opportunity before initiating the selection process. Student applicants must be in good academic standing with the MSU-CVM.

A corporate sponsor or professional organization may give a seminar that has a primary educational focus either organized by the student representative or through a MSU-CVM student club. Corporate or professional organization sponsors shall notify the Associate Dean for Academic Programs and Student Services at least three weeks before the requested date of a planned educational event and should be ready to provide a copy of the presentation if requested. A corporate or professional organization sponsor may offer materials at the seminar that have an educational focus but may not distribute such materials via student mailboxes. Students attending a seminar, presentation or hands-on workshop must be given the opportunity to decline any educational materials offered. Presentations or distributed materials that are solely designed to discuss and/or promote a product, device or service are not permitted.

Gifts that are promotional in nature with no educational value, such as pens, notepads, water bottles, coffee mugs, backpacks, clothing items or food are not permitted for distribution to students at the MSU-CVM. Corporate sponsors and professional organizations, however, are allowed to make a donation to the MSU-CVM to be deposited into a University account and used to fund educational activities for students. Donations from corporate sponsors and professional organizations will be managed by the Office of Academic Programs and Student Services and used to fund educational events or activities for the student body. An acknowledgment of the donations may be displayed or mentioned at educational events.

CVM students are not employed by MSU and their activities off-campus cannot be controlled by faculty or administration of the college. It is the expectation that gifts made available to students at an off-site educational event or professional conference, where acceptance of the gift is optional and the gift is offered to all attendees, are not prohibited.

At the end of each academic year, corporate and professional organization sponsors must provide summaries of their student activities conducted at MSU-CVM to the Associate Dean for Academic Programs and Student Services.

MSU-CVM reserves the right to restrict or refuse any non MSU-CVM entity (or any student organization) access to college facilities should it deem that step necessary, especially in light of documented violations of these guidelines.

Guidelines for Student Representatives

The MSU-CVM encourages dialogue with student representatives and the sponsors or organizations they represent to ensure a professional relationship with the school and those who work here. The Associate Dean for Academic Programs and Student Services should be the initial contact for the student representative when either the student or their corporate representative is considering programs, events or distribution of educational materials.

The Associate Dean will identify one or more faculty and 5 or more student representatives from the veterinary and veterinary technology student body to serve as a review committee during each academic year. The purpose of this committee will be to evaluate requests and opportunities proposed by representatives of corporate sponsors or professional organizations. The committee will also oversee distribution of funds gifted to the College for the purpose of student educational programs and activities.

DVM professional students or Veterinary Technology students who serve as corporate student representatives or are affiliated with professional organizations are expected to adhere to the following guidelines:

--they shall put their academic obligations first; failure to maintain good academic standing will result in immediate termination of the sponsored representative role.

--keep the Office of Academic Programs and Student Services informed of activities on behalf of the respective corporate sponsor or professional organization. At a minimum, such updates should be delivered in writing before the end of the 2nd week of each semester.

--they shall not send electronic or printed vendor-supplied materials to faculty or staff without prior approval from the Academic Programs and Student Services Office.

--they shall not use the MSU-CVM class email lists to advertise products or provide special promotions with hyperlinks to commercial websites.

--they shall not share or distribute the MSU-CVM class lists with any external corporate sponsor or professional organization. Students who violate these guidelines may have their status as a student representative revoked at the discretion of the Associate Dean for Academic Programs and Student Services.

--they must have all meetings and programs conducted on behalf of the corporate sponsor or professional organization approved by the Office of Academic Programs and Student Services at least three weeks in advance of the educational event.

--they shall not distribute materials that are strictly related to a particular product or service in student mailboxes unless an educational reason can be provided and the materials are pre-approved by the Associate Dean for Academic Programs and Student Services. Student representatives are allowed to place educational items such as technical bulletins or textbooks in student mailboxes if approved by the Office of Academic Programs and Student Services.

--they shall schedule meetings by following the usual room scheduling guidelines for student clubs. Student representatives are responsible for keeping any MSU-CVM facility or space used (such as auditoriums, classrooms, hallways and laboratories) clean, and they shall remove all trash following any scheduled activity.

--they shall provide written confirmation they have received, read and understand the stated guidelines in this document.

All students should report to the Office of Academic Programs and Student Services any inappropriate corporate or professional organization sponsor contacts that they receive.

Frequently Asked Questions

Q. What kinds of presentations are acceptable from corporate representatives or external professional organizations?

A. Educational lectures, wet-labs, video presentations, or live-animal demonstrations can be scheduled by student clubs, student representatives and/or faculty. These presentations cannot be accompanied by product materials unless an educational reason is provided and materials are pre-approved by the Office of Academic Programs and Student Services. Free food, beverages or gifts directly provided by the external organization are not allowed to be distributed, however corporate sponsors and professional organizations are allowed to make a donation to MSU-CVM to be deposited into a University account and used to fund educational activities for students. Acknowledgement of donations may be displayed or announced at educational events.

Q. What kinds of gifts are prohibited and/or allowed to be distributed by corporate representatives or external professional organizations?

A. Gifts that are promotional in nature with no educational value, such as pens, notepads, water bottles, coffee mugs, backpacks, clothing items, medications or food/beverages are not permitted for distribution to students in the MSU-CVM. Gifts that are educational in nature (books, CDs, conference proceedings) are acceptable for distribution but potential recipients must be given the right to decline any gift.

Q. The company I'm representing on campus wants to hold an informational wet-lab for DVM students to bring their own animals in to get a simple test done, and they also have product to give out. Can I set this up?

A. Scheduling an educational lecture or wet-lab is allowed; and the CVM Office of Academic Programs and Student Services should be notified at least 3 weeks before the planned event. Providing free product at the lecture or a wet-lab is not acceptable.

CVM Locker Policy

Each student will receive an assigned, individual locker. The locker is to be used for storage of school and personal items.

1. Blue lockers, which are located on the second floor of G-building, will be assigned for Years 1 and 2 of the professional program. Students in Years 3 and 4 will be assigned a locker in the Veterinary Teaching Hospital.
2. Students are responsible for purchasing and maintaining their own locks. For those who purchase a combination lock, please be certain that this information is “stored” somewhere other than your mind.
3. Students are expected to maintain a clean locker (outside and inside) at all times. Photographs, stickers, magnets, or artwork should not be placed on the outside of blue lockers (these items are permissible on the inside).
4. Students are required to remove their lock and all belongings from their lockers at the end of the 2nd and 4th semesters, and at graduation. Failure to do so will result in the lock being removed and the remaining belongings being discarded.

Appendix

Preclinical Absence Request

If you plan on attending a meeting, you must notify the ***FACULTY MODERATOR WITHIN THE FIRST THREE WEEKS OF THE SEMESTER IN WHICH THE MEETING IS OCCURRING***. By the approval of the course moderator and the Academic Dean, students are permitted to attend one major academic meeting per year. If you plan to attend a meeting, fill out the following information, providing as much detail as possible. Be sure your name is legible. Once filled out, you must have course moderator(s) sign where indicated. After course moderator(s) sign the form, final approval will be decided by the Associate Dean of Academic Programs and Student Affairs.

You do not have permission to miss laboratory sessions or examinations unless you have course moderator(s) and Associate Dean signatures on this document. A copy of the signed document will be sent to you electronically.

The course moderator(s) are not required to provide credit/accommodation for the missed laboratories or tests/quizzes/examinations listed below.

Student Name	Class Year	Date
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Meeting begins on: _____ and ends on _____
Date Date

What is the name of the meeting you will be attending? _____

Will you be presenting? **If so, please describe your participation:

I am requesting permission to miss the following laboratory/examination:

Course Number	Course Moderator	Course Moderator Signature	Date of lab/exam

Your request ***requires*** the approval of ***all*** course moderators for labs/exams you are missing. Please return the original signed document to the Office of the Associate Dean of CVM (F-106). ***REQUESTS DURING FINAL EXAMS ARE PROHIBITED. YOU MAY NOT MISS A FINAL EXAM TO ATTEND A MEETING.***

Note: If missing an exam or lab, course moderators are not obligated to provide make-up exams, labs or lab information. **At the discretion of course moderator(s), you may be asked to provide information to your class about the meeting you attended.

Final Approval: _____ Date _____
Dr. Julie Funk

CVM/MSU - Pre-Clinical Phase - Report of I – Incomplete *

Student's Name _____ PID# _____

Semester/Year: Spring _____ Summer _____ Fall _____ Year: _____

Course Name: _____ Number: _____

Department: _____

Instructor of Record: _____

Dates of Absence: _____

Reason for Absence: _____

Specific date that the course will be completed: _____

What is specifically required to complete the course:

Signature of Student Date: _____

Signature of Instructor Date: _____

Signature of Department Chairperson Date: _____

_____ Julie Funk, Acting Associate Dean for Academic Programs
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*I - Incomplete** (MSU Academic Programs – General Procedures and Regulations)

The I - Incomplete may be given only when: the student (a) has completed at least 12 weeks of the semester, but is unable to complete the class work and/or take the final examination because of illness or other compelling reason; and (b) has done satisfactory work in the course; and (c) in the instructor's judgment can complete the required work without repeating the course.

*Provided these conditions are met, the instructor electing to give an I - Incomplete files a **REPORT OF I - INCOMPLETE** at the time course grades are due. This Report specifies what the student must do, and when, to remove the I - Incomplete. The department or school office gives a copy to the student, and retains a copy for at least one year and a copy will be provided to the CVM Academic Programs office.*

THE REQUIRED WORK MUST BE COMPLETED, AND A GRADE MUST BE REPORTED TO THE OFFICE OF THE REGISTRAR, NO LATER THAN THE MIDDLE OF THE STUDENT'S NEXT SEMESTER IN ATTENDANCE (summer session excluded) if that semester is within one calendar year following receipt of the I – Incomplete.

Failure to complete the required work by the due date will result in a grade of I/0.0 or I/N.

CVM/MSU - Clinical Phase - Report of ET (Grade Time) *

Student's Name _____ PID# _____

Semester/Year: Spring _____ Summer _____ Fall _____ Year: _____

Clerkship Name: _____ Number: _____

Department: _____

Instructor of Record: _____

Dates of Absence: _____

Reason for Absence: _____

Specific date that the clerkship will be completed: _____

What is specifically required to complete the Clerkship:

Signature of Student Date: _____

Signature of Clerkship Moderator Date: _____

Signature of Department Chairperson Date: _____

Date: _____
Dr. Julie Funk, Associate Dean for Academic Programs

ET-Grade* (MSU Academic Programs – General Procedures and Regulations)

The ET Grade may be given only when: the student (a) will complete at least 12 days of the clerkship because of illness or other compelling reason; and (b) has done satisfactory work in the clerkship; and (c) in the instructor's judgment can complete the required work without repeating the clerkship.

Provided these conditions are met, the instructor electing to give an ET files a REPORT OF ET grade at the time clerkship grades are due. This Report specifies what the student must do, and when, to remove the ET. The department or school office gives a copy to the student, and retains a copy for at least one year and a copy will be provided to the CVM Academic Programs office.

THE REQUIRED WORK MUST BE COMPLETED, AND A GRADE MUST BE REPORTED TO THE OFFICE OF THE REGISTRAR, NO LATER THAN THE MIDDLE OF THE STUDENT'S NEXT SEMESTER IN ATTENDANCE (summer session excluded) if that semester is within one calendar year following receipt of the ET. Failure to complete the required work by the due date will result in a grade of ET/0.0 or ET/N.

Professional Behavior in the Veterinary Medical Center

As pre-clinical veterinary students, you are encouraged to spend time in the Veterinary Medical Center (VMC). And though the VMC is an integral component of the College of Veterinary Medicine and your education, IT IS A HOSPITAL! So, there are rules...and these are rules of ANY HOSPITAL...so start practicing your profession. All of the Hospital “House” rules are important!

Hospital House Rule #1: You must wear your nametag AND MSU Identification Badge AND they must be easily seen.

Reason: Unfortunately, we must be always on guard for “intruders”. Faculty and staff are responsible for the safety of the animal, client and students. They will request identification...please give them one less thing to worry about and wear your identification.

Hospital House Rule #2: When entering a specific area of the VMC, introduce yourself to the staff and students on duty.

Reason: It’s polite and respectful and it is good practice for your examination room etiquette. In addition, it let’s them know that you belong and permits them to give you navigational advice as to what is going on that day or an interesting medical record that you may want to review.

Hospital House Rule #3: You must wear a clean, white, pressed lab coat.

Reason: Even though you are not on clinical rotations, you have entered the hospital where there are clients. The perception of the overall quality of care being provided, professionalism and competence of that care is strongly influenced by dress...so look like a professional. A laboratory coat has the fancy name of PPE (Personal Protection Equipment). It is a protection for you AND the hospital animals against infectious agents. When you take that lab coat home to be laundered, it needs to go directly into the washing machine or a specific enclosed “container”. You would not be pleased if you acted as a fomite for one of your four-legged friends.

Hospital House Rule #4: You must wear closed toed, impervious shoes AND these shoes should only be worn in the VMC. Note: Tennis shoes are not impervious.

Reason: It is that PPE infection control thing. Keep in mind that we have immune-compromised four-legged and two-legged beings in the VMC. Shoes are fomites and they must be disinfected. These shoes should stay in your locker at school because again, shoes are a fomite. Transmission of infectious and potential zoonotic diseases into public places and your personal residence must be prevented.

Hospital House Rule #5: You must wash your hands...a lot.

Reason: Again...infection control for you, other people and the hospitalized animals. You should wash your hands after handling an animal and definitely between animals. You should wash your hands after touching the medical record...because the person before you may not have done so and the medical record is now a fomite.

Hospital House Rule #6: You must be quiet and respectful of clients and animals, clinicians, technicians and clinical veterinary and veterinary technology students.

Reason: It is professional. A client may be receiving distressing news. Keep in mind that it is not only difficult to hear distressing news but it is difficult to deliver distressing news. You should speak softly. We have patients waking up from anesthesia and we have dogs, cats, horses, cows and other creatures being handled for procedures. Loud voices and noises may cause the animal to react. This reaction may be dangerous to the animal AND to the humans handling the animal.

Hospital House Rule #7: You must honor the Veterinarian-Client-Patient Relationship (VCPR) of the AVMA's Principles of Veterinary Medical Ethics.

Reason: The VCPR is the protection of our clients and their animals. The VCPR is the basis of interaction and communication between the veterinary health care team, the client and the patient. In the VMC, the VCPR exists ONLY between the veterinary health care team ASSIGNED to the client and patient. The attending veterinarian or an individual designated by the veterinarian is responsible for all communication regarding diagnosis, prognosis and treatment of the patient. The details of ALL communication must be discussed and approved by the attending veterinarian. Unknowingly you may have violated the VCPR...but you will not do so from this point forward.

A typical scenario is that you have an acquaintance, or friend or family member whose animal is a patient of the VMC. If you review the medical record of the animal and discuss the results or treatment of that animal with the client or provide an update to the client, you have violated the VCPR. You are in violation for two reasons. First, you are not a member of the assigned healthcare team. Secondly, you are a veterinary student, not a veterinarian.

Another scenario is that you would like to be in the examination room with your acquaintance, friend or family member. The client must indicate to the attending healthcare team that you will be coming to the appointment. The client must share this information at the BEGINNING of the appointment. You are NOT to enter an examination room or "stall" unless the attending veterinary healthcare team has PRIOR knowledge of your involvement. And of course, you will request permission to enter, be respectful and quiet, be dressed appropriately and introduce yourself to the attending healthcare team. It is important that you recognize that you are a guest and must follow the instructions of the attending veterinary health care team.

Hospital House Rule #8: You must protect the Confidentiality and Privacy Rights of Clients of the AVMA's Principles of Veterinary Medical Ethics.

Reason: The medical record is a legal document. It must comply with the standards established by state and federal laws. Medical records are the property of the VMC. The information in the medical record is confidential and without written consent of the owner of the patient, the information must remain confidential. The exception to client consent is when release of the information is required by law or when it is necessary to protect the health and welfare of the animal or other individuals.

It is unethical and inappropriate for medical information to be released in any manner without the consent of the client. Release of medical information may be verbal, written or in the form of photographs. Clients must give consent for taking pictures of their animals. It is understandable that you may want to discuss a medical case with a classmate. You may do so but you must be careful to have the discussion in a private setting. You should not have this discussion in public, you should not write about on Facebook or in an email.

Hospital House Rule #9: The VMC is not a walk-through to a classroom or a laboratory. Large Animal and Small Animal Hospital Wings are separated by an invisible force field. You will be zapped if you cross over.

Reason: Again, to protect the health of the animals and humans (including yourself) from contact with infectious and possible zoonotic diseases. If the "unauthorized traffic" is minimized, the spread of infectious diseases is minimized. So, unless you have a specific destination in the VMC, you should NOT enter the hospital. If your destination is the Small Animal Hospital Wing, then you must enter and leave through Small Animal. If your destination is the Large Animal Hospital Wing, you must leave and enter through Large Animal.

Hospital House Rule #10: Patients of the VMC are patients. The patients are NOT a VMC sponsored petting zoo.

Reason: Again, that pesky infectious control thing and you are acting as the fomite. We have immune-compromised oncology patients and immune-compromised elderly patients. No matter how cute an animal is, it should not be paraded around or handled unnecessarily because puppies, kittens, foals, calves, kids, lambs and crias are immune-compromised due to an IMMATURE IMMUNE SYSTEM! Only the attending veterinarian, technician, veterinary and veterinary technician student ASSIGNED to the animal should have contact with the patient.

Hospital House Rule #11: You must practice situational awareness!

Reason: We are a compassionate profession and it is the right thing to do. Situational awareness is intentional. It is a constant attentiveness and mindfulness to the needs of people and events as they unfold. It is easier to give examples. You want to review the

medical record of a super-cool case in the Intensive Care Unit. It would be better if you returned at a later time if three cases are being moved in from surgery, if it is treatment time or if the clinical veterinary students are reviewing the medical records in preparation for rounds.

You and a classmate are standing at one of the viewing windows in Equine Surgery watching a procedure. You know by the activity in the room that something has just “gone wrong”. Before you make any comments out loud, be certain that the clients are not standing at the other observation window. It is inappropriate for you to create more anxiety for the client by your comments.

You are driving through the parking lot behind the Large Animal Hospital Wing. You beep your horn and yell to a classmate to see if they want a ride. Your action startles the horse that is out grazing for the first time after a surgical colic. The horse sidesteps quickly. And that sidestep plants a very large hoof attached to a very large animal onto the foot of the clinical veterinary student.

You must be cognizant, sensitive and responsive to the situation around you! Situational awareness is critical for the health and safety of our patients, our clients and our colleagues!

**Academic Hearing Procedures
for the
College of Veterinary Medicine
Committee on Honor Code and MSRR Hearings**

The “Academic Freedom for Students at Michigan State University” (AFR) and the “Medical Student Rights and Responsibilities at Michigan State University” (MSRR) documents establish the rights and responsibilities of MSU CVM graduate-professional students (veterinary students) and prescribe procedures for resolving allegations of violations of those rights through formal hearings. In accordance with the AFR and the MSRR, the College of Veterinary Medicine has established the following hearing procedures for adjudicating academic grievances and complaints. Herein, references to the MSRR document are not exhaustive; all parties to any hearing should consult the MSRR document. This document replaces hearing procedures adopted prior to the May 5, 2006, revision of the MSRR.

I. JURISDICTION OF THE CVM COMMITTEE ON HONOR CODE AND MSRR HEARINGS (CVM HEARING BOARD):

The CVM Committee on Honor Code and MSRR Hearings, herein known as the CVM Hearing Board, serves as:

- A. The initial hearing board for grievances filed by a veterinary medical student against a faculty, academic staff, or support staff member of the CVM. This may include grievances related to the academic evaluation received in a course or clerkship that are within the guidelines described in the MSRR document. (See MSRR 5.1.3)
- B. The initial hearing board for complaints filed by a member of the university community against a veterinary medical student.
- C. The appellate board for hearings initiated at a departmental level by veterinary medical students.
- D. The initial hearing board for cases in which the CVM Dean concurs with a request by the chair of a department to waive jurisdiction for hearings involving veterinary medical students.

- E. The initial hearing board for disciplinary hearings for veterinary students accused of academic misconduct including violating professional standards, falsifying admission and/or academic records, or other infractions of the CVM Honor Code.

II. COMPOSITION OF THE CVM HEARING BOARD:

- A. The committee shall be composed of students and faculty members as described in Section 4.8 of the CVM Bylaws of the Faculty.

III. REFERRAL TO THE CVM HEARING BOARD AND JUDICIAL PROCEDURES:

- A. After receiving a written request (see MSRR 5.3) for a hearing per Section I.1 to I.5 above and in situations where administrative resolution was not possible (see MSRR 5.4), the CVM Dean shall forward the written hearing request to the chairperson of the CVM Hearing Board within **5** class days. (See MSRR 5.4.4.)
- B. Upon Receipt of a complaint/grievance, the chair of the hearing board shall forward a copy of the complaint/grievance within **5** class days to the hearing board members and to the respondent. At the same time, the chair of the hearing board shall invite a written response from the respondent regarding the grievance/complaint. This response must be received by the chair within **5** class days upon the respondent being notified of the grievance/complaint.
- C. The chair of the hearing board will notify each party of the names of the hearing board members. Within **3** class days of that notice, either member may submit a written challenge to the chair of the hearing board to remove any member of the hearing board for cause¹. The challenge must explain the cause for removing the hearing board member. If the chair of the hearing board is the subject of the challenge, the grievant/complainant shall file the request with the CVM Dean or designee. The chair of the hearing board shall rule promptly on the issues of disqualification, replace any disqualified hearing board member(s) from the pool of hearing board alternates, and promptly forward the name(s) of the new board members to all parties. An alternate board member will be selected at random from the appropriate pool as described in the college bylaws.

¹The standard to be used on challenges is whether, in light of the challenged person's knowledge of the case or personal or professional relationship with a party, the challenged person would be able to fairly and impartially hear the case.

information, the CVM Hearing Board, acting as the initial hearing body or as the appellate body, must:

1. accept the request, in full or in part, and proceed with the hearing; or
2. reject the request and provide a written explanation to appropriate parties (the student may appeal this decision); or
3. invite all parties to meet with the CVM Hearing Board in an informal session to try to resolve the matter. (Such a meeting does not preclude a later hearing.)

IV. CVM HEARING PROCEDURES:

A. General Procedures:

1. The Chair of the CVM Hearing Board shall convene the hearing at the designated time, date and place and shall schedule an additional meeting only for the CVM Hearing Board should additional deliberations on the findings become necessary. The Chair will ensure that a collegial atmosphere prevails. During the hearing, parties to a grievance, complaint, or other type of hearing shall have an opportunity to state their case, present evidence, designate witnesses, ask questions and present a rebuttal. The procedures may be taped.
2. To protect the confidentiality of the hearing's information, the Chair of the CVM Hearing Board may limit attendance at the hearing to the complainant, the respondent, witnesses for either party, if any, and the advisor for each party, if any.
3. Witnesses called by either party shall be excluded from the proceedings except when testifying. Witnesses must confine their testimony to their own independent recollection and may not speak for others. The CVM Hearing Board may limit the number of witnesses. As described in Section 5.5.14 of the MSRR, advisors and witnesses shall be limited to members of the MSU community (faculty, staff or students). Permission may be granted to the respondent to be accompanied by an attorney if criminal charges are pending against the respondent regarding the subject matter of the

complaint/grievance. If the respondent is charged with a sex offense, the complainant may also have an attorney present.

4. Involvement of advisors normally should not be required. Each party must present her/his own case. The advisor may be present throughout the hearing but has no voice in the hearing unless granted permission by the Chair. (See MSRR 5.5.14)
5. To assure orderly questioning, the Chair of the CVM Hearing Board must recognize individuals before they speak. All parties have the right to speak without interruption. Each party has the right to question the other party and to rebut any oral or written statements submitted to the Hearing Board. The Chair of the CVM Hearing Board shall enforce announced time limits on each party to present its case and, if necessary, extend equal time to each party.
6. Other general operational rules will be clearly communicated prior to the hearing and enforced by the chair.

B. The hearing will proceed as follows:

1. Introductory remarks by the Chair of the CVM Hearing Board: The Chair introduces members of the CVM Hearing Board, the complainant, the respondent and advisors, if any. The Chair reviews the hearing procedures, including time restraints, if any, for presentations by each party and witnesses. The Chair explains that the burden of proof rests with the complainant, with the exception of hearings involving allegations of academic dishonesty, in which case the instructor bears the burden of proof, which must be met by a “preponderance of the evidence.” If the proceedings are to be taped, the Chair must inform the parties.
2. Presentation by the Complainant: The Chair recognizes the complainant to present without interruption any statements directly related to the complainant’s case, including the redress sought. The Chair then recognizes questions directed at the complainant by the CVM Hearing Board and the respondent.
3. Presentation by the Complainant’s Witnesses: The chair recognizes the complainant’s witnesses, if any, to present, without interruption,

any statement directly relevant to the complainant's case. The Chair then recognizes questions directed at the witnesses by the CVM Hearing Board and the respondent.

4. Presentation by the Respondent: The Chair recognizes the respondent to present without interruption any statements relevant to the respondent's case. The Chair then recognizes questions directed at the respondent by the CVM Hearing Board and the complainant.
 5. Presentation by the Respondent's Witnesses: The Chair recognizes the respondent's witnesses, if any, to present, without interruption, any statement directly related to the respondent's case. The Chair then recognizes questions directed at the witnesses by the CVM Hearing Board and the complainant.
 6. Rebuttal and Closing Statement by Complainant: The complainant may refute statements by the respondent and the respondent's witnesses, if any, and present a summary statement.
 7. Rebuttal and Closing Statement by Respondent: The respondent may refute statements by the complainant and the complainant's witnesses, if any, and present a summary statement.
 8. Final questions by the Hearing Board: The CVM Hearing Board may ask questions of any of the participants in the hearing.
- C. Deliberations by the Hearing Board: After all evidence has been presented, with full opportunity for explanations, questions, and rebuttal, the Chair of the CVM Hearing Board shall excuse all parties to the hearing and convene the CVM Hearing Board to determine its findings in executive session. When possible, deliberations should take place directly following the hearing and/or at the previously schedule follow-up meeting. (See II A above.)
- D. Outcome:
1. In non-disciplinary hearings in which the CVM Hearing Board serves as either the initial hearing body or as the appellate hearing body and a majority of the board finds, based on a "preponderance of the evidence," that a violation of the student's academic rights has occurred and that redress is possible, it shall direct the Dean to implement an appropriate remedy, in consultation with the CVM

Hearing Board. If the CVM Hearing Board finds that no violation of academic rights has occurred, it shall so inform the Dean. (See MSRR 5.5.16.)

2. In non-disciplinary hearings in which the CVM Hearing Board is asked to resolve an allegation of academic dishonesty and finds for the student, the Hearing Board shall recommend to the Dean that the penalty grade be removed, the written record of the allegation, if any, be removed from the student's records and a good faith evaluation of the student's academic performance in the course take place. (See MSRR 5.5.16.) If the CVM Hearing Board finds against the student, the penalty grade shall stand.
 3. In disciplinary hearings, in which the CVM Hearing Board serves as the initial hearing body and in which a majority of the CVM Hearing Board finds, based on a "preponderance of the evidence," that disciplinary action, in addition to or other than a penalty grade, is warranted, it shall recommend to the student's academic Dean the appropriate sanction. (See MSRR 5.5.16.)
 4. If the CVM Hearing Board finds that no sanction is warranted, resulting in no disciplinary action, the student may then challenge the original penalty grade for academic dishonesty before the CVM Hearing Board.
- E. Written Report: The Chair of the CVM Hearing Board shall promptly prepare a written report of the CVM Hearing Board's findings, including redress for the complainant, if applicable, or sanctions, if applicable. The report shall indicate the rationale for the decision and the major elements of evidence, or lack thereof, that support the CVM Hearing Board's decision. (See MSRR 5.5.16 and MSRR 5.7.)

The report also should inform the parties of the right to appeal within **14** class days following notice of the decision. (See MSRR 5.8.5.) The Chair shall forward copies to the parties involved, the responsible administrators, the Ombudsman and, the Dean of The Graduate School. All recipients must respect the confidentiality of the report.

V. APPEALS OF COLLEGE HEARING BOARD DECISIONS:

- A. Either party may appeal the decision of the CVM Hearing Board to the University Graduate-Professional Judiciary (UGPJ) in cases involving (1) an appeal of a penalty grade for academic dishonesty; (2) an initial hearing that occurred at the college level following a request to waive jurisdiction at the department/school level or to hear a case because of ambiguous jurisdiction; or (3) a hearing on alleged violations of regulations and policy involving academic dishonesty, professional standards or falsification of admission or academic records that were referred initially to the CVM Hearing Board for disciplinary action. (See MSRR 5.8.1.)
- B. All appeals must be in writing, signed and submitted to the Dean of the Graduate School within **14** class days following notification of the CVM Hearing Board's decision. While under appeal, the original decision of the CVM Hearing Board will be held in abeyance. (See MSRR 5.8.5.)
- C. A request for an appeal of a CVM Hearing Board decision to the UGPJ must allege, in sufficient detail to justify a hearing, that the CVM Hearing Board failed to follow applicable procedures for adjudicating the hearing (grievances) or that findings of the CVM Hearing Board were not supported by the "preponderance of the evidence" (complaints). The request also must include the redress sought. Presentation of new evidence normally will be inappropriate. (See MSRR 5.8.1.2 and 5.8.1.3.)

VI. RECONSIDERATION:

- A. If new evidence should arise, either party to a hearing may request the CVM Hearing Board to reconsider the case within 30 days upon receipt of the hearing outcome. The written request for reconsideration is to be sent to the Chair of the Hearing Board, who shall promptly convene the Hearing Board to review the new material and render a decision on a new hearing. (See MSRR 5.5.17.)

Approved by the MSU Ombudsman, 1/9/07

Approved by the CVM faculty, 7/2/07

Revisions approved by the CVM faculty, 12/2/10