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Academic Policy and Information

I. 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.

II. 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.
III. The Honor System for the College of Veterinary Medicine
   a. 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
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:

i. 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

ii. Michigan State University
   V. Medical Students Rights and Responsibilities
   VI. Academic Freedom for Students

b. 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.

c. 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 Students Rights and Responsibilities at Michigan State University. Find these documents at: http://splife.studentlife.msu.edu/student-rights-and-responsibilities-at-michigan-state-university and http://splife.studentlife.msu.edu/medical-student-rights-and-responsibilities-mssr.

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. 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.
d. Principles of Professional Behavior

i. 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:

ii. 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.
IV. CVM Academic Policy and Guidelines for Academic Recommendations by the Committee on Student Performance

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

If a semester or cumulative GPA drops below 2.0, or if the student receives a 0.0 in any course, the student is placed on academic probation.

i. Semester 1 forgiveness
A student in semester 1 may progress to semester 2 if:

1) They have a semester GPA of at least 1.75
2) They have received a 0.0 grade in no more than 2 courses.
   a. The plan for remediation or replacement of the 0.0 grades must be approved prior to progression to semester 2.

b. Repetition or Remediation of Coursework
If a student receives a 0.0 in any course, the course must be remediated or repeated at the next offering. A student that receives a 0.0 in a course must meet with the course moderator to develop a plan for replacing the failing grade. A meeting with the Associate Dean for Academic Programs and/or the academic advisor is required for approval of a plan to remediate or repeat coursework. The plan for remediation or replacement of the 0.0 grades must be approved prior to progression to the next semester.

Courses for which a 0.0 was earned must be remediated or repeated prior to progression to the next year of the DVM program. A student must be in good academic standing to matriculate to the clinical phase of the curriculum.

ii. Remediation
A 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% 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 a grade of 2.0. In all cases, the student’s ability to continue with his/her current class is dependent on successful remediation.

iii. Repetition
Whenever a course is repeated and graded on a credit basis, the last grade and credits earned completely replace the previous grade in the satisfaction of requirements and computation of the cumulative grade-point average. All entries remain a part of the student’s permanent academic record.

c. Academic Recess
Whenever a CVM student has 2 preclinical semesters with substandard academic performance (GPA < 2.0 AND/OR receives a 0.0 in three or more courses in semester 1, or receives a 0.0 in more than 1 course in semesters 2-6) of the pre-clinical phase of the curriculum, he or she cannot continue with their class. The student must agree to an academic recess contract and join the next class or be subject to dismissal from the professional program. The academic recess contract carries stipulations about the repetition of professional courses. The academic recess contract must be approved by the Associate Dean for Academic Programs.

1. The student must repeat all courses in which the original grade was below 2.0, the original grades are replaced.
2. Original grades 2.0 and above stand.
3. Students must earn at least a 2.0 in each repeated class or face dismissal from the program.

The option of an academic recess contract can be offered only once to a student. During the academic recess, if a student has a preclinical semester with substandard academic performance or fails one or more courses during any semester of the pre-clinical program during the recess, he/she will be automatically dismissed from the professional program.

d. Dismissal
Dismissal from the pre-clinical DVM program occurs under the following conditions:
1. Failure to successfully remediate or repeat a 0.0 grade within a 1 year time limit.
2. Declining to accept an academic recess contract.
3. Failure to maintain good academic standing during an academic recess contract.
4. Receipt of 3 0.0 grades during semesters 2-6 of the pre-clinical curriculum.

e. Matriculation to the Clinical Phase of the CVM Curriculum
If a student’s academic performance during the pre-clinical phase of the curriculum results in (or continues) probationary status, he or she may not automatically matriculate to the clinical phase of the curriculum.

1. A student with a cumulative GPA of less than 2.0 or an outstanding course grade of 0.0 is not eligible to matriculate to the clinical phase.
2. Successful completion of all pre-clinical courses is required to matriculate to the clinical phase.
3. If the cumulative GPA is at least 2.0 and the semester 5 or 6 pre-clinical GPA is below 2.0, the student must interview with the Associate Dean for Academic Programs.

f. Academic Dismissal and Probation During the Clinical Phase
A student whose academic performance during the clinical phase is unacceptable faces probation or dismissal.

Students who fail (0.0 grade) a clerkship or earn a semester GPA below 2.0 are encouraged to request a meeting with the clerkship moderator and the Associate Dean for Academic Programs to review what remedial measures may enhance the student’s prospects for successfully repeating the failed clerkship if that option becomes available.

A student who earns a 0.0 or N (no) grade, or a semester grade point average (GPA) below 2.0, must meet with the CSP, which shall review the student’s cumulative record, including the pre-clinical phase, to formulate a recommendation as to whether the student should be
permitted to continue in the program. The CSP seeks to determine whether the poor performance is due to a fundamental shortcoming that cannot likely be overcome, or if there exists a reasonable likelihood that the student would successfully complete the program with additional clinical experience afforded by repeating the failed clerkship. The CSP forwards its recommendation to the Associate Dean for Academic Programs for a decision. The Associate Dean shall report their decision to CSP.

A decision to permit the student to continue in the program, on probation, shall be subject to such remedial conditions as the Associate Dean determines are reasonable and appropriate. Academic probation continues until the failed clerkship is rescheduled and successfully completed and the new grade is reported to the Office of Academic Programs. Any failed clerkship must be successfully repeated before a student can be eligible for the DVM degree. If the CSP recommends dismissal, and the Associate Dean concurs with dismissal, the affected student shall be given an opportunity to meet with the Associate Dean and provide input regarding the recommended dismissal action. The Associate Dean’s decision shall be conveyed in writing.

Dismissal from the professional program for substandard academic performance 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 review. All students retain the right to contest academic decisions as provided by established procedures as described in the (MSU) Medical Student Rights and Responsibilities document.

g. Substandard Grade(s) in a Professional Course

Students in good academic standing that earn one or more grades above 0.0 but below 2.0 must meet with the academic advisor.

Provisionally approved by the College Advisory Council August 2nd, 2018. To be reviewed August 1, 2019.
V. Policy on Examinations
   a. 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.

   b. Student Examination Procedures
      i. Prior to the Exam:
         1. It is the responsibility of each individual examinee to ensure that the correct examination has been downloaded to their personal electronic device no later than 24 hours before the exam.
         2. Failure to download the exam within 24 hours prior to the exam on 3 occasions will result in an official write up for poor professional behavior and added to the student’s permanent file.
         3. All technology-related issues including, but not limited to: device functionality, battery power, and compatibility with ExamSoft and Examplify, are the responsibility of the examinee.

      ii. Arrival at the Exam
         1. Examinees are required to arrive no later than 10 minutes prior to the scheduled examination start time.
         2. Exams must be downloaded and ready to begin prior to the official start time. This will help ascertain any technical difficulties prior to the start of the exam.
         3. All personal items must be put away prior to starting the exam. Scratch paper will not be distributed until the exam start time.

      iii. Personal belongings:
         1. Permitted: pencils, soft ear plugs, device power cords or power packs, photo ID, keys, and your computer device.
         2. NOT Permitted: hats, cell phones, watches, fitness wrist bands, calculators, memory sticks, paging devices, recording or filming devices, reference materials (books,
notes, papers), backpacks, bags, briefcases, or food of any type.
3. Headwear Exception: Nothing may be worn on an examinee’s head other than for religious purposes.

iv. Check In
1. Once a student chooses their seat in the exam room, they cannot change seats.

v. During the Exam
1. Technical failures: If the examinee experiences a technical failure, they should raise their hand for assistance from a staff member.
2. Proctors may assign an examinee to a different seat at any time, without implication and without explanation, before or during the examination, as they deem necessary. Examinees are expected to accomplish any relocation quietly and without discussion.

vi. End of the Exam
1. When the exam is completed, examinees should select “Exit and Save” within Examplify. Next, examinees should select “Close Exam” and then “Exit”.
2. When the answer file is successfully uploaded, a green screen and the word “CONGRATULATIONS” will appear.
3. Examinees must demonstrate to a proctor or staff member that they have successfully uploaded the answer file before exiting the exam venue by showing the green screen.
4. Before exiting the room, examinees must turn in any scratch paper that was provided for the exam.

vii. Make-up Exam Sessions
1. Students must email APSS (CVM.StudentSupport@cvm.msu.edu) & Faculty member to request make-up approval. The approval is up to the faculty member to decide. However, if the student has made consecutive make-up requests, APSS will require a doctor’s note.
2. Once the Faculty member approves the make-up, APSS will handle the appropriate logistics.
3. All make-up exams will take place on a set day of the week (generally Wednesdays at 5pm) unless other
extenuating circumstances require a different date and time. APSS will manage these circumstances as well.

c. **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 Associate Dean for Academic Programs and Student Success will approve a scheduled exam change request.

VI. **Absence Policy**

a. **Examination Day Absence Policy:**
   See Policy on Examinations

b. **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.

c. **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 Success 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 Success. The Associate Dean of Academic Programs and Student Success determines final approval of the request.

d. 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.

1. 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.

2. 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 Success.

3. 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 Success, makes the final decision.
4. 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

1. 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 Success.
2. 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.
3. 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.

e. **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.

f. **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 Success 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 Success.
It is the responsibility of the Associate Dean of Academic Programs and Student Success 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 Success 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.

g. 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.

h. 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 Success.
VII. 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.

VIII. DVM Program Grading Policy

a. Grading Scale

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 158 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.

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<thead>
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<th>Grade (%)</th>
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<tbody>
<tr>
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<td>1.0</td>
</tr>
<tr>
<td>&lt; 68.0</td>
<td>0.0</td>
</tr>
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</table>

b. Incomplete Grades

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.

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.

c. **Extension Grades**

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 Success must be filed in the Office of Academic Programs and Student Success. 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.
d. 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.
IX. 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 (https://www.rcpd.msu.edu/). 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.

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 Success.

It is very important that the Office of Academic Programs and Student Success 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 Success 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 Success, 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 Success, the student is strongly encouraged to introduce themselves to the course moderators and discuss their accommodations.

During the clinical phase, students should share their VISAs with their clerkship moderators to receive accommodations.

X. **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

Disability under the Americans with Disabilities Act (ADA): A physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or being regarded as having such an impairment.

Service animal: The University recognizes “Service Animals” as defined by the Americans with Disabilities Act Amendments Act (ADAA). Pursuant to that law, a service animal is defined as 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.

Service animals are permitted in all public facilities on campus in accordance with this Policy. University employees should not question an individual about an accompanying service animal if the individual’s disability is readily apparent and the function of the accompanying animal is clear. In the unusual circumstance when an inquiry must be made to determine whether an animal is a service animal, a University employee may only ask two questions:

1. Whether the animal is required because of a disability
2. What work or task the animal is trained to perform

University employees shall not ask any questions about the individual's disability.

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

Students with a disability who wish to utilize a service animal in a classroom are encouraged but not required to register with the RCPD. Students are encouraged to register with the RCPD for access to resources, information, and advocacy around a range of disability-related dynamics, including service animals. Registration is required for any student who wishes to use a miniature horse in University facilities.

Students who require the use of a service animal in restricted areas should contact the Resource Center for Persons with Disabilities (RCPD) in advance (ideally 30 days) before the animal is needed.

b. Restricted Areas for Service Animals

The University may prohibit the use of service animals in certain locations due to health or safety restrictions, where service animals may be in danger, or where their use may compromise the integrity of research. Restricted locations may include, but are not limited to: research laboratories, classrooms with demonstration/research animals, medical and veterinary surgical areas, and nuclear research areas.

Exceptions to restricted areas may be granted on a case-by-case basis by contacting the RCPD. In making its decision, RCPD will consult with the appropriate department and/or laboratory representative regarding the nature of the restricted area and any ongoing research.

c. 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:
1. Do not touch or feed a service animal unless invited to do so.
2. Do not deliberately distract or startle a service animal.
3. Do not separate or attempt to separate a service animal from the individual using the animal’s service.

d. Service Dogs in Training
Service dogs in training are permitted on campus in all public facilities on the same basis as working service animals provided that the dog is being led or accompanied by a trainer for the purpose of training the dog and the trainer has documentation confirming the trainer is affiliated with a recognized or certified service dog training organization.

Only adult dogs (twelve months of age or older) are considered service dogs in training under University policy. “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.

Service dogs in training are not permitted in classrooms, offices, or other areas of campus buildings not open to the general public, except in accordance with Ordinance 23.00 or written permission from the Office of the Secretary of the Board of Trustees.

A student or employee with a disability who wishes to utilize a service dog in training in University housing, classrooms, offices, or other areas of campus buildings not open to the general public must register with RCPD and seek approval through the reasonable accommodation process.

XI. 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.

a. AVMA COE Standard 9, Curriculum
   The curriculum must 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, zoonoses, 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 ethical, legal, economic, and regulatory principles related to the delivery of veterinary medical services, 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. Opportunities throughout the curriculum for students to gain and integrate an understanding of the important influences of diversity and inclusion in veterinary medicine, including the impact of implicit bias related to an individual’s personal circumstance on the delivery of veterinary medical services.

8. Knowledge, skills, values, attitudes, aptitudes and behaviors necessary to address responsibly the health and well-being of animals in the context of ever-changing societal expectations.

9. Fair and equitable assessment of student progress. The grading system for the college must be relevant and applied to all students in a fair and uniform manner.

b. AVMA COE Standard 11, Outcomes Assessment

The college must have processes in place whereby students are observed and assessed formatively and summatively, with timely documentation to assure accuracy of the assessment for having attained the following competencies:

1. Comprehensive patient diagnosis (problem solving skills), appropriate use of diagnostic testing, and record management.
2. Comprehensive treatment planning including patient referral when indicated.
3. Anesthesia and pain management, patient welfare.
4. Basic surgery skills and case management.
5. Basic medicine skills and case management.
7. Understanding of health promotion, and biosecurity, prevention and control of disease including zoonoses and principles of food safety.
8. Ethical and professional conduct; communication skills including those that demonstrate an understanding and sensitivity to how clients’ diversity and individual circumstance can impact health care.
9. Critical analysis of new information and research findings relevant to veterinary medicine.

XII. DVM Course Sequence

a. Veterinary Medicine 1 (Semester 1 and 2)

Veterinary Medicine 1 (Semester 1 and 2) of the DVM Curriculum is focused on helping students to understand the normal structure and
function of body systems. The courses will also focus on communication and begin introducing early clinical skills. Students will also take Animals in Society, Veterinary Sciences I & II during the first year which will help students see veterinary medicine in a broad context. All of these courses are blocked and will last for 2-3 weeks. In addition, three courses (One Health, Veterinary Doctoring, and Practice Management and Finance) will run throughout the year.

### Semester One (Fall)

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<th>Semester Credits</th>
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<tr>
<td>VM 500</td>
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<td>VM 515</td>
<td>Animals in Society</td>
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<td>VM 516</td>
<td>Musculoskeletal System I</td>
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<td>VM 501</td>
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<td>VM 502</td>
<td>Veterinary Doctoring I</td>
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<td>VM 503</td>
<td>Practice Management and Finances I</td>
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### Semester Two (Spring)

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<td>VM 520</td>
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<td>VM 523</td>
<td>Immunologic &amp; Hematologic Systems I</td>
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</table>
b. Veterinary Medicine 2 (Semester 3 and 4)
Veterinary Medicine 2 (Semester 3 and 4) of the DVM Curriculum is focused on understanding abnormal structure and function of body systems. The year will begin with a four-week course, Veterinary Sciences II, and then will include 10 body-systems courses that will last for 2-3 weeks each. One Health, Veterinary Doctoring, and Practice Management and Finance courses will run throughout the year.

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<th>Semester Three (Fall)</th>
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<td>VM 512</td>
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c. **Veterinary Medicine 3 (Semester 5 and 6)**
   Veterinary Medicine 3 (Semester 5 and 6) will focus on clinical reasoning and the development of advanced clinical skills for students. In the spring, students will take Clinical Reasoning III and a Junior Clinical Experience before they begin their clerkship training part-way through the semester.

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<th>Semester Five (Fall)</th>
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<td>VM 579</td>
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d. **Veterinary Medicine 4 (Semester 7, 8, and 9)**
   Veterinary Medicine 4 (Semester 7, 8, and 9) will focus on clinical training. Students must complete 30 credits in required clerkship experiences and 24 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.
i. The **nine required** Clinical Clerkships are:
1. LCS 616: Large Animal Medicine and Surgery Clerkship (6 credits)
2. PDI 630: Diagnostic Pathology Clerkship
3. SCS 611: Diagnostic Imaging Clerkship
4. SCS 625: Small Animal General Medicine Clerkship
5. SCS 626: Small Animal Soft Tissue Surgery Clerkship
6. SCS 646: Small Animal Orthopedic Surgery Clerkship
7. SCS 647: Small Animal Internal Medicine Clerkship
8. SCS 648: Anesthesia Clerkship
9. SCS 695: Emergency and Critical Care Medicine Clerkship

ii. **Elective Clerkships**
A student may choose from a variety of clinical clerkship electives. Not all clerkships are offered every year and students will receive a list of the available clerkships when they arrange their clinical schedule. All clerkship schedules are subject to approval from the Associate Dean for Academic Programs and Student Success. The maximum number of off-campus credits is 18. Those clerkships designated with an * are not eligible for re-enrollment.

1. LCS 610: Clinical Problems in Large Animal Clinical Sciences
2. LCS 610F: Small Ruminant Production Medicine
3. LCS 610L: Large Animal Clinical Proficiency
4. LCS 611: Research Problems in Large Animal Clinical Sciences
5. LCS 613: Special Problems in LCS (off campus)
6. * LCS 614: Equine Clinical Proficiency Clerkship
7. * LCS 615: Equine Emergency and Critical Care Clerkship
8. LCS 621: Practice Based Ambulatory Clerkship
9. LCS 622: Equine Clinical Clerkship II
10. * LCS 623: Equine Musculoskeletal Diseases Clerkship
11. * LCS 624: Equine Theriogenology Clerkship
12. * LCS 625: Equine Herd Health Clerkship
13. LCS 626: Advanced Equine Surgery Clerkship
14. LCS 627: Advanced Equine Medicine Clerkship
15. LCS 628: Techniques in Equine Anesthesia and Surgery
17. LCS 640: Large Animal Anesthesia Clerkship
18. LCS 646: Equine Neonatal Medicine Clerkship
20. LCS 677: Veterinary Preceptorship (off-campus)
21. LCS 678: Government and Corporate Veterinary Practice
22. LCS 679: Food Animal Production Medicine 1 (6 credits)
23. LCS 682: Food Animal Production Medicine 2
24. LCS 685: Ruminant Health Problem Solving Clerkship
25. LCS 690: Veterinary Public Health Field Experience Clerkship
26. LCS 691: Veterinary Public Health Research Clerkship
27. MMG 690: Veterinary Microbiology Clerkship
28. PDI 610: Veterinary Gross Anatomy Dissection
29. PDI 611: Research Problems in Veterinary Anatomy
30. * PDI 631: Necropsy Clerkship
31. PDI 632: Problems in Veterinary Pathology
32. * PDI 633: Special Problems in Veterinary Pathology (off campus)
33. * PDI 634: Endocrinology
34. * PDI 635: Special Problems in Vet Path Cytology
35. * PDI 636: Aquatic Animal Medicine Clerkship
36. * PDI 637: Poultry Medicine Clerkship
37. PHM 658: Research Problems in Pharmacology or Toxicology
38. SCS 613: Diagnostic Ultrasound Clerkship
39. SCS 630: Spay/Neuter Clerkship
40. SCS 640: Cardiology Clerkship
41. SCS 641: Comparative Ophthalmology Clerkship
42. SCS 642: Zoo and Wildlife Medicine Management Clerkship
43. SCS 643: Neurology Clerkship
44. SCS 644: Dermatology Clerkship
45. SCS 651: Advanced Comparative Ophthalmology Clerkship
46. SCS 654: Clinical Medical Oncology Clerkship
47. SCS 670: Small Animal Clinical Nutrition Clerkship
48. SCS 690: Veterinary Molecular Biology Clerkship
49. SCS 693: Problems in Small Animal Clinical Sciences
50. SCS 694: Small Animal Specialty Practice (off-campus)
51. VM 611: Veterinary Externship Clerkship (off-campus)
XIII. Technical standards for the Veterinary Profession

Applicants and matriculants for the DVM degree must possess the following Technical Standards, which are broken down into five categories: 1) Observation Skills, 2) Communication Skills, 3) Motor Skills, 4) Intellectual-Conceptual (Integrative and Quantitative) Abilities, and 5) Behavioral and Social Attributes. All applicants and matriculants are held to the same academic and Technical Standards. These Technical Standards can be met with or without reasonable accommodations. If you believe that you may need accommodations, please consult the MSU Resource Center for Persons with Disabilities (www.rcpd.msu.edu).

a. Observation Skills

Applicants and matriculants must be able to observe required information as presented through demonstrations and experiences in the basic and clinical sciences, including but not limited to information conveyed through physiological and pharmacological demonstrations in animals and microscopic images of microorganisms, and gross and microscopic evaluation of normal or pathological tissues. Furthermore, applicants and matriculants must be able to:

1. Observe a patient accurately at a distance and close at hand, acquire information from written documents, and visualize information as presented in images from paper, films, slides, and online video.
2. Perceive and interpret signs of fear, aggression, and other potentially dangerous behaviors made by various animal species; sense and interpret warning sounds and signs in the veterinary health care environment.
3. 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.

Such observation and information acquisition necessitates the functional use of visual, auditory, and somatic sensation while being enhanced by functional 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 observation skills.

b. Communication Skills
Applicants and matriculants must be able to observe patients in order to elicit information, describe changes in behavior, activity and posture, and perceive non-vocal communications. Applicants and matriculants must be able to communicate effectively orally and in writing with clients and colleagues. Applicants and matriculants must be able to sense and respond to directions given in emergency situations and during clinical and surgical procedures. Such communication skills require the functional use of visual, auditory, and somatic senses, enhanced by the functional use of other sensory modalities. When an applicant or matriculant’s ability to communicate through sensory modalities is compromised, the applicant or matriculant must demonstrate alternative means and/or abilities to meet the communication skills.

c. Motor Skills
Applicants and matriculants must possess the motor skills necessary to:

1. Directly perform restraint procedures, palpation, percussion, auscultation and other diagnostic maneuvers, laboratory tests, and diagnostic procedures.
2. Execute motor movements reasonably 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, suturing of wounds, other surgical procedures, and the performance of obstetrical maneuvers.

Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch, hearing, and vision. Applicants and matriculants must possess the ability to perform routine restraint procedures and to lift patients, tissues, or equipment with or without assistance.
d. Intellectual-Conceptual (Integrative and Quantitative) Abilities
Applicants and matriculants must be able to assess, measure, calculate, reason, analyze, integrate, and synthesize subjective and objective information. In addition, the applicants and matriculants must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Problem solving, a critical skill demanded of veterinarians, requires all these intellectual abilities. Applicants and matriculants must be able to perform these problem-solving skills in a timely fashion.

e. Behavioral and Social Attributes
Applicants and matriculants must possess the emotional health required for full utilization of his or her intellectual abilities. In addition, applicants and matriculants must possess the social and behavioral skills necessary to:

1. Exercise good judgment (i.e. recognizing and communicating limitations, discerning when to ask for help, prioritizing responsibilities, being truthful in self-report, maintaining professional boundaries with patients).
2. Conscientiously complete all assignments and responsibilities attendant to the diagnosis and care of patients.
3. Function effectively under stress.
4. Interact, cooperatively, with clients and members of the health team, including students.
5. Tolerate physically, emotionally, and mentally demanding workloads.
6. Adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of patients.

Responsibilities:
Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. The Committee on Student Admissions at the Michigan State University College of Veterinary Medicine will consider for admission to the College any applicant who demonstrates the ability to acquire knowledge necessary for the practice of veterinary medicine, as well as the ability to perform or to learn to perform the skills as described in this document. Applicants will be evaluated not only on their scholastic accomplishments, but also on these Technical Standards
which are necessary to meet the full requirements of the school’s curriculum and to graduate as skilled and effective practitioners of veterinary medicine. Once accepted into the College of Veterinary Medicine, the university provides reasonable accommodations, however it does not change essential academic requirements, Technical Standards, or job functions. Accommodation determinations are based on documentation and an individualized needs assessment. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities (RCPD) at 517-884-RCPD or on the web at rcpd.msu.edu. Once eligibility for an accommodation has been determined, a verified individual services accommodation (“VISA”) form will be issued. This form must be presented to the Instructor of Record(s) at the start of the term and/or two weeks prior to the accommodation date (test, project, etc.). Requests received after this date will be honored whenever possible. The VISA includes information about the role of the student, faculty member, and RCPD staff members; a sample is available on the RCPD website.

Students must continue to meet the Technical Standards throughout their enrollment in the Michigan State University College of Veterinary Medicine. The Student Performance Committee determines compliance as part of each student’s end of semester review to determine progression in the curriculum. If a student does not demonstrate compliance with the Technical Standards, s/he may be referred to RCPD for additional assessment for potential reasonable accommodation(s). Subsequent to that assessment, the Student Performance Committee will determine the student’s ability to continue in the veterinary school after consultation with the RCPD. If no reasonable accommodations can be made that allow the student to meet the Technical Standards, the student will be placed on suspension pending dismissal. The student is able to appeal and grieve a suspension pending dismissal as described in the Student Manual for Assessment and Promotion. In addition, the RCPD has internal mechanisms to request reconsideration and dispute disability determinations or appropriateness of accommodations (https://www.rcpd.msu.edu/awareness/dispute).

XIV. Extended Curriculum

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.

a. 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.

b. 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 95%. 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/

I. 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 Birgit Puschner (beginning October 1, 2018). 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 Success, 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 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 Veterinary Diagnostic Lab (VDL). The Veterinary Medical Center will serve as your clinical training hospital and VDL 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, Student 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. A list of the committees and their membership lists can be found on the CVM website (https://cvm.msu.edu/faculty-staff/faculty-resources/committees/college-committees).
II. **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.

a. **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 SAVMA (or designee), two representatives of the Associate Dean of Academic Programs and Student Success, a Veterinary Technology Program Student Representative, the CVM Career Counselor, 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.

b. **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.

i. **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.

ii. **Committee on Diversity and Inclusion**

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

iv. 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.

c. Student American Veterinary Medical Association (SAVMA)
The umbrella that spans all 4 veterinary student classes is SAVMA. SAVMA is the Student 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 SAVMA organization and the individual SCAVMA organizations join to form the Student American Veterinary Medical Association (SAVMA).
The purpose of the Student American Veterinary Medical Association (SAVMA) 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. SAVMA provides additional opportunities for students to hold office positions or engage in committee work.

In addition, SAVMA 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 for the annual American Veterinary Medical Association Conference is free. 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 the benefits of student membership, please visit the AVMA website at https://www.avma.org/about/savma/pages/default.aspx

d. Individual Class Orientation

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.

Each class is required to become a Registered Student Organization (RSO) through the MSU Department of Student Life. 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. 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 generally for 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. Each class will also select a faculty advisor.

In addition, 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 below.

i. **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.

ii. **Class Vice-President:**
   1. Conducts meetings in the absence of the class president.
   2. Assists class president in identifying a class faculty advisor.
   3. Attends meetings and serves as the class president’s representative in the president’s absence.
   4. Fulfills duties as assigned by the class president and, if needed, assists other class officers with their duties.

iii. **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.

iv. Class Treasurer:
1. Completes the MSU Registered Student Organization paperwork.
2. Establishes an on-campus account in Student Life (Administration Building).
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.

v. 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.

vi. 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).

vii. Course Liaisons:
1. The role of the course liaison is to serve as a professional conduit between the class and the course moderator. Three student liaisons must be identified for each semester within the first week 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 moderators (to introduce themselves and identify the most efficient means of communicating when there are issues of concern.

III. 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.

a. 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

b. 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.
c. **Broad Spectrum Veterinary Student Association**  
   **Description:** The Broad Spectrum Veterinary Student Association at MSU (BSVSA-MSU) is the local student chapter of the Lesbian & Gay Veterinary Medical Association. BSVSA envisions an inclusive academic veterinary community where LGBTQ+ people and allies are able to THRIVE in a diverse veterinary profession.  
   **Website:** [https://www.facebook.com/PRIDEmuscvm/](https://www.facebook.com/PRIDEmuscvm/)

d. **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 include bible studies and summer veterinary mission trips.  
   **Website:** [https://sites.google.com/site/christianveterinarymission/](https://sites.google.com/site/christianveterinarymission/)

e. **Dental Club**  
   **Description:** The Dental Club provides dental wet labs and other experiences for students with an interest in veterinary dentistry.  
   **Website:** N/A

f. **Equine Club (SCAAEPP)**  
   **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:** [http://msucvmequineclub.weebly.com/](http://msucvmequineclub.weebly.com/)
g. **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:** N/A

h. **Food Animal Club**
   **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](http://msufoodanimalclub.wordpress.com)

i. **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 knowledgably when clients inquire about such services.
   
   **Website:** [https://sites.google.com/site/msuimc/](https://sites.google.com/site/msuimc/)

j. **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:** N/A

**k. Omega Tau Sigma (OTS)**

**Description:** A co-ed professional fraternity with a focus on community service. Activities include 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/view/ots-omicron/home](https://sites.google.com/view/ots-omicron/home)

**l. 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/](https://sites.google.com/site/onehealthclubmsu/)

**m. 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://msucvmpathologyclub.weebly.com/](https://msucvmpathologyclub.weebly.com/)

**n. 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/](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](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. 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/](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.
r. 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:** [https://msusavs.weebly.com/](https://msusavs.weebly.com/)

s. 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/](http://msusveccs.weebly.com/)

t. 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 include breeding soundness exams, ultrasound wet labs, equine palpations, stallion collection, and canine reproduction seminars.
   
   **Website:** [http://msutheriogenologyclub.wordpress.com/](http://msutheriogenologyclub.wordpress.com/)

u. 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!

v. 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 and benefits include 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

w. Veterinarians as One Inclusive Community for Empowerment (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 include 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: https://cvm.msu.edu/about/diversity/voice

x. 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 offering a network for those interested in zoo, exotic, and wildlife veterinary medicine. Activities
include behind the scenes tours at local zoos, exotics labs & lectures symposium, 2-week wildlife ward rotations for 1st year DVM students.

Website: N/A

IV. 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

a. 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 information is available on the Student Organization/Student Life website http://studentlife.msu.edu/student-organizations-activities. 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.
b. **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 Academic Programs and Student Success ([cvm.studentsupport@cvm.msu.edu](mailto:cvm.studentsupport@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 Kristen Lare (Flory) ([florykri@msu.edu](mailto:florykri@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. The Assistant Dean for Student Wellness and Engagement must review e-mail announcements to the entire college community and will then send them to the Dean’s Offices for all-college distribution if the events are for all faculty, staff, and students. Final approval and distribution of the email is from the Assistant Dean for Student Wellness and Engagement.

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](mailto: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](http://splife.studentlife.msu.edu/regulations).

5. **Room reservation** requests for student club and organization meetings must be made through a CVM staff member. For room reservations send your room requests to [CVM.StudentSupport@cvm.msu.edu](mailto:CVM.StudentSupport@cvm.msu.edu)
a. Room reservations specific for G-150 and A-213 during the weekday Noon hour is the following:
   i. Reservations are not permitted on days when examinations are scheduled for 11:00 AM or 1:00 PM.
   ii. Presenters/speakers MUST finish by 12:45 PM. Speakers and attendees MUST leave by 12:50 PM.
   iii. It is the responsibility of the individual who has made the room reservation to:
        1. STOP the presentation at 12:45 PM...even if it means interrupting the speaker.
        2. NOTIFY the 1:00 PM course moderator at least 3 days in advance of scheduled room reservation.
        3. 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.

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

6. Payment of a $100.00 fine.
7. 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.
8. 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.

Communication

I. 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 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.

II. CVM Email Policy

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

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.

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@msu.edu or cotton@cvm.msu.edu).

Email must not be used to harass, offend, or intimidate other users. Email users must respect the privacy of other email users and should not use others’ passwords or read their mail.

Email users must not send mail under the identity of another user.

Email users must not intentionally modify network configuration files or otherwise interfere with the functioning of the email system.

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.

Revision by ad hoc CVM IT Advisory Committee, approved by CVM College Advisory Council 3/25/2015.*

**III. University Policy for Telephones, Electronic communications and Computer Equipment**

[https://trustees.msu.edu/ordinances/ordinances_sec30.html](https://trustees.msu.edu/ordinances/ordinances_sec30.html)

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.

No person shall, with malicious intent, use threatening, vulgar, indecent, or obscene language over any telephone instrument, electronic communication equipment or computer equipment.
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.

IV. CVM Policy for Student Postings on Internet/Social Networking Sites
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.

Avoid statements about CVM or its employees that are defamatory, obscene, threatening or harassing.

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 Success (pre-clinical phase of the curriculum) or from the director of the Veterinary Medical Center or the director of the Diagnostic Center for Population and Animal Health (clinical phase of the curriculum).

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)

V. CVM Guidelines for Student Announcements
ALL ANNOUNCEMENTS must be PROFESSIONAL.
E-mail announcements must be limited to the members of the class or organization.

For email announcements from student groups to the CVM community, Dr. Chandra Grabill review e-mail announcements. Final approval and distribution of the email is from the Office of the Dean.

Announcements for all-college events may be published in the CVM electronic calendar. Student groups should send their announcements to cvm.studentsupport@cvm.msu.edu.

“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.

VI. Student Mailboxes
Student mailboxes are located in the MSU-CVM Student Center and when possible 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 Success for assistance. Flyers should be posted on the bulletin boards; please do not tape to the mailboxes or on the walls.
2. Mailboxes are to be used for student to student correspondence. Grades and other private academic information must not be distributed through student mailboxes.
3. Please use your sound professional judgment as you place items in your colleague’s mailboxes. We ask that students’ respect the rights of other people by not placing unwanted materials in their mailboxes.
4. Mailboxes are not secure and we advise you NOT to place items of value in mailboxes.

Food and Pet Policies
1. 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.

II. 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.

III. CVM 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:

1. Environmental Health and Safety
2. United States Department of Agriculture
3. United States Department of Health and Human Services
4. American Animal Hospital Association
5. American Veterinary Medical Association Educational Accreditation
6. 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 Medical Center wards and Junior Surgery Lab), or where animal specimens are handled (such as the anatomy, histology, and clinical pathology laboratories).
1. 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.
2. Food and drink shall only be consumed in specifically designated areas. Designated areas are posted.
   a. Employee break rooms
   b. Cafeteria (A-213)
   c. Consultation/communication/conference rooms
   d. Employee Commons at the Diagnostic Lab (VDL)
   e. Faculty offices
   f. Reading Room
   g. Rounds rooms
   h. Student Center
   i. Technician offices
   j. 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.
   k. 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.
   l. Animals are NOT PERMITTED in designated eating areas.

IV. 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

V. 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.
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:
6. Service animals providing assistance to individuals with disabilities.
7. Animals brought for treatment to the Veterinary Medical facilities or for University sponsored research.
8. Animals being transported and which remain inside a vehicle.
9. Animals brought to animal related University sponsored events.
10. 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.
11. Animals subject to the control of any police officer during the course of the police officer’s duties.

VI. CVM Personal Pets Policies

Personal pets are not allowed to walk or run free off-leash/lead on MSU property.

Personal pets that are brought to the VMC 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.

Patients of the VMC always have priority for access to and use of VMC facilities. If there are occasions when there is cage space available in the wards, the VMC 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.

Personal pets brought to the VMC 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 VMC 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 VMC Director for that form.

VII. 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 your 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!

**Safety Guidelines and Protocols**

I. **Family Educational Rights and Privacy Act (FERPA)**
   a. **What is FERPA?**
      FERPA affords students certain rights concerning their student educational records.

   b. **What does it mean to you as a student?**
      MSU complies fully with FERPA which 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](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.

II. 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.

III. Relationship Violence and Sexual Misconduct Policy (RSVM)

Michigan State University is committed to maintaining a learning and working environment for all students, faculty, and staff that is fair, humane, and responsible. Relationship violence, stalking, and sexual misconduct subvert the mission of the University and offend the integrity of the University community. Relationship violence, stalking, and sexual misconduct are 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 regardless of gender, sexual orientation, or gender identity. The policy also prohibits sexual misconduct by third parties toward members of the University community. The policy can be found here: https://www.hr.msu.edu/policies-procedures/university-wide/RVSM_policy.html.

Relationship violence is a broad term that encompasses domestic violence, dating violence, and stalking. Sexual misconduct is a broad term that encompasses sexual harassment, sexual violence, and sexual exploitation. 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.

IV. 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. https://www.hr.msu.edu/policies-procedures/university-wide/ADP_policy.html

Unlawful acts of discrimination or harassment are prohibited. In addition, the University community holds itself to certain standards of conduct more stringent than those mandated by law. Thus, even if not illegal, acts are prohibited under this policy if they:

1. Discriminate against any University community member(s) through inappropriate limitation3 of employment opportunity4, access to University residential facilities, or participation in education, athletic, social, cultural, or other University activities on the basis of age, color, gender, gender identity5, disability status, height, marital status,
national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight; or

2. Harass any University community member(s) on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or 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 under the ADP are investigated and handled by the Office for Institutional Equity. Allegations involving gender discrimination, including sexual and gender-based harassment, assault, and violence, are processed and investigated pursuant to the Relationship Violence & Sexual Misconduct (RVSM) Policy.

The MSU Police Department investigates any reported prohibited harassment that may also constitute a crime. Unlike the Office for Institutional Equity, 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.

V. Conflict of Interest in Educational Responsibilities Resulting from Consensual Amorous or Sexual Relationships

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

I. 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 and Psychiatry Services (CAPS). The Counseling and Wellness Service can also assist with medical referrals to Olin Health Center, off-campus counseling, or disability support at Resource Center for Persons with Disability (RCPD).

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 can make an appointment through the Counseling Portal (https://cvm.msu.edu/students/wellness/counseling-services) or they can 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 including: the MSU Counseling and Psychiatric Services (https://caps.msu.edu/), the MSU Psychology Clinic (https://psychology.msu.edu/clinic) and the MSU Couples and Family Therapy Clinic (https://hdfs.msu.edu/clinic). All MSU students have access to mental health support 24 hours a day through the MySSP app https://caps.msu.edu/services/ISSP.html.

The MSU Student Health Promotion and Primary Prevention has help information available for concerns related to sexual health, nutrition, fitness, drugs, alcohol or stress (http://olin.msu.edu/healthpromo/default.htm). The Olin Health Center website has Financial Wellness information on their website (http://www.olin.msu.edu/financialwellness/).

Finally, there are numerous of health and wellness programs that are offered through the MSU Graduate Student Life and Wellness (https://grad.msu.edu/wellness), including wellness workshops, leadership development programs, and fitness classes.
II. 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.

III. 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.

1. VMC identification badges shall be worn at all times in clear sight with the name and title clearly visible.

2. 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.
      ii. Nails
   b. Nails shall be kept short, clean and well-manicured
   c. 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
ii. Regarding nails, judgment as to the appropriateness for patient safety and infection control shall be at the discretion of the supervisor.

3. 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.

4. Surgical Scrubs
   a. These will be provided by the VMC for clinicians and staff and will be color coded as follows:
      i. Clinicians - Green
      ii. LVTs - Light Blue
      iii. Customer Service - Dark Green
      iv. Other Staff - Navy
      v. DVM and LVT students will be expected to purchase burgundy scrubs.
   b. 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.

5. 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.
g. Open toed shoes and sandals are not permitted while working in animal or laboratory areas of the hospital.
h. Bare feet, flip-flops or slippers are not allowed, except in shower areas.
i. 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.

6. 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.

7. 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
      xi. Clothing that reveals cleavage (front or back) when bending over

8. 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).

9. 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

10. 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.

IV. 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 [https://www.hr.msu.edu/benefits/students/health/index.html](https://www.hr.msu.edu/benefits/students/health/index.html).

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](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. A minimum of $500,000.00 coverage per condition.
2. Inpatient and outpatient coverage per condition.
3. Inpatient and outpatient coverage for mental and/or nervous disorders.
4. Worldwide international coverage.
5. Coverage for HIV infection, including Acquired Immune Deficiency Syndrome (AIDS), AIDS-related complex and a positive HIV test.
6. Provide coverage for the waiver period requested.
If the above criteria are met, you may request a waiver through your StuInfo Account at https://stuinfo.msu.edu.

V. 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 http://www.uphys.msu.edu/resources/healthcare-professional-student-immunizations.

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
Phone: 517.353.9833
Fax: 517.355.0332

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.

a. 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 recordkeeping of your test. After August 1st of your first year of school, you should arrange have TB testing completed and checked
at Olin or another health professional and then you should submit these results to the Office of the University Physician.

b. **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.

c. **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 rabies vaccine is generally not easily available in community, but students can make an appointment to have the vaccine administered at Olin Health Center. Students can also check with local pharmacies and health departments to see if it is available.

   All DVM students must have rabies vaccine series completed by September 30th and documentation must be on file with the MSU University Physician’s Office (http://uphys.msu.edu/resources/healthcare-professional-student-immunizations). 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 and should check with their insurance company to see if the vaccine series is covered. The cost for the vaccine is included in your financial aid eligibility calculation.

d. **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 the MSU Physician’s Office 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.

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.

VI. Injuries While at School
Any injuries incurred during lecture and/or lab assignments must be reported immediately to the instructor in charge. Injuries incurred on clinical clerkship in the Veterinary Medical Center must be reported immediately to the clinician and clinical technician of the service. A Michigan State University Injury/Property Damage Report http://www.rmi.msu.edu/form/injurypropdmgreport.html must be completed by an MSU Employee and submitted to the MSU-CVM Assistant Dean for Student Wellness and Engagement.

The MSU Injury/Property Damage Report form must be completed if an injury occurs on an externship or practice-based ambulatory clerkship. The student is to complete the form and the mentor will serve as a witness. The form is submitted to the CVM Office of Off-Campus Clinical Instruction.

Please note, that student injuries are NOT covered by the university’s workman’s compensation policies. If students need medical care, they are expected to use their own health insurance and are responsible for the associated expenses. Medical services are available through MSU Student Health, local urgent care facilities, and local hospitals.

a. Olin Health Center: MSU Student Health Services
Olin Health Center (463 East Circle Drive) is the main location for MSU Student Health and provides a variety of health and wellness services, will accommodate treatment for any illness or minor injuries. The hours of operation are Monday through Friday, 8:00 am to 6:00 pm. Students can also access medical care for illnesses or minor injuries in any of the MSU “neighborhood” clinics in Hubbard, Brody, McDonel, or Holden Hall.
Student can make an appointment at any of the locations by calling 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 PIN telephone number is 517-353-5557.

b. 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.

1. **98point6 Emergicenter 517.913.6711**
   1540 W. Lake Lansing Road, Suite 203, Lansing Township - Open M-F 12 noon to 10 pm; S-S 10 am - 8 pm.

2. **RediCare| Okemos Urgent Care 517.339.2100**
   1881 Grand River Dr., Okemos - Open 8 am to 8 pm M-Sat, 8 am to 5 pm Sun.

3. **Sparrow Urgent Care: 517.333.6562**
   2682 E Grand River Avenue, East Lansing - Open 8 am to 8 pm daily.

4. **Lansing Urgent Care 517.999.CARE (2273)**
   (Does not participate in BCN Student Insurance)
   505 N. Clippert, next to the Frandor Shopping Center is open 24 hours.

c. 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.

VII. 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 Success your temporary disability as soon as possible.
4. Request a meeting with the Associate Dean for Academic and Student Success 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 Success and relevant faculty or staff to coordinate options available to you during your period of temporary disability.

a. 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 Success, 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 Success.

b. 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 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 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.

VIII. 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 Checklist for Pregnancy (Appendix) and the signed form must be returned to the Associate Dean for Academic Programs and Student Success. The form immediately follows this section and paper copy may be obtained from the Office of the Associate Dean for Academic Programs and Student Success.
3. Inform the Office of Academic Programs and Student Success of your pregnancy and request a meeting with the Associate Dean for Academic Programs and Student Success 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.

a. 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 Success. Reinstatement may require the approval of the individual’s physician.

b. 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.
IX. 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.

X. 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.

XI. EHS Training Guidelines for MSU Veterinary Students
Because health and safety is essential, veterinary students are required to complete safety training during their veterinary education through MSU Environmental Health and Safety (EHS) and the AVMA-PLIT. The required training modules are available online and are subject to change. As of July, 2018, these are the VMC Safety Checklist Requirements and the associated deadlines for completion.

1. Overview
   a. All VMC students are required to complete the following trainings within the academic year indicated. Failure to comply will result in disenrollment until the training is complete.

2. Accessing Training
   a. Please click the provided links to access your required training
   b. Log in with your MSU credentials

3. Training Action Table Legend
   a. Training Actions
      i. First year trainings offered by EHS in green
      ii. Third year trainings offered by AVMA-PLIT in grey
      iii. Third year trainings offered by EHS in yellow

4. Key

<table>
<thead>
<tr>
<th>Training Module</th>
<th>Link</th>
<th>Class Year</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biosafety Principles (AR)</td>
<td>Biological: Initial Training <a href="https://ehs.msu.edu/training/course-list.html">https://ehs.msu.edu/training/course-list.html</a></td>
<td>1st yr. &amp; annually</td>
<td>End of 1st Semester</td>
</tr>
<tr>
<td>Waste Management And Segregation At Veterinary Medical Center (AR)</td>
<td>Animal Handler: <a href="https://ehs.msu.edu/training/course-list.html">https://ehs.msu.edu/training/course-list.html</a></td>
<td>1st yr. &amp; annually</td>
<td>End of 1st Semester</td>
</tr>
<tr>
<td>Bloodborne Pathogen Awareness</td>
<td>(lpf, Lab Students, Volunteers, Animal Caretakers): <a href="https://ehs.msu.edu/training/course-list.html">https://ehs.msu.edu/training/course-list.html</a></td>
<td>1st yr.</td>
<td>End of 1st Semester</td>
</tr>
<tr>
<td>Animal Restraint and Bite Prevention</td>
<td><a href="https://train.ora.msu.edu">https://train.ora.msu.edu</a> (under AVMA-PLIT)</td>
<td>3rd yr.</td>
<td>End of 5th Semester</td>
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<tr>
<td>Hazard Communication</td>
<td><a href="https://train.ora.msu.edu">https://train.ora.msu.edu</a> (under AVMA-PLIT)</td>
<td>3rd yr.</td>
<td>End of 5th Semester</td>
</tr>
<tr>
<td>Preventing Back Injuries</td>
<td><a href="https://train.ora.msu.edu">https://train.ora.msu.edu</a> (under AVMA-PLIT)</td>
<td>3rd yr.</td>
<td>End of 5th Semester</td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td><a href="https://train.ora.msu.edu">https://train.ora.msu.edu</a> (under AVMA-PLIT)</td>
<td>3rd yr.</td>
<td>End of 5th Semester</td>
</tr>
<tr>
<td>Slips, Trips, and Falls</td>
<td><a href="https://train.ora.msu.edu">https://train.ora.msu.edu</a> (under AVMA-PLIT)</td>
<td>3rd yr.</td>
<td>End of 5th Semester</td>
</tr>
<tr>
<td>Controlled Substances</td>
<td><a href="https://train.ora.msu.edu">https://train.ora.msu.edu</a> (under AVMA-PLIT)</td>
<td>3rd yr.</td>
<td>End of 5th Semester</td>
</tr>
<tr>
<td>Managing Regulatory Inspections</td>
<td><a href="https://train.ora.msu.edu">https://train.ora.msu.edu</a> (under AVMA-PLIT)</td>
<td>3rd yr.</td>
<td>End of 5th Semester</td>
</tr>
<tr>
<td>Bloodborne Pathogen Awareness (AR)</td>
<td>Biological: <a href="https://ehs.msu.edu/training/course-list.html">https://ehs.msu.edu/training/course-list.html</a></td>
<td>3rd yr.</td>
<td>End of 5th Semester</td>
</tr>
<tr>
<td>Safe Handling Of Hazardous Drugs (AR)</td>
<td>Chemical: <a href="https://ehs.msu.edu/training/course-list.html">https://ehs.msu.edu/training/course-list.html</a></td>
<td>3rd &amp; 4th yr.</td>
<td>End of 5th Semester</td>
</tr>
<tr>
<td>N95</td>
<td>Built into your 5th semester schedule</td>
<td>3rd yr.</td>
<td>End of 5th Semester</td>
</tr>
<tr>
<td>Analytical X Ray Radiation Training</td>
<td>Radiation: <a href="https://ehs.msu.edu/training/course-list.html">https://ehs.msu.edu/training/course-list.html</a></td>
<td>3rd yr.</td>
<td>End of 5th Semester</td>
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Questions should be addressed to Stephanie Smith Edwards by email (smiths32@ehs.msu.edu) or phone (517.574.8766).

**Learning Resources for Veterinary Students**

I. CVM Office of Diversity and Inclusion

Our commitment to diversity is one of the highest priorities for the MSU College of Veterinary Medicine (CVM) and we strive to foster a culture of inclusivity and cultural competence. The CVM Office of Diversity & Inclusion (ODI), in concert with the Diversity & Inclusion Committee, has created a
strategic plan for Office of Diversity and Inclusion
https://cvm.msu.edu/about/diversity/strategic-plan.

Our mission is to be inclusive as we learn, discover, heal, and protect. Our vision is to be recognized and celebrated as a leader in advancing diversity and inclusion at the local, regional, national, and international levels. Our values as a College are to fulfill the pledges in our mission, intentionally and transparently, with vision, awareness, and resolution to identify, attract, and retain talented students, faculty, interns, residents, and staff reflective of the diversity of the populations in our state, the nation, and the world. Our academic, scholarly, and service roles, considered separately and collectively, form the foundation of an inclusive culture that is committed to respecting, nurturing, and advancing all individuals of diverse ancestral, social, cultural, and/or national backgrounds.

The CVM Office of Diversity and Inclusion offers a variety of educational programs throughout the year and hope you can participate. We invite you to share ideas and ways we can advance diversity at CVM. You can find us in room F-113B Veterinary Medical Center.

II. CVM Reading Resource Room
The CVM Reading Resource Room G-201. This space 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.

i. 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.

ii. 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.

iii. 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.

III. MSU Library Resources
The MSU Library has many veterinary resources available (https://lib.msu.edu/health/vetmed/). The Main Library building is located at 366 W. Circle Dr. Hours and services are available on the MSU Libraries website http://www.lib.msu.edu/.

a. 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.
https://www.lib.msu.edu/about/ils/.

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.

IV. 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 hand-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.

V. 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.

VI. 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.
VII. CVM Career Services Office

The CVM Career Services Office supports students in all phases of career development, beginning in the first year of veterinary school, through graduation. Veterinary medicine is a dynamic profession, and the Career Services Office can help students develop the tools to be successful in their job search, and in their professional lives after veterinary school.

The Career Services offers students a variety of career development services and resources, including:

1. Individual career advising
2. Exploring veterinary career pathways
3. Help with resume, cover letter, and interviewing
4. Job search strategies
5. Job postings and other career resources
6. Navigating job offers and employment contracts
7. Career and professional development programs and workshops

Animal Health and Welfare

I. 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

II. 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 Success. 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.

III. Suspected Animal Abuse and Neglect Policy
a. 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.

b. 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.

c. 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:
1. Lameness or other injuries without histories supporting the severity of the clinical signs, injuries to pets where owners describe ongoing toilet training “accidents.”
2. Multiple bite wounds in patients with numerous scars around the head and legs from previous injuries.
3. Severely matted hair where the animal’s condition is not consistent with its pleasant disposition and/or temperament.
4. Emaciation.
5. Chronic, infected, untreated wounds, often present in pets where grooming has been neglected (maggots may or may not be present).
6. 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.
7. 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.
8. 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

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

examinations, and supportive diagnostic work-ups.

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

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

I. 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 Medical Center.
   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.

II. CVM Student Center
   Professional students have key card access to the CVM Student Center which is a space for students to relax, visit, study or take a break from studying without having to leave the veterinary complex. There are refrigerators, microwaves, and a water machine available for student use.

   The space does not allow for club or class meetings. Group meetings with more than 8 people should be held in other VMC rooms (A-213, G-150, A-174). Room reservations for the small meeting rooms will be posted on the white boards on each room’s door. Use of the game room, lounge area, television, and kitchenette will be on a first-come, first-serve basis.

   Students may not leave food or drink containers in the café, study rooms, game room or the lounge area. Students are responsible for cleaning up after themselves. Questions or concerns about use of the Student Center should be directed to class presidents or cvm.studentsupport@cvm.msu.edu.
a. **Room Reservations and Student Calendar**

DVM students are welcome to reserve rooms in the VMC for meetings or group study sessions by emailing Academic Programs and Student Success (APSS) at cvm.studentsupport@cvm.msu.edu. A list and schedule for available rooms and a student club events calendar is available on the APSS website https://cvm.msu.edu/students/student-services/room-reservations.
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.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Class Year</th>
<th>Date</th>
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Meeting begins on:_________ and ends on:_________.

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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:

<table>
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<tr>
<th>1. Course Number</th>
<th>2. Course Moderator</th>
<th>3. Course Moderator Signature</th>
<th>4. Date of lab/exam</th>
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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: **At the discretion of course moderator(s), you may be asked to provide information to your class about the meeting you attended.**

<table>
<thead>
<tr>
<th>Final Approval</th>
<th>Dr. Julie Funk</th>
<th>Date</th>
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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:
  ____________________________________________________________________

_________________________________ Date:______________
Signature of Student: ___________________________ Date:______________

_________________________________ Date:______________
Signature of Moderator: ___________________________ Date:______________

_________________________________ 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.
Physician Checklist for Pregnancy
My physician has discussed and made the following recommendations for me with regard to potential risks to myself and the fetus:

1. Exposure to Anesthetic gases:

2. Exposure to tetratogens including cytotoxic compounds, chemical agents, sterilizing agents, cleaning agents, preserving agents and fixing agents:

3. Exposure to hormones (e.g. prostaglandins and progesterones):

4. Exposure to ionizing radiation and other sources of radioactive material:

5. Exposure to zoonotic diseases including but not limited to leptospirosis, salmonellosis, toxoplasmosis, brucellosis, cat scratch disease, fungal diseases, psittacosis, rabies, Lyme disease, tuberculosis and West Nile virus:

6. Traumatic injury including but not limited to bites, kicks, scratches and possible electrical hazard exposure from equipment:

I have discussed with my physician that, I understand as a Doctor of Veterinary Medicine student, I have inherent risks in my profession and I accept the responsibility of understanding precautions necessary to decrease my risk and exposure as I complete my educational process in the Doctor of Veterinary Medicine Program.

_________________________  ______________________
Student Signature          Date

Physician’s Name (print):  ________________________________

Address:  ________________________________