

College of Veterinary Medicine, Academic Policy and Guidelines for Academic Recommendations by the Committee on Student Performance

Approved at the Fall Faculty Meeting on 12/15/2021

The MSU College of Veterinary Medicine (CVM) Academic Policy outlines College standards for good academic standing, substandard academic performance, probation, deferred completion of a course, recess, extended curriculum, and dismissal in the CVM graduate professional degree program (DVM program).

General Guidelines, preclinical and clinical phases of the curriculum

Requirements for Graduation

A student must be in good academic standing to graduate. Hence, a student must have a cumulative grade point average (GPA) of at least 2.00 and satisfactory completion of all required preclinical courses, all required clerkships, and all elective clerkships/externships in the DVM degree program to graduate with a DVM.

Maximum Duration of the DVM Program

The standard duration of the curriculum leading to the DVM degree is four (4) years. The maximum allowable time to complete the College's DVM degree is six (6) years. The maximum allowable time is inclusive of personal or medical leaves of absence, academic recess, extended curriculum, and/or other reasons.

Interpretation: DVM course requirements must be completed within a maximum of six (6) years. A student can, at a maximum, be absent from the program for consecutive or non-consecutive period(s) of two (2) years. Any absence exceeding two (2) years will result in dismissal from the program. A student dismissed from the program due to consecutive or non-consecutive absence(s), which exceeds 2 years, who wants to return to the program must reapply and enter the program at day one (1) of semester one (1).

Maximum Duration of the dual-degree Programs

For students enrolled in a dual DVM/PhD or a dual DVM/MS/MSFA or MPH degree, the standard duration of the curriculum leading to the DVM degree is four (4) years, and the DVM program requirements must be met within a maximum of six (6) years, which may be non-consecutive.

The Curriculum

The professional (DVM) curriculum consists of a total of nine (9) semesters of preclinical and clinical education; five and a half (5.5) preclinical semesters and three and a half (3.5) clinical semesters.

Preclinical Phase of the Curriculum

The preclinical phase of the DVM curriculum is defined as semesters one (1), two (2), three (3), four (4), five (5), and the first eight (8) weeks of semester six (6).

Clinical Phase of the Curriculum

The clinical phase of the curriculum is defined as the last nine (9) weeks of semester six (6), semester seven (7), eight (8), and nine (9) (the following Summer, Fall and Spring semesters).

Good Academic Standing

To be in good academic standing in the DVM program, a student must:

1. pass all required preclinical courses with a grade of ≥ 1.00 , and
2. pass all required and elective clinical courses with a grade of ≥ 1.00 or Pass (P), and
3. maintain a term and cumulative GPA of ≥ 1.75 in semesters one (1) of the curriculum, and maintain a term and cumulative GPA of ≥ 2.00 in semesters two (2) through nine (9) of the curriculum

Should the university institute additional or optional grade options due to unforeseen national or global emergencies, the CVM will continue to use only the actual numerical grades to determine good academic standing.

Substandard Academic Performance

Substandard academic performance is defined as not meeting one (1) or more criteria of good academic standing in any given semester(s). Not meeting one (1) or more of the criteria of Good Academic Standing result in one (1) or more Substandard Academic Performance Events. Substandard performance events are cumulative within and/or across semesters.

A student with substandard academic performance is placed on academic probation.

A student must be in good academic standing at the end of the preclinical phase of the DVM program to progress into the clinical phase of the curriculum.

Events of substandard academic performance are cumulative throughout the preclinical curriculum and are not expunged by any or all of the following:

- remediation or repetition of a course(s), or
- raising a term or cumulative GPA above 2.00

Events of substandard academic performance will be recorded and maintained by the Committee on Student Performance (CSP).

After a substandard academic performance event is corrected, a student is taken off academic probation.

A student must be in good academic standing to graduate from the program.

Academic Probation

A student who does not meet the criteria for good academic standing is automatically placed on academic probation. A student placed on academic probation for any reason is required to interview with the CVM CSP within one (1) week following the semester in which the substandard academic performance(s) occurred (see below). Academic probation also places certain non-academic restrictions on the student, for example the student cannot hold any class leadership roles or work for the College (see student handbook).

Grade Point Average (GPA)

The term and/or cumulative GPA is calculated at the completion of each semester using all numerical grades reported to the Registrar's Office. If the student fails one (1) or more classes during a semester, the final term and cumulative GPA used to determine a student's academic standing, will be calculated

based on the grade(s) obtained after successful remediation of the failed course(s), i.e., a grade of 2.00 (see remediation).

Deferred Completion of a Course(s)

If a student for physical and/or mental health conditions or other exceptional personal circumstances cannot complete a course or clinical rotation, the student may seek deferred completion of that course. This option is only available to students who cannot complete a course. For example, a student who tries to complete a course during an extended health crisis, but fails the class, will not be offered this option if the student fails the class. Deferred completion of a course entails completion of the entire course within one (1) year of the initial course offering. If a student does not finish the deferred completion of the course within one (1) year of the initial course offering, the student will be subject to dismissal from the DVM program. If a student is in a situation in which deferred completion is needed for two (2) or more courses, the student must choose to recess or accept an extended curriculum as described below or be dismissed from the program.

Preclinical Curriculum

Recess, Extended Curriculum, and Dismissal

Recess and Extended Curriculum

Semester one (1)

In semester one (1) of the preclinical curriculum, a student must recess to the class below or agree to an extended curriculum if the student:

- fails three (3) or more classes, and/or
- has a calculated term GPA < 1.75 even if all remediations were successful, i.e., all 0.00 grades replaced with 2.00 in the student's semester one (1) grades, and/or
- has two (2) courses or more courses in which deferred completion is necessary, and/or
- fails to score at least 76% in any remediated or repeated course(s).

Because remediation may not be completed until after semester two (2), if the student has a semester or cumulative GPA \geq 2.00 after semester 2, the student must still repeat semester one (1).

Recess and Extended Curriculum (See also 'CSP - Request for Exemption' p.6)

Semesters two (2) through six (6)

In the preclinical curriculum, a student will recess to the class below or agree to an extended curriculum if the student:

- has two (2) substandard academic performance events in one (1) semester or in consecutive or non-consecutive semesters, or
- fails to score at least 76% in any remediated or repeated course(s).

If a student meets the criteria for recess or extended curriculum listed above before the end of a semester, the CSP will meet as soon as possible with the student and explain the options of recess or extended curriculum to the student.

Interpretations: of events leading to recess or extended curriculum

Semesters two (2) through six (6)

1. *Failing two (2) preclinical courses, or*

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2. *Failing one (1) preclinical course and one (1) semester with term and/or cumulative GPA < 2.00 after remediation, or*
3. *Two (2) semesters with a term and/or cumulative GPA < 2.00 after remediation*

A student may finish the semester in which they have the second event of substandard academic performance, knowing the semester will need to be repeated and the failing grades remediated and grades < 2.00 have to be repeated, and they may be dismissed if they receive an additional event of substandard academic performance during the same semester.

The recess and extended curriculum options incur additional tuition payments for the student.

Semester one (1)

(see above)

Academic Recess Option

If a student chooses the recess option, the student must agree to an academic recess contract and join the next class or be subject to dismissal from the DVM program. The academic recess contract must be approved by the Dean and the Associate Dean for Academic Programs, Preclinical or Clinical. The academic recess contract carries stipulations about the repetition of professional courses.

When the student joins the class below by choosing the recess option:

1. the student must repeat all previously failed courses leading to Academic Recess.
2. the student must repeat all courses in which the original grade was < 2.00; the original grades are replaced with the grades received after recess upon successful repetition of a course(s).
3. original grades 2.00 and above stand.
4. the student must earn at least a 2.00 in all repeated courses or face dismissal from the program.

Academic Extended Curriculum Option

If a student chooses the extended curriculum option, the student must agree to an extended curriculum contract in which the student takes courses originally scheduled for one (1) academic year over a two (2)-year period or be subject to dismissal from the program. The academic extended curriculum contract must be approved by the Dean and the Associate Dean for Academic Programs, Preclinical or Clinical. The academic extended curriculum contract carries stipulations about the repetition of professional courses. Not all students may be eligible for the extended curriculum option.

When the student joins the class below by choosing the extended-curriculum option:

1. the student must repeat all previously failed courses leading to academic extended curriculum.
2. all courses in which the original grade was below 2.00 must be repeated during the second year of the extended curriculum. The original grades are replaced.
3. original grades 2.00 and above stand.
4. students must earn at least a 2.00 in each repeated courses or face dismissal from the program.

The option of an extended curriculum can be offered only **once** to a student. During the extended curriculum, if a student has two (2) preclinical semesters with substandard academic performance or fails two (2) or more courses during any semester, the student will be dismissed automatically from the DVM program. Students who have been dismissed after the academic extended curriculum program cannot be readmitted to the CVM professional program.

Dismissal

Semester one (1)

In semester one (1) of the preclinical curriculum, a student will be dismissed from the DVM program if the student:

- fails four (4) or more classes, and/or
- has a term GPA < 1.50 even if all remediations were successful, i.e., all 0.00 grades replaced with 2.00 in the student's semester one (1) grades.

Semesters two (2) through six (6)

A student will be dismissed from the DVM Program if the student:

- has three (3) substandard academic performance events in one consecutive or non-consecutive preclinical semesters two (2) through six (6), or
- receives a total of three (3) failing grades (0.00) in one (1) semester, or
- fails to successfully remediate or repeat a 0.00 grade within a one (1)-year time limit, or
- fails to successfully complete a course for which deferred completion was granted within a one (1)-year time limit, or
- declines a recess or extended curriculum contract.

If remediation, repetition, or deferred completion is granted within one (1) year prior to the clinical phase, the remediation, repetition, or deferred completion must be successfully completed before the student can enter the clinical phase of the curriculum.

Interpretation of possible combinations of three substandard academic performance events leading to dismissal curriculum (preclinical and clinical):

Semesters two (2) through six (6)

1. *Failing three (3) consecutive or non-consecutive preclinical courses.*
2. *Failing two (2) preclinical courses and has one (1) semester with term and/or cumulative GPA < 2.00 after remediation.*
3. *Failing one (1) preclinical course and two (2) semesters with term and/or cumulative GPA < 2.00 after remediation*
4. *Have three (3) semesters with a term and/or cumulative GPA < 2.00 after remediation.*

Remediation and Repetition of Courses

Requirements for remediation and repetition of courses.

- A student must earn a 2.00 in all remediated and/or repeated course or face dismissal from the program.
- Remediation and/or repetition of a course must be completed within one (1) year of the semester that led to remediation and/or repetition of a course or face dismissal from the program.
- If a student is remediating more than one (1) course and fails the first scheduled remediation, subsequent remediation contracts are automatically cancelled, and the student must accept a recess or extended curriculum contract or be subject to dismissal from the program.
- If a student fails a course in a semester and accepts a remediation contract, and the student fails another course in a consecutive semester, the contract from the previous semester is automatically cancelled if it has not been completed.

Remediation or repetition of a course must be completed within one (1) year of the occurrence of the original course offering.

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If a student receives a failing grade (0.00) in any course, the course must be remediated. Remediation of a course may be offered to a student that earns a 0.00 grade in one (1) or more course(s) under rules described above. Remediation involves a program of supplemental study designed to permit a student to improve their knowledge to an acceptable level and continue with their current class. The course moderator may agree to offer remediation, and the remediation contract must be approved by the Associate Dean for Academic Programs, Preclinical or Clinical, and the contract must be signed prior to initiation of remediation. A course team is not required to provide remediation for a course, hence **there is no entitlement to remediation. Even when remediation is recommended by the CSP, remediation is not guaranteed.**

During remediation, students must assume responsibility for a guided program of self-study to improve their knowledge of the subject to an acceptable level. Students must score at least 76% in a remediated course to be considered proficient in the material and be permitted to continue in their current class. Successful remediation ($\geq 76\%$) will result in changing the 0.00 grade to a grade of 2.00, regardless of a student potentially earning 80% or higher. In all cases, students' ability to continue with their current class depends on successful remediation.

If remediation is not offered for a course in which a student has a failing grade, the student must recess to the class below. All failing grades and remediated course grades remain a part of the student's permanent academic record.

Repetition of a Course

If a student does not remediate a course in which the student earned a failing grade (0.00), the course must be repeated. The most current grade and credits earned in a repeated course replace the previous grade in the satisfaction of academic requirements and computation of the cumulative grade-point average. All failing grades and repeated course grades remain a part of the student's permanent academic record.

The Committee on Student Performance (CSP)

A student who will or is likely to be placed on Academic Probation must meet the CSP as soon as possible after the student failed the class. The CSP reviews each student's case and recommends a course of action to the Dean and the Associate Dean for Academic Programs, Preclinical or the Associate Dean, Clinical.

CSP - Request for Exemption

Students may request the CSP grant an exemption to the recommended course of action based on extraordinary circumstances, including physical and/or mental health, financial, or other exceptional personal circumstances. Students who wish to request an exception must submit to the Academic Dean's Office their request in writing, including a detailed explanation of why the exception is warranted and what specific steps the student has taken or will take to return their performance to acceptable standards.

Clinical Phase of the Curriculum

Matriculation to the Clinical Phase of the CVM Curriculum

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A student must be in good academic standing to matriculate to the clinical phase of the curriculum. If a student is on probation at the end of the preclinical phase, the student must take necessary action to return to good academic standing before being permitted to matriculate to the clinical phase.

Academic Dismissal and Probation During the Clinical Phase

A student whose academic performance during the clinical phase is unacceptable faces probation or dismissal.

Probation

A student who fails (0.00 grade or F) a clerkship or earn a term GPA < 2.00 must request a meeting with the clerkship moderator and the Associate Dean for Academic Programs, Clinical 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 0.00 or F (no) grade, or a term grade point average (GPA) < 2.00, must meet with the Committee on Student Performance (CSP), which shall review the student's cumulative record, including the preclinical 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, Clinical for a final decision. The Associate Dean shall report their final decision to CSP.

A decision to permit the student to continue in the program, on academic probation, shall be subject to such remedial conditions as the Associate Dean for Academic Programs, Clinical 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 Academic Programs Office.

Dismissal

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, Clinical concurs with dismissal, the student must request in writing to meet with the Associate Dean to receive 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 0.00 or F grades in any two (2) clerkships, or twice earns a term GPA < 2.00. 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.

Substandard Grade(s) in a Professional Course

Students in good academic standing that earn one (1) or more grades above a 0.00 but below 2.0 must meet with the Associate Dean for Academic Programs Clinical Education.