

STUDENT HANDBOOK



College of Veterinary Medicine
Tuskegee University Tuskegee,
Alabama 36088

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STUDENT HANDBOOK

College of Veterinary Medicine Tuskegee University

The College of Veterinary Medicine (TUCVM) operates in accordance with academic regulations and procedures set forth in official Tuskegee University publications. However, not all of the regulations that govern academic standards and activities for the student body as a whole are appropriate for students enrolled in the professional program. Veterinary medicine is a specialized professional field and students are subject to curricular requirements, behavioral standards, and ethics imposed through accreditation and licensing authorities. Consequently, the regulations and procedures outlined in this handbook supplement those contained in official University publications. In cases of specific conflict, the regulations and procedures in this document should take precedence for veterinary students. It is the responsibility of every student to read this document, in its entirety, upon receipt.

In accordance with Tuskegee University guidelines, the College of Veterinary Medicine reserves the right to change academic standards, course requirements or other provisions at any time with or without prior notice. Admission into the veterinary program on the basis of false statements or documents is rendered void when the fraud is discovered, and the student is not entitled to any credit for work that he/she may have completed.

Tuskegee University is committed to equal opportunity in employment and education and does not discriminate on the basis of sex, race, color, religion, or national origin, or against qualified handicapped persons.

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INTRODUCTION

The primary mission of the Tuskegee University College of Veterinary Medicine (TUCVM) is to provide an environment that nurtures and promotes a spirit of active learning, independent and self-directed study, probing research, and community service in veterinary medicine and related disciplines. The College recognizes those values and attributes that promote caring for animals and bioethical conduct. It is also cognizant of the rapid advances in biomedical knowledge and technology. Veterinary graduates must have a firm knowledge of basic concepts, principles and associated facts, and be able to apply such knowledge to public service.

The TUCVM was established in 1944 as the Tuskegee University School of Veterinary Medicine under the leadership of Dr. Frederick D. Patterson, a veterinarian and third President of Tuskegee University. The Council on Education of the American Veterinary Medical Association (AVMA) officially recognized and accredited the College's Doctor of Veterinary Medicine (DVM) degree program in 1949. Dr. Edward B. Evans was installed as the first dean and thirteen students were admitted to the initial class of 1945. In 1947, Dr. Theodore S. Williams began his 25-year tenure as dean. Dr. Walter C. Bowie succeeded Dr. Williams in 1972 and served as dean for 18 years. Dr. James Ferguson served as dean from 1990 to 1996. Dr. Albert W. Dade served as interim dean until the summer of 1998. Dr. Alfonza Atkinson was appointed interim dean in August of 1998 and dean in January of 1999. Dr. Tsegaye Habtemariam was appointed to the deanship in January of 2006. Dr. Ruby L. Perry was appointed interim dean in 2014 and dean in 2015.

A most important and unique feature of the TUCVM is its diversity. The student population is truly diverse and multicultural including Black/African American, White/Non-Hispanic, Hispanic/Latino, Chicano/Mexican American, Puerto Rican, Asian, and American Indian. The faculty and staff are also diverse. They come from various countries across the globe. This creates a rich milieu for cross-cultural education that is unique to Veterinary Medicine and likely represents the only one of its kind in the world.

In 1996, Tuskegee University realized the importance of linking animal health and human health under one umbrella and the College of Veterinary Medicine, Nursing and Allied Health (CVMNAH) was envisioned. The idea was to actively promote and advance the One Health concept. At a time when there are increased documented incidents of emerging and re-emerging diseases originating in animals and jumping the species barrier into human hosts, such an integrative approach to biomedical education is beginning to receive greater emphasis worldwide.

In 2017, after the incorporation of a Graduate Public Health Department, the college was renamed to the College of Veterinary Medicine (CVM) to continue the focus on the One Health concept. Other institutions such as the Centers for Disease Control and Prevention (CDC) and organizations such as the American Veterinary Medical Association (AVMA), the American Medical Association (AMA), the American Public Health Association and others all support and promote the One Health concept for the 21st century.

PART I

PROFESSIONALISM, PROFESSIONAL RESPONSIBILITIES, AND THE PROFESSIONAL DRESS CODE

PROFESSIONALISM

The profession of veterinary medicine maintains a positive public image. The CVM students have been ambassadors of the Tuskegee University legacy and service to humanity for over half a century. Veterinarians are expected to be individuals of integrity, exemplary moral character, strong motivation, leadership ability, and sincere dedication to the service of society. One of the objectives of the CVM is to provide an environment that is conducive to the development of the proper attitudes and attributes in students who are to become members of the veterinary profession. Each veterinarian and veterinary student inherits this legacy and has an obligation to preserve and enhance it. All obligations and responsibilities require some effort and sacrifice. A professional image requires active individual

and collective pursuit and may necessitate modification of pre-professional life-styles. Image alone, while not assuring the desired excellence in professional service provides a means of influencing the public's perception of the profession and guides first impressions. To ignore the importance of image is to squander the legacy.

Moreover, the behavior and appearance of faculty, students, and staff is continually on display for clients, visitors, and alumni. Appropriate dress and appearance require consideration of professionalism, safety, and practicality. Neatness reflects motivation, self-respect, confidence, and orderliness. Two related virtues are skill and precision, both desirable attributes of the successful veterinarian.

PROFESSIONAL STUDENT RESPONSIBILITIES

1. Students are expected to respect one another and to be sensitive in their interpersonal interactions to the individual differences in race, religion, ethnic origin, gender, sexual orientation, and any disability that may exist within the TUCVM community.
2. The student is not permitted to bring children or other guests to class unless permission for such visitation has been granted by the Office of the Dean and approved by the instructor of the class. Children and/or unauthorized guests are also prohibited from entering college pedagogic and/or didactic settings that directly or indirectly support instruction for the DVM degree, such as research laboratories, necropsy laboratories, and other auxiliary modules.
3. No pets are allowed on the campus unless they play a functional role in a course, an approved College-sponsored activity, or are current patients of the Veterinary Medical Teaching Hospital (VMTH). Pets under medical care should be confined to the appropriate kennel and treatment areas of the Hospital and should not be brought to classrooms and/or laboratories.
4. No eating, drinking, smoking or tobacco chewing is permitted in classrooms/ labs.
5. Students are expected to treat all instructors with respect and courtesy and to attend designated classroom activities. The College's policy on attendance is provided under the "Academic Responsibilities."
6. Students are expected to respect their classmates as well as the staff and faculty of the College. Loud, frequent, and/or prolonged discussions among students during class lectures are disruptive. Talking in class interferes with the ability of others to learn. Thus, students are expected to be quiet and attentive during classroom instruction. Violation of classroom disruption policies may be taken into consideration for course grades.
7. Students are expected to remain in class for the entire period except when unusual extenuating circumstances require them to leave early. In these cases, professional courtesy dictates that advance notice is given to the instructor.

8. The student is responsible for purchasing textbooks and other required course material during the first week of class.
9. The student is responsible for all material covered and assigned in each course for which

he/she is registered. Absence from class does not relieve the student of this responsibility.

10. The student is expected to demonstrate acceptable standards of professional behavior, including appropriate dress and conduct in the classroom, laboratory, and clinics.

RESPONSIBILITIES OF PROFESSIONAL FACULTY

The TUCVM is committed to providing each student with a rewarding educational experience through effective and efficient utilization of the classroom time periods assigned to a given course. The following are basic instructional expectations of each veterinary faculty member.

1. To be well-prepared for each classroom/ laboratory session and to utilize the assigned class periods in an effective and efficient manner.
3. To communicate high academic and professional expectations to students.
4. To relate to each student, regardless of gender, race, religion, national origin, etc.
5. To treat each student fairly and with respect, regardless of the situation.
6. To foster integrity and academic/ professional honesty among students.
7. To provide quality instruction for assigned departmental and inter-departmental core and elective courses.

8. To provide academic counseling for students on a regular basis.
9. To provide the student with a course syllabus that includes a list of the competencies and skills to be learned by students, lecture schedule, information on examinations, and other class requirements that will provide a basis for evaluating the student's performance.
10. To employ such procedures as are necessary to ensure that the academic performance of students is evaluated fairly and impartially.
11. To schedule and maintain a reasonable number of office hours (at least 6 hours each week) for student conferences (academic advisement, etc.). Office hours should be scheduled at times convenient to both students and the faculty member. The specific time of a faculty member's office hours should be announced to the class, included in "Course Expectations," and posted on his/her office door.

THE PROFESSIONAL STUDENTS DRESS CODE

The purpose of a professional student dress code is to increase student achievement, promote safety, and enhance a positive College climate. An individual's dress, personal appearance and cleanliness, as well as behavior, should reflect sensitivity to and a respect for others, in line with the profession's oath. Students understand that they have chosen a "health care provider profession" and as such, providers are bound to the public they serve through human-animal

interactions that demand the utmost care and sensitivity and involve professionalism and projection of personal images that do not degrade the veterinary profession and/or the institution responsible for training. Professionalism is expected every day.

The narrative of the **TUCVM Professional Students Dress Code** is provided in **Appendix I**. All TUCVM students are required to read this code and abide by its policies.

PART II

VETERINARY CODE OF CONDUCT, THE HONOR CODE, STANDARDS OF CONDUCT, AND TUSKEGEE UNIVERSITY'S POLICY STATEMENT ON DISCRIMINATION AND HARASSMENT

VETERINARY CODE OF CONDUCT AND THE HONOR CODE

The information contained in this part of the handbook is intended to function as a set of guidelines for professional behavior and conduct for all members of the College of Veterinary Medicine. To this end, the “**Veterinary Honor Code**” (hereafter designated as “Honor Code”) is included in its entirety in **Appendix II**. Due to the mandated importance of adherence to policies contained in this aforementioned document, every student entering the TUCVM program will sign and acknowledge receipt of the “Honor Code.”

These guidelines are intentionally to be general to allow for a wide interpretation of the actions of veterinary students. As members of a profession, students’ activities are expected to enhance the honor and dignity of the profession, expand their knowledge base and skills, maintain an environment conducive to learning for those around them, and render service to the College and community. These concepts are based upon the Principles of Veterinary Medical Ethics published by the AVMA. Both these Principles and the “Code” can be used as supplements or guides for individuals desiring more clarification about appropriate behaviors. Adherence to the “Honor Code” is necessary to protect academic integrity, intellectual property, and to foster the development of honest, caring and independent-thinking veterinarians.

TUCVM students are bound by the “Honor Code” under which they are considered mature adults, who reasonably understand the requirements of honesty and integrity for the practice of a health care profession where the lives of patients depend on knowledge on demand in unsupervised conditions. Thus, while group discussion and team learning are encouraged, demonstration of professional proficiency through testing is an “individual” responsibility that cannot be cultivated through cheating, disrespect, lack of integrity, compromised decisions, tardiness, and/or disregard for policies that govern the completion of the degree.

Students understand that they have chosen a “health care provider profession” and as such are bound to the public they serve through human-animal interactions that demand utmost care and sensitivity. *There is a human-animal sensitivity component not generally found in many other professions. The TUCVM will not compromise on the moral foundation that governs its standing, nor will it permit behaviors that compromise the legacy upon which it was founded.*

Students also agree, upon admission to the TUCVM “professional” veterinary program, that in today’s electronic age, it is relatively simple to plagiarize work and take credit for work done by others. By understanding the above, students agree NOT to take credit for work that is not their own intellectual property. Conversely, grades gained through the work of others will contribute to unwanted professional habits that will adversely affect professional development and successful application of knowledge for treating patients effectively in unsupervised settings.

1. All students should act based on honesty and fairness and treat others as they would expect to be treated themselves.
2. Students shall consider the welfare of the patient first. Decisions regarding animals in their or their classmate's care should transcend personal, professional or academic gain.
3. Students shall not interfere with the learning of their classmates and should maintain the highest level of professionalism and support.
4. Students shall seek for themselves and their profession the respect of their classmates, clients, and employees of the University; and the public, through courteous verbal exchange, considerate treatment, professional appearance, professionally acceptable treatments, and the utilization of current scientific knowledge.

5. Students should respect the rights of clients, colleagues, faculty and staff. No student shall belittle or injure the professional standing of another individual or condemn the character of that person's professional acts in such a manner as to be false or misleading.
6. Students should strive continually to improve their knowledge and skill, as well as the knowledge and skill of those around them, with the understanding that all students are members of the profession and seeking a common goal.
7. The College shall safeguard itself from all that is deficient in moral character or professional competence. Students should observe all laws, uphold the honor and dignity of the profession and accept its self-imposed discipline.
8. Students shall maintain an appropriate learning environment at all times and afford instructors the respect of their attention. Students should respect the rights of other students regarding access to learning and learning aids.

STANDARDS OF CONDUCT

Honor and personal integrity are fundamental to successful relationships among individuals in a profession and to the pursuit of scholarly education by its members. The development and the expression of moral standards of conduct are essential components of the veterinary profession in which the public sector places confidence for the delivery of health care for their animals. Therefore, it is expected that the veterinary students in the Tuskegee University College of Veterinary Medicine promote honesty, fairness, and ethical conduct at all times. The primary responsibility for the maintenance of this ethical conduct lies within the individual.

The standards of conduct outlined in this section are intended to serve as guidelines for TUCVM

students. Every student admitted to the veterinary medical program must conduct themselves in a manner consistent with the College's Resolution on Professional and Ethical Standards. A copy of this resolution is provided in **Table 1**. The TUCVM and its faculty seek acceptable behavior through the fundamental principles of guidance and counseling rather than through inflexible rules and regulations. *It is the responsibility of each member of the Tuskegee University veterinary family to maintain acceptable ethical, moral and social standards. A student whose attitude, action or conduct (either on or off-campus) is of the type which brings discredit to the College and/or the veterinary profession will be subjected to disciplinary action which may result in expulsion from the veterinary program.*

**Table 1: Resolution on Professional and Ethical Standards for
The College of Veterinary Medicine**

Each student admitted to the Tuskegee University College of Veterinary Medicine is expected to read, understand, and pledge to observe the following standards on honesty and ethics:

Preparatory to entering the profession of veterinary medicine, a student must dedicate himself/herself to high ethical, moral and professional standards. He/she is expected to develop an appreciation of the legal responsibilities within the profession for his/her own protection as well as for the protection of the public and animals to be served.

A student will not use his/her knowledge contrary to the laws of humanity or in contravention to the ethical code of the profession. It is expected, however, that the student will uphold and strive to advance the honor and noble traditions of the profession. Students understand that they have chosen a "health care provider profession" and as such providers are bound to the public they serve through human-animal interactions that demand the utmost care and sensitivity. There is a human-animal sensitivity component not generally found in any other profession.

Veterinary students are required to successfully complete all curricular course objectives, including laboratory experiments, prior to graduation. However, satisfactory completion of any number of credit hours or years of study does not guarantee graduation from the College of Veterinary Medicine. The faculty reserves the right to recommend the dismissal of any student whose conduct is in contravention to the ethical, moral and professional standards attending the profession of veterinary medicine. The profession of veterinary medicine is an honorable one. Veterinarians and veterinary students must eschew dishonorable practices.

Table 1 (Cont'd.)

Some specific items to be observed are listed below:

- All veterinary students at Tuskegee University's College of Veterinary Medicine are expected to maintain characteristics consonant with the principles embraced by its founder, Booker T. Washington. Those principles are (1) commitment to academic excellence and (2) commitment to providing outstanding service to the local and global communities.
- All veterinary students must demonstrate respect for the University and the College and have an appreciation for their great historical legacies. Therefore, the law of "niceness" and "kindness" should govern students' interactions with fellow students, faculty, administrators, and staff.
- The individual displaying disruptive behavior, bullying, or threatening others physically, psychologically, or otherwise by verbal or written means will not be tolerated and will receive strong disciplinary action.
- The individual disseminating rumors and/or misinformation damaging to the College or its programs to sources internal or external to the University will receive strong disciplinary action.
- Though students are often incorporated into groups and work on class projects they are not permitted to speak on behalf of the group or class unless authorized to do so by the group or the class. To do so will necessitate disciplinary action.
- All veterinary students must demonstrate professionalism in their department.
- The student is required to dress appropriately (as addressed in another section of the student handbook).
- The student will avoid reckless and profane speech while on the University and College premises and/or in any situation where the name of the College, University, or the veterinary profession can be maligned.
- All veterinary students must abide by the Veterinary Code of Conduct developed for the Tuskegee University College of Veterinary Medicine.
- All veterinary students are required to commit themselves to academic, professional, and ethical honesty by abiding by the following statement:

"I understand that the TU College of Veterinary Medicine expects its students to be honest in all academic, professional, and ethical activities. I agree to adhere to this requirement and understand that my failure to do so may result in disciplinary action, up to and including suspension and dismissal from the Professional Program."

- Cases of alleged professional and/or ethical violations on the part of veterinary students fall under the jurisdiction of the "Committee" as described in the TUCVM Code of Conduct. At the University, as elsewhere, ignorance of the standards is not an acceptable justification for violating any of the standards.

A student, upon registration at Tuskegee University, agrees to conform to its regulations and policies and is subject to disciplinary action by the University upon violation of any part of the Campus Code of Conduct. A student, by registering at the University, in no way abrogates responsibility as a citizen to obey all public laws. Expulsion from the CVM may be the penalty for a student adjudged to be guilty of: (1) cheating on an examination, (2) conduct reflecting unfavorably upon the veterinary profession, and/or (3) any violation of the campus code of conduct.

Professional students are also expected to abide by guidelines published by the American Veterinary Medical Association in the document entitled **"Principles of Veterinary Medical Ethics."** In addition, the Veterinary Practice Act expressly forbids unlicensed individuals without adequate professional supervision to participate in any operative or surgical procedure on animals or the treatment of the diseases of animals, medically or surgically.

TUSKEGEE UNIVERSITY'S POLICY STATEMENT ON DISCRIMINATION AND HARASSMENT INCLUDING SEXUAL HARASSMENT

It is the policy of Tuskegee University to provide an educational and employment environment free from all forms of intimidation, hostility, offensive behavior and discrimination, including sexual

harassment. Such discrimination or harassment may take the form of unwarranted verbal or physical conduct, verbal or written derogatory or discriminatory statements, which may result in

decisions affecting status, promotions, raises, favorable work assignments, recommendations, class assignments or grades. **Such behavior or tolerance of such behavior, on the part of an administrator, supervisor, faculty, or staff member violates the policy of the University and may result in disciplinary action including termination.** The conduct herein described is contrary to University policy and may be illegal under both State and Federal Laws.

The United States Equal Opportunity Commission defined sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work

performance or creating an intimidating, hostile, or offensive working environment.

Each chairperson, supervisor, unit head or manager is responsible for making sure that all students and employees within his or her area of responsibility are aware of this policy, for ensuring that personnel decisions are in accordance with this policy, and for initiating corrective actions (upon consultation with the Offices of the Provost, Vice President for Enrollment Management and Student Services, or Personnel Services, as appropriate). An employee (including a student employee) who believes that he or she has been subject to discrimination or harassment should report the conduct to his or her immediate supervisor, and in the event the supervisor is the aggrieved party, to the next higher responsible party. A CVM student who believes that he or she has been discriminated against or harassed should follow the Student Grievance Procedure provided in **Table 2**.

Table 2: Student Grievance Procedure

The College of Veterinary Medicine is committed to a policy of treating all members of the College Community fairly in regard to their personal and professional concerns. In order to ensure that students know what to do when they need to resolve a problem, the following procedure is provided:

1. A grievance is defined as dissatisfaction occurring when a student feels or thinks that any condition affecting him/her is unjust, inequitable or creates unnecessary hardship. Such grievances include, but are not limited to, the following: academic problems (excluding all matters involving academic performance or progress. For these matters, refer to page 5 of this handbook), mistreatment by any University employee, wrongful assessment and processing of various fees, records and registration errors, student employment and discrimination because of race, gender, sexual orientation, disabilities, religion, or national origin.
2. The initial phase of the student grievance procedures requires a verbal discussion between the student and the person(s) alleged to have caused the grievance. The meeting should be held within three (3) class days after the student first becomes aware of the act or condition that is the basis for the grievance. If the student considers the response to this discussion to be unsatisfactory, the grievance should be put in writing and filed with the next level supervisor, or department head in the case of an instructor.
3. Any student who is not satisfied with the response by the administrative channels outlined above should present the grievance in written form to the Office of the Dean if the offending party is affiliated with the College of Veterinary Medicine. At this time, the student may choose to have the Dean decide the disposition of the grievance, or the student may choose to have a fact-finding panel formed to investigate the case.
 - a. The fact-finding panel will, within ten (10) calendar days, meet with parties involved and hear all sides of the situation, and within fifteen (15) calendar days after formation, prepare a written report for the Dean of the panel's findings as to the validity of the grievance.
 - b. The Dean will render a written decision to the aggrieved party. The report will be made within five (5) calendar days after the Dean reviews the case or receives the report of the fact-finding panel.
4. If the offending party is employed or associated with other areas of the University, the complaint should be directed to the appropriate Dean or to the University's Office of Human Resources. The President's designee shall be the final appeal, but only after prescribed administrative channels and grievance procedures have been exhausted. The President's designee shall review the matter and decide what action, if any, should be taken.

PART III

ACADEMIC HONESTY/DISHONESTY, AREAS OF DISCIPLINARY CONCERN, AND PROCEDURES FOR HANDLING DISCIPLINARY CASES

ACADEMIC HONESTY/DISHONESTY

At the College of Veterinary Medicine, alleged cases of academic dishonesty are referred to the Academic and Professionalism Advisory Committee (APAC). This committee serves as a fact-finding body, renders a decision of guilty or not guilty, and recommends

an appropriate course of action. When an instructor has determined that a student is cheating, has cheated, or has aided in cheating, the procedure listed in **Table 3** below is implemented.

Table 3: Procedures for Dealing with Accusations of Cheating on the Part of Students

1. The instructor immediately gives a written statement of the charges to the student, the Department Head and the Associate Dean of Academic Affairs.
2. The written statement of the charges is transmitted by the Associate Dean of Academic Affairs to the Academic and Professionalism Advisory Committee (APAC). An ad hoc committee from the APAC is appointed by the Associate Dean for a hearing.
3. The chairperson of the ad hoc committee shall convene a hearing within five (5) days after receiving the statement of charges from the Associate Dean. The committee will observe due process and concern itself with establishing facts, rendering a decision of not guilty or guilty, and recommending to the Associate Dean for Academic Affairs an appropriate course of action.
4. The chairperson of the ad hoc committee will transmit the committee's action to the Associate Dean of Academic Affairs within three (3) College days after the hearing. The Associate Dean of Academic Affairs will bring the case to the full APAC for discussion. The Associate Dean will inform the student and instructor of the findings and recommendations of the APAC on the decision in the case. Documentation corroborating a student alleged wrongful accusation of cheating must be provided to those investigating the incident.
5. A student who is adjudged not guilty will be entitled to an examination and/or grade within five (5) College days after the instructor has been notified of the verdict. Similarly, a student who is adjudged guilty will be awarded an appropriate grade within this specified period. Grades for examinations and courses are the responsibility of the instructor, reflecting his/her professional judgment of a student's academic competence and accomplishment. If guilt is determined, then the results of the hearing will affect the grade for an examination, or assignment for the course. If the result of the hearing is not expected before course grades are reported to the Office of the Registrar, the instructor will enter an "I" grade until the verdict has been given. Tuskegee University maintains the right to suspend or dismiss a student who has been judged guilty of academic dishonesty by committee.
6. A student has a right to appeal decisions regarding his/her academic performance or academic requirements, (refer to **the Tuskegee University Academic Regulations and Procedures Handbook for Undergraduates**). All appeals must be supported by credible evidence of an alleged wrongful accusation.

AREAS OF DISCIPLINARY CONCERN

A student whose attitude, action, or conduct, either on or off-campus, that is inconsistent with the TUCVM code of conduct, or brings discredit to the College and/or the veterinary profession shall be

subjected to reprimand, suspension, and/or dismissal. Disciplinary proceedings may be initiated for any of the actions listed in **Table 4** on the following page.

Table 4: Actions Warranting Disciplinary Proceedings

1. Receiving or giving unauthorized aid on examinations or any other assignment, which is to be accomplished independently.
2. Willfully denying others access to property owned by the College/University (sequestering books, journals, slides, radiographs, etc.).
3. Attempting in any way to advance one's academic status unfairly or dishonestly.
4. Possessing or discharging firearms on the campus will lead to immediate suspension from the University.
5. Issuing bad checks to the University.
6. Engaging in the use of racial epithets and abusive or obscene language.
7. Falsifying official College/University records, medical records, necropsy reports, or other documents related to the health, treatment, care, and/or disposition of any patient, laboratory or experimental animal.
8. Willfully neglecting or mistreating any patient, laboratory or experimental animal.
9. Pilfering, unauthorized use, and/or disposal of supplies, equipment, or other items owned by another person.
10. Releasing confidential information from a patient's medical record without the expressed permission of the clinician-in-charge.
11. Violation of the "Veterinary Practice Act" as outlined in the **"Resolution of the College of Veterinary Medicine on Professional and Ethical Standards."**
12. Other inappropriate conduct as outlined in the **"Student Handbook: System of Judiciaries"** and the **"Resolution on Professional and Ethical Standards."**

CAPITAL VIOLATIONS

The campus codes of conduct listed in **Table 5** are considered among the most threatening violations to campus safety. Effective April 1, 1989 to **present**, these violations were classified

as capital violations of the campus codes of conduct and will result in administrative review, as well as possible summary suspension from the University with the right of appeal.

Table 5: Capital Violations of the Campus Codes of Conduct

1. Reckless endangerment acts, conditions or threats, which affect the safety and well-being of students, or any person on campus and/or University or personal property, or at University-sponsored activities held elsewhere.
2. Possession, production and/or use of controlled substances, as defined by the Alabama Uniform Controlled Substances Act, on campus or at University-sponsored activities held elsewhere.
3. Public intoxication and the possession or use of alcoholic beverages or liquor on campus or at University-sponsored activities held elsewhere.
4. Assault, and/or assault with a dangerous weapon against another person on campus, or at University-sponsored activities held elsewhere.
5. Trespassing, and/or unauthorized entry into restricted University buildings, and/or living corridors of the residence halls that are restricted to persons of the opposite sex.
6. Sexual misbehavior, and/or performing or assisting in the performance of uninvited contact with another person, including concealing knowledge of sexual misconduct with a minor person.
7. Unauthorized possession, and/or discharge of a firearm on campus, or at University-sponsored activities held elsewhere.
8. Theft, and/or receiving stolen property of the University; or another person, including the unauthorized sale of the academic property of the University or another person to deny the use of same when required.
9. Hazing and/or menacing behavior toward another person to inflict fear of imminent physical injury, or personal humiliation as a consequence of uninvited physical or psychological contact or stress caused by forced

performance of an act. (Tuskegee University subscribes to the definition of hazing as recorded in the statutes of the State of Alabama.)

PROCEDURES FOR HANDLING DISCIPLINARY CASES

The Office of the Dean shall forward all formal complaints against a student alleged to have violated the University or College Code of Conduct (non-academic) to the University's Judicial Board through the Associate Dean of Student Affairs. Each complaint should **include**

a statement on the alleged violation (including time, date, and location), and the **"standard of conduct" alleged to have been violated**. The University procedures for handling disciplinary cases are outlined in the University's **"Student Handbook: System of Judiciaries."**

PART IV

ACADEMIC RESPONSIBILITIES AND ACCOUNTABILITIES

ACADEMIC REQUIREMENTS AND PROCEDURES

A student's academic progress is monitored and evaluated during and at the end of every semester. Students experiencing academic difficulties will be counseled. Tutorial sessions or other reinforcement activities may be recommended or required. Satisfactory completion of any number of credit hours or years of study does not guarantee graduation from the College of Veterinary Medicine. **The faculty reserves the right to recommend dismissal of any student whose conduct is in contravention to the ethical and professional standards attending the profession of veterinary medicine.**

The Veterinary Curriculum

The Veterinary Curriculum is a standard four-year academic program designed with two major divisions. These are the Preclinical Years followed by two years of Clinical Education. However, the fundamental concept that underlies the curriculum emphasizes integrative learning/teaching coupled with application to interrelate basic biomedical knowledge in problem solving and decision making of clinical and other veterinary professional responsibilities. This approach emphasizes connections between disciplines such that basic knowledge of structure (Gross Anatomy, Microscopic Anatomy) is interrelated to function (Physiology). These are covered in Year 1 of the curriculum. In Year 2, the abnormal or disease processes are described. Therefore, diseases or abnormalities that lead to dysfunction or disease states are studied on the macro level (Gross Pathology) or at the microscopic level (Microscopic Pathology) or in relation to dysfunctional systems manifestation (Clinical Pathology). These are then conjoined with etiological agents (microbiology, parasitology, toxicology, pharmacology etc.) as these cause diseases and malfunctions in body systems. Problem-based and evidence-based learning and reviews are provided to fortify the need for integrating basic knowledge with applications to eventually diagnose and manage clinical cases. The use of case-based learning/teaching is interspersed in the curriculum. At the end of Year 2, students are given a comprehensive pre-clinical competency

examination (Capstone). The primary objective of the Capstone examination is to provide a comprehensive objective examination in the basic veterinary medical sciences. The Capstone examination is a capstone examination to identify areas of strengths and weaknesses in student performance in content areas of gross anatomy, immunology, microbiology, physiology, pharmacology, pathology, physiology, toxicology, and virology. Tutorial and counseling sessions are available to ensure that each student succeeds in the rigorous veterinary curriculum

In the Clinical Years, (Years 3 and 4), students are provided case-based learning while exposed to clinical medicine and surgery in both large (food animals, equine) and small/companion animals as well as other specialty areas. Students are expected to master clinical competencies in selected areas that have been identified as being key in the advances of veterinary medicine at TUCVM. Students entering into Year 4 are given a clinical competency assessment examination at the end of the summer term and the beginning of the fall semester. The clinical competency assessment examination is a self-assessment examination and is used as a milestone exam to identify the content areas that students need to enhance in preparation for the licensing examination. Clinical competencies and outcomes assessment such as performance on the licensing examination (NAVLE) and other outcome measures are assessed to interject continuous improvement in the teaching/learning process. Both Field services for both large and small animals in the form of ambulatory clinical services are provided with emphasis on the rural, underserved communities of the Black Belt Counties of Alabama. Veterinary service to the community is taken very seriously and allows for the building of strong connections with rural families who otherwise are under-served and un-served.

Grading System

The grading system in the CVM may vary from course to course. Therefore, during the **first week** of each term, the instructor will provide students with the method of grading and course expectations in the course handout/syllabus. A letter grade of A, B, or C, and a minimum grade point average (GPA) of 2.00 or above on a 4.00 system is considered satisfactory; a letter grade of D and GPA of 2.00 or below is unsatisfactory. A suggested guide for grading in the TUCVM is presented in **Table 6**.

All courses outlined in the professional curriculum for veterinary medicine are classified as “required and essential curricular offerings.” Failure of a student to earn at least a grade of “C” in each required professional course will result in one of the following actions: (1) academic probation (College or University), (2) academic suspension, or (3) academic dismissal.

Table 6: Suggested Grading Guide

A (90-100%)	Excellent
B (80-89.9%)	Good
C (70-79.9%)	Satisfactory
D (60-69.9%)	Unsatisfactory but passing
F (below 60%)	Failure
I	Incomplete
Y	Unofficial drop/ Withdrawal
WP	Withdrawal while passing
WF	Withdrawal while failing

A student’s professional GPA is computed on the basis of the required courses outlined in the veterinary curriculum and the first four (4) credit hours of approved electives. **However, grades earned in elective courses cannot substitute for poor academic performance in the core curriculum. Therefore, grades earned in elective courses will not be included in the**

calculation of GPA for retention/suspension purposes during matriculation. Calculation of this GPA, i.e., GPA for assessment of academic performance/status, will be based ONLY upon grades received in the required core courses. In other words, the minimum required semester GPA of 2.0 is calculated from grades received in core (i.e., non-elective) courses only.

Elective Courses

Elective courses are designed to enhance and broaden the educational experience. Any elective course offered by the CVM may be applied toward graduation requirements; however, the Associate Dean of Academic Affairs must approve electives taken external to the TUCVM curriculum.

Incomplete Grades (I)

Guidelines for awarding the incomplete (I) grade are explicitly written in the University Student Handbook, and any deviation from their implementation must be approved by the Dean or Office of the Registrar and the Office of the Provost. The “I” grade is given to those students who have satisfied the majority of the course requirements but for reasons such as illness, family emergencies, etc., have missed an examination or have not completed an assignment. The student must fulfill all remaining requirements and have the “I” grade removed by the end of the next semester of enrollment. In clinic courses, the student must pass each clinical rotation or subunits of the rotation at 70% (C grade) in order to receive a passing grade in the course. If a student misses a component of a specific rotation due to illness or some other excused absence, he/she cannot be given a grade for the course until he/she completes all the requirements of the particular rotation. An “I” grade is appropriate for incomplete rotations.

ACADEMIC RULES AND REGULATIONS

Definitions:

- **Academic Warning/Probation:** Students are placed on academic probation by the College of Veterinary Medicine if they earn a **“D” grade in any required professional** course or any course a veterinary student is enrolled. The student will be notified in writing, and conditions relative to reinforcement activities may be stipulated for the succeeding semester. Performance at a “C” grade level or better in all courses taken during a

given semester is required for removal of a probationary status.

- **Academic Suspension:** A status in which a student is prevented from enrolling in the College of Veterinary Medicine for a prescribed period of time because of the failure to meet minimal academic requirements. There is no guarantee of re-admission into the veterinary program.

- **Academic Dismissal:** is a status in which a student is academically dismissed because of a failure to meet minimal academic requirements. A student suspended from the veterinary program for the third time is considered to be dismissed and is not eligible for readmission.

Minimum Academic Requirements:

1. All veterinary students must maintain a semester and cumulative grade point average of 2.00. Students who fail to meet this requirement will be suspended from the professional veterinary program.
2. Any student earning an “F” grade in any course in the veterinary program will be suspended from the College of Veterinary Medicine.
3. Although “D” grades are passing, they are considered unsatisfactory academic performance. A student earning “D” grades in sequential courses of the curriculum can be suspended from the College of Veterinary Medicine, i.e., Gross Anatomy, Microscopic Anatomy, Physiology, Pharmacology, and Pathology. Students suspended for “D” grades above and granted readmission must re-take the courses and earn a minimum of a “C” grade within the first two semesters of their readmission before they are allowed to continue in the professional program.
4. A student earning a “D” grade, regardless of semester or cumulative GPA, will be placed on academic probationary status.

Probationary status will be removed when the student has earned a minimum grade of “C” in each course during the subsequent semester.

5. A student earning more than 5 hours of “D” grades or receiving two (2) or more “D” grades in a semester regardless of the semester or cumulative GPA, will be suspended from the College of Veterinary Medicine.
6. A first-year student that receives academic suspension after the first or second semester will not be eligible for readmission until a minimum of one year after the original admission date, and if a seat is available in the class. The student must petition the Associate Dean of Academic Affairs who chairs the Academic and Professionalism Advisory Committee (APAC) for consideration for readmission with a letter and documentation of academic enhancement courses that will strengthen their academic performance. Students can take courses in the Non-Thesis Master’s degree program during the time they are waiting readmission.
7. A student suspended from the veterinary program for a second time is NOT eligible for readmission until completion of the Non-Thesis MS program.

READMISSION AFTER SUSPENSION

Readmission into the veterinary program following academic suspension is a privilege and not a right, i.e., readmission is not guaranteed. Furthermore, a student suspended from the veterinary program for a second time, must complete the Non-Thesis Master’s degree program for academic reinforcement prior to seeking readmission. A student suspended for a third time is not eligible for readmission. The student’s advisor as a graduate student will be the Associate Dean for Research and Advanced Studies (ADRAS). The ADRAS will maintain communication with the Associate Dean of Academic Affairs on the student performance in the graduate program.

Following suspension, a student is required to meet with the Associate Dean for Academic Affairs for academic advising to develop a formal plan of academic enhancement that is to be implemented prior to their request for readmission. A student suspended from the veterinary program and seeking readmission will be required to submit a written request to the Associate Dean. To be considered, the following documentation must be included in or accompanying the formal letter requesting consideration for readmission:

- Reason(s) for the suspension
- Reason(s) for seeking readmission

- Transcripts of all college credits completed since last enrollment
- Job and/or other experiences obtained since last enrollment
- Letters of support/recommendation from those supervising the applicant in recent academic-related functions/activities or employment since the last enrollment.
- Reason(s) the applicant feels he/she will attain academic success if readmitted
- Any other pertinent information the applicant may wish to provide

Students who were suspended from the professional program for academic reasons that were related to significant health problem(s) or who withdrew from the professional program because of significant health-related problem(s) must submit documentation of stipulated health problem(s) before the Veterinary Admissions Committee will consider any request for readmission to the professional program. The documentation submitted must include written statement(s) from the appropriate physician(s) that attests to the stipulated health problem(s) being of sufficient magnitude to have resulted in poor academic performance and/or withdrawal. Furthermore, the statement(s) must attest that the stipulated health problem(s) is sufficiently controlled so that it will not be likely to cause a reoccurrence of the preceding poor level of academic performance and/or withdrawal.

The recommendation of the Academics and Professionalism Advisory Committee (APAC) for or against readmission will be forwarded to the Dean who will determine the final status of the student. A student readmitted into the professional program will have one or more of the following options:

Option 1 - In addition to the one or two courses that would be required at the time of readmission, the requiring of one to two more courses, depending upon availability and scheduling, to be taken concurrently. These additional courses would be graduate level, have significant biological science content and contribute significantly to the students understanding of basic structural and physiological concepts. Also, non-science courses, depending upon availability and scheduling, may be recommended by the Associate Dean of Academic Affairs.

Option 2 - Require the readmitted student to formally audit professional curriculum courses, to be selected by the Associate Dean of Academic Affairs in the semester in which they are readmitted. A formal audit includes participation in all aspects of the selected professional curriculum courses audited including the examinations and quizzes and an official designation of successful or unsuccessful result.

The **Academics and Professionalism Advisory Committee** is responsible for monitoring a student's progress and performance throughout the professional program. Therefore, when a student is **suspended** from the College of Veterinary Medicine, this committee provides the Associate Dean of Academic Affairs with the specific conditions necessary for a student to fulfill prior to resuming regular full-time status (courses to be repeated, audited, etc.)

Students readmitted into the veterinary program are required to meet with the Associate Dean of Academic Affairs for academic advising and to formulate a curriculum balance sheet to make sure that the student follows the academic recommendations from the Academics and Professionalism Advisory Committee and remains on track.

ACADEMIC APPEAL PROCEDURE

A student has the right to appeal decisions regarding his/her academic performance or academic requirements. Before initiating a petition for appeal, the student should attempt to resolve the

problem directly with the instructor(s), person(s) concerned, and/or respective department head. The guidelines to be applied when appealing an academic decision are listed in **Table 7** below.

Table 7: Guidelines to Follow When Appealing an Academic Decision

1. The student should discuss the matter with the instructor in charge of the course and the departmental chair. If no satisfactory solution is reached, a written grievance statement setting forth his/her complaint, efforts to resolve

it, and supporting evidence or justification for the complaint may be filed with the Associate Dean of Academic Affairs **within 30 College days** after the course grades are distributed by the Office of the Registrar.

2. The Associate Dean of Academic Affairs shall provide the instructor concerned with a copy of the written complaint and shall discuss the complaint with the student and the instructor.
3. If further action is warranted, the Associate Dean of Academic Affairs shall convene a hearing of an **ad hoc Appeal Committee** within 30 College days after the written grievance is received. The ad hoc Appeal Committee shall be appointed by the Dean and chaired by the Associate Dean of Academic Affairs. It shall consist of:
 - The department head of that academic unit in which the grievance arose unless the department head is the instructor and in this case, a representative department head is appointed.
 - A veterinary faculty member from a department other than that in which the grievance arose
 - A non-veterinary student representative
 - A representative of the Office of the Dean (Associate Dean)
 - A faculty member from outside of the veterinary program

The Committee will review the written statement from the student, secure additional information that the students may have, and hear and examine evidence and information that the instructor or person concerned may have to support his/her decision.

4. The Associate Dean of Academic Affairs shall submit any and all recommendations from the ad hoc Appeal Committee to the Dean immediately after the hearing is concluded. The proceedings of the hearing shall be recorded and the records retained in a confidential file for a period of three (3) years, after which it will be destroyed.
5. The Dean shall provide written notice of the final decision to the student with a copy to the faculty member involved, to his/her departmental chairperson, to the chairperson of the Academics and Professionalism Advisory Committee, and to the members of the ad hoc Appeal Committee.
6. If the student concerned is dissatisfied with the decision of the Dean, an appeal may be made to the Provost. The appeal requesting Provost review must justify in writing and document with evidence, why the case requires review above the Dean's level. If this is done, the Provost will review all information and evidence, and if he/she wished, refer the matter to a Committee for further investigation and recommended actions. The Provost ultimately renders a decision, which is to be communicated to the student, the person(s) concerned, the College Dean, and the members of the Committee who have heard the case.
7. If the student or the person(s) concerned is dissatisfied with the decision of the Provost, he/she may appeal to the President of Tuskegee University. The student or the person(s) concerned must justify and show evidence why the appeal should be heard by the President after the decision of the Provost has been rendered. The President will make a final decision in the case and communicate it to the Provost and to all other persons listed in Number 6 above.

REQUIREMENTS FOR GRADUATION

It is the responsibility of each fourth-year veterinary student to verify his/her graduation status with the TUCVM Office of the Associate

Dean of Academic Affairs, and be fully aware of the requirements for graduation as stipulated in **Table 8** below.

Table 8: Requirements for Graduation

1. **CUMULATIVE GRADE POINT AVERAGE:** The student must maintain a minimal cumulative Grade Point Average of 2.00.
2. **ELECTIVE COURSE(s):** The student must satisfactorily complete all approved elective courses.
3. **PRECEPTORSHIP/EXTERNSHIP:** The student must satisfactorily complete an officially recognized preceptorship/externship program as sanctioned by the Tuskegee University College of Veterinary Medicine.

4. **PREREQUISITES:** The student must meet all prerequisite requirements listed under "Prerequisites," on page 2 of this handbook.
5. **FINANCIAL OBLIGATIONS:** The student must make proper settlement of financial obligations (including parking ticket fines, debts to the veterinary hospital, short-term loans and others) by the stipulated deadline date.
6. **APPLICATION FOR GRADUATION:** The student must file an application for graduation during the prescribed period of time.
7. **REPRESENTATIVE OF TUSKEGEE UNIVERSITY:** The student must satisfy the faculty that he/she is a suitable representative of Tuskegee University. It is noted that satisfactory completion of any number of credit hours or years of study does not guarantee graduation from the College of Veterinary Medicine. The faculty reserves the right to recommend the dismissal of any student whose conduct is in contravention to the ethical, moral, and/or professional standards attending the profession of veterinary medicine. For additional information, refer to the publication entitled, "Tuskegee University Academic Regulations and Procedures for Undergraduates."

TRANSCRIPTS AND GRADE REPORTS

The Office of the Dean cannot duplicate or release transcripts or grade reports from Tuskegee University or other institutions. These must be

obtained from the Office of the Registrar of the appropriate College institutions.

RELEASE OF STUDENT GRADES

Tuskegee University complies with the Family Education Rights and Privacy Act of 1974. A key component of this Act is that a student's grades may not be released to any party without the consent of the student. This includes parents and other relatives and prospective employers. The College of Veterinary Medicine has the following guidelines:

- Instructors should handle the numerical scores as well as the letter grades earned by students in a confidential manner.

- The names of students, University student ID numbers, and social security numbers should not be used when numerical scores/letter grades are posted on bulletin boards, doors, etc., for public scrutiny.
- The final grades earned by students in a course should be posted in Blackboard or some other electronic format. A student may obtain his/her final grade from the instructor at any appropriate point in time.

ACADEMIC RESPONSIBILITIES

Class Attendance Policy

Required classroom attendance is a College Policy, not subject to individual discretion by either faculty or students. **Students are expected to attend all classes, laboratories, clinic rotations, and other appropriately assigned duties unless they are specifically identified as optional.** The College does not recognize the unexcused absence or non-attendance as a student privilege. Each instructor assumes responsibility for monitoring class attendance, but students are expected to assume the responsibility of regular class attendance and the consequences of failure to attend classes.

Unsatisfactory attendance is part of every student record and is included in recommendation letters written by the College on behalf of its graduates.

Attendance is one of the most important factors in a student's academic success. While attendance should not be the primary factor in determining a student's academic accomplishment in a course, it may be used as a partial measure of performance. Specific policies regarding class attendance are the prerogative of individual faculty, and are to be included in writing in each class/clinical/clerkship syllabus at the beginning of the course regarding the effect of absences on the determination of grades. Each course coordinator will indicate in

the course syllabus what the attendance policy for the course will be, and bring this information to the students' attention at the start of the course. Instructors are expected to give adequate notice of the dates on which major tests will be given and assignments will be due. Unannounced quizzes may be given at the discretion of the instructor. The student shall be expected to carry out all assigned work and to take examinations at the class period designated by the instructor. Failure to carry out these assignments or to take examinations at the designated times may result in sanctions for disregard of mandatory attendance and may include grade reduction, an "F" for the course, or repetition of portion(s) of the course to satisfy the course requirements as determined by the course coordinator. In addition, students are expected to arrive in class on time. **Instructors have the prerogative to state reasonable and prudent means to discourage tardiness.**

Students must be excused by the instructor and the Associate Dean of Academic Affairs if they are to miss any testing session, clinical rotation, class, other lectures, etc. An excused absence does not relieve students of their academic responsibilities. Should an absence be necessary in a required class or instructional session, the student will be held responsible for all information presented in that class whether or not the material is included in notes or other printed material. **The instructor is under no obligation to provide the opportunity for the student to make up work missed because of an unexcused absence or unauthorized absence.** Absence from examinations, clinical rotations, and laboratory experiences will not be taken lightly. A student with an unexcused absence or a chronic pattern of poor attendance may be referred to the Academics and Professionalism Advisory Committee and the College Counselor for counseling. A student who fails to attend at least 90 percent of the requisite number of classes and class-related activities will be asked to appear before the Academics and Professionalism Advisory Committee. If the student, after being counseled and reminded of the seriousness of his/her absences, shows insufficient improvement in class attendance, the committee reserves the right to recommend to the Dean that he/she be suspended from the professional curriculum. The Dean will make the final decision about a student's academic standing. Absence of a student, for any reason, for 30 or more consecutive calendar days

or for 30 percent or more of any course, whichever is less, during any phase of the veterinary medical program will constitute withdrawal, and the student must petition for readmission into the veterinary medical program.

Unscheduled absences for health or personal reasons require approval by the course instructor and documentation/validation (with a completed absence form) provided to the Associate Dean of Academic Affairs. Students must speak to the Instructor and/or Associate Dean of Academic Affairs in the event of an unanticipated absence. This communication must be made the same day of the unanticipated absence. If the nature of the unanticipated absence is such that the student cannot call the Instructor and/or Office of Academic Affairs, a family member may do so on the student's behalf. Upon returning to class, the student must provide evidence (Explanatory Statement for Absence from Class form) giving justification for absences because of illness and other personal reasons to the instructor. The instructor reserves the right to accept or reject the documentation. Should the instructor and student disagree over the validity of a reason for an absence, the student has the right to appeal to the Associate Dean for Academic Affairs. Severe weather can cause students and faculty to be late or absent. Mature judgment should be used when travel decisions are made during periods of bad weather.

Scheduled or anticipated absences may be approved in advance for a variety of reasons, with the exception of "job hunting" and for convenience of holiday travel. Students who wish to miss any academic function with required attendance must request permission in advance by submitting their request in writing (using the Student Application for Excused Absence form) to their course instructor and to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will submit the Student Application for Excused Absence form to the appropriate Department Head for final approval. Anticipated absences must be requested at least 3 weeks in advance.

Listed below examples of what may be regarded as legitimate excuses for student absence. Documentation must be provided.

An absence *may* be excused for one of the following reasons:

- Death in the family: a parent or in-law, spouse, child, sibling, or grandparent
- Birth of a baby
- Illness of a spouse, child or baby-sitter – documentation written and signed by a physician may be required
- Illness – documentation of the need to be absent, written and signed by a physician, may be required
- Taking the North American Veterinary Licensing Exam. Students who request absence from a rotation to take a licensing examination are expected to 1) notify the rotation instructor(s) at least 60 days before the date of the absence, and 2) make up any such absence from rotation
- Taking a state exam outside of Alabama
- Professional meeting - Excused absences are NOT granted to attend meetings or conferences unless there is exceptional professional benefit to the student. Students will be allowed to attend a maximum of 1 professional meeting per College year (excluding SAVMA Symposium). Students with special circumstances will work with the Office of Student Affairs, faculty, and the Office of Academic Affairs for a reasonable resolution. Special circumstances include students presenting at meetings, or are part of committees of national associations. Attendance at more than one meeting per College year must be justified in writing.
- Jury Duty
- Required participation in military duties.
- Religious holy day. Requires advance notice by the student.
- Personal tragedy – The student must submit a written request to be excused from a laboratory or an examination, explaining the reason for the request, and present it to the Associate Dean for Academic Affairs the day of returning to classes. The nature of the tragedy must be severe enough to justify the duration of the absence.

Reasons *not* considered legitimate for absence from classes or testing:

- Alarm clock problems or oversleeping
- Attending a wedding
- Saving money on airfare
- Showing an animal
- Hunting and fishing
- Veterinary fraternity events
- Sporting events, such as intramural games

- Finding a place to live after graduation or moving

Policies For Making Up Examinations And/or Clinical Rotations

If the student misses an examination or a clinical rotation, they must complete an absence form through the office of the VMTH Director. These forms are also available from instructors or the Office of Student Affairs. Students will be automatically excused from an examination in only 2 situations: 1) Pre-approved absence for medical reasons (personal or family); and 2) Emergency medical absence (post-test notification) must be documented by proof of medical care provided during tests missed. Students must make up any missed work as directed by the course instructor. Students who, with faculty approval, are unable to take a final exam at the regularly scheduled time are required by the College to take the exam within two weeks before the end of the semester. If the authorized make up test is not taken within the allotted period, the student is suspended for having failed the course. Exceptions to this rule will be considered on an individual basis, and after careful consideration of documenting evidence related to the case under consideration. If a student is excused from a quiz, test, or examination other than the final examination, he or she will make up the examination within 5 class days of returning to classes, unless the instructor and the Associate Dean for Academic Affairs approves otherwise. In the case of anticipated absences, the student may be required to take a make-up test prior to the absence. The make-up test administered before or after an absence may or may not be the same test as that missed. It is at the discretion of the instructor how and when the make-up test will be administered. A student missing more than two tests/examinations will be counseled by designated College authorities in the Teaching Learning Center and meet with the Associate Dean for Academic Affairs to seek a solution.

During the clinical rotations, all absences should be made up at the earliest possible time. *Absences will result in the student receiving a grade of incomplete until the missed time is made up.* Exceptions to this policy are at the discretion of the Department Head and the Associate Dean for Academic Affairs. Absences of 4 or more days disrupt the student's ability to maintain continuity between key concepts. *Students missing 4 or more*

days in a rotation will be required to repeat the entire rotation. Exceptions to this policy are at the discretion of the Department Head and the Associate Dean of Academic Affairs. Students may make up missed time during any unassigned time period with concurrence of the rotation instructor and Department Head. A student must complete and seek approval of the College's Student Leave Form prior to the scheduled absence from a clinical rotation.

Cell Phone Policy

Out of respect for faculty and classmates, cell phones and pagers should be turned off or turned to vibrate (no audible signals) in classroom and laboratory settings. Students are not permitted to

leave the classroom/laboratory to talk on cell phones during academic sessions. Text messaging is not allowed during classroom lectures or laboratory sessions; Students violating this policy will not be allowed to return to the class and will be awarded an unexcused absence for that academic session. During examinations, all cell phones must be turned off. Students are not allowed to utilize cell phones during examinations, and specifically are not allowed to text message or exchange information of any kind with electronic devices. Electronic devices capable of "wireless pocket transmission" are not substitutes for calculators or any other didactic tool required to complete a test/examination. The use of any unapproved electronic device leads to a grade of ZERO for the test/examination where the device was discovered.

Laptop And Related Information Technologies (IT) Policy

Laptops and other related IT technologies (such as iPods, iPhones, etc.) could be used in class only if it is to access or follow classroom related lectures or learning resources. Laptops or other IT resources will not be allowed or used during examinations unless circumstances allow the use of computers as with online instruction. Wireless access is available for use of Laptops and other related IT resources in many parts of the TUCVM buildings.

Respect For Teaching Animals

The use of teaching animals in the College of Veterinary Medicine is a privilege. Veterinary Medical students are expected to conduct themselves in a mature, professional and ethical manner when handling teaching animals, carcasses, or portions of carcasses. Handling of live teaching animals should be exercised in ways that are intended to avoid inflicting pain whenever possible, to protect animal health and safety, and to minimize stress. Carcasses or portions of carcasses should be treated with respect and with the understanding that the animal could have been a companion pet. All teaching animals must be respected for the contribution they make to students' veterinary medical education. All photography or videotaping of live or dead animals in the College must be approved and supervised by faculty responsible for the animals or by College administrators, to ensure that owners have provided a release for pictures of privately owned animals and that all animals are depicted in a respectful manner.

OFFICE OF STUDENT AFFAIRS (OSA)

PART V

MISCELLANEOUS ACTIVITIES AND SERVICES

VETERINARY STUDENT ORGANIZATIONS

Veterinary student organizations are required to submit an "**Annual Registration Form**" to the Office of Student Affairs (OSA) on or before October 15th of each College year (including the first, second, third, and fourth-year classes). The registration form may be obtained from the Student Center in the OSA, and includes the following: (1) name of organization, (2) names of officers, their positions, and mailing addresses, (3) name of faculty advisor(s), and (4) activities or projects planned for the year. A copy of the organization's statement of purpose, constitution, and/or by-laws should be on file in the Office of the Associate Dean of Student Affairs.

In order for a student group to be recognized as an organization by Tuskegee University, it must comply with the guidelines outlined in the University's "**Student Handbook: An annual registration statement** must be submitted to the Office of the Director of Student Life and Development **on or before October 15th of each College year.**

Faculty Advisors

Each student organization shall have an advisor selected by the group. The responsibilities of a faculty advisor include the following:

1. Counseling and advising the organization's members and officers regarding their boundaries and responsibilities in keeping with University regulations.
2. Attending meetings and other activities sponsored by the organization.
3. Assisting in the planning and implementation of programs and activities.
4. Serving as a liaison between the organization, faculty, and administration.

Sponsored Events And Activities

Student organizations must notify the Office of the Associate Dean of Student Affairs of all sponsored events and activities by completing an "**Activity Request Form.**" This form may be obtained from

the OSA and it should be submitted at least fourteen (14) College days prior to the scheduled event/activity.

Veterinary student organizations are not permitted to provide funds or other resources for the purchase of alcoholic beverages, liquor, or controlled substances (as defined by the Alabama Controlled Substance Act) for consumption at any of their on- or off-campus sponsored events, activities, etc. Students are not allowed to display paraphernalia related to the use of narcotics nor alcoholic beverages.

Speakers Invited By Student Organizations

Invited speakers on-campus: An invited guest/speaker form must be completed and submitted to the OSA OR DESIGNEE for all on-campus speakers/lecturers, etc. invited by student organizations to give presentations in the veterinary complex. Presentations should be scheduled during periods when classes are not in session.

Invited speakers off campus: Must be approved by the OSA OR DESIGNEE before arrangements are made.

Invited speakers on or off campus: The student organization must assure that the organization has funds available, including an appropriate honorarium, to reimburse the invited speaker(s) when appropriate. Such arrangement must be cleared by the faculty advisor(s) and the OSA at least 30 days prior to the scheduled visit

Contracts By Student Organizations

Any proposed contract by student organizations with vendors, agencies, or individuals must be approved by the faculty advisor(s), OSA OR DESIGNEE, and the Office of the Vice President for Business Affairs and must be processed according to accepted University procedures. The College of Veterinary Medicine shall not be

responsible for providing funds to student organizations for speakers.

Special Event Insurance Coverage

Tuskegee University requires "**Special Event Insurance Coverage**" for all students attending off-campus meetings, field trips, or other activities related to the course of instruction. The appropriate "**travel forms**" from the office of the Chief Financial Officer (Kresge Center) and a Liability Waiver Forms from the OSA should be completed and submitted to the respective offices (6) days prior to the scheduled event. Veterinary student groups are not permitted to take off-campus trips related to the course of instruction without the appropriate insurance coverage. Detailed information may be obtained from the Office of the OSA OR DESIGNEE.

Facilities and/or Classroom Usage By Student Organizations

Student organizations should obtain permission to utilize space in the veterinary complex for meetings and other approved activities as indicated through the OSA. There is limited space in the Veterinary Complex and to avoid conflicts with classrooms used for courses/labs, requests must be cleared through the OSA.

Student Organizations

The following organizations have been established at the TUCVM for its students and, in some cases, for their families. Some of these organizations have specific membership requirements. Interested students should contact the specific organization for detailed information.

- **Student Chapter of the American Veterinary Medical Association (SAVMA):** SAVMA is an organization that represents the veterinary student body at Tuskegee University. The objectives of SAVMA are to:
 1. Promote a spirit of friendly relations among students.
 2. Provide additional opportunities for members to gain professional knowledge and an understanding of professional ethics and conduct.
 3. Demonstrate the virtues of organized efforts.
 4. Build character through the censorship of all unworthy action, and commendation of all worthy deeds.

5. Develop the characteristics of leadership.
6. Make available opportunities offered by the American Veterinary Medical Association to its student chapters.

Many student activities are centered around SAVMA. All students enrolled in the professional program are eligible for SAVMA membership and are encouraged to join. To become a member in good standing, it is necessary to pay the necessary dues and attend regular and called meetings.

- **National Society of Phi Zeta (Veterinary Honor Society):** The purpose of Phi Zeta is to recognize and encourage high scholarship and ethical standards in veterinary medicine and to honor individuals who have made outstanding contributions to the field of animal disease and welfare. Veterinary students who have completed two years and one term of course instruction and who meet all other criteria of scholarship, service and conduct are eligible for membership.
- **Student Chapter of the American Animal Hospital Association (AAHA):** AAHA is pledged to the health care of companion animals and to the advancement of the profession of veterinary medicine. All veterinary students in good standing are eligible for membership in the Student Chapter of AAHA.
- **Student Chapter of the American Association of Bovine Practitioners (AABP):** AABP is an organization whose purpose is to promote the interest, improve the public stature, and increase the knowledge in the field of dairy and beef cattle practice. All veterinary students in good standing are eligible for membership in the Student Chapter of the AABP.
- **Student Chapter of the American Association of Avian Veterinarians and the American Association of Zoo Veterinarians (AAAV/AAZV):** The Student Chapter, a joint body of AAAV and AAZV, is pledged to provide educational opportunities for those interested in veterinary care, propagation and preservation of domestic and non-domestic species in captivity and in the wild. All veterinary students in good standing are eligible for membership in the Chapter.

- **Student Chapter of the American Association of Equine Practitioners (AAEP):** The Student Chapter of the AAEP is pledged to provide an exchange of professional knowledge among students for the advancement of equine health and the horse industry. All veterinary students in good standing are eligible for membership in the Student Chapter of AAEP.
- **Student Chapter of the American Association of Small Ruminant Practitioners (AASRP):** The Student Chapter of the AASRP is an organization whose purpose is to expand the students' knowledge of small ruminant medicine and management. All veterinary medical students in good standing are eligible for membership in this Student Chapter.
- **Student Chapter of the American Association of Feline Practitioners (AAFP):** The Student Chapter of the AAFP was created to promote the interests, improve the stature, and increase the knowledge of veterinary students in the fields of feline behavior, medicine, and surgery. All veterinary students in good standing are eligible for membership.
- **Veterinary Business Management Association (VBMA):** The purpose of the VBMA is to increase student interest and awareness regarding issues pertinent to their financial affairs, and to prepare for entry into the job market and/or the veterinary businesses in which they will be engaged in after graduation. All veterinary students in good standing are eligible for membership in the VBMA.
- **Food Animal Club:** Centered on students interested in food production within the Food Animal industry. The focus is to provide opportunities for TUCVM Students to participate in Externships at other universities and areas of the Food Animal industry, considering the shortage of veterinarians in this field.
- **Student Chapter of the American College of Veterinary Pathologists (ACVP):** The goal of this organization is to provide activities that will stimulate student interest in the field of veterinary pathology and related disciplines.
- **Human-Animal Bond/Animal Behavior Club (HABAB):** HABAB provides programs and activities designed to increase awareness of the impact animals and people have on each other, to teach normal and abnormal animal behavior, and to illustrate the value of pet-facilitated therapy. Membership is open to students in good standing, faculty, and staff.
- **Christian Veterinary Fellowship:** The Christian Veterinary Fellowship is an organization that serves as a source of support for anyone who is seeking to know or have a deeper relationship with God. Membership is open to all veterinary, nursing, occupational therapy, public health, and graduate students, faculty, staff, and administrators of the College.
- **Omega Tau Sigma (OTS):** OTS is a professional veterinary fraternity. The TUCVM Chapter was organized in 1995 and is open to all veterinary students in good standing.
- **Class Organizations:** The first, second, third, and fourth-year veterinary classes are organized to plan and implement various programs and activities. Class officers are elected/ selected by the appropriate student group. Each class organization shall have a faculty advisor selected by the organization.

SPECIAL PROGRAMS

The following programs are available for veterinary students. Interested individuals should contact the OSA or the appropriate department/unit for additional information.

TUCVM Professional Mentoring Program: The aim of the TUCVM/TVMAA Mentoring Program is to assist with insuring the overall success of TUCVM students. The Program seeks to positively impact the mental and educational wellbeing of the students. The platform consists of:

- Assigning a mentor to each veterinary student
- Supporting the students in developing personal and professional networks with TUCVM alumni, faculty, and industry partners
- Providing a meaningful opportunity for alumni, faculty, and industry partners to connect with TUCVM students around life, career, and professional experience
- To help TUCVM students gain an appreciation for mentoring as a personal and professional development tool.

Preventive Medicine Program: Pre-exposure rabies and tetanus immunization programs have been available for veterinary students, staff, and faculty since 1975. Participation in the rabies immunization programs is mandatory. The immunizations are administered by medical

personnel at the University's Student Health Center under guidelines recommended by the U.S. Public Health Service. The cost of these immunizations must be borne by the participant.

All students must show the results of a recent chest x-ray or skin test for Tuberculosis, and evidence of having been immunized for childhood diseases e.g. measles, chicken pox and mumps. These immunizations are required by the State of Alabama prior to admission to a University.

Student Health Center: All registered full-time students at TU are automatically eligible for Student Health services and premium costs are included in tuition costs. Students are expected to obtain documented evidence of insurance coverage at the beginning of the College year (health insurance ID card) and should carry it at all times.

AVMA Health and Group Life Insurance: The American Veterinary Medical Association's (AVMA) Group Insurance Trust extends veterinary students the privilege of enrolling for both **health** and group life insurance coverage at a nominal cost. A student must be a member in good standing of the Student Chapter of the AVMA (SAVMA) to obtain this insurance. Veterinary students are required to have this or other personal insurance as supplementary to that provided by the University. If other personal insurance is supplied, it must be acceptable within the State of Alabama. The insurance representative for the AVMA group plan may be contacted through the Office of the Dean, College of Veterinary Medicine.

GENERAL INFORMATION

Safety and Liability in Classrooms, Laboratories, and Clinics

Although the College's facilities are designed to provide maximum protection, the laboratories and clinics have inherent physical, chemical, and biological hazards of which each student must be aware. Some of the risks include handling or being near animals, slick floors or corrals, use of toxic or corrosive substances, and the use of sharp or breakable instruments and equipment.

Appropriate precautions should be taken when exposed to diseased animals. **The student, by voluntarily participating in class, laboratory, and clinical activities, acknowledges and agrees to assume the risks involved and shall not hold the University or the veterinary faculty/staff liable.**

For health and safety reasons, children and others are not permitted to visit, tour, or wander through the veterinary complex without an escort. The

University or CVM will not assume responsibility for the health and safety of children or others brought to the veterinary complex.

Any injuries incurred in classrooms, laboratories, or clinics must be reported immediately to the instructor-in-charge. The injured student should seek medical aid at **the Student Health Unit, located in the Bioethics Building** as outlined by the University's Regulations and Procedures. The required "**Accident Report Form**" must be completed as soon as possible.

Basic Research Laboratories

Many of the classrooms and teaching laboratories are located in buildings where research laboratories facilities are located. A good example is Williams-Bowie Hall Research Laboratories where the AV/AT teaching laboratories are located. Students are not allowed in research laboratories unless specifically authorized. Biosafety rules and regulations to operate laboratories where basic research takes place are mandated by federal agencies, state and local authorities and require special training. Students found in non-designated areas without proper approval are subjected to disciplinary action, and violation of University mandated policies. Standard operating procedures needed to inhabit or work in a research laboratory may preclude individuals with certain disabilities, pregnant women and violators without required attire.

Pregnancy-Related Safety Issues

The potential for human injury that exists in the practice of veterinary medicine increases when a person is pregnant. Therefore, the College of Veterinary Medicine is committed to protect the pregnant student by minimizing the hazards that exist through the exposure to toxic substances, infectious agents, inhalation of anesthetics, radiation, and other agents. However, it is recognized that the pregnant student has rights as well as the responsibility for decisions concerning her pregnancy based on medical opinion regarding safety and childbearing.

If the pregnant student decides to continue her full-time status in the veterinary curriculum, attempts will be made to implement schedule adjustments to conform to the plan developed by a physician. However, a faculty member may refuse to allow participation in a specific assignment or activity if

a high potential for an accident or exposure to hazards exist. Prior to graduation, the pregnant student will be expected to complete all curricular requirements. The following steps are suggested:

- Contact a physician immediately to get recommendations for a plan to minimize exposure to hazards that may be associated with the student's classroom, laboratory, or clinical assignments.
- Provide a signed statement from the physician who defines permitted limits of exposure to possible hazards during pregnancy.
- Inform the Associate Dean for Academic Affairs in the College of Veterinary Medicine of the pregnancy as early as possible so that steps may be taken to conform to an academic plan developed by the physician such that the student can complete all requirements of the academic program.
- If the pregnant student decides to withdraw, the Associate Dean for Academic Affairs should be notified in writing.

Smoking And Eating

All buildings in the TUCVM complex have been designated smoke-free. Further, the university prohibits the consumption of food and beverage in lecture rooms during lecture hours or at all times in laboratories. Everyone is encouraged to cooperate in keeping the buildings, grounds, and other facilities clean, orderly, and safe.

Pets

As previously stated, students, faculty, staff and others may bring their pets (dogs, cats, etc.) to the veterinary teaching hospitals for treatment, boarding, or other reasons as prescribed by a clinician. For health and safety reasons, pets or other animals are not permitted in the non-clinical areas of the veterinary complex (offices, hallways, restrooms, classrooms, laboratories, library, elevators, etc.) unless they play a functional role in the instructional program. Pets found unattended on University grounds may be impounded.

Students, faculty, staff or others are not permitted to adopt College-owned animals that are intended for or used in the instructional program. Refer to the "Guidelines for the Humane Use of Animals in Teaching and Research" for additional information.

Motor Vehicles

All motor vehicles operated on campus must be registered and bear a decal. The Campus Fire and Security Division provide traffic and parking regulations. Members of the veterinary community are urged to observe University traffic regulations stipulated for the veterinary complex by parking only in spaces identified for this purpose. Students are required to park their motor vehicles (including motorbikes) in the parking areas designated for students.

The Campus Fire and Security Division will enforce parking regulations within the veterinary complex on a continual basis. Faculty, staff, and students will not be permitted to park in certain designated areas including:

- Walkways adjacent to any of the buildings within the veterinary complex
- Spaces designated for Veterinary Teaching Hospital clients, handicapped individuals, and College vehicles

- Spaces painted yellow adjacent to Radiology and between the Small and Large Animal Clinic and other marked areas.
- Areas along the roadway in the vicinity of the Large Animal Clinic isolation stalls and/or loading dock, paddock areas and others
- Lawns within the veterinary complex, including in the vicinity of the Large Animal Care Center, H-Barn, Anatomy Wing of the Clinic-Anatomy Building, Postmortem Building, etc.

Bicycles

Students should park their bicycles in the racks located in front of Patterson Hall. Bicycles may not be stored or parked in buildings or where they obstruct foot traffic.

Student Mail

Students are encouraged to have personal mail forwarded to their home addresses. The Office of the Associate Dean of Student Affairs distributes mail sent to the veterinary College.

GUIDELINES FOR THE HUMANE USE OF ANIMALS IN TEACHING AND RESEARCH

The TUCVM guidelines on the humane use of animals in the teaching and research programs were approved by the faculty on January 18, 1985. In accordance with these guidelines, it is the responsibility of each student, faculty and staff member to promote and protect the welfare of all animals used in the College's programmatic efforts. The "Guidelines for the Humane Use of Animals in Teaching and Research" are listed in **Table 9**.

The University Attending Veterinarian, in consultation with the Tuskegee University Animal Care and Use Committee (TUACUC), reviews all pertinent facts regarding an allegation of inhumane or inappropriate use. If a violation has occurred, corrective action will be recommended to the responsible person. However, if the matter cannot be resolved in this manner, the recommendations and other pertinent information will be forwarded to the Dean for resolution.

Table 9: Guidelines for the Humane Use of Animals in Teaching and Research

1. All experimental animals (regardless of the species) must be housed in approved facilities and their care and feeding supervised by a qualified veterinarian or other scientist competent in such matters. At the College of Veterinary Medicine, it is the responsibility of the University Attending Veterinarian to ensure that experimental animals are cared for in a humane manner. The "Experiment Animal Data Form" must be completed and submitted to the University Attending Veterinarian for all animals intended for use in the instructional or research programs.
2. A "case record" must be maintained for all animals used in the instructional program (from procurement to final disposition). At the end of the instructional period (semester, etc.), the case record is forwarded to the University Attending Veterinarian. Research investigators are responsible for maintaining their own case records on file for an appropriate period of time.
3. Appropriate identification is required for animals used in the instructional and research programs (neck chain, tattoo, ear tag, etc.).

4. The number of animal experiments should be minimized and/or complemented through the use of statistical analysis, mathematical models, *in vitro* systems, audiovisual aids, demonstrations, etc., whenever feasible.
5. All experiments should be designed to achieve results that will ultimately benefit society, and be conducted in a manner that would eliminate unnecessary animal suffering, injury, or pain. The instructor/investigator should be prepared to provide appropriate justification for each animal (for group) used in an experiment.
6. All experimental procedures involving live animals (surgery, procurement of tissues, classroom exercises, etc.) must be performed by or under the direct supervision of a qualified medical, biological, or behavioral scientist. If students are required to perform experimental procedures on live animals, they must be instructed and supervised appropriately.
7. An appropriate anesthetic agent should be administered if the animal experimental procedure or its consequences has the potential to produce significant suffering, distress or pain. An animal rendered incapable of perceiving pain must be maintained in that state until the experimental procedure is completed or terminated.
8. If the experimental procedure must involve animal distress, pain, or suffering and the use of anesthetic agents would interfere with the desired results, the procedure in question must be approved by the appropriate department head and reviewed by the University Attending Veterinarian. If the instructor or department head disagrees with the recommendations of the University Attending Veterinarian, the matter may be submitted to the Dean for resolution.
9. If major surgery or other invasive procedures (terminal in nature) are performed on an experimental animal, it should be euthanized prior to recovery from the anesthetic agent.
10. No more than one major surgery (which makes an animal permanently handicapped) may be performed from which an animal is allowed to recover. No animal must be allowed to recover from anesthesia if more than one major surgery has been performed.
11. An experimental procedure should be terminated immediately if there is evidence that its continuation may result in unnecessary animal suffering, distress, or pain.
12. An animal allowed to survive following an experimental procedure must be provided humane care in accordance with acceptable practices in veterinary medicine. It is the responsibility of the instructor/investigator to ensure that discomfort, pain, and the consequences of any disability resulting from the experiment are minimized.
13. Laboratory animals (dogs, cats, guinea pigs, etc.) used in experiments cannot be sold or transferred to a new owner. These animals must be euthanized or returned to the official jurisdiction of the University Attending Veterinarian.

Table 9 (Cont'd.)

14. Large Animals (swine, horses, goats, etc.) used in experiments may be sold for their fair market value, if their transfer to a new owner represents no threat to the public or to the health and welfare of the animals involved. Such sales must be conducted in accordance with the administrative procedures established by the College of Veterinary Medicine.
15. Euthanasia of experimental animals must be performed in a manner consistent with the recommendations of the AVMA Euthanasia Guidelines (refer to AVMA.org, 2020 Edition).
16. Carcasses of experimental animals should be disposed of in accordance with the guidelines established for the Necropsy Laboratory.
17. If any individuals believe the College's "Guidelines for the Humane Use of Animals" are being violated, he/she may submit a written request to the University Attending Veterinarian for a review of the procedures, etc. which resulted in the alleged violation. In all instances, strict confidentiality will be observed.

VETERINARIAN'S OATH

Veterinary students are expected to dedicate themselves to the philosophy embodied in the "Veterinarian's Oath." Traditionally, this oath is taken by each graduate veterinarian prior to the entrance into the professional practice of the art and science of veterinary medicine. The oath follows:

Veterinarian's Oath

(Adopted by the AVMA In November, 1999, reaffirmed April, 2004, Last amended December 19, 2010)

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.

APPENDIX I

THE TUCVM PROFESSIONAL STUDENTS DRESS CODE

Guidelines for the Professional Image:

Appropriate student attire is an integral part of professional development. Standards of appropriate professional attire contain components relating both to professionalism and to practical applications. The student in veterinary medicine has the responsibility to adhere to the spirit and specifications of the dress code.

Because of the number of visitors to the facility, we are provided with an excellent opportunity to create a favorable impression for the profession through our attire and conduct. It is the intent of this document to clarify further dress code standards within the facility and to provide guidance to faculty and students.

Students, faculty, and staff should be tidy and clean, maintain a personal appearance suitable to represent the profession to the public, and demonstrate polite concern for the needs of others. Personal, cultural and or religious preferences are not valid excuses for non-compliance with the dress code.

Attire and Appearance:

ALL TUCVM students are expected to comply to the following Professional Standard Dress Code:

These guidelines apply during normal business hours, and in any clinical situations during weekends:

- a. White Lab Coat (Standard Length long-sleeve)
- b. TUCVM nametag ID must be visible, worn while working, and worn above the waist

First Year Students:

- Scrub tops and pants, with a white lab coat are required in the Gross Anatomy Teaching facility during the fall semester
- A navy blue coverall, with rubber boots are recommended for the spring semester

All Students:

- A clean lab coat worn over classroom clothes is acceptable dress unless otherwise stated by the laboratory instructor.
- Lab coats and other clothing items are to be laundered frequently to give a clean presentable professional appearance
- All clothing is to be in good repair, clean and pressed; and should fit properly. Clothing should not be provocative
- Clothing must fit so that inappropriate exposure does not occur during normal work activities.
- Hair is to be clean and dry, and should be professional in appearance.
- Hats or head coverings of any kind are not appropriate (Those wearing head coverings for religious and/or cultural reasons must certify through the Office of Academic Affairs).
- Excessive visible tattooing is not acceptable.
- Excessive piercing of body parts that may lead to access of pathogens into the skin is not permitted.
- Unless specified by an instructor, laboratory attire is not acceptable in a non-laboratory setting.
- Scrub tops and pants may not be worn into or out of the building as the student is going to or from the laboratory setting. OSHA regulations warrant that students not enter or exit the building wearing soiled laboratory attire.
- Athletic shoes are acceptable in laboratory settings only, otherwise, closed-toe shoes must be worn in designated clinical rotations
- Flip-flops, or slippers are not acceptable
- Any apparel that is dirty, torn, odoriferous, or otherwise in distracting disrepair to the average person is unacceptable

- College-sponsored meetings, whether held during the day or at night, are considered official functions of the College. Classroom dress is appropriate during such meetings.
- Coats and other professional attire representing the College and approved by the Associate Dean for Academic Affairs are appropriate for attendance to conferences, symposia and meetings intramurally or extramurally after consultation with authorized administrators of the College.

Summary

It is important that students consider the rationale for the maintenance of professional attire in the veterinary medical profession. There are numerous studies that attest to the validity of a positive impact that acceptable and professional attire have on consumers and clients. It is important that we seek to maintain and improve the image of veterinarians. Adherence to the dress code guidelines by faculty and students is important in achieving professionalism in the veterinary medical program.

Implementation of the Dress Code:

The Associate Dean for Academic and Student Affairs and staff are responsible for implementing, monitoring, and maintaining the viability of the dress code at **ALL** times. Department Heads and clinical instructors are also responsible for monitoring compliance with the dress code in all clinical rotations. Faculty and staff should serve as role models for students and are required to dress appropriately. Personal, cultural and or religious preferences are not valid excuses for non-compliance with the dress code policy.

Students should be tidy and clean, maintain a personal appearance suitable to represent the profession to the public, and demonstrate polite concern for the needs of others. For regular classroom activities, clean pants, slacks, dresses or blouses, and dress or sport shirts are desirable. Laboratories and clinical rotations may have specific apparel requirements, which will be described in the appropriate course syllabi or Standard Operating Procedures. Scrubs, lab coats, coveralls, and other clothing items are to be laundered frequently to give a clean presentable professional appearance. Comfortable professional appearing shoes are recommended.

Unacceptable Dress: Bare feet, shirts baring the midriff, and tank tops that bare shoulders are unacceptable. Shorts or skirts that end above mid-thigh while standing are unacceptable. Any apparel that is excessively dirty, torn, odoriferous, or otherwise in distracting disrepair to the average person is unacceptable. For safety reasons, it is unacceptable to wear scrubs, lab coats, coveralls and other clinical attire in other non-campus venues unless the student is involved in the care of client animals.

Students who repeatedly violate the above standards of the TUCVM dress code will be considered a distraction to the educational mission of the College and shall be prohibited from attending classes until the student is in compliance with these requirements. The student in violation of the dress code will be dismissed from class. If the student continues to violate the dress code after advisement from the Associate Dean for Academic and Student Affairs, the student is reported to the APAC for disciplinary action and may be suspended from the veterinary professional program.

Students violating the clinical dress code will not be allowed to participate in clinical instruction and considered “absent” for that rotation and the student is expected to “make-up” the time missed (refer to Part IV on Class and Attendance Policy). Students who consistently violate the clinical dress code will be referred to the Department Head and the Associate Dean of Academic Affairs for disciplinary action through the APAC.

APPENDIX II VETERINARY HONOR CODE

The honor and dignity of the veterinary profession lies in our obedience to a just and reasonable code of ethics set forth as a guide to its members. The purpose of this code is far-reaching because exemplary professional conduct, that upholds honor and dignity and enlarges the profession's sphere of usefulness, exalts the profession's standards, and promotes the science we cultivate. Briefly stated, our code is the foundation of our individual and collective efforts. We are expected by society to regulate ourselves as veterinarians, to judge the actions of our peers, and to protect the health of animals and people. We are therefore obligated to have and maintain a high degree of honesty, integrity, and discretion.

Therefore, “we, the students of Tuskegee University College of Veterinary Medicine, do hereby submit ourselves to guidance by the precepts of ethical and professional behavior as described in this Honor Code, in the hope that the habits and insights gained will enhance our personal and professional lives.” The Honor Code should be a general guideline. Even though it does not list all the possible violations, it should give the student an appreciation of expected conduct, in the classroom and the clinic.

ARTICLE I: Name and Purpose

Section I: Name

Tuskegee University College of Veterinary Medicine (TUCVM) Honor Code.

Section II: Purpose

1. To promote ethical standards of personal conduct among students in the TUCVM.
2. To instill in students qualities which will uphold the honor and integrity of the veterinary profession.
3. To place the responsibility for ethical conduct upon the student and the faculty members.
4. To provide a system to deal with allegations of academic and professional misconduct.

ARTICLE II: Application

Section I

This code shall apply to all students enrolled in the TUCVM.

Section II

Each faculty member should inform his/her students in writing (syllabus), at the beginning of the academic term, of those regulations that apply to academic integrity in his/her course. He/she should make clear to what extent collaborative work, or the exchange of aid or information, is acceptable to him/her; e.g., policies concerning the use of old exams. In keeping with the principles above, that guide this honor code, students agree to NOT include in teamwork those team members who do not contribute their fair share of the work assigned.

ARTICLE III: Rules of Conduct

Section I

Veterinarians and veterinary students should strive to enhance their image with respect to their colleagues, clients, other health professionals, and the general public. Veterinarians and veterinary students should be honest, fair, courteous, considerate, and compassionate. Veterinarians and veterinary students should present a professional appearance and follow acceptable professional procedures using current professional and scientific knowledge. This code is applicable to all conduct that may reflect upon the TUCVM, and thus is not limited to the examples listed.

Section II

1. Students shall not give, receive, or take aid from any source during exams unless the instructor approves collaborative work (e.g., collective problem solving of case studies, open book examinations). Previous

exams will not be made available for public distribution unless clearly indicated by the course instructor. Use of previous exams in any manner other than that specified by the instructor is a violation of the Honor Code.

2. There shall be no communication between students concerning any question relating to an examination during that examination unless the instructor approves collaborative work (e.g., collective problem-solving of case studies, open book examinations).
3. A student shall in no way misrepresent his/her work, fraudulently or unfairly advance his/her academic status, or knowingly be a party to another student's failure to maintain academic integrity. A student assumes responsibility for the content of the academic work he/she submits, including papers, examinations, laboratory reports, etc.

Section III

1. Students shall not intentionally or carelessly mark, tear, misuse, or otherwise damage any property owned by another individual, organization, the College, or the University.
2. Students shall not appropriate for their own use any property without permission.

Section IV

1. A student shall behave in an ethical and professional manner (e.g., a student shall not knowingly falsify or alter a medical record, misrepresent themselves to clients, or negligently endanger the health and well-being of any patients).
2. A student shall not misrepresent their medical knowledge, expertise, or status to the public (e.g., a student shall not engage in the practice of veterinary medicine prior to graduation, nor shall they imply that they have a degree prior to graduation).
3. In their relations with others, veterinary students should speak and act on the basis of honesty and fairness. No veterinary student shall belittle or injure the reputation or standing of another member of the profession (including other students), faculty, or staff or condemn the character of that person's professional acts in such a manner as to be false or misleading.
 - a. Examples of such violations include: deliberately and knowingly making false accusations of Honor Code violations; making allegations of personal impropriety which are known to be false (e.g., accusing a student or faculty member of improper grading or exerting undue influence in securing or assigning a grade).
 - b. The purpose of this section is not to inhibit normal conversation; it is to prevent deliberate and/or malicious attempts to malign a colleague. Examples of behaviors that would not constitute an Honor Code violation would include: statements that an individual disliked a fellow colleague; statements that a student didn't understand how a colleague did so well or poorly in a course; etc.
4. Infliction, or threat of infliction of bodily or emotional harm, whether done intentionally or with reckless disregard, including threat or action in retaliation for making allegations of misconduct, are prohibited.
5. Disorderly conduct that interferes with University-authorized activities is prohibited. Such University activities include teaching, research, administration, or other activities conducted, sponsored, or permitted by the University. Other forms of disorderly conduct include failure to comply with authorities, and adherence to established and approved policies.
6. Students shall not participate in case management if under the influence of alcohol or other mind altering drugs which could impair clear judgment.

ARTICLE IV: Organization

The SAVMA Committee of the Student Council (hereafter referred to as the Committee) shall serve as the neutral body governing violations of the Honor Code through the Office of Academic Affairs with advisement from the Associate Dean.

ARTICLE V: Procedures for Handling Violations

1. Suspected violation of this Code may be reported by any faculty member, staff member, or enrolled student at the University.
2. The person who suspects an Honor Code violation has the right to clarify his/her suspicion at the time of the occurrence. Upon clarification, the person has an obligation to report the alleged violation if suspicion still exists.
3. It shall be the duty of any student, staff, and/or faculty member in the TUCVM who suspects a violation of the Honor Code to report that potential violation, in writing, to the Associate Dean of Academic Affairs. An Honor Code violation report form is available in the office of the Associate Dean for Academic Affairs for this purpose. Confidentiality is exercised in all cases, and proof of violation must conform to the following:
 - a. For allegations of academic misconduct (e.g., suspected cheating on examinations or falsifying medical records), reports must be filed within 15 class days of the alleged incident being observed.
 - b. For allegations of personal misconduct (e.g., reports of threatening behaviors, harassment, intimidation), the reports must be filed within 2 months of the alleged incident occurrence.
 - c. If the report form is signed, then within two class days the Associate Dean for Academic Affairs notifies the accused that a charge has been filed against him/ her using the misconduct allegation form. The case then moves forward as outlined in items 4 and 5 below.
 - d. If the report form is unsigned, the Associate Dean of Academic Affairs will counsel the accused student and keep the report in a confidential file. However, no action will be taken against a student on the basis of an anonymous report.
4. The Associate Dean of Academic Affairs will call a meeting of the Committee that includes: 7 voting members, at least one of whom is a voting faculty member.
 - a. At the beginning of each Committee meeting, the chair will open with a review of the protocol for conducting meetings.
 - b. It shall be the duty of the Committee to interview the accuser and the accused to consider all evidence and testimony that will ensure a just decision. The accused student will be given a typed copy of the complaint brought against him/her immediately prior to the hearing. This copy will not contain the name(s) of the accuser(s). At the discretion of the Committee or at the request of the accuser or the accused, a joint conference with both the accuser and the accused present may be held to review all findings.
 - c. All Committee hearings will be recorded. Upon request, a copy of the recording will be made available to the person accused of the violation.
 - d. Voting on charges:
 - 1) For each suspected incident, members of the Committee shall vote by separate ballots on the evidence presented as to whether an Honor Code violation occurred. If an incident involved multiple students, a separate vote shall be held for each individual accused. A quorum shall consist of 7 voting members - at least one of whom is a voting faculty member - and the Associate Dean for Academic Affairs. **A simple majority vote is required to determine that the accused is guilty of charges.**
 - 2) All persons with knowledge of an Honor Code hearing will keep identities of the accused and accuser confidential, to the extent permitted by law.
 - 3) The secretary shall prepare a written record of all proceedings and recommendations of the Committee, to be maintained by the Associate Dean of Academic Affairs as described in Article VII below.
 - 4) If no Honor Code violation was found to have occurred, the matter shall be dropped and all records shall be placed in a confidential file, maintained by the Associate Dean of Academic Affairs. This file will be destroyed upon the student's graduation.

e. Voting on sanctions:

- 1) If an Honor Code violation was found to have occurred, it shall be the responsibility of the Committee to recommend the action to be taken against the accused. This process shall include deliberation by the Committee, then a second vote specifically on the sanctions. A simple majority vote is required to recommend all sanctions as listed below.
- 2) All sanctions recommended by the Committee are subject to review and ratification by the Dean's Executive Committee. The Dean of the College is ultimately responsible to the University president for student discipline in their respective Colleges. Options available to the Committee include:
 - i. **Warning:** The student is given a written warning stating the Committee's decision and recommendations. A copy of the warning will be retained for the Committee's records.
 - ii. **Probation:** The student is given a written warning, as described above. Additionally, the student must follow stipulations as set forth by the Committee. Failure to meet the stipulations will constitute a new Honor Code violation. The Associate Dean for Academic Affairs will take measures to ensure compliance with the terms of probation.
 - iii. **Suspension:** The student is separated from the College, without assurance of re-enrollment, for a period of one or more semesters. The student is eligible for re-enrollment after the expiration of the term. The student must petition the Dean's Executive Committee for reinstatement.
 - iv. **Dismissal:** The student is permanently expelled from the College, and appeals are not considered.
 - v. **Other Sanctions:** In addition to the above, the Committee may recommend other sanctions it feels appropriate to the offense and the circumstances of the case, including but not limited to: grade penalties, research assignments, counseling, class presentations, or additional clinical rotations. If the sanction involves class performance, the instructor of the course will also be notified of the recommended sanction.
 - vi. All recommendations for sanctions shall be forwarded to the Dean's Executive Committee for review, and all proceedings shall be kept on record in the office of the Associate Dean for Academic Affairs. The Dean's Executive Committee will review all recommendations for sanction within 30 days of the Committee's meeting. The Dean may call a special meeting of the Dean's Executive Committee, if appropriate. The chair of the Committee shall make the presentation to the Dean's Executive Committee. At least one faculty member of the Committee will be present at the Dean's Executive Committee meeting during the report to support the student's presentation. If the Dean's Executive Committee supports a recommendation of suspension or dismissal, the recommendation shall be forwarded to the Vice-President for Academic Affairs (Provost) for review, in compliance with University Rules.
5. If the investigation reveals that the manner in which an examination was administered resulted in compromising circumstances, the instructor of the course shall be notified.
6. If an Honor Code violation was found to occur during a course, the instructor of the course shall be notified of the nature of the violation, without revealing the name(s) of the student who violated the Honor Code, unless a grading sanction is recommended.
7. In all cases, the accuser and the accused shall be informed via certified mail of the Committee's decision within 15 class days after the decision has been reached. The letter will state the decision of the Committee, list the sanctions approved by the Dean's Executive Committee, and, in the letter to the accused, outline the appeals process in the event of a guilty verdict.

ARTICLE VI: Rights to Appeal

It shall be the right of any student to appeal the decision of the Committee and Dean's Executive Committee under guidelines established by the University. Appeals must be filed with the Vice President for Academic Affairs (Provost) within 15 College days from the date of the sanction decision letter. Guidelines for an appeal will be included in the sanction decision letter.

ARTICLE VII: Records**Section I**

1. There shall be two sets of records made of all cases. The first set of records will be anonymous; the names of all parties shall be removed. This record will be the permanent record, which will be preserved in the office of the Associate Dean for Academic Affairs. The second set of records will contain all particulars of the case and will be handled as described in Section II below.
2. A summary report of hearings from the previous quarter - including number of cases heard, nature of verdicts, and sanctions recommended - will be posted on the Student Council bulletin board at the beginning of each quarter. Additionally, SAVMA will present a summary report of their activities to the Dean's Executive Committee at the end of each academic year. In all these reports, as well as in the Dean's Executive Committee minutes, the identity of accused, accusers, and witnesses in all hearings will remain anonymous. Revelation of any of this information constitutes a violation of the Honor Code.
3. It shall be the duty of the Associate Dean for Academic Affairs to maintain all written records of the proceedings of an Honor Code violation in a safe place.

Section II

The Associate Dean of Academic Affairs shall maintain written records with the student's identifying information for 5 years after the violator graduates from the TUCVM. At the end of that 5-year period, the records will be destroyed. If a violator leaves the University for any reason other than successful completion of the academic program; e.g., voluntary withdrawal or dismissal, the records shall be maintained permanently.

Section III

The chair of the Committee will publish quarterly a listing of the number of cases heard, the nature of the offenses, and the number of innocent and guilty verdicts.

Section IV

Information regarding Honor Code violations that is brought to the official attention of the faculty should be handled with discretion and tact, but cannot be withheld from individuals the Committee determines to have a right to this information. If a case appears to involve activity of a criminal nature, the Associate Dean for Academic Affairs will notify appropriate law enforcement agencies.

ARTICLE VIII: Notification**Section I**

A copy of the Honor Code will be distributed to all students operating under the Honor Code, and all interns, and faculty members at the beginning of each College year. A copy of the Honor Code shall be posted on the SAVMA bulletin board and on the College's web page at all times.

Section II

It shall be the responsibility of the president of the SAVMA or his/her representative to read and explain the Honor Code to entering first-year students before the end of the second week of their first semester of matriculation. The President of the SAVMA may request the presence of a faculty member, appointed by the Dean from the Dean's Executive Committee, at the reading of the Honor Code to first-year students.

ARTICLE IX: Amendments**Section I**

Proposed amendments are to be submitted to the SAVMA. If the Council approves by a simple majority, the amendments will be submitted to the student body during a special class meeting. A vote, by secret ballot, will occur within 5 class days following the class presentation.

Section II

Amendments to the Honor Code require a two-thirds (2/3) majority vote of all students voting in a valid election. A quorum of the students for a valid election is 50% of all eligible students voting.

Section III

Approved changes in the University Code of SAVMA shall automatically be incorporated in appropriate sections of this document (e.g., Article III, Section 4.4 & Section 4.5).

ARTICLE X: Original Ratification

Original acceptance of this Honor Code shall be by a simple majority of those voting within the student body of the TUCVM.

Revised May 1985, June 1991, January 2000, and August 2008.