

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

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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 degree program in 1949. Dr. Edward sesswaf

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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 desi **J Q D W H G F O D V V U R R P D F W L Y L W L** policy on attendance is provided under the **3 \$ F D G H P L F 5 H V S R Q V L E L O L W L H V**
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 0.00000912 0 o9(i)9.45 Tm0 g0 G[5.])T.

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 ³9HWHULQDU\ +RQRU

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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 u0 1 8 the u0 1 8 orofl a

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Some specific items to be observed are listed below:

- x \$OO YHWHULQDU\ VWXGHQWV DW 7XVNHJHH 8QLYHUVLW\¶V 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.
- x All veterinary students must demonstrate respect for the University and the College and have an appreciation for their great historical legacies. Therefore, the law RI ³QLFHQHVV´ DQG ³NLQGQHVV interactions with fellow students, faculty, administrators, and staff.
- x 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.
- x The individual disseminating rumors and/or misinformation damaging to the

PART III
ACADEMIC HONESTY/DISHONESTY, AREAS OF DISCIPLINARY CONCERN,

PART IV

ACADEMIC RESPONSIBILITIES AND ACCOUNTABILITIES

ACADEMIC REQUIREMENTS AND PROCEDURES

§ V W X G H Q W T V D F D G H P L F S U R J A I H V (C a p s t o n e) P R O C E D U R E S D O G
 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 purpose 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

‡**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

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it, and supporting evidence or justification for the complaint may be filed with the Associate Dean of Academic Affairs **within 30 Collegedays** 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

4. **PREREQUISITES:** 7KH VWXGHQW PXVW PHHW DOO SUHUHTXLVLWH
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-

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

OFFICE OF STUDENT AFFAIRS (OSA)

PART V

MISCELLANEOUS ACTIVITIES AND SERVICES

VETERINARY STUDENT ORGANIZATIONS

responsible for providing funds to student organizations for speakers.

Special Event Insurance Coverage

Tuskegee University requires "**Special Event Insurance Coverage**

‡**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 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.

x **Food Animal Club: Centered on students interested in food production within the Food Animal industry. The focus is to provide opportunities for TUCVM Students participate in Externship 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:

- x Assigning a mentor to each veterinary student
- x Supporting the student in developing personal and professional networks with TUCVM alumni, faculty, and industry partners
- x Providing a meaningful opportunity for alumni, faculty, and industry partners to connect with TUCVM students around life, career, and professional experience
- x 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

University or CVM will not assume responsibility
for the health and safety of children or other 9.96 Tf1 0 0 1 504.34 746.some responsibility

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:

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4. The number of animal experiments should be minimized and/or complemented through the use of statistical analysis, mathematical models, **in vitro**

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, affirmed 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

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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 punishment

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

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 Student Council. The names of all parties involved in the proceedings 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 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

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.