

FACULTY DOCUMENT: #92-11 (8th Revision)
FACULTY DECISION: APPROVED
DECISION DATE: 01/30/2019

(1st Revision: 3/30/93,
2nd Revision: 2/6/96,
3rd Revision: 6/3/96,
4th Revision: 4/12/2004,
5th Revision: 9/24/2008),
6th Revision: 4/20/2010
7th Revision: 02/08/2011

(Amends: #79-4 and #92-11, dated 3/31/92)

ORIGIN: Student Progress Committee

TITLE: Academic Standards for the D.V.M. Program

Background:

The purpose of this revision is to update the document to incorporate the Student Progress Committee which replaced the Academic Standards, Scholarships and Awards Committee, the role of the Admissions Committee in considering readmission requests, to update terminology, and to update the scheduling of remediation examinations.

Depending on the calendar year, the third Thursday and Friday can fall either in block 2 or block 3 of the fourth year, thus the students who remediate successfully begin their fourth year in block 3 or 4, respectively. Students who begin their fourth year in block 3 and have no further delays in completion of 17 rotations are granted their degree effective on the traditional May commencement date. Students who begin their fourth year in block 4 will be granted their degree no earlier than the August commencement date. This delay prevents these students from obtaining licensure until mid-August. The proposed revision will allow students who successfully remediate third year courses to begin fourth year in block 3 and have the potential to earn their degree in May.

With the proposed revision, remediation exams for courses in semesters 5 and 6 will be administered on the first Thursday and Friday of block 2 of the fourth year with grades being submitted within one week of the examinations. This will allow a timely decision for successfully remediating students to enter the fourth year in block 3. Remediation examinations for students in years 1 and 2 will continue to be administered on the third Thursday and the following Friday in June.

COLLEGE OF VETERINARY MEDICINE POLICIES

ACADEMIC STANDARDS

Doctor of Veterinary Medicine Degree

- I. The scholastic standing of students in the program leading to the degree Doctor of Veterinary Medicine (D.V.M.) shall be determined as set forth in this document. A student is considered in good academic standing if he/she satisfies the criteria set forth in this document.
- II. Scholastic Indices: The course grades and their interpretations, the weighted values and the indices are determined by the University as described in the University Regulations, Part 2, VII., J., Scholastic Indices. Courses having non-weighted grades of passing (P) and satisfactory (S) are credited toward the D.V.M. degree.
 - A. The program index is the average of all weighted grades received in courses credited toward the D.V.M. degree.
 - B. The semester index shall include weighted grades received in each semester or summer session of the program.
 - C. Excluded from the indices are:
 1. Grades in courses not credited toward the D.V.M. degree.
 2. Grades in courses taken at another institution.
 3. Grades in courses graded as Pass/Not Pass and Satisfactory/Unsatisfactory.
 - D. Replacement grades for an incomplete (I) shall be applied to the grading period for which the conditional grade was given.
 - E. For the D.V.M. program, a passing grade is defined as a grade of C- or higher for courses with weighted grades, Pass or Satisfactory. Grades of D+, D, D-, F, Not Pass and Unsatisfactory are considered failing grades.
 - F. Failing grades (D+, D, D-, F, Not Pass, Unsatisfactory) may be given for either of two conditions:
 1. Failure to achieve minimal objectives of a course.
 2. Academic dishonesty (refer to Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals).
- III. Academic Requirements for the Degree of Doctor of Veterinary Medicine.

The faculty requires that all candidates for the D.V.M. degree meet the following requirements:

- A. Achieved passing grades (C- or above) or established credit (for courses with non-weighted grades) in all courses taken to meet the requirements for admission to the College.

- B. Achieved passing grades (C- or above) or established credit (for courses with non-weighted grades) in all courses credited toward the D.V.M. degree. **The minimum passing grade for courses in the D.V.M. program is C-.**
- C. Achieved a minimum program index of 2.00.
- D. No scholastic deficiencies (as defined in Section IV) that would warrant dismissal from the program.

IV. Scholastic Deficiencies:

A. Relative to the **first three years** of the D.V.M. program:

- 1. Grades lower than C- and grades of Not Pass and Unsatisfactory are considered scholastic deficiencies and must be corrected through remediation or repeating the course.
- 2. A student whose semester index or cumulative index is less than 2.00 will be placed on probation and required to meet with the Student Progress Committee. The Committee will review the student's academic performance and make recommendations for improving performance. The student must achieve a cumulative index of 2.00 or greater by the end of the following summer remediation period if remediation is required or by the end of the following semester if remediation is not required. If the cumulative index is below 2.00 at that time, the student will be dismissed from the program.
- 3. **Dismissal:** A student shall be dismissed from the D.V.M. program under the following conditions:
 - a. Receipt of grades less than C- or Not Pass or Unsatisfactory in three or more courses to be credited toward the D.V.M. degree during a single academic year of the D.V.M. program.
 - b. Failure to remove a grade of incomplete (I) by the end of the 12th week of the second subsequent semester of enrollment.
 - c. Failure to successfully remediate any course in the D.V.M. curriculum by earning a grade of C- or better.
 - d. Failure to successfully pass a course that is being repeated due to a previous failing grade (<C-).
 - e. Failure to increase the cumulative index to 2.00 or greater by the end of the remediation period for that academic year if remediation is required or by the end of the following semester if remediation is not required.
 - f. Failure to meet specified conditions of readmission.
 - g. Receipt of a grade of F due to academic dishonesty (refer to Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals).

B. Relative to the **fourth year** of the D.V.M. program:

- 1. Grades less than C- or Not Pass or Unsatisfactory in any fourth year rotation are considered scholastic deficiencies and must be corrected by repeating the rotation.
- 2. Students who are required to repeat a rotation will be on probation for a minimum period of 3 months.

- a. If during the following 3-month period the student successfully repeats the failed rotation (earns a grade of C- or better) and passes all other rotations taken during that period, the student's probationary status will end.
 - b. Off-campus blocks scheduled while a student is on probation are forfeited.
 - c. If a student's probationary status ends, his/her option to pursue the previously approved off-campus block will be re-instated.
 - d. The student is responsible for informing the mentor that he/she will not be able to complete the off-campus block as scheduled and explore the possibility of rescheduling if desired.
3. **Dismissal:** A student shall be dismissed from the D.V.M. program under the following conditions:
- a. Failure to achieve a grade of C- or greater after taking a specific 3-week clinical rotation for the third time.
 - b. Failure to achieve a grade of C- or greater after taking a specific 6-week clinical rotation for the second time.
 - c. Failure to achieve a grade of C- or greater in more than 2 different rotations.
 - d. Failure to earn a program index of 2.00 or greater at the end of the program.
 - e. Failure to meet specified conditions of readmission.
 - f. Receipt of a grade of F due to academic dishonesty (Refer to Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals).

V. Course Remediation Policy

- A. **Purpose:** The Course Remediation Policy is designed to ensure that all students who earn the D.V.M. degree achieve at least a minimal level of competency (a grade of C- or greater) in each course that is applied to the D.V.M. degree. This program provides an opportunity for students who fail to achieve this level of performance in a course to continue in the D.V.M. program and simultaneously correct their deficiencies in knowledge or competencies. Implementing this program will enhance student retention in the College by correcting academic deficiencies, decreasing time to graduation (eliminating year-long waits to repeat a failed remediation-eligible course), and maximizing the graduation rate from the D.V.M. program.
- B. **Remediation Defined:** Remediation is the correction of deficiencies in knowledge and/or competencies associated with a course in order to achieve a minimal level of competency in a discipline or subject area. All courses in the D.V.M. program are included in the remediation program except those listed in section V. E. 11.
- C. **Student Responsibility:** The student is expected to correct his/her deficiencies in knowledge and/or competencies by independent study for courses in the first three years of the program that are eligible for remediation, by repeating courses that are not eligible for remediation, and by repeating the clinical rotation in the fourth year of the program.
- D. **Course Syllabi:** All course syllabi will include a statement regarding policy and requirements for remediation.

E. Remediation Process for Years 1-3 of the D.V.M. Program

1. A student who fails to achieve a grade of C- or greater in a course with weighted grades, or Pass (P) or Satisfactory (S) in a course with non-weighted grades, will be allowed to remediate the course provided that:
 - a. The course is eligible for remediation (see section V. E. 11)
 - b. No more than two courses require remediation in a given academic year.
2. Failure to receive a passing grade (C- or greater) in three or more courses in a single academic year will result in dismissal from the program.
3. The student is responsible for initiating and conducting remediation through independent study. The student will be re-enrolled in the course(s) that was/were failed for the summer session and complete the course through independent study. The student will be responsible for tuition and fees for repeating course(s) for the purpose of remediation.
4. The only requirement for the Instructor of Record is to create a comprehensive examination that will assess the student's mastery of the course objectives and to provide the exam or the exam's electronic attributes to Student Services. The exam will be administered by Student Services. Remediation examinations for courses in semesters 5 and 6 will be administered on the first Thursday and Friday of block 2 of the fourth year. All other remediation examinations will be administered on the third Thursday and the following Friday of June of the summer following completion of the course. The Instructor of Record is not required to work with the student during the remediation period or to be present to administer the examination.
5. A student who wishes to remediate a grade of D+, D, D-, F, U or NP in a course is required to submit a completed Intent to Remediate Form (see Appendix A) to the Associate Dean for Academic Affairs. This form must be submitted by the end of the first week of spring semester classes for courses that were completed in the fall semester and within one week after receipt of the grade for classes completed during the spring semester. The student must also meet with the Student Progress Committee to discuss why their performance was inadequate and how to improve their academic performance.
6. A student who has a scholastic deficiency in a course in the fall semester may proceed into the spring semester and remediate the course the following summer. A student cannot proceed into the next academic year until all courses of the previous academic year have been successfully remediated.
 - a. A scholastic deficiency in the first course of a series will put the student at increased risk for poor performance in the second course of the series.
 - b. The student may petition the Dean to interrupt/postpone proceeding in the D.V.M. program and repeat the course when it is offered the following year contingent upon available positions in the D.V.M. class of which they will become a member.
7. A course may be remediated only once.
8. Grades for courses being repeated through remediation will be submitted to the Associate Dean for Academic Affairs within one week of administration of the exam.
9. The grade for the repeated course and the grade for the original course will both appear on the student's transcript. The grade from the repeated course will be substituted for the original grade in the program index.

10. Failure to achieve a grade of C- or greater in a course being repeated through remediation will result in dismissal from the program.
11. All courses are considered eligible for remediation excluding those that cannot be remediated because of their practical or interactive nature. In order for a course to be excluded from remediation, the instructor-of-record is required to provide justification, in writing, as to why the course cannot be remediated to the Associate Dean for Academic Affairs and the Student Progress Committee for approval. Students should refer to the course syllabus to determine whether a specific course is eligible for remediation. To correct a failing grade in a course that cannot be remediated, the student must repeat the course the next time it is offered contingent upon available positions in the class. A current list of courses excluded from remediation is posted on DVMConnect.

F. Resolution of Scholastic Deficiencies in Year 4 of the D.V.M. Program

1. The applied nature of the courses in the fourth year requires repeating the entire rotation.
2. When a student receives a failing grade (D+, D, D-, F, NP or U) in a rotation, the student will be allowed to continue into the next scheduled rotation but will be on probation (refer to IV.B.2.).
3. The failed rotation should be repeated within three blocks if scheduling allows.
4. Failure of a second rotation, before successfully remediating the first failed rotation, will result in the student being removed from clinical rotations for a period of time determined by the Associate Dean for Academic Affairs, with advisement provided by the Student Progress Committee. This will allow the student to refocus and correct deficiencies and thus enhance his/her probability of success for the remainder of his/her fourth year.
5. A maximum of two repeat attempts are allowed for an individual 3-week rotations and one repeat attempt for an individual 6-week rotation.
6. Failure to earn a grade of C- or greater in a rotation after two repeat attempts of the rotation will result in dismissal from the program.
7. A maximum of two different rotations may be repeated. If a student fails to achieve a C- or better in a third rotation, he/she will be dismissed from the program.
8. A student who fails to earn a grade of C- or greater in a clinical rotation is required to meet with the faculty rotation leader to review his/her performance, determine his/her specific deficiencies, and identify measures that must be taken to achieve competency. The faculty member will complete a brief form (Clinical Rotation Performance Evaluation, see Appendix B) listing the student's deficiencies and items that must be improved. Both the faculty member and the student will sign this form acknowledging that these items were discussed. The completed signed form must be forwarded to the Associate Dean for Academic Affairs within 2 weeks of the end of the clinical rotation.
9. Students who are required to repeat fourth year rotations are likely to delay their graduation and will be responsible for additional tuition and fees if their fourth year extends beyond 17 blocks.

VI. Readmission:

- A. Any student who has withdrawn or has been dismissed from the D.V.M. program and who desires readmission must make application in writing to the Dean of the College. During the first three years of the curriculum, application for readmission must be received by July 10 to be considered for the next academic year. The readmission request should include a description of the factors that the student believes contributed to his/her poor performance and his/her plan for improving his/her academic performance.
- B. The student will be required to meet with the Admissions Committee. Considerations relevant to readmission will be studied by the Admissions Committee. Recommendations will be made to the Dean for his/her ruling on the re-admissibility of the petitioner. Requirements relating to courses and grades or other standards of performance, may be specified for readmission. Requirements for readmitted students may be more stringent than those previously stated in this document.
- C. All readmissions are contingent upon available positions in the D.V.M. class to which they will be admitted.

Approved by the Student Progress Committee on January 11, 2019.

APPENDIX A

Intent to Remediate Form

Student Name: _____

Class: 20____

I plan to remediate the following course(s) during the summer _____ (year):

Course Number	Course Name	Instructor of Record
_____	_____	_____
_____	_____	_____

I understand that I will be registered for the above course(s) in the summer and I will be responsible for appropriate tuition and fees. I will be required to master the course content via independent study and take a comprehensive examination for the course(s) in June of 20____ (specific day to be assigned by the Associate Dean for Academic Affairs). I understand that if I fail to achieve a grade of C- or greater for the course(s), I will be dismissed from the D.V.M. program.

Signature of Student

Date

Submit this completed form to the Associate Dean for Academic Affairs by the end of the first week of spring semester classes for remediation of fall courses and within one week of receipt of grades for remediation of spring semester classes.

APPENDIX B: Clinical Rotation Performance Evaluation

Student Name _____

Course Number and Name _____ Block Number _____

Faculty Rotation Leader _____

The deficiencies noted that led to an unacceptable grade for this clinical rotation are:

The following are items the student must work on to achieve competency when this clinical rotation is repeated.

I have met with the above student and have discussed this evaluation.

_____ (Faculty Rotation Leader Signature) Date _____

I have discussed this evaluation with the faculty rotation leader and understand this evaluation.

_____ (Student Signature) Date _____

This form must be completed and forwarded to the Associate Dean for Academic Affairs

within 2 weeks of the end of the rotation.