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Welcome to St. George's University. This Manual has been designed to clearly articulate the rules, regulations, and administrative policies of the University in general, and the more specific policies of the individual Schools and programs in particular. All administrators, faculty members, and students should familiarize themselves with the content of this Manual and adhere to the policies and procedures herein.

# **Doctor of Veterinary Medicine Pre-Veterinary Medical Phase**

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## **SVM Pre-Veterinary Medical Phase**

The Pre-Veterinary Medical Program is up to three years of undergraduate coursework.

The academic policies, program, standards, and processes of the Pre-Veterinary Medical Program are set and overseen by the School of Veterinary Medicine; the content is delivered by the School of Arts and Sciences.

All registered students in the Pre-Veterinary Medical Program are subject to the policies and regulations of:

- The University
- The School of Arts and Sciences
- The School of Veterinary Medicine
- The Pre-Veterinary Medical Program

However, should policies differ, the policies of the Pre-Veterinary Medical Program shall supersede all other said policies.

## **Academic Progress Review and Prescribed Policies**

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### **Pre-Veterinary Medical Committee for Satisfactory Academic Progress and Professional Standards**

The Pre-Veterinary Medical Committee for Satisfactory Academic Progress and Professional Standards (PVCAPPS) will meet at the conclusion of each semester to receive reports on all students in the Pre-Veterinary Medical Program. The Committee will review their progress and determine their suitability to remain in the Pre-Veterinary Medical Program, or determine if they should continue on academic or nonacademic probation. The School of Veterinary Medicine Associate Dean of Student Affairs chairs this Committee.

### **Quantitative Deficiency**

Students who are not progressing in the Pre-Veterinary Medical Program according to the quantitative standards will receive a warning when it is apparent, they cannot graduate within the allocated time frame at their current pace. Students may petition through the Pre-Veterinary Medical Program Director and PVCAPPS for an extension if medical problems, family obligations, or other significant factors make it impossible to complete the program within the applicable time frame.

# Qualitative Deficiency

1. Students with cumulative GPAs of less than 3.00 at the end of each semester will be placed on academic probation for one semester. The Pre-Veterinary Medical Committee for Satisfactory Academic Progress and Professional Standards (PVCAPPS), for good cause shown, may grant an additional one-semester extension. Students' cumulative GPAs must be elevated to 3.00 or better to be removed from academic probation. The Pre-Veterinary Medical Committee for Satisfactory Academic Progress and Professional Standards will provide a suitable program of study. If students with cumulative GPAs of less than 3.00 are placed on academic probation, they will be mandated to repeat courses in which they have achieved "C" grades ("C+"/"C"). The grade obtained upon successful repeat of a course will be the new grade recorded on the transcript; the previous unsatisfactory grade ("D", "F") will remain on the transcript.
2. If students are allowed to continue in the Pre-Veterinary Medical Program, all "F" and "D" grades in the required courses must be remedied. The Committee will determine whether the students are:
  - Dismissed
  - if they may take a comprehensive re-sit examination for the course at the beginning of the next semester,
  - or if students must repeat the course within the next two semesters.

A student who obtains a "D" or "F" in a re-sit examination will be mandated to repeat the course and will be placed on academic probation; the original unsatisfactory grade ("D", "F") will remain on the transcript. If a re-sit examination is not taken at the start of the next semester, students forfeit that opportunity.

3. If students have chosen to earn the Bachelor of Science degree, all "F" grades in the required General Education courses must be remedied. Students are given the option to take a re-sit of a comprehensive examination for the course at the beginning of the next semester or they must repeat the course within the next two semesters. If students do not take the re-sit at the start of the next semester, they forfeit that option, and are required to repeat the course.

## **For promotion into the Veterinary Medical Program, in addition to the above:**

4. The Committee will determine whether students with grade point averages (GPAs) of less than 3.00 in all coursework in the final year of the Pre-Veterinary Medical Program may take a re-sit of a comprehensive examination for the course at the beginning of the next semester, repeat the course within the next two semesters, or risk dismissal. If a re-sit examination is not taken at the start of the next semester, students forfeit that opportunity.
5. Students who do not meet the nonacademic standards may be dismissed or be allowed to continue in the Pre-Veterinary Medical Program on non-academic probation for a specified period of time with a prescribed course of action. Students will be monitored in accordance with a method described in their letter defining the terms of the probation.
6. The Committee will determine whether students who fail the Pre-Veterinary Medical Science Comprehensive Examination (PVSCE) will be:
  - Dismissed from the Pre-Veterinary Medical Program
  - Permitted to take a re-sit of the examination at the start of the next semester or
  - Required to repeat coursework and take the PVSCE at the conclusion of the semester.

Students are permitted to sit the PVSCE a maximum of twice as determined by PVCAPPS. A third attempt will only be permitted after a special appeal process. Students must make a formal written appeal outlining in detail their study plans to the PVCAPPS or designee.

## **Students should be aware that:**

- Students who repeat a course will receive the grade that is earned; only the higher grade will be used to compute cumulative GPAs; however, all grades for a course will appear on the transcript.

- If students choose to take a re-sit examination at the beginning of the next semester, the highest grade recorded for satisfactory performance on a re-sit examination and, therefore, for the particular course, will be a “C.” The highest grade achieved will be used to compute the cumulative GPAs; however, all grades for a course will remain on the transcript. This represents the only opportunity for students to take such an examination. Thereafter, the only option to remedy that grade will involve repeating the course.
- Students who are dismissed from the Pre-Veterinary Medical Program may be allowed to continue in the School of Arts and Sciences in a different academic program by the Pre-Veterinary Medical Committee for Satisfactory Academic Progress and Professional Standards, Committee on Admission, and the Dean of the School of Veterinary Medicine.

## Administrative and Academic Policies and Process

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### Admission

#### Acceptance and Placement

Students in the Pre-Veterinary medical program have been reviewed and accepted by the Committee on Admission of the School of Veterinary Medicine into the Pre-Veterinary medical program as viable candidates in the continuum into the veterinary medical program. Though the Pre-Veterinary medical program curriculum is up to three years of study, students are accepted and placed into the first, second, or third year of the Pre-Veterinary medical program according to the educational achievements documented by the Committee on Admission. If students are placed at an advanced level, this placement does not result in the award of credit hours, grades, or any transcript notation. Students' placement is in a specific year and semester classification. Students are not permitted to accelerate their academic program. When appropriate, students may apply for advanced standing or transfer credit through the [Office of the University Registrar](#).

#### Bachelor of Basic Veterinary Medical Sciences Degree Program (BS/DVM)

Students in the Pre-Veterinary medical program, especially those admitted to the first year of the Pre-Veterinary medical program, may choose to obtain a Bachelor of Basic Veterinary Medical Sciences degree in addition to the Doctor of Veterinary Medicine degree. In order to accomplish this goal, however, appropriate guidance is needed at the beginning of the Pre-Veterinary medical program in order to ensure that all requirements are met. The students who wish to complete the BS degree should, therefore, inform the Pre-Veterinary Medical Program Director and the Office of the University Registrar of their intentions during their first semester of matriculation. All requirements for the Bachelor of Basic Veterinary Medical Sciences degree must be met before it is awarded.

**Where appropriate, Pre-Veterinary medical students who wish to obtain the combined BS/DVM degree may apply for advanced standing or transfer credits through the [Office of the University Registrar](#).** Transfer or advanced standing credits can be awarded provided that a minimum of 71 credits towards the BS degree are completed at St. George's University through the completion of the prescribed curriculum for Year 3 of the Pre-Veterinary medical program and Year 1 of the DVM degree program.

Credit is granted for the BS/DVM degree only for documented appropriate coursework for Year 3 of the Pre-Veterinary medical program and Year 1 of the DVM degree program. Only courses with a grade obtained of “C” or better will be considered for credit.

Transfer credits from academic partner institutions will be assessed according to the agreement of cooperation in place at that time.

Each student is responsible for ensuring that all related documentation, including official transcripts, grading policy, and official course descriptions are sent directly to the [Office of the University Registrar](#), who, in turn, will forward all the documentation to the Pre-Veterinary Medical Program Office for assessment.

Students may request the opportunity to simultaneously complete the Bachelor of Basic Veterinary Medical Sciences degree late in the program; however, they may be precluded from doing so due to program and time restraints.

## Registration

### Registration

All students in the Pre-Veterinary medical program are registered by the Office of the University Registrar based on registration forms received by faculty advisors. Students are required to complete check-in on or before the first day of classes each term as scheduled by the [Office of the University Registrar](#).

### Check-In

In order to check-in for the Pre-Veterinary medical program, students must have financial, academic, and health insurance clearance. Students who are not in good financial standing are required to work with the [Office of Student Finances](#) to receive permission for provisional or full registration. Students should not proceed to Grenada without financial and academic clearance.

New students who are not pre-registered into specific courses must first meet with their academic advisor to determine their course schedule for the semester.

If students have paid in full for all previous academic terms but have not yet paid for the upcoming/current term, students will be reviewed by the Office of Student Finances and may be approved for a payment plan. If approved, the student is permitted to register for classes.

## Examinations

### Examination Attendance

All matriculated students are expected to attend all assigned academic activities for each registered course. If, due to extreme extenuating circumstances, students are unable to be present for an examination, the Pre-Veterinary Medicine Program students must follow the same procedures as found in the DVM Program (see [SGUSVM Absence Reporting Procedures and Examination Policies](#)), and approval must be obtained from the Director of the Pre-Veterinary Medicine Program.

The University faculty recognize that exams are an integral part of training in the DVM program and expect all students to comply with all examination policies and attend all exams on their scheduled dates. It is expected that exams will only be missed in exceptional circumstances where illness, catastrophic or other pre-validated reasons preclude a student's adherence to the exam schedule.

Students who fail to appear for an examination without a valid reason for doing so will receive a grade of zero ("0") for the examination.

Students who miss an examination due to catastrophic event may be allowed to sit a re-scheduled examination within the term if the course director is notified of the excuse by the Dean of Students or the Director of the PV Program.

## Completion Examinations

Students who receive an approved Incomplete ("I") for an exam must take a Completion Examination as scheduled. Failure to sit scheduled examinations results in an exam grade of zero ("0"). Students who take a medical excuse for a final examination must expect to stay in Grenada for the completion examination.

## Pre-Veterinary Medical Science Comprehensive Examination (PVSCE)

All students must take this examination at the conclusion of the final year of the Pre-Veterinary medical program. The examination is comprehensive for the final year of the Pre-Veterinary medical program.

If students fail the PVSCE, the Pre-Veterinary Committee for Satisfactory Academic Progress and Professional Standards will determine if students are:

- permitted to take a re-sit of the examination at the start of the next semester; or
- required to repeat coursework and take the PVSCE at the conclusion of the semester; or
- dismissed from the Pre-Veterinary Medical Program.

# Satisfactory Academic Progress Standards and Process

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Standards for Admission, Retention, and Graduation

## General Description

Behavioral qualities, cognitive skills, participation in Pre-Veterinary medical professional activities, and personal attributes, are all evaluated and must reach acceptable standards before promotion can be considered. Any conduct that can reasonably be seen as disgraceful, dishonorable, or unbecoming will be considered as a major component in the non-academic decision regarding retention and promotion ([See University Code of Conduct](#)).

## Quantitative Standards

The anticipated time allocation for the Pre-Veterinary medical program is up to three academic years or six semesters. Students are placed in the Pre-Veterinary medical program based on their educational background. Students will proceed in the course of study defined by the Pre-Veterinary medical program curriculum.

## Qualitative Standards

- Students must have a cumulative grade point average (GPA) of 3.00 or greater at the end of each semester.
- Students must pass with a grade of “C” or better in all required coursework in the Pre-Veterinary medical program curriculum.
- Students must pass with a grade of “C” or better in all elective credits that are to be considered for the program of study.
- Students who have requested to earn the Bachelor of Science degree must pass with a grade of “C” or better in all required General Education coursework.

### **For promotion into the veterinary medical program, in addition to the preceding requirements:**

- Students must have a grade point average (GPA) of 3.00 or better in all coursework in the final year of the Pre-Veterinary medical program, and a cumulative GPA of 3.00.
- Students must pass the Pre-Veterinary Medical Science Comprehensive Examination (PVSCE).
- Non-cognitive factors will also be considered when reviewing promotion into the veterinary medical program ([See University Code of Conduct](#)).

## Academic Probation

### Academic Probation

Academic Probation is an internal marker placed in students' progress files by the Pre-Veterinary Committee for Satisfactory Academic Progress and Professional Standards. It allows students who do not meet the satisfactory academic progress guidelines to continue in the Pre-Veterinary medical program for one semester with a prescribed program of courses.

Students may continue on academic probation for an additional semester if the Pre-Veterinary Committee for Satisfactory Academic Progress and Professional Standards sees significant improvement.

While on probation, students are reviewed by the Pre-Veterinary Committee for Satisfactory Academic Progress and Professional Standards each semester. Students on academic probation must raise their cumulative GPAs to at least 3.00 within one academic year, or risk dismissal. Students who raise their cumulative GPAs to 3.00 or higher are removed from academic probation at the conclusion of the semester.

### Academic Appeals

All students, with reasonable grounds, may appeal a decision of the Pre-Veterinary Committee for Satisfactory Academic Progress and Professional Standards (PVCAPPS). Appeals must be directed, in writing, to the SVM Appeals Panel.

An appeal must clearly outline the grounds on which the appeal is made, and be received by the date and time designated in the PVCAPPS letter.

The decision of the Appeals Panel is final.

### Academic Appeals Process

There is no appeal from placement on Academic Probation.

The appeal procedure for decisions of the CAPPS is outlined below:



- When PVCAPPS recommends a student for dismissal, the SVM Dean of Student Affairs or designee will communicate this recommendation to the students and to the Dean of the School of Veterinary Medicine. The student then has the option to **withdraw** from the Pre-Veterinary Medicine Program within five (5) days of receipt of the recommendation of dismissal. Students will then have a withdrawal status once their withdrawal is processed.
- When a student is submitting an appeal, the appeal should explain any mitigating or extraordinary circumstances which were beyond the student's control, and which caused or contributed to his/her poor performance. The form should be accompanied by a remedial plan. The SVM Dean of Student Affairs or designee will forward the student's appeal and the recommendation of dismissal letter to the SVM Academic Appeals Panel (SVMAAP) for the Pre-Veterinary Medicine Program.
- The SVMAAP for the Pre-Veterinary Medicine Program will communicate its decision to the Office of the Dean of the SVM. Students are notified of this decision via e-mail.

**Should the student wish to appeal this decision, the case must fall into one of the following two categories:**

1. Cases in which new evidence is presented or new witnesses come forward; or
2. Cases in which an unprofessional procedure can be demonstrated.

The Office of the Dean of SVM reserves the right to refuse to review the cases that do not meet these criteria.

All decisions of the SVMAAP for the Pre-Veterinary Medicine Program are reported in writing to the Office of the Dean of the SVM within 48 hours.

If a student does not withdraw or submit an appeal, the Dean of the School of Veterinary Medicine will dismiss the student and transmit that decision by e-mail to the student with a copy to the Dean of Student Affairs and the Office of the University Registrar.

## Non-Academic Probation

## Non-Academic Probation

Non-academic probation is an internal marker placed in students' progress files by the Pre-Veterinary Committee for Satisfactory Academic Progress and Professional Standards, Disciplinary Panel, or administration. It allows students who do not meet the nonacademic standards to continue in the Pre-Veterinary medical program for a specified period of time with a prescribed course of action. Students will be monitored in accordance with the method described in their letters defining the terms of the probation.

## Requirements for Promotion into the Veterinary Medical Program

## Requirements for Promotion into the Veterinary Medical Program

For promotion into the Veterinary Medical Program, students must have:

- Cumulative GPAs of 3.00 and GPAs of 3.00 in the final year of the Pre-Veterinary Medical Program
- Pass the Pre-Veterinary Medical Science Comprehensive Examination (PVSCE)
- Demonstrate the behaviors and attitudes considered by St. George's University to be essential for the profession of Veterinary Medicine.