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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.

# Foundation to Veterinary Medicine Program

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## Foundation to Veterinary Medicine Program (FTV)

The Foundation to Veterinary Medicine is a one-term undergraduate program. The academic policies, program, standards, and processes of the Foundation to Veterinary Medicine Program are set and overseen by the School of Veterinary Medicine; the content is delivered by both the School of Arts and Sciences and the School of Veterinary Medicine.

All registered Veterinary Foundation students are subject to the policies and regulations of:

- The University
- The School of Arts and Sciences
- The School of Veterinary Medicine
- The Foundation to Veterinary Medicine Program

However, should policies differ, the policies of the Foundation to Veterinary Medicine Program shall supersede all other said policies.

## Policies and Procedures

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### Administrative Policies and Procedures

#### Admission

Students in the Foundation to Veterinary Medicine (FTV) Program have been reviewed and accepted by the Committee on Admission of the School of Veterinary Medicine into the Foundation to Veterinary Medicine Program. Students are accepted and placed into the program according to the educational achievement documented by the Committee on Admission.

The Committee also evaluates achievement in standardized examinations, since veterinary students must frequently demonstrate success in this area.

Students must have a bachelor's degree equivalent or higher with all of the science prerequisites.

#### Registration

All students in the Foundation to Veterinary Medicine Program are required to complete registration check-in on or before the first day of classes each term as scheduled by the Office of the University Registrar.

## Check-In

Students are pre-registered in specific courses for the term. In order to complete Check-In for Foundation to Veterinary Medicine, 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 full registration. Students should not proceed to Grenada without financial and academic clearance.

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 Check-In for classes.

## Courses Offered

The Foundation to Veterinary Medicine Program courses are:

<b>Courses</b>	<b>Course Name</b>	<b>Credits</b>
BIOL 303	Biomedical Anatomy & Lab	4 credits
BIOL 401	Microbiology & Lab	4 credits
CHEM 450	Biochemistry	3 credits
PCLN 301	Learning Strategies for Pre-Professionals	1 credit
VSCI 301	Introduction to Veterinary Science	2 credits
VSCI 400	Basic Animal Physiology	3 credits
	<b>Total</b>	<b>17 credits</b>

## Academic Policies and Procedures

### Enrollment Requirements

SGU students in the Foundation to Veterinary Medicine Program are not permitted to drop or add courses. The average student academic load is 17 credit hours for the one-term program.

Foundation to Veterinary Medicine students are expected to maintain a full-time schedule for the term. The program's curriculum is specifically designed to prepare students for entry into the School of Veterinary Medicine. As a consequence, FTV students must attempt this curriculum as prescribed, and are expected to maintain a full-time schedule.

A Leave of Absence (LOA) is not permitted in the FTV Program. If a student must leave, for whatever reason, he or she will only have the option to withdraw. In this case, the University will refund the student's tuition.

In the event of a serious health related or personal issue that impacted a student's ability to study and focus on his/her curriculum, the Director of the Foundation to Veterinary Medicine Program, in conjunction with the Dean of Students, may request that the student be readmitted.

## Pre-Veterinary Science Comprehensive Examination (PVSCE)

All students must take this examination at the conclusion of the FTV one-term program.

The PVSCE exam is designed to measure students' requisite understanding of basic science disciplines. Questions are drawn from the science subjects only. The procedures are distributed to students prior to the PVSCE administrations and made available on the Learning Management System (Sakai). The PVSCE does not count towards any course grade. This exam is one of four prerequisites for promotion into DVM program. The completion exam policy applies to these examinations (see the section below).

If students fail the PVSCE, they will be not promoted from the Foundation to Veterinary Medicine Program with no opportunity to re-sit or appeal.

Apart from required make-up examinations and regular administrations of the PVSCE, students must request authorization from the Foundation to Veterinary Medicine Director at least three weeks in advance regarding any special sitting of the examination.

## 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 ("O"). Students who take a medical excuse for a final examination must expect to stay in Grenada for the completion examination.

## 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 Foundation to 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 Foundation to 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 ("O") 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 FTV Program.

# Satisfactory Academic Progress Standards and Process Standards For Admission, Retention, And Graduation

## General Description

Behavioral qualities, cognitive skills, participation in preclinical pre-professional activities, and personal attributes are all evaluated, and must reach acceptable standards before promotion can be considered. Any conduct of students that can reasonably be seen as disgraceful, dishonorable, or unbecoming will be considered as a major component in the academic decision regarding retention and promotion.

## Quantitative Standards

The anticipated time allocation for the Foundation to Veterinary Medicine Program is one semester.

## Qualitative Standards

1. Students must have a cumulative grade point average (GPA) of 3.00 or greater at the end of the semester.
2. Students must pass with a grade of "C" or better in all required coursework in the Foundation to Veterinary Medicine Program.
3. Students must pass the Pre-Veterinary Science Comprehensive Examination (PVSCE).
4. Students must meet the [School of Veterinary Medicine standards for admission, retention and graduation.](#)

## Appeal Process

For those students who:

1. do not pass the PVSCE
2. achieve a lower than a 3.00 GPA or
3. receive grades below a C

There is no opportunity to retake courses or the PVSCE, and the University will refund the cost of tuition.

There is no appeal process if a student does not meet the standards for promotion to the School of Veterinary Medicine.

The PVCAPPS reviews all FTV students at the end of the term, any unsuccessful FTV students are not recommended for promotion to the School of Veterinary Medicine (SVM). The SVM Dean of Students will communicate all recommendations from the PVCAPPS meetings to the FTV students, Admissions, and to the Office of the University Registrar.

## Requirements for Promotion to the Veterinary Medicine Program

For promotion to the Doctor of Veterinary Medicine Program, students must:

- Achieve a minimum cumulative grade point average of 3.00 or higher and obtain no grades below a 'C'

- Pass the Pre-Veterinary Science Comprehensive Examination (PVSCE)
- Maintain a high level of professionalism and be recommended for promotion by PVCAPPS.