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List of Abbreviations

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AP	Appeals Panel
AAT	Academic Advising Team
APRC	Academic Progress Review Committee
AVMA	American Veterinary Medical Association
CR	Credit Remediation
CS	Clinical Skills
DES	Department of Educational Services
DVM	Doctor of Veterinary Medicine
EA	Excused Absence
FPP	Faculty Panel on Professionalism
FTV	Foundation to Veterinary Medicine
IVSP	Island Veterinary Scholars Program
JA	Judicial Affairs
LOA	Leave of Absence
MAS	Monitored Academic Status
ME	Medical Excuse
MMLOA	Mandatory Medical Leave of Absence
MPH	Master of Public Health
MSc	Master of Science
NAVLE	North American Veterinary Licensing Examination
OAA	Office of Academic Affairs
OHOM	One Health One Medicine
OUR	Office of the University Registrar
PAF	Period of Academic Focus
PreVet	Pre-Veterinary
PS	Professional Skills
PSC	Psychological Services Center
SAAS	Student Accessibility and Accommodation Services
SAP	Satisfactory Academic Progress
SGU	St. George's University
SVM	School of Veterinary Medicine
SYS	Systems
UHS	University Health Services
VSRI	Veterinary Scholars Research Initiative
WMPG	Weighted Mean Percentage Grade

Veterinary Medical Program

Welcome to St. George's University (SGU). This Manual has been designed to clearly articulate the rules, regulations, and administrative policies of SGU in general and the more specific policies of the School of

Veterinary Medicine (SVM). All administrators, faculty members, and students should familiarize themselves with the content of this Manual and adhere to the policies and procedures outlined with respect to the following:

1. Registration and Matriculation Policy
2. Student Accessibility and Accommodation Policy
3. Policy on the Development, Approval, and Maintenance of University Policies
4. Honors Letters, Academic Distinctions, and Graduation Honors Policy
5. University Incomplete Policy
6. Policy on University Community and Values; Representation, Belonging and Fair Practice
7. Posthumous Degree Policy
8. Policy on Provision of Administrative Letters for Students
9. Course Structure Policy
10. Policy on Course Syllabi
11. Policy on Honorable Student Conduct and the Honor Code
12. Leave of Absence Policy
13. Participation and Engagement Policy
14. Examination Policy
15. Policy on Auditing Classes
16. Policy on Academic Professionalism Panels
17. Religious Observance Policy
18. Course and Instructor Critique Policy
19. End-of-Term Grades and Academic Progression Policy for Grenada and Northumbria
20. Institutional Policy on Program and Course Review
21. University Assemblies Policy

All administrators, faculty members, and students should adhere to the specific policies applicable to the School of Veterinary Medicine DVM Program as outlined hereunder.

The Curriculum

The curriculum is an innovative, student-centered, systems-based, spiral curriculum. This curriculum is designed to equip aspiring veterinarians with the integrated, comprehensive knowledge, clinical, and professional skills necessary for success in modern veterinary practice. Our pedagogical approach focuses on active learning methods and allows students to build long-term knowledge and skill retention, promoting a culture of self-directed lifelong learning. Students will actively engage with the course material by preparing for lessons prior to in-class active learning sessions and laboratories. Throughout the curriculum, case-based clinical reasoning sessions are integrated to provide students with a solid foundation for their future careers in veterinary medicine. In the spiral design, the first three terms (first spiral) will focus on healthy animals and disease processes, and terms 4, 5, and 6 (second spiral) will focus on clinical case management with increasing complexity of the integrated systems content.

All students registered in the veterinary medical program are subject to the policies and regulations of the SVM and SGU disclosed in this Manual. The general student policies, procedures, non-academic standards, and Satisfactory Academic Progress (SAP) guidelines are found on our website.

This Student Manual is subject to review and change, and policies may be revised during any academic year. SGU SVM reserves the right to alter, change, or amend any of these rules and regulations without prior notice. Information contained herein supersedes all previously published versions.

Registration and Check-In

All students registered in the veterinary medical program are subject to the policies and regulations of the SVM and SGU as stipulated in this Manual, irrespective of matriculation date. All students are required to complete the check-in process on or before the first day of classes each term as scheduled by the Office of the University Registrar (OUR). Students in dual degree programs (DVM/MPH or DVM/MSc) are required to meet with their Graduate Studies Program Advisor and attain clearance; they will then register/check-in for both programs simultaneously.

The final year of veterinary clinical training is scheduled through the SVM. Students must appear at the assigned educational institution as advised and follow the course registration procedures of that particular institution. Failure to appear as scheduled may result in dismissal from the University.

In order to check in for Terms 1 through 6 of the DVM program in Grenada, students must have clearance of academic, financial, and health requirements. Students not in good financial standing must work with the Office of the Bursar to resolve their outstanding balances.

Students in Terms 7, 8, and 9 should follow the procedure established at their assigned clinical institution. They will be notified of any registration holds by email.

Students should note that if they check in and begin classes late, they will miss important academic concepts, and their grades may suffer. Late registration will not be considered a mitigating factor for poor academic performance.

Academic Program and Policies

Admission Standards

Essential abilities and characteristics for completion of the Doctor of Veterinary Medicine (DVM) degree consist of certain sensory, physical, and cognitive abilities and emotional characteristics to assure that candidates for admission, promotion, and graduation are able to complete the entire course of study and participate fully in all aspects of DVM training, with or without accommodations. It is the policy of the SVM to provide qualified students who have disabilities with reasonable accommodations. The student seeking accommodation must notify the Student Accessibility and Accommodation Services (SAAS) in the Office of Student Affairs, complete an application, and provide the required documentation and information.

Compensation through technology for deficiencies in any of the areas outlined above or below may be acceptable; however, such accommodation should not preclude a candidate's abilities to act reasonably and independently. The use of a trained intermediary would mean that a candidate's judgment must be mediated by another person's power of selection and observation; therefore, third parties cannot be used to assist students in accomplishing curricular requirements in the tasks specified below where the candidate's judgment would be so mediated as a result.

Academic Policies

Curriculum

Veterinary medical program students must follow the curriculum sequence defined in the SVM catalog.

Students may take optional courses, referred to as electives, that may have prerequisites or Weighted Mean Percentage Grade (WMPG) standards to participate. Only the grades of the required curriculum are used to calculate the grade points earned for the DVM program. Grades received for elective courses will not be reflected in the cumulative WMPG.

The DVM Program

Most students complete the veterinary medical program at SGU SVM on an optimal track of four (4) years. Students on this optimal track spend three (3) years in Grenada studying pre-clinical, paraclinical, and clinical subjects before moving to affiliated schools of veterinary medicine to spend a final year in clinical rotations.

The first six (6) terms of the curriculum consist of six (6) courses. Each course contains one (1) Professional Skills (PS) unit, one (1) Clinical Skills (CS) unit, and one (1) Systems (SYS) unit. The SYS unit consists of modules, and the number of modules per SYS unit differs per term.

The optimal track is a continuum of terms with time off kept to a minimum. The terms in the first three (3) years are progressive, each term being a prerequisite ("building block") for the next. Breaks in this progression are disruptive; therefore, leave of absence (LOA) is discouraged.

To graduate from the SVM, a student needs to complete a total of 175 credits. This includes obtaining 127 credits from pre-clinical terms (covering terms 1 to 6 and passing all units in each course) and 48 credits from the clinical terms (terms 7 to 9; affiliate schools may require additional credits).

Licensure

All students requiring licensure in the United States take the North American Veterinary Licensing Examination (NAVLE), which will be taken during the final clinical year. RCVS registration requires graduates to take the membership examination of the Royal College of Veterinary Surgeons (RCVS) and entitles them to practice in the UK. Students seeking employment in the European Union (EU), should contact the relevant member state of the EU to check their registration requirements.

SGU students and graduates are advised to carefully check the registration or licensing requirements with the veterinary licensing authority of any/all countries where they wish to practice. Ultimately, it is their responsibility to see that their applications are processed correctly in accordance with the requirements of the respective authority from which licenses are sought. The OUR maintains some information on the requirements for licensure in the 54 American jurisdictions and many international jurisdictions; however, the University is not an agent of any licensing authority.

For precise, up-to-date information, students or graduates must seek that information from the licensing agency in the region, state, or country where licensure is being sought.

NOTE: The following websites provide current licensing information:

NAVLE - www.icva.net/navle/

See NAVLE Testing Window under the section on "Requirements for Graduation".

Grading

All students must fulfill all course requirements defined by the syllabus to obtain a final grade.

To receive all the credits for the term, students must pass all the course units during that term. Each course contains one (1) Professional Skills (PS) unit, one (1) Clinical Skills (CS) unit, and one (1) Systems (SYS) unit. The SYS unit consists of modules, and the number of modules per SYS unit differs per term.

Grading scale for all students enrolled in the new curriculum from August 2024 and beyond:

Grade	Points
Satisfactory	≥69.50
Unsatisfactory	≤69.49

The course requirements and grading policy will be stated in the course syllabus provided on the first day of each term.

Other Transcript Notations

Withdrawal (W). Students granted an approved Leave of Absence (LOA) will receive a "W" grade for the course. More information on LOAs can be found in the [Leave of Absence section of the General Policies for All Students](#).

Incomplete (I) is given when course requirements are not completed due to severe mitigating circumstances such as illness or family emergencies. The SVM Associate/Assistant Dean of Student Affairs must approve the reason for receiving "I" grades. The student must submit a Medical or Non-Medical Excuse to be eligible for remediation (see "Excuses for Attendance and Participation") under the section on "General Participation Policies". If approved, the SVM Associate/Assistant Dean of Student Affairs will inform the respective instructor to assist the student to remediate any mandatory course activities or missed assessments within 7 days of the deferment. "I" grades remain on the transcript until another grade is given upon completion. If students have an "I" grade on their transcript, the required coursework must be completed within seven (7) days of the original date of the assessment. If the work is not completed and the grade is not received from the course director within thirty (30) days of the term finishing, the Incomplete ("I") will be automatically changed to an Unsatisfactory ("U") by the OUR.

Credit Remediation (CR). If a student is having academic challenges, they can opt for a CR grade. Students need to complete the CR form and are notified by the Office of Academic Affairs when the CR is approved. See Credit Remediation under the Academic Progress section for more information.

No Grade (NG). The course director submitted no grade for a registered course.

In Progress (IP). The course is still in progress.

Research Programs

Specific Research Programs

In addition to participation in funded faculty research projects, the SVM has two (2) programs specifically designed to provide in-depth, one-on-one faculty-mentored research opportunities for DVM students:

[Island Veterinary Scholars Program \(IVSP\)](#)

[Veterinary Scholars Research Initiative \(VSRI\)](#)

Island Veterinary Scholars Program (IVSP)

During the summer break, the Island Veterinary Scholars Program (IVSP) immerses interested veterinary students in hypothesis-based research. The DVM program includes instruction on research design, ethics, and laboratory techniques currently used in SVM research. The program exposes all participants to a variety of Grenada-focused research currently underway on the island. Participants are aligned with a faculty-mentored IVSP-approved research project and proceed to own their part of the project, from literature search to present their findings at the sponsored symposium held in the USA. The IVSP encompasses an entire summer program of ten (10) weeks by providing interactive lectures on scientific writing and guest speakers to discuss a variety of veterinary and OHOM topics (e.g., IACUC [Institutional Animal Care and Use Committee], government-based research and public health implications of research), research-related field trips and laboratory-based workshops to teach a variety of research-related techniques.

Veterinary Scholars Research Initiative (VSRI)

The VSRI is designed for students who want more involvement in research with one-on-one faculty mentorship but are not pursuing the dual degree (DVM/MSc) option. Upon completion of all the requirements, these students receive a "distinction in research" on their transcripts. They are expected to actively participate in all aspects of the research process, including laboratory and field work, presentations, and manuscript preparation. This intensive mentorship program is intended to provide motivated students with an in-depth research experience in a flexible time frame. Each successful applicant receives research support funded by the SVM research enhancement budget.

Academic Progression

Academic Progression and Standards

The faculty of the School of Veterinary Medicine has specified the following academic standards, which all applicants/students are expected to meet in order to participate in the veterinary medical education program and the subsequent practice of veterinary medicine.

Satisfactory Academic Progression

Years 1-3 Satisfactory Academic Progression

The Academic Progress Review Committee (APRC), consisting of the course directors, unit leaders, and administrative team members, reviews the progress of all students after each modular examination and at the end of each academic term. Based on its review of students' progress, the Committee makes decisions on the progression and retention of students according to the following standards.

All students are expected to meet the qualitative and quantitative standards of the SVM. The quantitative standards relate to the student's progression through the academic program in a timely fashion. The qualitative standards relate to achieving satisfactory grades, completing coursework, and maintaining the minimum standards outlined in the qualitative standard section.

Year 4 Satisfactory Academic Progression

To successfully complete the final year of the SGU SVM curriculum, students must comply with the rules and regulations of the SGU-affiliated institutions where they complete the final year of clinical training of the veterinary medical curriculum and remedy all deficiencies accordingly.

Rotation requirements for the clinical year

A total of 48 graded weeks of clinical rotations. Of these 48 weeks, 20 must be comprised of the following:

- Eight (8) weeks of medicine in small (SA) or large Animals (LA)*
- Six (6) weeks of surgery in SA or LA*
- Two (2) weeks each of:
 - Diagnostic imaging
 - Anesthesia
 - Pathology/Clin Path

* The fourteen (14) weeks of medicine and surgery MUST include four (4) weeks of large and four (4) weeks of small animals. Any combination of large animal and small animal rotations is allowed and is not species-dependent. Primary care focused rotations are preferred.

The other twenty-eight (28) weeks can be any graded rotations/externship experiences the affiliate requires and/or the student elects to participate in.

Students are eligible for graduation if they have passed all requirements in the veterinary medical curriculum.

Quantitative Standards

Students will typically complete the veterinary medical program within four (4) calendar years. The maximum time allowable is six (6) calendar years.

Failure to complete the program in the allotted time will result in APRC recommending dismissal. Typically, a leave of absence (LOA) will not be granted for more than 12 months from matriculation to graduation.

Qualitative Standards

Progression into each succeeding term during the first year through the third year will be granted if students have fulfilled all the following requirements:

- Students have received a Satisfactory "S" in each of the terms.
- Students must have satisfied all outstanding grade requirements.

Progression into the final year will be granted if:

- Students have no outstanding Unsatisfactory "U" grades.

The following cumulative WMPG standards are used for the evaluation of students by the APRC:

WMPG $\geq$ 95.00. Students will be placed on the Chancellor's List and promoted to the following term.

WMPG $\geq$ 90.00 - 94.99. Students will be placed on the Dean's List and promoted to the following term.

WMPG $>$ 69.50. Students are making satisfactory progress and are promoted to the following term.

The Academic Progress Review Committee (APRC) may recommend or require students with unsatisfactory and marginal grades (69.50-72.49) to meet with the Academic Advising Team (AAT).

Technical Standards

Applicants and students who, after review of the technical standards, determine that they require reasonable accommodation to engage in the program fully should contact the Student Accessibility and Accommodation Services (SAAS) to discuss their accommodation needs privately. Given the clinical nature of our programs, time may be needed to create and implement the accommodation(s). Accommodation(s) are never retroactive; timely requests are essential and encouraged.

Observation:

Students should be able to obtain information directly from demonstrations and procedures in pre-clinical and clinical coursework. Students should be able to assess a patient and evaluate findings accurately, detect changes in patient behavior, physical and mental status to provide appropriate veterinary care. These skills require the use of vision, hearing, and touch or the functional equivalent.

Communication:

Students should be able to communicate with clients and all members of the health care team, to establish effective professional relationships in order to elicit and provide information. Students should be able to communicate effectively and sensitively, both in person and in writing.

Motor:

Students should, after a reasonable period of time, possess the capacity to directly perform physical examinations, and preventative, diagnostic, medical, surgical, and emergency procedures. Such actions require some coordination of both gross and fine muscular movements, balance, and equilibrium.

Intellectual, Conceptual, Integrative, and Quantitative:

Students should be able to comprehend, retain, and apply detailed and complex information and engage in problem-solving in both the pre-clinical and clinical coursework. Students are expected to possess the ability to accurately measure, calculate, reason, analyze, synthesize, and communicate information. In addition, after a reasonable amount of instruction, students should be able to comprehend spatial and three-dimensional relationships of structures, for example, the anatomical structure of an animal. And students should also be able to adapt to different learning environments and modalities.

Behavioral and Social Abilities:

Students should possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibility's attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with clients,

fellow students, faculty, staff, and the entire health care team. They should be able to fully attend the curriculum, which requires active engagement in educational and clinical activities. They should display flexibility and adaptability and function in a fast-paced, changing environment with the uncertainties and stressors inherent in the clinical problems of many of their patients. Students must also be able to receive, comprehend, and act on informal and formal constructive feedback. Compassion, integrity, concern for others, interpersonal skills, professionalism, interest, motivation, punctuality, and consistent attendance are all personal qualities expected during the education process.

Ethics and Professionalism:

Students should maintain and display ethical and professional behaviors commensurate with the role of a veterinarian in all their interactions with clients, patients, faculty, staff, fellow students, the entire health care team, and the public. After a reasonable period of time, students should also be able to demonstrate realistic self-assessment of knowledge and skills and engage in personal reflective practice to achieve the competencies of the program and of the profession. The student is expected to understand the legal and ethical aspects of the practice of veterinary medicine and function within the law and ethical standards of the profession.

Attestation and Meeting Requirements with or without reasonable accommodation:

The technical standards delineated above must be met with or without reasonable accommodation. After reviewing the technical standards, students who determine that they should require reasonable accommodation to fully engage in the program should contact the Student Accessibility and Accommodation Services to discuss their accommodation needs privately. Accommodation information, not diagnoses, is shared with appropriate administrative and teaching staff and faculty on a need-to-know basis related to the timely implementation of accommodation. Given the clinical nature of our programs, time may be needed to create and implement the accommodations. Accommodations are never retroactive; therefore, timely requests are essential and encouraged. I have read the technical standards for St. George's University, School of Veterinary Medicine and attest that I am able to meet these with or without reasonable accommodation.

Non-cognitive Skills

If the Faculty Panel on Professionalism (FPP), the Office of Student Affairs, or the Dean of the SVM believes that students' non-cognitive skills are not in accordance with the Code of Conduct nor the standards specific to the SVM, the FPP, Office of Student Affairs, or Dean, an assessment will be required, which could include but is not limited to seeking relevant information about students' adjustments, psychological, and/or medical status.

When a deficiency that interferes with professional development as a future veterinarian is identified, the FPP, Office of Student Affairs, or SVM Dean can require intervention, place students on non-academic probation, or recommend suspending or dismissing students.

Professional Standards

The SGU SVM has established professional standards and requires all veterinary medical students to meet these standards to progress and complete the Four-Year DVM Program. The SVM FPP reserves the right to issue a warning, recommend non-academic probation, or refer a student whose behavior

renders the student unable to meet the required standards to the appropriate entities. All SVM courses must adhere to the University Code of Conduct and any syllabus stipulations. Failure to meet professional standards will result in reporting to the FPP.

Students must abide by the University Code of Conduct and consistently demonstrate professional behavior. The SVM Dean can suspend students at any time for serious breaches of the Code of Conduct.

All students are expected to read the entirety of the Student Manual prior to starting Term 1 of the pre-clinical sciences; a course attestation statement will occur at the beginning of each term confirming agreement of the terms of the course and the student manual.

Mentor Program

The Mentor Program (MP) aims to support students in their academic and professional progression through the curriculum. The professional mentor meets with approximately fifteen (15) students at the beginning of term one (1) and during the mandatory professional skills sessions (1-2 per term). Faculty will rotate and will have only one group to follow for 2-3 years, depending on the number of groups and the number of faculty. Professional mentors are required to meet with the students in the first three (3) weeks of the term and can schedule impromptu meetings initiated by the mentor, the student, or as recommended by the APRC or the FPP at any time during the student's tenure at SGU SVM.

Mentors are provided with training for their role and PS group guidance. Students will meet their mentors at the Professional Attributes Workshop (PAWS) luncheon on day 2 of the program.

Professional Commitment

When students enter the SVM, they take an academic oath reciting the following professional commitment at the White Coat Ceremony:

"Being accepted into the profession of veterinary medicine, I solemnly swear to further my knowledge and skills for the benefit of society through the protection of animal health, the relief of animal suffering, the conservation of animal resources, the promotion of public health, and advancement of medical knowledge.

I will conduct my studies conscientiously, with dignity and in keeping with the principles of veterinary medical ethics. I accept my responsibility to assist my colleagues to achieve our mutual goal.

I acknowledge my obligation to adhere to the University's Honor Code and to conduct myself with integrity and in an ethical manner at all times.

It is a privilege to have been given the opportunity to become a veterinarian. I will be ever conscious of that privilege and never abuse it."

Faculty Panel on Professionalism (FPP)

The Faculty Panel on Professionalism (FPP) falls under the overall authority of the Dean of the SVM and must collaborate with the:

- Office of Student Affairs
- Office of Academic Affairs
- Associate Dean of Year 4 clinical training

FPP Duties

The FPP is responsible for reviewing reported breaches of professionalism involving students enrolled in the DVM program and clinical rotations.

The FPP may receive complaints or notices of concern, from the following complainants:

- Course Directors/Course Co-directors/Unit Leads/Module Leads
- Individual Faculty
- SGU staff
- Students

The FPP will assess each case to determine if the issue involves academic integrity or non-academic professionalism. Cases involving academic integrity will be handled by the FPP, while non-academic matters will be referred to the SGU Office of Student Affairs.

The FPP, therefore, has the authority to adjudicate academic noncompliance issues involving SVM students, which may include:

- Missed examinations
- Missed mandatory lectures, laboratories, tutorials, or workshops
- Examination compliance issues
- Cheating
- Plagiarism

Following an investigation, the FPP may take the following actions:

- Dismiss the complaint without further investigation
- Refer the student to one or more of the following:
 - Course Director/Co-director
 - Term Coordinator
 - Student's Faculty Mentor
 - Department of Educational Services
 - OAA
 - Office of Student Affairs
 - Psychological Services

Any panel member with a conflict of interest related to a student's case should recuse themselves from the proceedings. A quorum for the committee will consist of four members, with decisions made by a simple majority vote. In the event of a tie, the Chair will cast the deciding vote.

Inappropriate professional behavior of a non-academic nature will be referred directly to the Office of Student Affairs for further review. This includes any behavior inconsistent with the objectives and expectations outlined in the University or SVM's student manual.

For each case (academic or non-academic), the FPP administrative assistant will document the following:

- The original complaint or notice of concern
- Whether the case was handled by the FPP or referred to the Office of Student Affairs
- The proceedings of any FPP investigation

- The outcome of the investigation (Note: It may not always be appropriate for the Office of Student Affairs to share the details of their findings.)

The FPP administrative assistant will submit ALL records of the FPP deliberations and outcomes for each respondent to the SVM Office of Student Affairs for secure storage.

The FPP will submit reports on each case, including the outcome, to the complainant, and to the Office of Student Affairs, the OAA, and the Associate Dean of Year 4 clinical training if appropriate.

Appeals process

A respondent who is subject to disciplinary measures after the investigation by the FPP has the right to appeal. This must be made explicit to them during the deliberations.

A written appeal outlining the sequence of events and explaining the circumstances that led to academic noncompliance must be sent to the Dean of the SVM. The Office of Student Affairs may assist the student in the appeals process.

The Dean may appoint an independent panel to review the written appeal of a student and may dismiss the FPP's original decision, uphold the decision, or recommend alternative courses of action.

Academic Progress Review

Academic Progress Review Committee (APRC)

1. The academic progression/promotion body, or its equivalent, is a duly appointed faculty group responsible for reviewing finalized end-of-term academic records and making recommendations regarding student progression, remediation, repeat, or dismissal.
2. The SVM Associate/Assistant Dean of Academics chairs this Committee (APRC), and the APRC membership is composed of the course directors for each term being reviewed and members or representatives from the OUR, Associate/Assistant Dean of Student Affairs, the academic advising coordinator, FPP chair, the department of Educational Services (DES), and the Associate/Assistant Dean of year 4 clinical training.
3. The APRC determines if students are making satisfactory academic progress (SAP) by reviewing qualitative and quantitative deficiencies, considering recommendations for Credit Remediation (CR), dismissal, placing a student on MAS, and or having students continue on MAS under specific conditions with a defined plan to remedy deficiencies within the SVM's regulations.
4. The APRC reviews all students after each modular examination and at the end of each term. The APRC does not hear individual course or examination disputes, which should be resolved between students and course directors before the APRC meeting.
5. All students who wish to contest/query an examination or course grade should consult the course and/or unit director. Students must resolve grade concerns within one year of the course.
6. The body will only review students with finalized grades; however, Incomplete grades will be reported to the promotions body for monitoring. If a grade is unresolved/invalid or otherwise unexplained, the case will be referred to the respective Dean's Office for resolution with the course director and will not form part of the regularly scheduled promotions process. The Deans office will define the new promotions schedule for such cases.
7. If there are valid academic reasons for CC/I grades (multiple elements over multiple subsequent terms) and the courses are not required for progression a student can progress to the following term of the program.
8. If the CC/I grades are required for progression, then the grades must be resolved no later than 30 days of the last date of the term the course ended.
9. The progression/promotion body must be convened within 10 business days of the last regularly scheduled examination of the term/course.

10. The progression/promotion body must provide students with written outcomes and conditions within 5 business days of the progression/promotion body's decision.
11. In the event that a student will not progress to the next academic phase a written communication will take the form of a formal letter outlining:
 1. The decision,
 2. The reasoning for the decision (referencing the student's academic record and the appropriate Student Manual),
 3. Any conditions attached to progression, remediation, or repeat, e.g. ITI, DES referral etc.
 4. The letter should provide a mechanism for the student to attest to the acceptance of the stipulations associated with the promotion decision or indicate their wish to withdraw instead.
 5. For students who are recommended for dismissal the letter will include details on the process, timeline and mechanism to file an appeal to the appellant body or indicate their wish to withdraw instead.
 6. The Deans Office or its appropriate delegated office should retain records of all activity; all letters to students must be copied to the University Registrar.

Grade Query

1. If students believe there is a factual error (e.g. missing score, calculation error, weighting error) in their final grade they may lodge a grade query.
2. Students querying a grade they believe is inaccurate must provide evidence of the factual error, such as:
 1. Discrepancies between ExamSoft mastery reports and gradebook entries,
 2. Incorrect summation of scores in the gradebook,
 3. Other verifiable clerical or recording errors.
3. Queries must be submitted within 48 hours of final grade posting; or earlier when defined by the school and course policy documents. A minimum of 24 h should be provided.
4. Queries must include documentary evidence of the alleged error or some verifiable basis for the query.
5. Queries that lack evidence, or that are based on personal or extenuating circumstances (e.g., illness, anxiety, family issues, inability to meet course requirements), do not constitute a valid grade query.
6. The course director, in consultation with other course leadership, will review properly filed grade appeals and provide a determination within 2 business days of the appeal deadline.
7. Courses must announce the mechanism to lodge the grade query, the timeline, and have an appropriate communication in place for students to comply; all should be published within the course syllabus.

Academic Advising

Academic Advising Team

The objective of the SVM Academic Advising Team (AAT) is to provide tailored academic advice to students who are demonstrating or at risk of demonstrating unsatisfactory academic performance.

Contrary to mentors, who provide general support to all DVM students, the AAT will provide advice to students who have been flagged by the APRC committee for having one or more unsatisfactory grades, or to students who specifically request a meeting with an academic advisor to improve their academic performance.

Policies and Procedures of the AAT

The AAT team will conduct advising sessions for the following students:

1. Students who are required by the APRC to meet with an academic advisor
2. Students who have been recommended by the APRC to meet with an academic advisor if these students request it as per recommendation
3. Students who have requested to meet with an academic advisor despite not being identified as at risk of unsatisfactory progress by the APRC (general academic advising)

General Academic Advising

General academic advising can be provided throughout the term by the AAT to any student who requests it, independently of APRC recommendations.

The Academic Advisors are here for all students who want to find out more about:

1. Academic and non-academic resources available to them
2. Academic Progress Review Committee (APRC) recommendations
3. Qualitative and quantitative standards of the SVM (e.g., allotted time for credit completion, definition of satisfactory grades, cumulative WMPG standards)
4. Eligibility requirements and information on Monitored Academic Status
5. Academic Appeal Process
6. Analysis of student performance in specific courses, study strategies, ways to improve grades

If applicable, academic advisors can recommend students to seek further advice (referral) with:

- DES, i.e. learning strategists
- SVM Dean of Student Affairs
- Mentor
- Psychological Services Center (PSC)
- University Health Services (UHS)

Required and Recommended Meetings with the AAT

At the discretion of the APRC, students can be either required or recommended to meet with an AAT member. Required meetings are scheduled according to the provisions in the APRC letter. The AAT reports students who do not fulfill the requirement to the FPP for review. Students that are recommended to meet with an AAT member reach out the administrative assistant of the AAT to schedule an appointment.

Pre-Assessment Meetings

Pre-assessment and beginning-of-term meetings can be scheduled with the administrative assistant assigned to the AAT by contacting them directly via email.

Post APRC Meetings

Once the APRC meets to report on advising decisions, an excel file complete with the student name, ID number, assessment grades and previous term history is provided to the administrative assistant and the advising coordinator of the AAT. The administrative assistant and the coordinator create a new document and assign an advisor to each student.

The APRC sets a deadline to see students (depending on the type of advising, required meetings need to take place within five (5) working days; recommended meetings need to take place within fourteen (14) days.

Academic advisors are assigned first because the assigned students usually need more support. All students who are listed as required advising are required to meet with a DES learning strategist after they have met with an AAT member.

Remediation

Credit Remediation

The Four-Year DVM program is designed to be continuous without interruption. Any timeline extensions could impact students' ability to graduate on time. Nonetheless, some students encounter academic setbacks, which may be resolved with an opportunity to remediate a course. The APRC identifies students who are not likely to meet academic standards by the end of an academic term and recommends that they be granted a CR option, which is an extension of their timeline by one academic term. Students may also choose the CR option without a recommendation from the APRC. Students without a CR recommendation from the APRC considering a CR must meet with an academic advisor and the Office of Student Affairs to discuss how the CR option may impact their program timelines before choosing it.

The CR allows students to repeat the course once if they are not likely to meet academic standards for progress. The deadline for selecting the CR option is on or before 5:00 p.m. AST on the last working day of week 13 of the term.

Students who opt for the CR will not take any summative assessments after the CR option is registered (modular exam, summative final exam, OSCE, – any summative assessment detailed in the course syllabus); however, they must participate in a minimum of 70% of the remaining scheduled academic activities in the academic term as per course requirements described in the course syllabi. Students must participate in all remaining formative Friday sessions and meet with their assigned advisor once per week for the remaining weeks of the term. Students who fail to complete stipulated course requirements forfeit the CR and earn an unsatisfactory "U" grade for the course.

Students who comply with all CR requirements will receive a grade of CR on their transcript and repeat all term coursework.

Students should note that although no final numeric grade is issued for the credit remediation (CR) course, during an APRC (performance review) or Appeals Panel, a CR is viewed as an academic setback should the student subsequently fail to meet academic or timeline standards.

An additional CR is allowed if a CR has been taken previously in the DVM program and as long as this fits within the timeline requirements.

[Students should refer to the Repeated Coursework Tuition Policy](#) section of this manual for information on costs associated with repeating coursework.

Monitored Academic Status

Monitored Academic Status (MAS) is an internal marker placed in students' progress files by APRC. It allows students who are at risk of not making Satisfactory Academic Progress (SAP) to continue in the program with additional academic advising and support.

Students on MAS must meet the minimum standard of expectations set for successful clearance of MAS or risk dismissal. The minimum standard includes a cumulative WMPG of 69.50% or better, resolution of an Unsatisfactory ("U") grade, and progress at a satisfactory rate through the program. Students can be placed on or removed from MAS at the discretion of the APRC and are notified in writing by the Committee.

Requirements during Monitored Academic Status

Students who are placed on MAS must remain in SAP, will need to take and pass a resit examination, or repeat and pass the course. The student will be mandated to meet with the AAT at least once per term.

Clearance of Monitored Academic Status

A student will be on MAS for at least one term, and this can be modified by the APRC based on student performance. Clearance of MAS is the result of the requirements described in the [Requirements during Monitored Academic Status](#) section.

Period of Academic Focus

Students retained after a successful appeal of a recommended dismissal are placed on a Period of Academic Focus (PAF). Students on PAF are assessed, supported, and monitored by the AAT. They must meet regularly with their assigned academic advisor, who will assess and monitor their progress and make referrals to relevant support services. Students will remain on PAF for the duration of the DVM Program.

Quantitative Deficiency

Timeline Standard: Students must progress through the program in a timely fashion as defined for that academic segment. Students who do not successfully complete at least 50% of their attempted credits at the completion of their first two (2) terms or 67% of their cumulative credits attempted thereafter, will not be considered to be in good academic standing. "W", "I", "NG", and "U" grades are counted towards attempted credits. In addition, students must complete Terms 1-6 within four (4) years and complete the program (Terms 1-9) within six (6) years.

Qualitative Deficiency

The APRC reviews all deficient grades, and appropriate avenues for remediation are determined for each student based on the guidelines provided herein.

Rule No.	Description
1	Students who receive a Satisfactory "S" grade in all course units will be in good academic standing.
2	Academic advancement will be based on satisfactory grades ("S") in all courses in the SGU SVM curriculum.
3	Students who receive an unsatisfactory "U" grade in either a course unit or a course will be in placed on MAS.
4	MAS will continue for a minimum of one (1) term. The APRC can extend the duration of MAS based on individual student performance.
5	Students who receive an unsatisfactory "U" grade in either a course unit(s) or in a course will require remediation.
6	Students who receive an satisfactory "S" grade in a course unit(s) cannot opt to take a resit exam to "improve" the grade.
7	Remediation of an unsatisfactory grade ("U") may be by a re-sit examination, if permitted, or by repeating the course (following the guidelines listed below). Students have a maximum of three (3) resit examinations and a maximum of two (2) repeats during Terms 1-6. Exceeding this will lead to a recommendation for dismissal.
8	Taking a re-sit examination counts as one remediation attempt. Obtaining an unsatisfactory grade ("U") on a re-sit examination automatically mandates a repeat of the course. Repeating the course will count as a second remediation
9	The total number of remediations cannot exceed three (3) through Terms 1 to 6.

Course Unit Remediation Rules

Rule No.	Qualitative Deficiency	APRC Recommendation	Result	Action	Remediation Attempts: Maximum of 3 (2 for Repeat of a course)
10	One (1) "U" grade in one (1) course unit without a previous course unit resit	Resit examination and put on MAS	Satisfactory grade	Advance to next term; MAS	1 resit = 1
			Unsatisfactory grade	Repeat the course (Term); MAS	1 resit and 1 repeat = 2
11	One (1) "U" grade in one (1) course unit with a previous course unit resit	Resit examination and put on MAS	Satisfactory grade	Advance to next term; MAS	1 resit in addition to prior repeats/resits = 2
			Unsatisfactory grade	Repeat the course; MAS	1 resit plus 1 repeat in addition to prior repeats/resits = >3
12	One (1) "U" grade in a course unit with 2 previous course unit resits	Resit examination and put on MAS	Satisfactory grade	Advance to next term; MAS	1 resit in addition to the 2 prior resits and the prior repeat
			Unsatisfactory grade	Recommended for dismissal	1 resit plus 1 repeat in addition to the 2 prior resits and the prior repeat
13	One (1) "U" grade in a course unit with 3 previous course unit resits	Recommended for dismissal			3 previous course unit resits = >3
14	One (1) "U" grade in a course unit with a previous course repeat	Resit examination and put on MAS	Satisfactory grade	Advance to next term; MAS	1 resit in addition to prior repeats/resits = 2
			Unsatisfactory grade	Recommended for dismissal	1 resit plus 1 repeat in addition to prior repeats/resits = 3
15	One (1) "U" grade in a course unit with 2 previous course repeats	Resit examination and put on MAS	Satisfactory grade	Advance to next term; MAS	1 resit plus 2 previous course repeats = 3
			Unsatisfactory grade	Recommended for dismissal	1 resit plus 2 previous course repeats = 3

16	Two (2) "U" grades in two (2) course units in the same term without a previous remediation	Resit both course units and put on MAS	Satisfactory grade in both course units	Advance to next term; MAS	2 resits = 2
			Satisfactory grade in one and Unsatisfactory in the other or Unsatisfactory grades in both units	Repeat the course; MAS	2 resits plus 1 repeat = 3
		Repeat the course without taking resits and put on MAS		Repeat the course; MAS	1 repeat = 1
17	Two (2) "U" grades in two (2) course units within the same term with one (1) previous course unit or course repeat	Resit both course units and placed on MAS	Satisfactory grade in both course units	Advance to next term; MAS	3 resits or 2 resits and 1 repeat = 3
			Satisfactory grade in one and Unsatisfactory in the other or Unsatisfactory grades in both course units	Recommended for dismissal	2 resits plus 1 repeat <u>or</u> 2 resits plus 2 repeats = >3
		Repeat the course without taking resits and placed on MAS		Repeat the course; MAS	1 resit and 1 repeat <u>or</u> 2 repeats
18	Two (2) "U" grades in course units in the same term with two (2) previous remediations	Repeat course		Repeat the course; MAS	1 repeat and 2 resits = 3
19	Two (2) "U" grades in course units in the same term with three (3) previous remediations	Recommended for dismissal			3 previous remediations = >3
20	Two (2) "U" grades in course units in the same term with 2 previous course repeats	Recommended for dismissal			2 repeats (maximum)
21	Three (3) "U" grades in three (3) course units in one (1) term without a previous course unit remediation	Repeat the course and put on MAS		Repeat the course; MAS	1 repeat
22	Three (3) "U" grades in three (3) course units in one (1) term with a previous remediation	Repeat course		Repeat the course; MAS	1 resit and 1 repeat = 2
23	Three (3) "U" grades in three (3) course units in one term with two (2) previous resits	Repeat course		Repeat the course; MAS	2 resits and 1 repeat = 3
24	Three (3) "U" grades in three (3) course units in one term with one (1) previous resit and one (1) previous repeat	Repeat course		Repeat the course; MAS	2 previous remediations and 1 repeat = 3
25	Three (3) "U" grades in three (3) course units with 2 previous course repeats	Recommended for dismissal			2 repeats (maximum)
26	Three (3) "U" grades in three (3) course units with three (3) previous remediations	Recommended for dismissal			3 previous remediations = >3
27	An unsatisfactory ("U") grade while on PAF	Recommended for dismissal			

Monitored Academic Status (MAS)

Students who get an unsatisfactory grade in either a course or a course unit will be placed on MAS. MAS will be cleared if students:

- Achieve a cumulative WMPG of $\geq 69.50\%$ or above each term they spend on MAS.
- Do not receive any 'U' grade during their MAS.
- Fulfill all other requirements stipulated by the APRC.

APRC can set different and/or additional requirements for remediation to those in the above table upon reviewing an individual student's academic progress.

Where applicable, only the newly achieved grade will contribute to the WMPG calculation after repeating the term.

When students receive a satisfactory "S" grade on a resit examination, they will be given a final "S" grade of 70%. Only the newly achieved grade for that course unit will be considered in the WMPG calculation.

If a student repeats a course, only the newly achieved grade will be considered in the WMPG calculation for the course/term.

Policies and Procedures

Academic Appeals Process

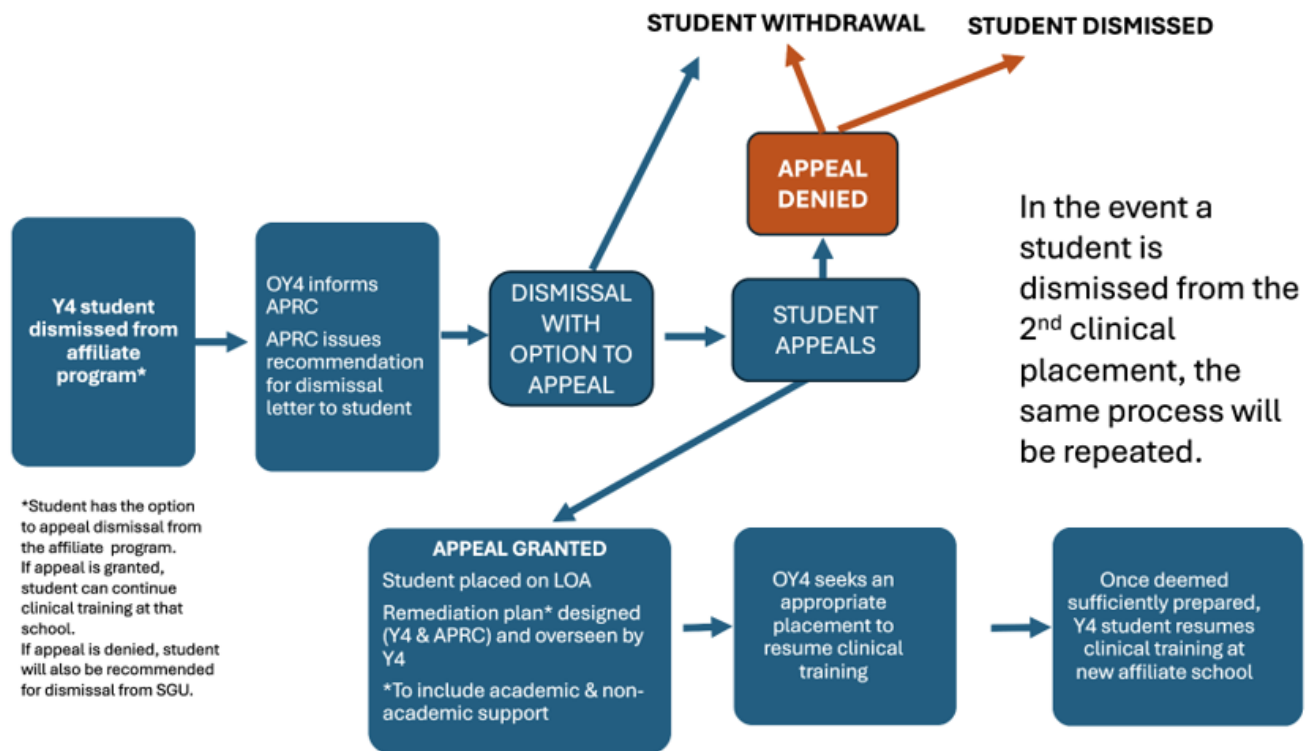
1. Students recommended for dismissal by the APRC have the right to appeal.
2. Appeals will be reviewed by an appellant body, e.g. Committee on Academic Progress and Professional Standards (CAPPS) or its equivalent, a faculty body empowered to consider extenuating circumstances and the student's potential for improvement and academic success. Where possible there should be no overlap between promotions bodies and appellant bodies voting members.
3. Students must have 3 business days to form and file an appeal, that window should start at a defined time after notification of the promotions outcome and be detailed in the promotions letter. All students should have the same window of opportunity e.g. completions students should have the same timeline opportunity as main cohort students.
4. Schools should refer students to the Office of Student Affairs for guidance on the appeals process.
5. Appeals meetings will be convened within 10 business days of the promotion decision being communicated to students.
6. The CAPPS will issue their written decision to the student's appeal within 3 business days of its meeting. The decision letter will:
 1. State the committee's ruling,
 2. Outline any conditions of reinstatement (if applicable), e.g. courses to be repeated, timelines to be applied, standards to be met,
 3. Specify any timeline limitations or required benchmarks.
 4. In the case of dismissal upheld, the letter will outline withdrawn procedures and student support structures.
 5. Students must accept stipulations within the timeline specified or may face dismissal.
7. The Deans Office or its appropriate delegated office should retain records of all activity, all decisions must be communicated to the student, and a copy sent to the Office of the University Registrar, student enrolment, office of student affairs and any other administrative offices that need to monitor student status.
8. There is no appeal from placement on Monitored Academic Status (MAS) or on Period of Academic Focus (PAF).

SVM Clinical Year Four (4) Dismissal Policy

During 4th year clinical training, SVM students are governed by the policies and procedures of the affiliated College of Veterinary Medicine at which they are placed – including those related to academic progress and dismissal. SGU students who are dismissed from an affiliate program may have an opportunity to appeal the dismissal according to the affiliated institution's policy. Students who do not appeal the dismissal, OR the appeal is denied by the affiliate school, will also be recommended for

dismissal from SGU with an opportunity to appeal. The appeals process within SGU for dismissal during clinical year will follow the same protocols as for appeal of dismissal during the preclinical program including option to withdraw from SGU if the appeal is denied.

If the appeal is granted, the student will be placed on a leave of absence (LOA) and a remediation plan will be developed by the Office of Year Four Clinical Training, Office of Student Success, and the APRC. Once the 4th year student has satisfactorily completed the remediation process, the Office of Year Four Clinical Training will seek placement at a new clinical training site.



Clinical Year Accommodation

SVM Clinical Year: Accommodations granted by SGU SVM do not automatically transfer to host institutions for clinical rotations. For this reason, students are encouraged to apply for accommodations directly with their host institution early to ensure timely determination and implementation of accommodations, **but only once acceptance into the affiliate's clinical year program has been confirmed.** Student Accessibility and Accommodations Services (SAAS), located in the Office of Student Affairs, is available as a resource for students to better understand accommodation processes at host institutions. Please feel free to reach out to SAAS if you would like guidance during this process.

Satisfactory Academic Progress Standards and Impact on Federal Aid

Satisfactory Academic Progress (SAP) Standards and Impact on Federal Aid

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) ensures students complete their academic program on time while achieving and maintaining compliance with minimum academic standards. Eligibility for the Federal Direct Student Loans is contingent upon students achieving Satisfactory Academic Progress toward the DVM degree.

The standards are for Title IV Federal Financial Aid purposes only and neither replace nor override academic policies outlined in the SVM Student Manual. However, these standards are intended to be at least as rigorous as SGU's academic policies.

Student Evaluations

Student Evaluations

Students in the pre-clinical portion of the VM program (Years 1-3) are reviewed each academic term, and students in the clinical portion of the VM program (Year 4) are reviewed annually.

Students must meet all minimum standards listed at each evaluation point or be subject to sanctions.

Qualitative Standards

1. Have a Cumulative WPMG of $\geq 69.50\%$
2. Have not received more than two (2) "U" course grades.
3. Have not had more than three (3) unit resits.
4. Have adhered to the stipulations indicated in the letter of reinstatement while on PAF.
5. Meeting the affiliated veterinary school's academic standards where clinical training has been provided.

Quantitative Standards

1. Have earned at least 50% of the total attempted credits for the first two (2) terms in the pre-clinical portion of the DVM program (terms 1-6)
2. Have earned at least 67% total attempted credits in the remaining terms
3. Students must pass all courses.

Maximum Timeframe

1. Progressing toward completion of the first 3 years (terms 1-6. Pre Clinical) within 4 years of matriculation
2. Progressing toward completion of graduation requirements within 6 years of matriculation

Treatment of Non-Earned Grades

Courses in which a student earned a grade of "W","CR","NG",or "I" will count toward hours attempted but not earned for the maximum timeframe and pace of progression but will not be included in the qualitative measure (WMPG).

Repeated Coursework

After repeating a course, only the newly achieved grade will contribute to the WMPG. All course attempts will count towards the quantitative and maximum timeframe calculations.

DVM Tuition Repeater Policy

All SVM students in Terms 1 -6 will be charged full tuition and fees for all Terms, including repeated terms due to unsatisfactory grades, withdrawing from a course, CR, or returning from a leave of absence (LOA).

- If a student repeats a term due to a "U" and the student is subsequently unsuccessful in the repeated term, the tuition charges for the repeated term will be reversed. The student is responsible for administrative fees based on the standard refund policy.
- Unsuccessful is defined as either a "U" in the term or withdrawing from the term/University.
- If the student is a federal or private student loan recipient, and the tuition reversal creates an over-award, the over-award amount will be returned to the lender on the student's behalf.
- Students receiving scholarships should consult the Office of Financial Aid (faid@sgu.edu)
- Students who have questions regarding the tuition refund/repeated coursework policy should contact the Office of the Bursar (bursar@sgu.edu).

This policy is subject to change.

Transfer Credits

For purposes of financial aid, only transfer credit hours officially accepted for the student's program of study will be automatically counted in the attempted and successfully completed credit hours toward the quantitative and maximum timeframe calculations.

Transfer credits are not included in the WMPG calculation.

Impact on Federal Aid

Impact on Federal Aid

Sanctions

The student will be notified in writing of any change in his or her SAP standing that may impact Title IV eligibility.

Pre-Clinical Terms (terms 1-6)

Students failing to meet any of the satisfactory academic progress standards will be placed on a one-term 'Financial Aid Warning' and will remain eligible to receive federal aid for the term.

If the student does not meet the satisfactory academic progress standards by the end of the warning term, they will no longer be eligible for federal financial aid unless they file an appeal and it is approved.

Clinical Terms (terms 7-9)

Students failing to meet satisfactory academic progress standards will be ineligible for federal financial aid unless they file an appeal and it is approved.

Loss of Title IV Eligibility

A student who has not met the minimum SAP standards after an annual evaluation, a warning semester, a probation semester, or has failed to adhere to the terms of the academic plan will become ineligible for financial aid funding.

In addition, students who do not meet the standards for the maximum timeframe will become ineligible for Financial Aid when it becomes mathematically impossible for the student to complete within the maximum number of years.

Appeal Process

If a student has lost financial aid eligibility, the student may submit a written appeal with supporting documentation to the Director of Financial Aid petitioning for reconsideration of eligibility for financial aid based on extenuating circumstances.

The appeal must specify all of the following information:

1. The extenuating circumstances beyond the student's control that led to the failure to meet SAP (i.e., death, illness);
2. What has changed in the student's situation to resolve the issue(s) that caused the academic or progress deficit and
3. The issue(s) will not affect their performance in the future.

Once the student provides all of the above required information, the Director of Financial Aid will review the appeal to determine the validity and reasonableness of the appeal and if students can reasonably be expected to return to a good SAP standing by the end of the next term or within the terms of an academic plan.

Outcome of Appeal

If the appeal is approved, the student will be placed on 'Financial Aid Probation' for one term and eligible for financial aid funding. If the student needs more than a single term to return to a good SAP standing, the student will be placed on an academic plan that allows the student to meet the SAP standards by a specific point in time.

If the appeal is denied, the student may regain financial aid eligibility by becoming compliant with all of the SAP standards while studying at his or her own expense.

Appeal decisions are sent to the student's official SGU email address within 10 days of the receipt of the appeal and appropriate documentation.

Academic Plan

A student on an academic plan will have modified SAP measurements and requirements for the plan's duration.

In order to receive financial aid for the terms while on an academic plan, the student must meet the terms of the academic plan as specified in their Financial Aid Probation letter. If the student doesn't meet the terms of the academic plan specified in the letter, the student is not eligible for federal financial aid.

General Participation Policies

Students are expected to participate fully in all required activities of the DVM program and be present from the start to the end date of each term.

Travel conflicts are not valid reasons for missing required course activities.

Participation and engagement are considered essential components of professionalism.

Students must participate in all mandatory activities defined by Course Directors, including lectures, labs, small group discussions, quizzes, and examinations.

Please also refer to the SGU Policy on Participation and Engagement outlined previously.

Excuses for Attendance and Participation

Excuses for Attendance and Participation

Medical Excuse

- Students are discouraged from taking an examination or mandatory activities if they are unwell.

- Students are entitled to one (1) self-reported medical excuse (ME) per 12 months.
- Students can self-report using the University Portal to submit an ME. This ME must be submitted before the scheduled examination or mandatory activity time ends.
- A student cannot submit an ME after officially starting the examination unless there are extenuating circumstances.
- The approval will be sent automatically to the Course Director(s), University Health Services (UHS), Office of Student Affairs, and Dean of the SVM.
- The ME covers all exams and mandatory activities within seven (7) days from the date of submission.
- If illness persists for more than seven (7) days, the students are directed to visit UHS and submit the extension to the Office of Student Affairs.
- If a student becomes able to take some or all of the examinations/participate in mandatory activities during the timeframe covered by the ME and chooses to resume exam/mandatory activities, they should proceed with all remaining examinations/mandatory activities from that moment onwards. Students who do not abide by this rule are reported to the FPP.
- If a student needs to make a second medical excuse request within a 12-month period, they must contact the UHS before or on the same day they need the excuse. The request will only be granted if it is a valid medical excuse. In case the UHS determines that the excuse is valid, it will be considered an exception. This second ME may result in a Mandatory Medical Leave of Absence (MMLOA).
- The student must reach out to their course directors to coordinate the remediation of missed exams on the same day of the submission of the excuse.
- An "Incomplete" score is given for the exam.
- Students must take the completion examination within seven (7) days of the deferment.

Non-Medical Excuse

- Only one (1) scheduled Non-Medical excused absence per 12 months can be allowed and will grant the student to be absent for a maximum of three (3) working days from mandatory activities that can be rescheduled.
- It is each student's responsibility to submit appropriate documentation to the SVM Office of Student Affairs, which in turn will provide certification to the instructor/clinician whose class must be missed.
- A Non-Medical Excused Absence needs to be pre-approved. Students can submit a request for a Non-Medical Excuse using the following link: <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=b364404f-c8b1-4eee-800b-e8c48233f8b1&env=na3&acct=19450a2d-f38d-4b8a-9c25-8b7b5fb6c32c&v=2>
- Students must submit the dates of their non-medical excuse with the SVM Office of Student Affairs within two (2) weeks from the start of each term to receive an excused absence. Once informed, the SVM Office of Student Affairs will record the excused absence and issue an e-mail to the instructor/clinician whose class must be missed, with copies to the student and respective course coordinator(s).
- Non-medical excuses will not be approved for scheduled midterm examinations, end of module examinations, final examinations, or conference travel.
- For conference travel, students must be in good academic standing, have a cumulative WMPG of 75% or higher, and actively participate in the conference.
- Students should register their religious holiday dates within two (2) weeks of the start of each term. They will be excused for religious reasons and take the completion examination scheduled within seven (7) calendar days of the original date of assessment/examination if they provide proper documentation and registration.
- Students assume responsibility for requesting excused absences for legitimate reasons, and instructors/clinicians must assume responsibility for objectively evaluating those reasons. It would be impossible to anticipate every possible example of acceptable and unacceptable reasons for absence from class. Questions regarding the legitimacy of reasons for an excused absence request should be directed to the SVM Office of Student Affairs.
- Examples of legitimate reasons for excused absences include, but are not limited to:

1. Death in the family
 2. Birth or adoption of a baby (any guardian)
 3. Personal illnesses or ill spouse, child, child caregiver or parent
 4. Veterinary-related conference attendance
 5. Civic duties such as jury duty or military service
 6. Wedding of an immediate family member or close friend
 7. Religious holidays
 8. Serious emergency illness or death of a student's animal
- Examples of reasons not considered legitimate for excused absences include, but are not limited to:
 1. Alarm clock problems or oversleeping
 2. Saving money on airfare
 3. Showing an animal
 4. Attending entertainment events
 5. Hunting and fishing
 6. Employment obligations
 7. Elective veterinary or personal health appointments
 - Extenuating circumstances will be assessed on a case-by-case basis, with a maximum allowable period of fourteen (14) days of absence. The SVM Office of Student Affairs may permit moderate extensions beyond this period; however, there must be truly exceptional circumstances to support the request.
 - Prolonged absences from classes will be subject to review and could entail an academic leave of absence (LOA) until the course(s) can be satisfactorily completed at a later date.
 - Participation in any mandatory orientation session (e.g., on program entry, at the start of the fourth year) is required. Unexcused absence may result in an unsatisfactory grade and prevent the student from continuing in the DVM Program.

Process for Resolution of Missed Assessments

Students need to contact their course directors as soon as possible to coordinate the remediation of the missed assessments. To resolve an excused examination, the student must sit the scheduled completion exam within seven (7) days of the deferment.

No additional completion examinations will be offered.

Students who do not take the scheduled completion examination will receive a score of zero (0) for the examination.

It is not possible to reschedule modular exams.

A student not excused from an examination will receive a zero (0) for the assessment. The course director must submit an FPP form to the FPP for unprofessional behavior, which will be recorded.

Examination Policies

Please refer to the [University Student Manual Examination Policies and Procedures](#) page for more information.

All elements of summative evaluations, including but not limited to Objective Structured Clinical Examinations (OSCEs), written tests, practical exercises, and coursework, are completely confidential. Students are not allowed to share, discuss, or disseminate any specifics about questions, stations, or other assessment materials with their classmates, or other SGU students. Engaging in such activities is considered academic misconduct and will be regarded as a breach of the university's regulations.

concerning cheating and plagiarism. Any student who participates in this behavior will be reported to the Judiciary Committee for prompt disciplinary measures. Students are required to maintain the utmost standards of academic integrity and should seek clarification from faculty if they have any inquiries about assessment policies.

Students who fail to appear or to complete a scheduled assessment must follow the process for resolution of missed assessments.

Scheduling examinations (regular, resit, completion, comprehensive) is at the discretion of the University.

For further information on the SVM Assessments Policy, please view the policy [here](#).

Course Examinations

All courses will utilize formative and summative assessments to determine students' competency in or comprehension of the subject. This will be stated in the course syllabus.

In addition to the regularly scheduled assessments for each course, there are three other types of examinations:

Re-sit Examination

Students must remedy unit unsatisfactory ("U") grades by taking a mandatory re-sit examination in-person in Grenada in the week following the Systems Final Examination. Students must consider this re-sit examination period when scheduling end-of-term travel. Students who miss the mandatory re-sit examination without an approved excuse (medical or non-medical) will receive a score of zero ("O") for the examination.

Completion Examination

Students who receive an approved grade of Incomplete ("I") for missing an assessment in a course (See "I" grade) must take a Completion Examination in-person in Grenada within seven (7) days of the original date of the assessment.

- Students will not be able to defer an examination for misreading the examination schedule, accommodating travel plans, or any other reason not considered a severe mitigating circumstance.
- The Course Director will define the format and content of the Completion Examinations and will be comparable in format, length, and course content to the deferred examination.

Exemption Examination

Students who transfer into the School of Veterinary Medicine or seek to obtain credit for a course passed with a minimum "B" grade at an approved school may be required to take an exemption examination.

Before taking this examination, students must obtain approval from the Course Director, Associate/Assistant Dean of Academics, and Dean of the School of Veterinary Medicine. The Course Director will specify the format and content of the examination. An "E" notation will appear on the transcript indicating exemption from that course.

It must be stressed that students with an “E” on their transcript may encounter some difficulty in the future when applying for licensure in some states in the United States or in other countries.

Veterinary Medical Procedures

- Students are not permitted to perform veterinary medical procedures on animals except under the supervision/direction of an SVM faculty member or a veterinarian approved by a recognized regulatory body with consent to mentor students; this applies to procedures on any animal not owned by the student.
- Students are not permitted to act as agents for animals not owned by the student, i.e., students may not order, request, or give permission for veterinary medical procedures to be performed on any animal that the student does not own.
- Students are not permitted to administer any drug or vaccine legally available only by prescription to any animal except under the supervision/direction of an SVM faculty member or a veterinarian approved by a recognized regulatory body with consent to mentor students.
- Students violating any of the policies outlined above will be subject to disciplinary action, which may include dismissal.

Guidelines for Pregnant Students

The potential for injury to humans always exists in the practice of veterinary medicine and increases whenever an involved person is pregnant. The most significant hazards are accidents that occur while working with animal patients and may cause physical trauma to the pregnant student or the unborn child. Additional hazards exist through exposure to formaldehyde, anesthetics, pharmaceuticals, infectious/ toxic agents, or radiation. Such exposure can interfere with normal fetal development.

Any pregnant student enrolled in the School of Veterinary Medicine should:

- Contact a physician to get a recommendation for a plan to minimize exposure to the hazards associated with a veterinary student's assignments.
- Provide a signed statement from the physician that defines permitted limits of exposure to possible hazards during pregnancy.
- In writing, inform the administration of the SVM, the Director of the UHC, and the Office of Student Affairs of the pregnancy as early as possible, and state their decision relative to continuing the student's course of study.
- The SVM and SGU will attempt to provide expectant students with the option of continuing their course of study under an Individualized Program of Study if they so desire. If the student's coursework is such that they are enrolled in didactic coursework, the student and their physician can decide whether to remain enrolled.
- If the student is or will be enrolled in coursework involving laboratory or clinical training experience during the pregnancy, the St. George's University Office of Student Affairs will:
- Provide the student a list of the potential risks involved in all such laboratory activities for the student to use when meeting with their healthcare provider so that they can make an informed decision about the risks/benefits of the decision to remain enrolled in the program.
- Request written documentation of the accommodations and personal protective equipment the physician recommends to protect the expectant student and unborn child.
- Notify the student's Course Directors and/or clinical sites of the pregnancy and either receive the approvals to provide the needed accommodations or reschedule such activities until the child's birth. In this case, the student will be notified that the projected educational program completion date will likely be delayed.
- Arrange a meeting with the student, the SGU SVM Associate Dean of Student Affairs, and the Director of the Health Clinic to clarify, in writing, all matters related to the risks/ benefits and decision involved, the student or deemed appropriate by the SGU Dean of Student Affairs or the Director of the University Health Clinic.

- Through the Associate Dean of Year 4 Clinical Training, liaise with appropriate authorities at the affiliated school.

These guidelines are intended to allow the pregnant student to make an informed decision about the risks and benefits of continuing the program while pregnant.

Pregnant students should maintain regular contact with their physicians/health care providers and take appropriate steps to minimize exposure to hazards inherent to veterinary medical education and the veterinary profession. Notifying the SVM of pregnancy is not mandatory, but practical steps to address risks cannot be taken unless the student provides this notice.

Rights and Responsibilities

It is recognized that the pregnant student has rights and is responsible for decisions concerning the pregnancy. They should expect due consideration from everyone associated with them during the pregnancy, whatever the decision. At the same time, any pregnant student is expected to complete every requirement of the Veterinary curriculum by a schedule or plan that can be reasonably implemented and under which risks are deemed acceptable by the student and their physician.

Rabies Vaccination

Before arrival on campus and before check-in, Term 1 DVM students are required to be vaccinated against Rabies. The Pre-Exposure protocol for Rabies vaccination consists of two vaccinations at the recommended intervals, to be completed within a two (2)-week period.

Recommendations: 2 doses, at days zero (0) and seven (7), plus:

1. EITHER a one-time titer check after one (1) year and up to three (3) years following the first 2-dose vaccination.
2. OR 1-dose booster between three (3) weeks and three (3) years following the first vaccine in the 2-dose vaccination.

Students who arrive on campus without prior vaccination to Rabies will be required to complete the series within the first three (3) weeks of the term. Term 1 students must upload proof of vaccination to the Student Health Records Application by the end of late check-in. Failure to meet this requirement may be subject to administrative withdrawal. This vaccination protocol is also required of students entering the Foundation to Veterinary Medicine (FTV) and Pre-Veterinary Medical (PreVet) programs.

Students will be required to check serological titers every two (2) years and titers before progression into year four clinical training. Term 4 students must present their Rabies titers or proof of booster vaccination before starting Term 5.

There will be a possibility for all T4 students to have their Rabies titer checked on campus in the first half of the term. A rabies antibody titer below the acceptable threshold necessitates a booster vaccination prior to the start of term 5. The students must upload to the Office of Student Health Records a copy of the serological titers or proof of a one-dose booster within 3 years after the first 2 doses and before the beginning of Term 5.

Term 6 students are strongly encouraged to check serological titers before progressing to their year four clinical training. The student must adhere to the requirements of their clinical year affiliated school which may include additional serologic titers or booster vaccination.

Requirements of Graduation

The OUR will review the entire record of all students before graduation. Students will not graduate without approval.

In reviewing records, the following requirements are carefully checked to ensure that all candidates for the DVM degree meet the standards of the University:

1. Are in good financial standing, discharged of all indebtedness to the University
2. Have met the requirements of all didactic and practical instruction in all departments, satisfactorily completed all professional coursework and examinations as defined by the School of Veterinary Medicine curriculum, and achieved a WMPG ≥ 69.50
3. Have satisfied the academic and non-academic standards of the University
4. Have pursued the study of veterinary medicine for at least two years at SGU SVM
5. Have maintained acceptable academic ethics, professional behavior, and good moral conduct.

In order to complete the DVM degree, SVM students must complete one of the two following requirements during Terms 7-9.

Students entering clinical year in MAY:

1. Must receive a passing score on the NAVLE in the first OR second testing window (July/August window OR the Oct/November window).
2. For students who do not take the NAVLE® in the first or second testing window or who receive a non-passing score on their first NAVLE® attempt, completion of the SVM Boards Success Seminar is required. This seminar series consists of online assignments and modules as well as individual and group sessions designed to enhance success on all licensing board exams. Completion of all required components of this seminar is required for graduation from the DVM program.

Students entering clinical year in JANUARY:

1. Must receive a passing score on the NAVLE in the first OR second testing window (March window OR July/August window).
2. For students who do not take the NAVLE® in the first or second testing window or who receive a non-passing score on their first NAVLE® attempt, completion of the SVM Boards Success Seminar is required. This seminar series consists of online assignments and modules as well as individual and group sessions designed to enhance success on all licensing board exams. Completion of all required components of this seminar is required for graduation from the DVM program.

Enter Clinics May

1 Jul/Aug NAVLE 1st Atmpt



2 Oct/Nov NAVLE 1st Atmpt



3 March NAVLE 1st Atmpt

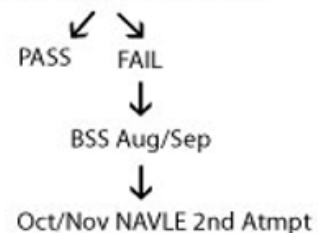


Enter Clinics Dec

1 March NAVLE 1st Atmpt

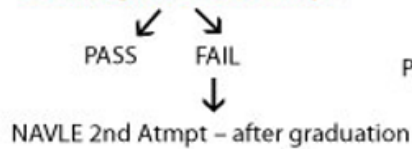


1 March NAVLE 1st Atmpt

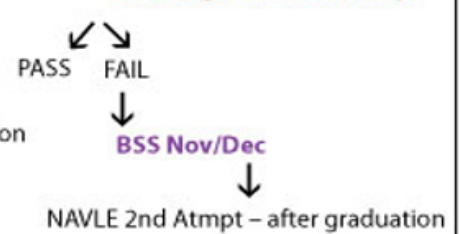


BSS May/Jun

2 Jul/Aug NAVLE 1st Atmpt



2 Jul/Aug NAVLE 1st Atmpt



BSS Aug/Sept

3 Oct/Nov NAVLE 1st Atmpt



Enter Clinics May

- 1st Attempt Jul/Aug NAVLE & Oct/Nov NAVLE
- BSS only if student fails or takes March NAVLE
- BSS after 1st attempt July/Aug & Oct/Nov NAVLE
- BSS before 1st attempt March NAVLE

Enter Clinics December

- 1st Attempt March NAVLE
- BSS only if student fails or takes Jul/Aug or Oct/Nov NAVLE
- BSS after 1st attempt March
- BSS before 1st attempt Jul/Aug (grades don't come out until mid Sept so Aug/Sept BSS half over) & Oct/Nov NAVLE

OR

- add another BSS in Nov/Dec
- then 1st attempt Jul/Aug **choice** – BSS before 1st attempt or after failing 1st attempt and before graduating – 2nd attempt either way is after graduating

*Please note that students who do not plan to take the NAVLE® for licensure purposes will still be required to meet the above requirements to graduate.

Honors Designations

Summa Cum Laude (with highest honors: highest distinction in academic achievement): A student graduating with a WMPG ≥ 97.50 -100% (cum GPA between 3.90-4.00)

Magna Cum Laude (with high honors: very high academic achievement): A student graduating with a WMPG between 92.50-97.25% (cum GPA between 3.70-3.89)

Cum Laude (with honors: high academic achievement): A student graduating with a WMPG between 87.50-92.25% (cum GPA between 3.50-3.69)