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Veterinary Medical Phase (SVM) Student Manual

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.

All students registered in the veterinary medical program are subject to the policies and regulations of both the School of Veterinary Medicine and St. George's University disclosed in this manual. (See [General Student Policies, Procedures and Nonacademic Standards](#) and [Satisfactory Academic Progress Guidelines](#).)

To successfully graduate from the School of Veterinary Medicine, a student must have completed a total number of 172 credits; 124 credits from Basic Sciences (Terms 1 – 6), and 48 credits from the clinical terms.

Veterinary Medical Phase Academic Policies

Curriculum

Students in the veterinary medical program are required to follow the curriculum sequence defined in the School of Veterinary Medicine Catalogue, or as stipulated by the Committee on Admission Acceptance Letter.

Students may take optional courses, referred to as electives. Individual electives may have prerequisites or GPA standards for students to participate. Only the grades of the required curriculum are used to calculate the grade points earned for the Doctor of Veterinary Medicine program. Grades received for elective courses will not be reflected in the cumulative GPA.

Grading

All students must fulfill all course requirements as defined by the course director to obtain a final grade. The course requirements and grading policy will be stated in the course syllabus which

would be provided on the first day of each course. All students who wish to contest an examination or course grade should consult the course director. Students must resolve grade concerns within one year of the course. Where applicable, after repeating a course, only the newly achieved grade will contribute to the cumulative GPA calculations.

Effective August 2015 and beyond, the letter grades and grade points awarded are:

Letter	Range	Grade Points	Grade Points	Meaning
A	89.50–100	4.00		Excellent Pass
B+	84.50–89.49	3.50		Good Pass
B	79.50–84.49	3.00		Good Pass
C+	74.50–79.49	2.50		Acceptable Pass
C	69.50–74.49	2.00		Acceptable Pass
D+	64.50–69.49	1.50		Unsatisfactory Grade*
D	59.50–64.49	1.00		Unsatisfactory Grade*
P	0.00			Pass
F	1–59.49	0.00		Fail

Other Transcript Notations

W: Withdrawal

Withdrawals are given when students withdraw from a course after registration. Students who are granted an approved Leave of Absence (LOA) will receive “W” grades for all courses except those courses which have been completed prior to the LOA. Students may withdraw from individual courses during the first 67% of the term. After this time period, students cannot drop courses. They may however, request a Leave of Absence (LOA) for the remainder of that term or longer.

More information on LOAs can be found in the [Leave of Absence](#) section of the General Policies for All Students.

I: Incomplete

Incompletes are interim grades. Incomplete grades are given when course requirements have not been completed due to serious mitigating circumstances such as illness or family emergencies. The Office of the Dean of Students, through the SVM Associate Dean of Students, must approve the reason supporting the receipt of “I” grades. “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 prior to registration for the next term. If the work is not completed and the grade not received from the instructor within 30 days, the Incomplete ("I") will be automatically changed to a Fail ("F") by the Office of the University Registrar.

NG: No Grade

No grade submitted by course instructor for a registered course.

IP: In Progress

Course is still in progress

Academic Probation

Academic Probation

Academic probation is an internal marker placed in students' progress files by CAPPS. It allows students who do not meet the satisfactory progress guidelines to be enrolled according to a schedule of courses determined by the CAPPS.

Students on academic probation must meet the minimum standard of expectations set for successful clearance of probation or risk dismissal. The minimum standard includes a cumulative GPA of 2.00 or better, resolution of failing ("F") grades and all "D" grades, which were mandated to be remedied, and progress at a satisfactory rate through the program. Students can be placed on academic probation at the discretion of CAPPS.

Requirements During Academic Probation

Students who are placed on academic probation with mandatory repetition of coursework have to repeat all courses in which a grade of "F", "D" or "D+" were obtained.

United States' Federal loans recipients must maintain a minimum credit load of six credit hours to maintain eligibility.

When applicable, the CAPPS has the option to recommend the addition of a course from the next term or repeat a previously passed course to strengthen the student's academic record.

After repeating a course, only the newly achieved grade will contribute to the cumulative GPA calculations.

Clearance of Academic Probation

Academic probation will be for one term when students are taking a full course load or for two terms when students are taking a reduced course load or as determined by CAPPS.

Academic probation will be cleared if students:

1. Achieve a cumulative grade point average (GPA) of 2.00 or above in each term that they spend on academic probation.
2. Do not receive any unsatisfactory grades ("D+", "D", "F") during their academic probation.
3. Fulfill all other requirements mandated by the CAPPS. These requirements, as outlined in the CAPPS letter, include mandatory attendance of all lectures, laboratories, and DES sessions as well as scheduled meetings with the SVM Associate Dean of Students, the student's faculty advisor, and DES learning strategists.

Academic Appeals Process

There is no appeal from placement on academic probation.

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

1. When CAPPS recommends a student for dismissal, the SVM Associate Dean of Students will communicate the recommendation of dismissal to the student by letter, delivered to the student's official SGU e-mail address, within 24 hours after the CAPPS meeting. The e-mail will describe the reason for the recommendation, detail the student's options to appeal or to withdraw, and specify the timeframe in which to do this.
2. The student has the option to withdraw from the School of Veterinary Medicine within seven (7) calendar days of the date of the letter of the recommendation of dismissal or to appeal the decision, which must be received by the date and time designated in the CAPPS letter recommending the dismissal.

3. The appeal form must be submitted electronically to the SVM Associate Dean of Students. The student is not required to appear or be present before the SVM Academic Appeals Panel.
4. The appeal form must be completed and submitted, along with official documentation in support of extenuating circumstances described in the appeal by the stipulated deadline. The student should explain any extraordinary circumstances which were beyond the student's control and which caused or contributed to his/her poor performance. The form should be accompanied by a remedial plan. The submission will be automatically directed to the DOS office. Once the timeframe to submit the appeal has ended, a comprehensive report providing all appeal information for each student will be generated by the DOS office in preparation for review by SVM Academic Appeals Panel (SVMAAP). Should a student fail to submit his/her appeal by the stipulated deadline, there is no guarantee that the appeal will be reviewed.

While preparing their appeals and considering what supporting documents to include, students should bear in mind that there is only one (1) opportunity to appeal a recommendation for dismissal. Extensions to the appeal deadline will not be granted, nor will additional appeals.

5. For a Spring term, the SVMAAP will meet within ten (10) calendar days after the CAPPs meeting and, for a Fall term, the SVMAAP will meet two (2) weeks prior to the beginning of classes in the following Term. After reviewing the case, the SVMAAP will communicate its recommendation to the Dean of the School of Veterinary Medicine.
6. If the student's appeal is successful, the SVMAAP will determine the conditions a student must meet to progress in the DVM program. A letter will be issued to the student by the Dean of the SVM detailing the conditions as specified by the SVMAAP. The student must respond to this communication within seven (7) calendar days to indicate his or her acceptance of the conditions. A student who does not accept the SVMAAP conditions has the option to withdraw from the DVM program within a specified timeframe. If a student does not

- accept the SVMAAP' conditions and does not withdraw within the specified timeframe, the student will be dismissed.
7. If a student's appeal is unsuccessful, the letter to the student with a rejected appeal will provide the student with the option to withdraw from the DVM program within a specified timeframe. If the student does not withdraw within the specified timeframe, the Dean of the SVM will issue a Letter of Dismissal, and this will be noted on students' transcripts. Students will be informed within 48 hours via email.
 8. If neither of these options (withdraw or appeal) is chosen, the Dean of the School of Veterinary Medicine will dismiss the student and transmit that decision in writing to the student, with a copy to the Dean of Students and the Office of the University Registrar. The SVM has no further mechanism for appeal.
 9. During this time the student cannot register for any academic activities.
 10. Students who choose to withdraw will have their status changed to "Withdrawn" by the Office of the University Registrar.

Academic Progress

Professional Commitment

When students enter the School of Veterinary Medicine, 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.

The Optimal Educational Track for the DVM Program

Most students complete the veterinary medical program at St. George's University School of Veterinary Medicine on an optimal track of four years. Students on this optimal track spend three years in Grenada studying preclinical, paraclinical, and clinical subjects before moving to affiliated schools of veterinary medicine to spend a final year in clinical rotations.

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

Since the mission of the School of Veterinary Medicine includes the preparation of students for entry into the profession of veterinary medicine, an orderly, satisfactory, academic progression is important. High achievement will place students more favorably in the rankings for clinical training and residency matching in the clinical years and beyond.

The Global Veterinary Health (GVH) Track

The Global Veterinary Health (GVH) track provides our Doctor of Veterinary Medicine (DVM) students with a One Health One Medicine (OHOM) experience, conducted in a variety of international settings, embracing the School of Veterinary Medicine's goal to think beyond.

The successful completion of the GVH track, which is delivered in parallel with the AVMA-accredited DVM degree, leads to the additional award of membership of the Royal College of Veterinary Surgeons (RCVS) once approved.

The RCVS is the veterinary regulatory body in the UK that requires the GVH track to be completed by our DVM students in order for the degree to be additionally accredited by them. Our DVM

students who choose not to complete the GVH track requirements are able to sit the RCVS Statutory examination in order to register with the RCVS. This requirement is waived for students who complete the GVH track in addition to their DVM degree.

Third year Pre-Veterinary, Foundation to Veterinary Medicine (FTV), and all DVM students entering the DVM four-year program are eligible to enroll in the GVH RCVS Accreditation track.

The GVH track is the DVM program with 6 additional courses: Extra mural studies (EMS) – Pre-Clinical, Preparatory and Clinical totaling 38 credits carried out during the vacation time of the DVM program; Transboundary Diseases (1 credit); Food Hygiene and Meat Inspection (1 credit); and Veterinary Public Health – A Global Perspective with a virtual Abattoir Experience (1 credit). There is no extra course fee for the GVH track and the time to completion does not exceed the DVM program. Students should understand the rigor of the course, its requirements, and must comply with the RCVS fitness to practice standards.

Individual Advancement Program (IAP)

The optimal track may not suit all students. A good academic record at a decelerated pace is more important than a poor record in the optimal track. All students enrolled with St. George's University School of Veterinary Medicine will enter the four-year Doctor of Veterinary Medicine program; however, based on the recommendations of CAPPS, some students identified to be performing unsatisfactorily at mid-term will be allowed to pursue their studies based on IAP. Many of these students excel in IAP.

Students already in the program who encounter difficulties can also split their terms by withdrawing from some subjects while maintaining a balance of credit hours. Once the IAP terms are over, students re-enter the normal program track in order to remain with the timeline constraints ([See Timeline Standard](#)).

Specific Research Programs for DVM Students

In addition to participation in funded faculty research projects, the SVM has two programs

specifically designed to provide in-depth, one-on-one faculty-mentored research opportunities for DVM students:

1. The **Island Veterinary Scholars Program (IVSP)** immerses interested veterinary students into hypothesis-based research during the summer break. The DVM program includes instruction on research design, ethics and laboratory techniques currently being 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 presenting their findings at the sponsored symposium held in the USA. The IVSP encompasses an entire summer program of 10 weeks by providing interactive lectures on scientific writing, 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.
2. The **Veterinary Scholars Research Initiative (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. The expectation is that they will 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.

Licensure

The North American Veterinary Licensing Examination (NAVLE) is taken by all students requiring licensure in the United States and can be taken during the final clinical year. Students who will practice in the United Kingdom (UK) will take the membership examination of the Royal

College of Veterinary Surgeons (RCVS) after graduation with the DVM degree. Students who are enrolled on our Global Veterinary Health (GVH) Track are upon graduation, automatically entitled to registration with the RCVS as this track is approved by them; no further examination is required.

RCVS registration entitles veterinary surgeons to practice in the UK. Note that with the UK leaving the European Union (EU), students should contact the relevant member state of the EU to check their registration requirements.

SGU students and graduates are advised to check the registration or licensing requirements very carefully 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 properly processed in accordance with the requirements of the particular authority from which licenses are sought. The Office of the University Registrar maintains some information on the requirements for licensure in the 54 American jurisdictions, and in many international jurisdictions; however, the University is not an agent of any licensing authority.

For precise, up-to-date information, it is the responsibility of students or graduates to 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/

RCVS - www.rcvs.org.uk

Academic Progress Reviews and Prescribed Policies

Committee for Satisfactory Academic Progress and Professional Standards

The Committee for Satisfactory Academic Progress and Professional Standards (CAPPS) reviews all students at the end of each term. The Committee does not hear individual course or examination disputes, which should be resolved between students and course directors prior to the designated CAPPS meeting. The Committee will determine whether students should progress to the next term, be placed on academic probation, or recommended for dismissal.

This Committee is chaired by the SVM Associate Dean of Students, and the committee membership is composed of the respective chairs of departments, the course directors for each term being reviewed, and members or representative from the Office of the University Registrar, the DES, and Judicial Affairs.

The Committee determines if students are making satisfactory academic progress, must be recommended for dismissal, placing a student on academic probation, and or having students continue on academic probation under specific conditions with a defined plan to remedy deficiencies within the School of Veterinary Medicine's regulations. The Committee has the prerogative to request that students appear before the Committee. For this purpose, the Committee will review both qualitative and quantitative deficiencies, as well as inquire about students with nonacademic problems.

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 terms or 67% of their cumulative credits attempted thereafter, will not be considered to be in good academic standing. Grades of W, I NG

and F are counted towards attempted credits. In addition, students must complete Terms 1-6 within four years and complete the program (Terms 1-9) within six years.

Qualitative Deficiency

- All deficient grades are reviewed by CAPPS and appropriate avenues for remediation are determined for each student based on the guidelines provided herein.
- Students with a cumulative GPA of less than 2.0 or students who have received unsatisfactory grades (D+, D, F) in courses that are required to be repeated, will not be considered to be in good academic standing.
- Grades of "A", "B+/"B", "C+/"C", and "P" refer to an Excellent Pass, Good Pass, Acceptable Pass and Pass, respectively.
- Grades of "D+", "D", and "F" are all unsatisfactory grades and require remediation.
- Academic advancement will be based on satisfactory grades in all courses in the SGU SVM curriculum. Thus, no grade below a "C" will be allowed; all grades below a "C" must be remediated to a satisfactory grade of "C" or better.
- Unsatisfactory grades of "D+" or "D" will result in a mandatory re-sit examination and a grade of "F" will require repeating the course.
- Unsatisfactory grades of "D+" or "D" obtained when either the term GPA or cumulative GPA is less than 2.0 will, at the discretion of CAPPS, be remediated by repeat of the course(s) or by a re-sit examination.
- Courses involving mastery of clinical skills may require repeating the course to achieve competency and a satisfactory grade. The CAPPS will determine if a re-sit examination or repeating the course is the appropriate avenue for remediation.
- When a course is being repeated due to an unsatisfactory grade of "D+", "D" or "F", the student will be placed on [Academic Probation](#).*
- Academic Probation will continue until the student has been cleared of all outstanding lower term courses by attaining a minimum grade of a "C" or better, and is ready to progress to the next higher term, on a regular basis.

- An unsatisfactory grade obtained (“D+”, “D”, “F”) while on academic probation will result in a recommendation for Dismissal.**
- Student(s) mandated to take a re-sit examination may opt to repeat the course.
- Two “F’s” or any combination of three (3) unsatisfactory grades (“D+”, “D”, and “F”) will result in a recommendation for dismissal.

The following tables describe the policy to be implemented by the CAPPS to determine a student’s academic progress:

The following tables describe the policy to be implemented by the CAPPS to determine a student’s academic progress:

Table 1: “D+” or “D” Grades

Rule No.	Qualitative Deficiency	Recommendation by CAPPS
1	First “D+”/“D” grade (Term and Cumulative GPA \geq 2.0)	Mandatory Re-sit examination or Repeat course on Academic Probation (at the discretion of CAPPS)
2	Second “D+”/“D” grade following successful remediation of a previous “D+” or “D”, and successful completion of the terms of Academic Probation (Term and Cumulative GPA > 2.0)	Mandatory Re-sit examination or Repeat the course on Academic Probation (at the discretion of CAPPS)
3	Two “D+”/“D” grades in the same term	Repeat both courses while on Academic Probation
4	Two “D+”/“D” grades in one term when a previous remediation has already occurred	Recommendation for Dismissal
5	An unsatisfactory grade (“D+”, “D” or “F”) in a course that is repeated	Recommendation for Dismissal
6	Any combination of 3 or more grades (“D+”, “D”, “F”) below “C”	Recommendation for Dismissal
7	Any “D+”, “D”, or “F” while on Academic Probation	Recommendation for Dismissal

Table 2: “F” Grade

Rule No.	Qualitative Deficiency	Recommendation by CAPPS
8	First “F” grade with or without any previous “D+”/“D”	Repeat course while on Academic Probation
9	Second “F” grade	Recommendation for Dismissal
10	“D+”/“D” and an “F” grade in one term without previous remediations	Repeat courses while on Academic Probation
11	“D+”/“D” and an “F” grade in one term with a previous remediation	Recommendation for Dismissal

Rule No.	Qualitative Deficiency	Recommendation by CAPPS
12	Two “F” grades in the same term	Recommendation for Dismissal
13	Any combination of 3 or more grades (“D+”, “D”, “F”) below “C”	Recommendation for Dismissal
14	Any “D+”, “D”, or “F” while on Academic Probation	Recommendation for Dismissal
15	Remediation A student will be allowed remediation of only two unsatisfactory grades (“D+”, “D”, “F”). Only unsatisfactory grades (“D+”, “D”, “F”) in different courses will count towards the maximum allowable number of unsatisfactory grades of two (2), unless the student receives an unsatisfactory grade when repeating the course (see Rule # 5). Remediation of an unsatisfactory grade (“D+”, “D”, “F”) may be by a re-sit examination, if permitted, or by repeating the course (following the guidelines listed above). Taking a re-sit examination counts as one remediation attempt. Obtaining an unsatisfactory grade (“D+”, “D”, “F”) on a re-sit examination automatically mandates a repeat of the course. Repeating the course will count as a second remediation.	
15.1		
15.2		
15.3		
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*** Academic Probation (AP): Students who are placed on AP with mandatory repetition of**

coursework have to repeat all courses in which a grade of “F”, “D” or “D+” were obtained. AP will be cleared if students:

- 1 Achieve a cumulative GPA of 2.00 or above in each term that they spend on AP.
- 2 Do not receive any unsatisfactory grades (“D+”, “D”, “F”) during their AP, and
- 3 Fulfill all other requirements stipulated by the CAPPS

**** Dismissal: Can be appealed by the student.**

CAPPS has the authority to set different and/or additional requirements for purposes of remediation, to those set forth in the above table, upon review of an individual student’s academic progress.

***** This policy is in effect as of Spring 2023.**

Administrative Policies and Process

Academic Program and Policies Admission Standards

Essential abilities and characteristics for completion of the DVM degree consists 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. It is the responsibility of the student seeking an accommodation to notify the [Student Accessibility and Accommodation Services](#) in the Dean of Students Office, 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 compensation 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.

Technical Standards

1. Observation Skills: Applicants/Veterinary Medical students must be able to participate actively in all demonstrations and laboratory exercises in the DVM professional curriculum, and to assess and comprehend the condition of all patients assigned to them for examination, diagnosis, and treatment.

2. Communication Skills: Applicants/Veterinary Medical students, must be able to communicate effectively and sensitively, with clients and owners of animals, in order to elicit information, assess verbal and non-verbal communications, and be able to effectively and efficiently transmit information to these clients and owners of animals, fellow students, faculty, staff, and all members of the veterinary health care team. Communication skills include speaking, reading, and writing, as well as the observation skills described above.

3. Motor Skills: Applicants/Veterinary Medical students must have sufficient motor function to collect and derive information from animal patients by palpation, auscultation, and other diagnostic maneuvers, be able to perform basic laboratory tests, carry out diagnostic procedures, and be able to execute the contact with animal patients reasonably required to provide general care and emergency treatments.

4. Intellectual/Conceptual, Integrative, and Quantitative Abilities: Applicants/Veterinary Medical students must be able to measure, calculate, reason, analyze, and synthesize. Problem-solving, the critical skill demanded of veterinarians, requires all of these intellectual abilities. In addition, Applicants/Veterinary Medical students must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Applicants/Veterinary Medical students must have the capacity to perform these problem-solving skills in a timely fashion.

5. Behavioral and Social Attributes: Applicants/Veterinary Medical students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and

care of animal patients, and the development of mature, sensitive, and effective relationships with clients and owners of animals and others. Applicants/Veterinary Medical students must also be able to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many animal patients. Compassion, integrity, concern for others, commitment, and motivation are personal qualities which all applicants/veterinary medical students should possess.

6. Animal Handling and Husbandry; Veterinary Medicine and Surgery: Applicants/Veterinary Medical students must be capable of recognizing the temperament of domestic and non-domestic animal patients and of making decisions related to the handling, restraint, and safety of the animal as well as the safety of clients and animal owners, the veterinary medical team, and people in the immediate area. It will be necessary for veterinary students to safely and humanely make physical contact with animal patients of the domestic species for diagnostic and treatment purposes.

Registration and Check-In

All students registered in the veterinary medical program are subject to the policies and regulations of both the School of Veterinary Medicine and St. George's University 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. 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 School of Veterinary Medicine. 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 veterinary medical program in Grenada, students must have academic, financial and health insurance clearance. Students who are not in

good financial standing are required to work with the Office of Student Finances to resolve their outstanding balances.

If students are recipients of federal and/or alternate student loans, all required documentation must be received before financial clearance is provided. Students should not proceed to Grenada without financial and academic clearance.

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.

Late Registration Check-In Fee

Students who Check-In after the first day of classes will be charged a late registration Check-In fee. This serves to encourage students to be present and accounted for on the first day of classes. Students are allowed to return late within the allotted period; however, this will not exempt them from this fee.

Students will be billed according to the following schedule:

First day of late registration period	US \$ 50.00
Second day of late registration period	US \$100.00
Third day of late registration period	US \$150.00
Fourth day of late registration period	US \$200.00
Fifth day of late registration period	US \$250.00
Sixth day of late registration period	US \$300.00

There are no exceptions or waivers to this late fee.

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.

Faculty Advisor-Advisee Program

Soon after Check-In, the Dean of Students assigns all matriculated students a Faculty Advisor. The role of the faculty advisor is to counsel students in academic and non-academic matters. All students are expected to meet with their advisor regularly. All students

who demonstrate poor academic performance should see their advisor immediately for appropriate direction.

In order to provide appropriate guidance, faculty advisors interact with other offices of the University, such as the Dean of Students and the Department of Educational Services. Faculty advisors play an important role at the time of academic progression and in the appeals process described later. The views of faculty advisors and their interview summaries are filed with the SVM Associate Dean of Students for future reference (for example, Dean's Letters).

Class/Examination Attendance

All matriculated students are expected to attend all assigned academic activities for all courses currently registered.

SGU-SVM Absence Reporting Procedures

Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or attend a required educational activity must fill out the [Medical Excuse Form on the University Portal](#). This form will be sent automatically to the Course Director(s), University Health Services, Dean of Students Office, and Dean of the School of Veterinary Medicine.

The Medical Excuse Form states that the student does not feel well enough that day to take an examination or participate in another required educational activity.

The Medical Excuse covers all examinations and other mandatory academic activity within a 7-day period starting from the date of submission of the Medical Excuse. If a student becomes able to take some or all of the examinations/mandatory academic activity during the timeframe covered by the Medical Excuse, he/she may take any remaining examinations/mandatory academic activity. If a student chooses to resume exam activity after submission of a medical excuse, the student should proceed with all scheduled examinations during the current testing period.

Students are only allowed two such excuses in an academic year. The third excuse results in

the case being reviewed by the Dean of Students (DOS), the SVM Dean's Council and the Director of the University Health Services (UHS), which may result in a Mandatory Medical Leave of Absence (MMLOA). Refer to the policies on Completion Examinations in this manual located further below in this section.

If illness persists for more than seven (7) days, students are not advised to fill out a second Medical Excuse Form. Students are directed to visit University Health Services.

SGU-SVM Policy on an Excused Absence (EA) for Students

The policy on the conditions under which an approval for an Excused Absence (EA) with allowance for taking a completion quiz/examination/lab, if missed during the EA is granted, is as follows:

A valid excuse for approval of an EA constitutes a medical excuse, or a non-medical excuse (family emergency-health, funeral, attending a conference, religious observance, or other extenuating circumstances).

Medical Excuse

Only two (2) medical excuses (without a Physician's certificate) per year are allowed.

Non-Medical Excuse

1. Only one (1) non-medical excuse per year is allowed (with the exception of an SVM-related activity, e.g., SCAVMA, other recognized national/international representation).
2. For attending a conference, you must show evidence of active participation (e.g., in the form of an oral or poster presentation). The conference/meeting must be that of an approved SGU Student Organization/Club and approved for funding.
3. For conference travel, you must be in good academic standing and have a cumulative GPA \geq 3.0 to be eligible for approval.
4. The maximum allowable period of your absence is 3 days (i.e., wedding, funeral, medical) or the necessary days for a conference.

5. You must plan your travel such that you will minimize the number of required sessions that you will miss.
6. You must provide the exact dates of travel.
7. You must indicate how much academic activity you would be missing.
8. Upon your return, you must submit documentation of the event (invitation, program, etc.) to the SVM Associate Dean of Students.
9. The completion quiz/examination, can be in various forms (written, oral, demonstration of mastery), upon the discretion of the Course Director, but will be comparable in format, length, and appropriate course content, as the quiz/examination that was deferred.
10. Please do take note that students are expected to attend all classes and clinical rotations for which they have registered. Scheduling of examinations is at the discretion of the University. University policy dictates that an examination cannot be given prior to the scheduled date.
11. Students who fail to appear for an examination without a valid reason will receive a score of "0" points for the examination.
12. Student's absence may adversely affect their academic status as specified in the grading policy.
13. As a student in a professional degree program, it is expected that you are committed to putting forth every effort to excel academically, and to also upholding the standards of professionalism, which include attendance and participation.
14. The Approval of the EA will be subject to fulfillment of the conditions outlined above and thus be eligible for a completion quiz/examination.

Examination Policies

Students who fail to appear or to complete a scheduled assessment (quiz, examination, assignment) within the time period allocated for this assessment, without a valid excuse (submitted before the deadline), will receive a score of zero ("0") points for the assessment. Excuses are vetted as valid or not by the SVM Associate Dean of Students.

Scheduling of examinations (regular, re-sit, completion, comprehensive, or exemption) is at the discretion of the University.

For further information on the SVM Examination Policy [please click here to view the policy](#).

Course Examinations

All courses will utilize some evaluative measure to determine students' competency in or comprehension of the subject. This will be stated in the course syllabus.

Other Examinations

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

A. Re-Sit Examination: Under certain circumstances ([See Qualitative Deficiencies](#)), students will be required to remedy "D+", "D", and "F" grades by taking a mandatory re-sit examination two (2) weeks prior to the beginning of classes in the following term as scheduled by the school.

1. Upon obtaining a grade of "C" or better on the re-sit exam, the maximum course grade earned is a "C".
2. At mid-term, students who are at risk of getting an unsatisfactory grade ("D+", "D", "F") in the course, will be advised by the CAPPs to prepare for remediation.
3. It is the responsibility of the student to make appropriate and timely travel arrangements to return to Grenada to take the re-sit examination two (2) weeks prior to the beginning of classes in the following term as scheduled by the school.
4. Students will have the option to take a re-sit examination in Grenada or at an approved testing center or via an approved proctored examination process. Failure to appear without an accepted excuse constitutes an automatic mandatory repeat of the course and sanctions related to unprofessional behavior.
5. Term 6 students will have the option to take a re-sit examination in Grenada or at an approved testing center. The student will be expected to appear for the exam within 3 weeks after the last final exam. Failure to do so will delay enrollment in the 4th year clinical program.

B. Completion Examination: Students who receive an approved grade of Incomplete ("I") for missing a quiz or an examination

(Mid—Term or Final) in a course (See “I” Grade) must take a Completion Examination within seven (7) days of the deferment.

Term 6 students will have the option to take a completion examination in Grenada or at an approved testing center within seven (7) calendar days of the deferment. Failure to do so will delay enrollment in the 4th year clinical program.

1. Students will not be able to defer an examination for misreading the examination schedule, accommodating travel plans, or any other reason not considered a serious mitigating circumstances.
2. The format and content of the Completion Examinations will be defined by the Course Director, and will be comparable in format, length and appropriate course content as the examination that was deferred.

C. Exemption Examination: Students who transfer into the School of Veterinary Medicine or who 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.

Students must obtain approval from the Course Director, Department Chair, and Dean of the School of Veterinary Medicine before taking this examination. The format and content of the examination will be specified by the Course Director. A notation of “E” 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.

Satisfactory Academic Progress Guidelines

Standards for Admission, Retention, and Graduation

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.

The faculty reserves the right to place on academic or nonacademic probation, suspension, or request the withdrawal or dismissal of all students whose conduct, health, or academic performance would appear to render students unfit for the practice of veterinary medicine.

The appropriate Committee for Satisfactory Academic Progress and Professional Standards, Disciplinary Panel (CAPPS), or administrator determines such actions. While on academic or nonacademic probation, the performance of the students must improve in accordance with the specific written instructions given to them by CAPPS or they risk dismissal.

Academic Progress Standards

The Committee for Satisfactory Academic Progress and Professional Standards (CAPPS) reviews the progress of all students 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 School of Veterinary Medicine. The quantitative standards relate to the progression of the students through the academic program in a timely fashion. The qualitative standards relate to the achievement of satisfactory grades, the successful completion of coursework and maintain the minimum standards set forth in the qualitative standard section next.

Quantitative Standards

Students will normally complete the veterinary medical program within four calendar years. The maximum time allowable is six calendar years. Students must successfully complete at least 50% of their cumulative credits attempted at the completion of their first two terms in order to maintain good academic standing.

Thereafter, in order to maintain good academic standing, students must successfully complete at least 67% of their cumulative credits attempted. Grades of "W", "I", "F" or "NG" count towards credits attempted, but not credit earned or successfully completed.

Failure to complete the program in the allotted time will result in a recommendation for dismissal by CAPPS. Normally, leaves of absence (LOAs) will not be granted for more than a total of 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 of the following requirements:

1. Students have satisfactorily completed all courses required for that term in the curriculum.
2. Students have maintained a minimum cumulative GPA of 2.00.
3. Students must have satisfied all outstanding grade requirements.

Progression into the final year will be granted if:

1. Students have a minimum cumulative GPA of 2.00
2. No outstanding unsatisfactory grades ("D+", "D", "F").

The following cumulative grade point average (GPA) standards are used for the evaluation of students by the CAPPS:

Cumulative GPA = 4.00

Students will be placed on the Provost's List and promoted to the next term.

Cumulative GPA > or = 3.50

Students will be placed on the Dean's List and promoted to the next term.

Cumulative GPA < 3.50 and >1.99

Students are making satisfactory progress and are promoted to the next term

Cumulative GPA < or = 1.99

Students will be placed on academic probation.

To complete the final year of the St. George's University School of Veterinary Medicine curriculum successfully, students must comply with the rules and regulations of the SGU affiliated institutions where they are completing the final year of clinical training of the veterinary medical curriculum and must remedy all deficiencies accordingly.

Students must fulfill the following distribution of subject areas:

- Large Animal Surgery
- Large Animal Medicine
- Small Animal Surgery
- Small Animal Medicine
- Diagnostic Services
- Diagnostic Imaging
- Clinical Anesthesia
- Electives

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

Non-Cognitive Skills

In the event that the Committee for Satisfactory Academic Progress and Professional Standards, the Dean of Students, or the Dean of the School of Veterinary Medicine believes that students' non-cognitive skills are not in accordance with the Code of Conduct nor the standards specific to the School of Veterinary Medicine, the Committee or Dean will require an assessment, which could include seeking relevant information about students' personal adjustments, psychological, and/or medical status.

When a deficiency that interferes with professional development as a future veterinarian is identified, the Committee can require intervention, place students on non-academic probation, suspend students, or send a dismissal letter.

Satisfactory Academic Progress Standards and Impact On Federal Financial Aid

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) ensures students are completing their academic program in a timely manner 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 Doctor of Veterinary Medicine 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.

EVALUATION POINTS

Students in the Basic Science 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 of the minimum standards listed at each evaluation point or be subject to sanctions:

Qualitative Standards

1. Have a Cumulative Grade Point Average (GPA) of at least 2.00
2. Have not received two or more grades of 'F' or three or more unsatisfactory grades
3. Have not received an unsatisfactory grade while on academic probation
4. Meeting the academic standards of the affiliated veterinary school where clinical training has been provided.

Quantitative Standards

1. Have earned at least 50% of the total attempted credits for the first 2 terms of enrollment in Basic Sciences

2. Have earned at least 67% total attempted credits in the remaining terms

Maximum Timeframe

1. Progressing toward completion of Basic Science terms 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','NG' or 'I' will count toward hours attempted but not earned for maximum timeframe and pace of progression, but will not be included in the qualitative measure.

Courses in which a student earned a grade of 'F' count toward the qualitative, quantitative and maximum timeframe calculations.

Repeated Coursework

After repeating a course, only the newly achieved grade will contribute to the GPA calculation. All course attempts will count towards the quantitative and maximum timeframe calculations. Students are only allowed to receive federal financial aid for one repeat of a previously passed course.

DVM TUITION REPEATER POLICY

Effective for students admitted to the Four Year DVM program prior to August 2022 term:

- DVM4 students in Terms 1-6 who are required to repeat coursework will not be charged tuition for the repeated courses; however, in all these cases, full administrative/student fees will be charged.

Effective for students admitted to the Four Year DVM program as of the August 2022 term and thereafter:

- DVM4 students in Terms 1-6 who are required to repeat a course will be charged administrative fees and a reduced tuition rate (1/2 of published tuition rate).
- If the student is unsuccessful in completing the repeated course, either as a result of

failing or withdrawing from the University, the tuition charges for the repeated course will be reversed. The student is responsible for the administrative fees based on the standard refund policy.

- 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.

Effective May 2023 for all students:

- All SVM students in Terms 1 -6 will be charged full tuition and fees for all courses/ Terms, including repeated courses due to failure, withdrawing from a course or returning from a leave of absence (LOA).
 - If a student repeats a course due to a failure **and the student is subsequently unsuccessful in the repeated course**, the tuition charges for the repeated course will be reversed. The student is responsible for administrative fees based on the standard refund policy.
 - Unsuccessful is defined as either a failure in the course or withdrawing from the course/ university.
 - If the student is a federal or private student loan recipient, and the tuition reversal creates an overaward, the overaward 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).

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 GPA calculation.

Sanctions

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

Basic Science Terms

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, the student will no longer be eligible for federal financial aid unless he or she files and appeal and it is approved.

Clinical Terms

Students failing to meet any of the satisfactory academic progress standards will be ineligible for federal financial aid unless he or she files 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 or progress; and
3. That 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 will be eligible for financial aid funding for that term. 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 which 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 duration of the plan.

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.

Student Policies, Procedures, and Nonacademic Standards

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 is not owned by the student.
- Students are not permitted to administer any drug or vaccine that is 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 in violation of any of the policies outlined above will be subject to disciplinary action, which may include dismissal.

Guidelines for Pregnant Veterinary Medical Students

The potential for injury to humans always exists in the practice of veterinary medicine, and increases whenever an involved person is pregnant. The greatest hazards are accidents that occur while working with animal patients and may cause physical trauma to the pregnant woman or to her unborn child. Additional hazards exist through exposure to formaldehyde, anesthetic and pharmaceutical agents, 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 recommendation for a plan to minimize exposure to the hazards that may be associated with a veterinary student's assignments.
- Provide a signed statement from the physician which defines permitted limits of exposure to possible hazards during pregnancy.
- Inform the administration of the School of Veterinary Medicine, Director of the University Health Clinic, and the Dean of Students, in writing, of her pregnancy as early as possible, and stating her decision relative to continuing in her course of study.

The School of Veterinary Medicine and the St. George's University will attempt to provide an expectant mother with the option of continuing her course of study under an Individualized Program of Study if she so desires. If the student's coursework is such that she is enrolled in didactic coursework, the decision whether to remain enrolled is one she and her physician can independently make.

If the student is or will be enrolled in coursework involving laboratory or clinical training experience during her pregnancy, the St. George's University Dean of Students Office will

- Provide to the student a list of the potential risks involved in all such laboratory activities for the student to use when meeting with her healthcare provider, so that they can make an informed decision about the risks/benefits of her decision to remain enrolled in the program.
- Request written documentation of the accommodations and personal protective equipment recommended by the physician for the protection of the expectant mother 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 birth of the child. 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 SGUSVM Associate Dean of Students, 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 Students 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.

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

Rights and Responsibilities:

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

Rabies Vaccination Policy

Before arrival on campus and before registration, Term 1 Doctor of Veterinary Medicine (DVM) program students are required to be vaccinated against Rabies.

The Pre-Exposure protocol for Rabies vaccination consists of three vaccinations at the recommended intervals, to be completed within a 4-week period. Students who arrive on campus without prior vaccination to Rabies will be required to complete the series within the first four weeks of the term.

Failure to meet this requirement will be cause for dismissal or a mandatory Leave of Absence. This

vaccination protocol is also required of students entering the Foundation to Veterinary Medicine (FTV) and Pre-Veterinary Medical (PreVet) programs of the School of Veterinary Medicine (SVM).

Students will be required to check serological titers every two years, and/or titers before progression into Year Four Clinical Training. Rabies antibody titer below acceptable levels necessitates re-vaccination.

Requirements of Graduation

The Office of the University Registrar 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 Doctor of Veterinary Medicine degree meet the standard of the University:

- Are in good financial standing, discharged of all indebtedness to the University
- 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 cumulative GPA of at least 2.00
- Have satisfied the academic and nonacademic standards of the University
- Have pursued the study of veterinary medicine for at least two years at St. George's University School of Veterinary Medicine
- Have maintained acceptable academic ethics, professional behavior, and good moral conduct

Honors Designations

Summa Cum Laude (with highest honors): A student graduating with a grade point average between 3.90 to 4.00.

Magna Cum Laude (with high honors): A student graduating with a grade point average between 3.76 to 3.89.

Cum Laude (with honors): A student graduating with a grade point average between 3.65 to 3.75.