

**UNIVERSITY OF WISCONSIN-MADISON  
SCHOOL OF VETERINARY MEDICINE  
ACADEMIC STANDARDS AND ASSOCIATED PROCEDURES  
FOR THE DOCTOR OF VETERINARY MEDICINE DEGREE PROGRAM**

The School of Veterinary Medicine has established the following academic standards. These standards delineate expectations with regard to conduct and professional ethics and to scholastic performance in course work. All students must comply with these standards.

	<b>Page</b>
<b>I. REVIEW OF STUDENT PROGRESS</b>	<b>2</b>
A. FACULTY RESPONSIBILITIES	
B. STUDENT RESPONSIBILITIES	
<b>II. ACADEMIC PROGRAM AND GRADING SYSTEMS</b>	<b>3</b>
A. ACADEMIC PROGRAM	
B. GRADING SYSTEMS	
C. UNIVERSITY OF WISCONSIN-MADISON OFFICIAL TRANSCRIPT	
D. CALCULATION OF GPA	
<b>III. ACADEMIC STANDARDS</b>	<b>5</b>
A. STANDARDS OF CONDUCT AND ETHICS	
B. SCHOLASTIC STANDARDS	
1. Requirements for Promotion from Semester-to-semester, Eligibility to Continue in the Fourth-year Program, and to Graduate	
2. Ineligibility to Continue for Failure to Achieve the Scholastic Standards	
3. Part-time Enrollment	
4. Return after a Withdrawal from the Doctor of Veterinary Medicine Degree Program	
5. Participation in the Commencement Ceremony	
6. Enrollment in a Combined Degree Program	
7. Leave of Absence to Pursue Other Scholarly Endeavors	
<b>IV. NOTIFICATION OF FAILURE TO ACHIEVE OR COMPLY WITH THE ACADEMIC STANDARDS</b>	<b>9</b>
A. FAILURE TO COMPLY WITH THE STANDARDS OF CONDUCT AND ETHICS	
B. FAILURE TO ACHIEVE THE SCHOLASTIC STANDARDS	
<b>V. REQUEST FOR AN EXCEPTION TO THE SCHOLASTIC STANDARDS</b>	<b>9</b>
A. PROCEDURES	
1. Students Who Are Ineligible to Continue, Wish to Enroll on a Part-time Basis, or Wish to Participate in the Commencement Ceremony Prior to Completing All Academic Requirements	
2. Return after a Withdrawal from the Doctor of Veterinary Medicine Degree Program	
3. Enrollment in an Approved Combined Degree Program.	

- 4. Leave of Absence to Pursue Other Scholarly Endeavors.
- B. POLICIES ASSOCIATED WITH REPEATING ANY PORTION OF YEARS 1-3
- C. POLICIES ASSOCIATED WITH REPEATING A FOURTH-YEAR EDUCATIONAL OPPORTUNITY
- D. POLICIES ASSOCIATED WITH PART-TIME ENROLLMENT OR TAKING COURSES OUT OF SEQUENCE

**VI. APPEALING AN ACADEMIC ACTION INVOLVING THESE STANDARDS OR PROCEDURES**

**11**

- A. RECONSIDERATION BY THE EPC
- B. APPEALS OF EPC DECISIONS

APPENDIX A: CODE OF STUDENT ETHICS AND CONDUCT

APPENDIX B: ENROLLMENT IN AN APPROVED COMBINED DEGREE PROGRAM

APPENDIX C: REQUEST FOR A LEAVE OF ABSENCE TO PARTICIPATE IN A SCHOLARLY ENDEAVOR

**UNIVERSITY OF WISCONSIN-MADISON  
SCHOOL OF VETERINARY MEDICINE  
ACADEMIC STANDARDS AND ASSOCIATED PROCEDURES  
FOR THE DOCTOR OF VETERINARY MEDICINE DEGREE PROGRAM**

**I. REVIEW OF STUDENT PROGRESS**

**A. FACULTY RESPONSIBILITIES**

The Educational Policy Committee (EPC) is composed of faculty representatives from each department, an at-large member appointed by the Dean, and the Associate Dean for Academic Affairs, as a non-voting ex-officio member. The EPC will meet at least twice each year to review the academic progress of ALL students. The EPC specifically evaluates the circumstances in cases where a student merits disciplinary action or is ineligible to continue for failure to achieve a scholastic standard. The EPC meets with all first-year students receiving one or more grades of “D” in first semester courses to review their academic progress.

**B. STUDENT RESPONSIBILITIES**

**Students are responsible for knowing if they are experiencing academic difficulty sufficient to result in their not being permitted to progress in the Doctor of Veterinary Medicine degree program.** Final grades are available to students online at My-UW (<https://login.wisc.edu/?appurl=my.wisc.edu/portal>). The University of Wisconsin-Madison School of Veterinary Medicine Academic Standards and Associated Procedures for the Doctor of Veterinary Medicine Degree Program are available online at <http://www.vetmed.wisc.edu/education/acadstds.php>.

If a student is experiencing academic difficulty during the semester, the student is encouraged to contact the Associate Dean for Academic Affairs so that the Office of Academic Affairs can provide academic counseling and support. If at the end of a semester a student has not achieved the scholastic standards, the student must contact the Associate Dean for Academic Affairs as soon as possible after grades are posted. If a student becomes ineligible to continue in the Doctor of Veterinary Medicine degree program, they may request that the EPC consider granting an exception to the Scholastic Standards (Section III B). The procedures for requesting an exception are given in Section V.

**All students must have an official university e-mail account.** Written communications from the School, including communications concerning their academic progress and EPC decisions, will be sent to the student’s official university e-mail account. It is a student's responsibility to monitor in a timely manner their university e-mail account so that the student may comply with applicable time frames for seeking reconsideration or for appealing a decision. In addition, the OAA should be notified of changes in phone numbers and/or mailing addresses.

**First-year students receiving a grade of “D” in a first semester course will be required to meet with the EPC to review their academic progress.**

## II. ACADEMIC PROGRAM AND GRADING SYSTEMS

### A. ACADEMIC PROGRAM

The academic program leading to the Doctor of Veterinary Medicine degree is a 4 year program. The first 3 years contain 2 semesters each. Both required and elective lecture and laboratory based courses are taken in years 1-3. The fourth year curriculum, which is tailored to an individual student's interest, is composed of various required educational opportunities, including clinical rotations taken in the Veterinary Medical Teaching Hospital, fourth-year didactic courses, externships, preceptorships, and directed studies. The Veterinary Medical Curriculum and Instruction document lists the specific courses that must be taken for graduation from the Doctor of Veterinary Medicine degree program.

### B. GRADING SYSTEMS

The School of Veterinary Medicine faculty members use either an A-F (A, AB, B, BC, C, D, or F) system or various pass-fail systems for grading courses in the Doctor of Veterinary Medicine degree curriculum. The intent of the A-F (A, AB, B, BC, C, D, and F) grading system is to precisely reflect student performance. The intent of the A, S, or F system is to provide a pass/fail system that also identifies truly outstanding achievement. The intent of the A, S, D, or F system is to have a pass/fail system that identifies outstanding achievement, as well as performance which is deficient, but not so severely deficient as to justify awarding a student an "F". The applicable grading system shall be announced to the class at the start of each course or educational opportunity.

1. Required lecture-based courses are graded on the A-F system.
2. Laboratory and non-lecture-based courses are graded on either the A-F system or the A, S, or F system.
3. Elective courses and fourth-year didactic courses are graded on either the A-F system or the A, S, or F system.
4. Clinical rotations are graded on the A, S, D, or F system.
5. Externships are graded on a pass/fail (S/F) basis only.
6. Preceptorships and directed studies are graded on the A, S, D, or F system.

### C. UNIVERSITY OF WISCONSIN-MADISON OFFICIAL TRANSCRIPT

The official transcript is a listing of ALL courses and educational opportunities in which a student has enrolled and the grades, including "D" and "F, which were earned in those courses and educational opportunities. Students receiving a grade of "F" in an elective course in years 1-3 will have the "F" recorded on the official transcript; however if they repeat the course and receive a grade higher than "F", the "F" will NOT be calculated in the cumulative GPA. Students will be allowed to repeat or remediate the first fourth-year educational opportunity in which they earned a "D". Both the original grade and the repeat grade will be listed on the official transcript; however, only the repeat grade will be used to calculate the cumulative GPA.

#### D. CALCULATION OF THE GPA

Grade points are assigned per credit as described in the table below. If a student has repeated a course, only the repeat grade will be calculated in the GPA and only the repeat credits will be included in the total number of credits needed for graduation from the Doctor of Veterinary Medicine degree program.

<b>A-F Grading System</b>	<b>A, S, D, F Grading System</b>
A = Superior Achievement: 4 grade points per credit	A = Superior Clinical Achievement: 4 grade points per credit
AB = 3.5 grade points per credit	
B = Achievement Level expected of most students: 3 grade points per credit	S = Satisfactory Clinical Achievement: not included in GPA calculation
BC = 2.5 grade points per credit	
C = Low Achievement, but passing: 2 grade points per credit	
D = Poor performance: 1 grade point per credit	D = Poor Clinical Achievement: 1 grade point per credit; a student will be allowed to repeat or remediate the first fourth-year educational opportunity in which they have earned a "D". Both the original grade and the repeat grade will appear on the official transcript, but only the repeat grade will be used to calculate the cumulative GPA.
F = Failure: 0 grade points per credit	F = Unsatisfactory Clinical Achievement/Failure: 0 grade points per credit
I = Incomplete; indicates that the student has not completed the course because of an excused absence. An "I" grade is removed from the official transcript when the course requirements have been completed. The final grade may be "A, AB, B, BC, C, D, or F".	I = Incomplete; indicates that the student has not completed the course or educational opportunity because of an excused absence. An "I" grade is removed from the official transcript when the course requirements or educational opportunity have been completed. The final grade may be "A, S, D or F".

### III. ACADEMIC STANDARDS

#### A. STANDARDS OF CONDUCT AND ETHICS

All students at the UW-Madison are subject to the rules and regulations contained in UWS 14, 17, and 18 of the Wisconsin Administrative Code, governing student academic and nonacademic disciplinary procedures and conduct on university land, and to all other applicable university policies and state and federal laws. As stated in UWS 14.01, administrative rules of the University of Wisconsin System, "the Board of Regents of the University of Wisconsin System,

administrators, faculty, academic staff and students of the University believe that academic honesty and integrity are fundamental to the mission of higher education and of the University of Wisconsin. ... Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions." Appropriate academic or disciplinary action, including dismissal or ineligibility to continue, will be taken when a student is believed to have engaged in any type of academic or nonacademic misconduct. Separate and/or additional disciplinary action may also be taken by the Office of the Dean of Students for the University of Wisconsin-Madison.

In addition to meeting university academic and nonacademic standards, the faculty of the School of Veterinary Medicine expects students to adhere to the highest standards of conduct and professional ethics. It is appropriate that the academic standards of a professional degree program include reference to standards of conduct and ethics that are expected of members of the profession to which the student aspires. Students should avoid even the appearance of improper conduct or lack of ethical standards while at school, in all professional settings and in their personal lives. Toward this end, students at the School are expected to adhere to the School's Code of Student Ethics and Conduct, (Appendix A to this document.)

Appropriate academic or disciplinary action, including dismissal or ineligibility to continue, will be taken when a student violates the School's Code of Student Ethics and Conduct (Appendix A), UWS 14, 17, and 18 of the Wisconsin Administrative Code, or other applicable rules and laws. The following are examples of activities that violate the School's academic standards or other applicable policies, rules, and laws. This list is not all-inclusive.

1. Falsifying applications, forms, time sheets or records used for admission or other purposes by the School of Veterinary Medicine.
2. Failing to be cooperative and honest in an investigation or hearing involving adherence to the School's academic standards.
3. Threatening or committing acts of violence.
4. Stealing, damaging, defacing, or diverting to personal use (without permission) any property belonging to others.
5. Possessing, or trafficking in illegal drugs or other pharmacologically active substances of abuse, or participating in drug diversion.
6. Participating in School or University program activities, including laboratories and clinical activities while under the influence of any psychoactive substances, unless the use of such a substance is under the orders of a physician, and has been reported by the student to the Associate Dean for Academic Affairs prior to participation in such activities.
7. Failing to report to the Associate Dean for Academic Affairs health conditions affecting one's self that may impair one's ability to perform safely in the School's program, without causing harm to animals or people.
8. Failing to maintain the confidentiality of professional matters related to educational programs, including failing to treat as confidential animal patient records.

9. Failing to be truthful in all dealings with clients, the public, faculty, fellow students and others with whom the student comes in contact.
10. Failing to observe the rules and policies of institutions providing supervised educational experiences (e.g., rules set by externship and ambulatory supervisors).
11. Failing to observe appropriate dress codes in professional practice settings.
12. Failing to respect the rights of clients, other students, faculty, and all others to be free from harassment and discrimination.

## B. SCHOLASTIC STANDARDS

### 1. Requirements for Promotion from Semester-to-Semester, to Continue in the fourth-year Program, and to Graduate

It is anticipated that all entering students will successfully complete the requirements for graduation within 48 months of enrolling in the School of Veterinary Medicine. Courses are offered in the curriculum in a specific order and it is the intention of the faculty that they are taken in sequence. To be promoted from one semester to the next, from one year to the next, to continue in the fourth-year program, and to graduate from the School of Veterinary Medicine Doctor of Veterinary Medicine degree program, the scholastic standards listed in a.-j. below must be met.

If a student does not meet the requirements for promotion from semester-to-semester, to continue in the fourth year, and to graduate, the student may request that the EPC consider granting an exception to the scholastic standards. See sections V and VI for the procedures associated with such a request.

- a. Pass all the required courses in any year.
- b. Earn no more than one grade of “D” in required courses in any semester during years one through three.
- c. Earn no more than one grade of “D” in all fourth-year educational opportunities (clinical rotations, externships, preceptorships, directed studies, etc.) in which a student enrolls. A student will be allowed to repeat or remediate the first fourth year educational opportunity in which they have earned a “D.” The new grade may be “A”, “S”, “D,” or “F”. The repeat grade will be used in the calculation of the GPA. The original grade will remain on the official transcript, but will not be used for GPA calculation.
- d. Earn a 2.200 or better cumulative grade point average at the completion of all first year courses (Semester 2).
- e. Earn a 2.400 or better cumulative grade point average at the completion of each subsequent semester (Semesters 3 through 6).
- f. Earn a 2.400 or better cumulative grade point average at the completion of all first, second, third and fourth year courses or educational opportunities.

- g. Complete all first year courses within 12 months of first enrolling as a veterinary medical student.
- h. Complete all first and second year courses within 24 months of first enrolling as a veterinary medical student.
- i. Complete all first, second, and third year courses within 36 months of first enrolling as a veterinary medical student.
- j. Complete all first, second, third, and fourth year courses and educational opportunities within 48 months of first enrolling as a veterinary medical student.

2. Ineligibility to Continue for Failure to Achieve the Scholastic Standards

Students will be ineligible to continue in the School of Veterinary Medicine Doctor of Veterinary Medicine degree program for the reasons listed in a.-k. below. This list is intended to provide examples for declaring a student ineligible to continue. It is not all-inclusive.

If a student becomes ineligible to continue, the student may request that the EPC consider granting an exception to the Scholastic Standards. See sections V and VI for the procedures associated with such a request.

- a. If a student earns a grade of “F” in a required course or required educational opportunity at any time in the curriculum. Students receiving a grade of “F” in an elective course in years one through three will be permitted to continue in the program.
- b. If a student earns more than one grade of “D” in required courses in any semester during years one through three.
- c. If a student earns more than one grade of “D” in any fourth-year educational opportunity in which they are enrolled.
- d. If the cumulative grade point average at the completion of all first year courses (Semester 2) is less than 2.200.
- e. If the cumulative grade point average at the completion of each subsequent semester (Semesters 3 through 6) is less than 2.400.
- f. If the cumulative grade point average at the completion of all first, second, third, and fourth year courses and educational opportunities is less than 2.400.
- g. If all first-year required courses are not completed within 12 months of first enrolling as a veterinary medical student.
- h. If all first and second year required courses are not completed within 24 months of first enrolling as a veterinary medical student.
- i. If all first, second and third year required courses are not completed within 36 months of first enrolling as a veterinary medical student.

- j. If all first, second, third and fourth year required courses and educational opportunities are not completed within 48 months of first enrolling as a veterinary medical student.
- k. For failing to meet any scholastic standard set by the School of Veterinary Medicine.

3. Part-time Enrollment

Students are expected to complete the Doctor of Veterinary Medicine degree program within 48 months of first enrolling. Additionally, courses are offered in the curriculum in a specific order and it is the intention of the faculty that they are taken in sequence. Students must obtain written permission from the EPC if the student wishes to enroll in the School of Veterinary Medicine Doctor of Veterinary Medicine degree program on a part-time basis or to take courses out of sequence (See sections V and VI for procedures associated with such a request).

4. Return after a Withdrawal

Return to the Doctor of Veterinary Medicine degree program after a withdrawal for illness or other compelling reason will be considered on a case-by-case basis (See sections V and VI for procedures associated with such a request).

5. Participation in the Commencement Ceremony

To participate in the School of Veterinary Medicine commencement ceremony, including “hooding” and taking the Veterinarian’s Oath, students must be in “good academic standing” at the time of the School Spring faculty meeting. Good academic standing means the student does not have academic issues pending that may inhibit their graduation. This includes any unresolved grades of “D” or “F” in the fourth-year. Students who are requesting an exception to the Academic Standards to remain in the program or those who have been granted an exception but have not resolved the unsatisfactory academic performance will not be allowed to participate. Students who clear an unsatisfactory academic performance between the date of the Spring faculty meeting and the day of the commencement ceremony will be reviewed by the EPC for permission to attend the ceremony.

6. Enrollment in an Approved Combined Degree Program.

It is expected that students enrolled in an approved combined degree program will complete all courses for each year of the Doctor of Veterinary Medicine degree program within 12 months of enrolling for a specific year. The scholastic standards outlined in section III. B. 1. a.-f. must be met for promotion from semester-to-semester, to continue in the fourth-year program, and to graduate.

7. Leave of Absence to Pursue Other Scholarly Endeavors. Students in good academic standing may petition the EPC for a leave-of absence to engage in research, pursue an additional degree, or participate in an alternative scholarly endeavor. Good academic standing means the student does not have academic issues pending that may inhibit their progress in the Doctor of Veterinary Medicine degree program.

#### IV. NOTIFICATION OF FAILURE TO ACHIEVE OR COMPLY WITH THE ACADEMIC STANDARDS

##### A. FAILURE TO COMPLY WITH THE STANDARDS OF CONDUCT AND ETHICS.

If a student fails to comply with either the School of Veterinary Medicine's Code of Student Ethics and Conduct (Appendix I), UWS 14, 17, and 18 of the Wisconsin Administrative Code), or other applicable rules and laws, the student will be notified by e-mail sent to their official university e-mail account of their failure to comply by either a School of Veterinary Medicine faculty member or by the Associate Dean for Academic Affairs. Appropriate academic or disciplinary action, including dismissal or ineligibility to continue, will be pursued. Separate and/or additional disciplinary action may also be taken by the Office of the Dean of Students for the University of Wisconsin-Madison.

##### B. FAILURE TO ACHIEVE THE SCHOLASTIC STANDARDS.

If a student fails to achieve the scholastic standards the student will be notified by e-mail sent to their official university e-mail account by the Associate Dean for Academic Affairs that **they are ineligible to continue in the School of Veterinary Medicine professional degree program. A student may request that the EPC consider granting an exception to the above scholastic standards.** Please see sections V and VI for the procedures associated with such a request.

#### V. REQUEST FOR AN EXCEPTION TO THE SCHOLASTIC STANDARDS AND ASSOCIATED PROCEDURES

##### A. PROCEDURES.

Requests for exceptions to the Scholastic Standards and Associated Procedures will be accepted at any time during the school year. However, the EPC may not grant a request to return until after the end of the spring semester. All requests to return are contingent on availability of space in the class to which the student is returning.

##### 1. Students Who Are Ineligible to Continue, Wish to Enroll on a Part-Time Basis, or Wish to Participate in the Commencement Ceremony Prior to Completing All Academic Requirements.

The written request should include the student's reasons for requesting an exception and a summary of all information that the student wishes the EPC to consider. The written request should be submitted to the Associate Dean for Academic Affairs for forwarding to the EPC. If the student wishes to appear before the EPC, the student should indicate this fact in the written request and be available to meet with the EPC, at the committee's convenience.

Exceptions are granted or denied on a case-by-case basis with the committee considering all aspects of the student's performance and conduct, academic ability, probability of success, and availability of space in the class to which the student would be returning. The Associate Dean for Academic Affairs will inform students of the EPC's decision as expeditiously as possible.

2. Return after a withdrawal from the Doctor of Veterinary Medicine Degree Program.

Students who have withdrawn from the program for illness or other compelling reasons may request that the EPC consider granting their request to return to the program. The request to return is granted or denied on a case-by-case basis with the EPC considering all aspects of the student's performance and conduct, academic ability, probability of success, resolution of the problem or problems associated with the withdrawal, and **availability of space in the class to which the student would be returning**. In general, requests for returning to the academic program following an absence of two or more years will not be considered favorably.

The student is encouraged to submit in writing a letter of intent to return after a withdrawal for illness or other compelling reason. The letter of intent should include the reason or reasons for withdrawal and a proposed plan for resolution of any problems associated with the withdrawal. The EPC may request that the student meet with the EPC to discuss the student's plan for resolving the reasons for leaving the program. Once the reasons for the withdrawal have been resolved, the student must submit in writing his or her request for permission to return. The request should include a date of anticipated return, the original reasons for leaving the program, and evidence that the reason for leaving the program has been resolved. The student must meet with the EPC, at the Committee's convenience, to present their case for return. After a withdrawal for medical reasons, a written evaluation from a physician may be required before a request to return is considered. The EPC may require an independent opinion by a physician of its choice.

The letter of intent to return after a withdrawal for medical or other compelling reasons and the request for permission to return must be submitted to the Associate Dean for Academic Affairs for forwarding to the EPC.

3. Enrollment in an Approved Combined Degree Program.

Students who enroll in an APPROVED combined degree program must submit EPC Form ENROLLMENT IN A COMBINED DEGREE PROGRAM (attached as Appendix B and available online at <http://www.vetmed.wisc.edu/education/acadstds.php>) to the Associate Dean for Academic Affairs for forwarding to the EPC. Approved combined degree programs are listed on EPC Form ENROLLMENT IN A COMBINED DEGREE PROGRAM.

4. Leave of Absence to Pursue Other Scholarly Endeavors.

The student should submit EPC Form REQUEST FOR A LEAVE OF ABSENCE TO ENGAGE IN A SCHOLARLY ENDEAVOR (attached as Appendix C and available online at <http://www.vetmed.wisc.edu/education/acadstds.php>) to the Associate Dean for Academic Affairs for forwarding to the EPC. This form must be submitted prior to the leave of absence and again prior to returning to the Doctor of Veterinary Medicine degree program.

The EPC reserves the right to request additional written information from the student before considering this request. If the student wishes to appear before the EPC, the student should indicate this fact and be available to meet with the EPC, at the committee's convenience.

B. POLICIES ASSOCIATED WITH REPEATING ANY PORTION OF YEARS 1-3.

If a student is granted an exception by the EPC and is permitted to repeat any portion of the first three years of the curriculum, the student will be required to repeat at least an entire semester.

Students will not be granted permission to repeat only those courses in which they failed or did poorly. Because many courses are offered during only one semester of each academic year, students may be denied permission to continue enrollment in the program until the next semester in which the course or courses in which they did poorly is (are) offered.

If a student is an exception by the EPC and is permitted to repeat a course, it may be repeated no more than once.

If a course in the first three years of the curriculum is repeated, the repeat grade may be “A, AB, B, BC, C, D, or F.” Both the original grade and the repeat grade will appear on the official transcript, but only the repeat grade will be used to calculate the cumulative GPA.

#### C. POLICIES ASSOCIATED WITH REPEATING A FOURTH-YEAR EDUCATIONAL OPPORTUNITY

If a student receiving a second “D” in a fourth-year educational opportunity is granted an exception by the EPC and is permitted to repeat or remediate that educational opportunity, both the original grade and the repeat grade will appear on the official transcript, but only the repeat grade will be used to calculate the cumulative GPA

If a student receiving an “F” in a fourth-year educational opportunity is granted an exception by the EPC and is permitted to repeat the educational opportunity, both the original grade and the repeat grade will appear on the official transcript, but only the repeat grade will be used to calculate the cumulative GPA

If a student is permitted to repeat an educational opportunity, it may be repeated no more than once.

Under unusual circumstances and as an alternative to repeating an externship or didactic course, the EPC, with the consent of the instructor(s), may authorize an alternative method for demonstrating proficiency in an externship or a didactic.

#### D. POLICIES ASSOCIATED WITH ENROLLMENT ON A PART-TIME BASIS OR TAKING COURSES OUT OF SEQUENCE.

If a student is granted an exception by the EPC and is permitted to enroll on a part-time basis, it is recommended that the first 3 years of the curriculum be completed in 6 years and in no case more than 7 years. Part-time students are expected to complete the fourth-year curriculum in no more than 2 years.

### VI. APPEALING AN ACADEMIC ACTION IMPLEMENTING THESE STANDARDS AND PROCEDURES

#### A. RECONSIDERATION BY THE EPC

If a student disagrees with the application of the School's academic standards in his or her case, or with a decision of the EPC, and believes that he or she possesses new information not considered by the EPC, the student may request that the EPC reconsider the application of School policy or its

previous decision. The request for reconsideration must be submitted within 15 calendar days\*\* of the notification date of an application of the School's academic standards or a decision of the EPC. The notification date is the date that the notification e-mail or letter was sent; it is not the date that the notification e-mail or letter was received. The request for a reconsideration must be submitted, in writing, to the Associate Dean for Academic Affairs and must include the student's reasons for requesting the reconsideration and a summary of all new information the students wishes the EPC to consider. If the student wishes to appear before the EPC, the student should indicate this fact in the written request, and should then be available to meet with the Committee, at the Committee's convenience. The EPC will be convened to address requests for reconsideration, and the Office of Academic Affairs will inform students of the Committee's decision, as expeditiously as possible.

## B. APPEALS OF EPC DECISIONS

Students may appeal a decision of the EPC, reached after reconsideration by that committee, provided one of the following grounds for appeal exists: 1) the student has new information he or she could not have presented to the EPC, or 2) the student has a well-founded belief that School policies and procedures have been inappropriately applied in his or her case. This appeal procedure is not a de novo review (that is, it is not simply a second review of the same facts and issues). An appeal must be made in writing and submitted to the Dean within 15 calendar days\*\* of the notification date of the outcome of the reconsideration request. The notification date is the date that the notification e-mail or letter was sent; it is not the date that the notification e-mail or letter was received. The letter of appeal should state the entire basis for appeal, and should further state whether the student wants to appear before the Committee. The Dean shall refer appropriate appeals to the School's Student Appeals Committee. Students may enroll in courses pending the outcome of an appeal. If the appeal is denied, no credit will be given for courses or rotations completed while the appeal is pending. Students will not be issued grades while an appeal is pending.

\*\* When the 15th calendar day falls on a non-work day, the student shall have until the close of business on the next work day to submit a request for reconsideration or an appeal. See section I.B. above regarding a student's responsibility to contact the Office of Academic Affairs at the end of each semester.

Policy Adopted by SVM Faculty 4/22/86  
Amended 05/11/88  
Amended 08/29/89  
Amended 06/23/92  
Amended 12/10/96  
Amended 09/15/98  
Amended 05/04/99  
Revised 05/04/2007

SVM Academic Standards.ver 5-4-2007.doc

APPENDIX A TO U.W.-MADISON SVM  
ACADEMIC STANDARDS AND ASSOCIATED PROCEDURES

**CODE OF STUDENT ETHICS AND CONDUCT**

Preamble - The purpose of this code is to promote ethical standards of personal conduct among veterinary medical students at the University of Wisconsin. This code shall apply to all students in the School of Veterinary Medicine and to all conduct which may reflect upon the individual student, the School of Veterinary Medicine or the veterinary medical profession.

**STANDARDS OF CONDUCT:**

- I. Professional ethics. Upon entering veterinary medical school, an individual begins his or her career as a veterinarian. Veterinary medical students shall maintain the highest standards of honor and ethical behavior and shall conduct themselves in a manner which is consistent with the Principles of Veterinary Medical Ethics as set forth by the American Veterinary Medical Association. These Principles are the "foundation of individual and collective efforts" as veterinary practitioners
2. Commitment to Learning. Veterinary medical students shall be committed to the acquisition of knowledge and the development of skills necessary to effectively deal with animal health care needs. The teaching design, which may involve the use of laboratory animals, will be at the discretion of and under the authorization of the faculty of the School of Veterinary Medicine. Faculty members will decide what instructional methods will best prepare students with the necessary professional knowledge and skills.

Students, in their learning endeavors, shall share classroom responsibilities, opportunities and materials with other veterinary medical students.

3. Regard for animal life. A major objective of the veterinary medical profession is the promotion of regard for animal life. Students shall abide by state law which prohibits treating any animal in a cruel manner. This does not preclude the appropriate use of animals in teaching or bona fide scientific research. As a member of the health care team, veterinary medical students will be given responsibility for some aspects of patient care. In assuming this responsibility, the students shall follow through to the full extent of their abilities. Students shall provide veterinary medical care only while under the supervision of a qualified instructor, except in an emergency, when students should render service to the best of their ability.
4. Interpersonal relationships. Veterinary medical students shall communicate with other students, allied professionals and the public so as to merit their full confidence and respect. Students shall be courteous and demonstrate initiative and interest while establishing rapport with clients. The integrity of clients and the confidentiality of their communications shall be respected. In addition to possessing and utilizing verbal communication skills, veterinary medical students should be aware that appearance and behavior are powerful nonverbal communicators. High standards of dress and hygiene, and avoidance of abusive language or behavior are aspects of professionalism expected of veterinary medical students.

Students shall treat all persons with whom they come in contact fairly and with respect, regardless of sex, race, age, religion, social or ethnic background or physical handicaps.

5. Limitation of student professional activities. Students shall provide veterinary medical care only while under the supervision of an authorized person. While enrolled in the School of Veterinary Medicine, students shall not solicit payments for veterinary medical services performed. Pharmaceuticals, instruments and equipment belonging to the School of Veterinary Medicine shall not be used by students except in class-associated activities, unless special permission has been given by an authorized member of the faculty.
6. Fairness and honesty. In the pursuit and achievement of all academic and professional matters, students shall act fairly and honestly. Students shall not unfairly advance their academic status by receiving or giving unauthorized aid on examinations, denying others preparatory materials, feigning illness to postpone an examination or plagiarizing materials. Students believed to have engaged in academic dishonesty will be subject to the disciplinary process outlined in University of Wisconsin-Madison Student Disciplinary Guidelines and Chapter UWS 14 of the Wisconsin Administrative Code.

Students shall not falsify any documents, including medical records, or data contained in them. Students shall recognize that patient hospital records constitute confidential and official records and shall act accordingly.

Veterinary medical students shall make available to their colleagues the benefit of any professional knowledge and experience which might enhance others' knowledge and improve the quality of animal care. There shall be no misrepresentation of the work of other students. Students shall avoid influences or conflicts of interest which might compromise the free exercise of their professional judgment and skills, jeopardize their professional standing, or diminish the quality of patient care.

7. Respect for property. Students shall conduct themselves in accordance with existing laws and regulations relating to University property and the property of other individuals. These policies provide, among other things, that students shall not damage or destroy library books or other University property; nor shall they have unauthorized possession of University property or property of another member of the University community. Students believed to have violated University policies relating to non-academic misconduct or conduct on University lands shall be dealt with in accordance with University of Wisconsin-Madison Student Disciplinary Guidelines and Chapters UWS 17 and 18 of the Wisconsin Administrative Code.

Approved by Faculty Vote  
September 17, 1984  
Amended June 23, 1992

APPENDIX B

Educational Policy Committee  
School of Veterinary Medicine

**ENROLLMENT IN AN APPROVED COMBINED DEGREE PROGRAM**

The following combined degree programs have been approved:

Doctor of Veterinary Medicine/ Master of Public Health Program

Please complete the information below and submit the completed form to the Associate Dean for Academic Affairs for forwarding to the EPC. It is the student's responsibility to notify the Associate Dean for Academic Affairs of any changes to the schedule proposed below. This form is available online at <http://www.vetmed.wisc.edu/education/acadstds.php>.

Student Name:
Student ID #:
Combined Degree Program:

Proposed Dates for Completion of the Doctor of Veterinary Medicine degree program Year 1: Year 2: Year 3: Year 4:
Expected Date of Graduation from the Doctor of Veterinary Medicine degree program:

Approved.

\_\_\_\_\_  
Chair, Educational Policy Committee

\_\_\_\_\_  
Date

APPENDIX C

Educational Policy Committee  
School of Veterinary Medicine

**REQUEST FOR LEAVE OF ABSENCE  
TO PARTICIPATE IN A SCHOLARLY ENDEAVOR**

**To obtain approval for Participation in a Scholarly Endeavor, please complete Part A and submit the form to the Associate Dean for Academic Affairs before participating in the activity.** Acceptable scholarly endeavors include, but are not limited to, pursuit of an additional degree or participation in a research experience. **After completion of the scholarly activity, please complete Part B.** The EPC reserves the right to request additional written information from the student before considering this request. If the student wishes to appear before the EPC, the student should indicate this fact and be available to meet with the EPC, at the committee's convenience. This form is available online at <http://www.vetmed.wisc.edu/education/acadstds.php>.

Student Name:
---------------

Student ID #:
---------------

**Part A: Request to Participate in a Scholarly Activity**

Please check one of the following options and provide the requested information.

<input type="checkbox"/> Additional Degree Program
Degree Program:
Dates of Enrollment in the Additional Degree Program:
Expected Date of Return to the DVM Degree Program:
<input type="checkbox"/> Research Experience
Name and Professional Association of Mentor:
Location Where Research Will be Performed:
Title of Proposed Research Experience:
Brief Description of Proposed Research Experience:

Proposed Dates for Leave of Absence from the DVM Degree Program:
Expected Date of Return to the DVM Degree Program:
<input type="checkbox"/> Other
Title of the Scholarly Endeavor:
Brief Description of the Scholarly Endeavor:
Proposed Dates for Leave of Absence from the DVM Degree Program:
Expected Date of Return to the DVM degree program:

The above request for a Leave of Absence to participate in an additional degree program or research experience is approved.

\_\_\_\_\_  
Chair, Educational Policy Committee

\_\_\_\_\_  
Date

**Part B. Request for Return to the DVM Degree Program**

Please check one of the following options and provide the requested information:

<input type="checkbox"/> Additional Degree Program
Date Completed:
<input type="checkbox"/> Research Experience
Brief Description of Research Accomplishments:
<input type="checkbox"/> Other
Title of the Scholarly Endeavor:
Date Scholarly Endeavor Completed:
Brief Description of Scholarly Accomplishments:
Proposed Date for Return to the DVM Degree Program:
Proposed Graduating Class:

The above request for return to the DVM program is approved.

\_\_\_\_\_  
Chair, Educational Policy Committee

\_\_\_\_\_  
Date