

College of Veterinary Medicine

Mississippi State University

Academic Affairs

DVM Student Policies and Procedures

2015 - 2016

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Academic Affairs Student Policies and Procedures 2015 - 2016

The policies and procedures of this document supersede all previously published College of Veterinary Medicine (CVM) student policies and procedures. All students are responsible to adhere to all policies and procedures contained in the CVM Academic Affairs Student Policies and Procedures Handbook, 2015 - 2016, as well as all applicable Mississippi State University Policies and Procedures. All applicable policies and procedures are subject to change without notice.

Introduction

The purpose of the professional curriculum is to provide the environment and resources for the veterinary student to acquire the knowledge, skills and behaviors that will prepare the student for a career in veterinary medicine. The practice of veterinary medicine requires self-discipline and commitment. So, too, will the curriculum.

Policies and procedures are essential to the operation of the curriculum. Adherence to these policies and procedures will enhance the educational experience of all students. While faculty and staff will enforce these policies, each student must assume the self-discipline and commitment to his/her education to make enforcement unnecessary.

HONOR CODE MISSISSIPPI STATE UNIVERSITY

***“As a Mississippi State University student I will
conduct myself with honor and integrity at all times.
I will not lie, cheat, or steal, nor will I accept the
actions of those who do.”***

The dignity of the veterinary profession is at most the sum of the integrity of its members. Veterinary students should, therefore, strive consciously to safeguard individual professional demeanor. The honor system is designed to promote honesty, fairness, and ethical behavior within the university through explicit expression of responsibilities and rules of conduct. The primary responsibility for the maintenance of this ethical conduct lies within the individual. It is the purpose of the honor system to regulate the conduct of the student only when individual behavior goes amiss.

Mississippi State University Honor Code

Honor Code – Summary

Full version available at <http://students.msstate.edu/honorcode/>

For additional information pertaining to the “Code of Student Conduct” please visit:
<http://www.policies.msstate.edu>, OP 91.100

I. RULES PERTAINING TO THE MISSISSIPPI STATE UNIVERSITY HONOR CODE

I. A. INTRODUCTION

Mississippi State University is dedicated to the discovery, development, communication and application of knowledge in a wide range of academic and professional fields and assumes as its historic trust the maintenance of freedom of inquiry and an intellectual environment nurturing the human mind and spirit. The MSU Honor

Code is critical to these ideals, to the goal of assuming a place of preeminence in higher education, and to the development of the whole student. 1

I. B. COMMUNITY RESPONSIBILITY

Academic dishonesty is a corrosive force in the academic life of a university. It jeopardizes the quality of education and depreciates the genuine achievements of others. It is, without reservation, a responsibility of all members of the Mississippi State University community to actively deter it. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act -- failure to confront and deter it will reinforce, perpetuate, and enlarge the scope of such misconduct. As such, a primary responsibility assumed by Mississippi State students is to discourage violations of the MSU Honor Code by others. Various methods of discouragement exist including drawing attention to a suspected violation and moral suasion. Initiating formal procedures is an expected remedy when other methods are inappropriate or have failed. Self-reporting is encouraged and may be considered a mitigating circumstance in the sanctioning phase of a particular case. Additionally, faculty and staff share in the responsibility and authority to challenge and make known acts that violate the MSU Honor Code. Faculty are expected to take proactive steps to promote academic integrity including, but not limited to, adding language to their syllabi that describes prohibited behavior and the consequences of such activity; and, having an open discussion about academic integrity with students in their courses early in the semester. Additionally, faculty members are expected to adhere to the policy pertaining to the reporting and adjudication of violations of the MSU Honor Code. Initiating formal procedures is a necessary and obligatory component of this shared responsibility. Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty or are used in ways that give a student an unfair advantage. Faculty members should make clear to students their expectations about collaboration and information sharing. Students should seek clarification when in doubt.

I. C. DEFINITIONS OF ACADEMIC MISCONDUCT

Misconduct in research or scholarship includes without limitation fabrication, falsification, or plagiarism in proposing, performing, reviewing, or reporting research or other academic work. It does not include honest error or honest differences in interpretations or judgments of data.

Mississippi State University students are responsible for authenticating any assignment submitted to an instructor or graduate committee, excluding examinations. If asked, a student must be able to produce proof that the assignment submitted is indeed the work of that student. Students must keep appropriate records at all times. The inability to authenticate one's work, should the instructor or graduate committee request it, is sufficient grounds to initiate an academic dishonesty case. Commission of any of the following acts shall constitute academic dishonesty. This listing is not, however, exclusive of any other acts that may reasonably be said to constitute scholastic dishonesty. Clarification is provided for each definition with a listing of some prohibited behaviors.

- 1. Cheating:** Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise.
- 2. Fabrication:** Making up data or results and recording or reporting them.
- 3. Falsification:** Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research or academic work is not accurately represented in the research or work record.
- 4. Multiple Submissions:** The submission of substantial portions of the same work (including oral reports) for credit more than once without authorization from the instructor of the class for which the student submits the work.
- 5. Plagiarism:** The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
- 6. Complicity:** Intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty.
- 7. Violation of Departmental or College Rules:** Students may not violate any announced departmental or college rule relating to academic matters including, but not limited to, abuse or misuse of computer access or information in any academic exercise.

For a complete list and explanations of ACADEMIC DISHONESTY SANCTIONS, HONOR VIOLATION REPORTING, HANDLING OF ALLEGED INCIDENTS, and HONOR CODE COUNCIL PROCESS please see full code at <http://students.msstate.edu/honorcode/>

Principles of Veterinary Medical Ethics of the AVMA

Like graduate veterinarians, the students of the College of Veterinary Medicine are expected to utilize the Principles of Veterinary Medical Ethics as a guide in all phases of their lives. Veterinary students are in the initial phase of a professional career of profound respect. That respect is earned through the way veterinarians, as a whole, conduct their personal and professional lives. The college considers the students a part of the profession, thus expects the students to uphold the Principles of Veterinary Medical Ethics.

Please read the Principles of Veterinary Medical ethics of the AVMA which can be found at:
<https://www.avma.org/KB/Policies/Pages/Principles-of-Veterinary-Medical-Ethics-of-the-AVMA.aspx>

CVM Code of Professional Conduct

Students in the College of Veterinary Medicine are expected to conduct themselves in accordance with the Mississippi State University Honor Code, the Mississippi State University Code of Student Conduct, and the College of Veterinary Medicine Code of Academic and Professional Conduct listed in the Academic Affairs - DVM Student Policies and Procedures of Mississippi State University College of Veterinary Medicine (MSU-CVM). Mississippi State University (MSU) and the College of Veterinary Medicine (CVM) recognize students are adults who are expected to obey the law and the rules and regulations of the university and the CVM, to take personal responsibility for their conduct, to respect the rights of others, and to have regard for the preservation of state and university property, as well as the private property of others.

Behavior for veterinarians, as defined by Veterinary Medical Ethics of the American Veterinary Medical Association includes that:

“Veterinarians should obey all laws of the jurisdictions in which they reside and practice veterinary medicine. Veterinarians should be honest and fair in their relations with others, and they should not engage in fraud, misrepresentation, or deceit.”

CVM students are expected to adhere to this behavioral standard. CVM students engaging in professional misconduct may be subject to disciplinary review. Sanctions may include disciplinary probation or dismissal from the professional program. Students are also referred to the Mississippi State University OP 91.100: Code of Student Conduct. In the event a CVM student professional misconduct allegation also violates the MSU Code of Student Conduct, OP 91.100 is controlling and takes precedent over this policy.

Examples of professional misconduct by CVM students include but are not limited to:

- Discussing patient care or client records with persons other than the client, CVM faculty, staff, or students assigned to the case. Similarly, students not assigned to the case should not discuss patient care with anyone other than CVM faculty, staff, or students.
- Making derogatory remarks about referring DVMs regarding case management.
- **Taking photographs of patients, laboratory animals, or clients. Faculty members and house officers must take any photographs needed for student presentations or publications and provide these to the student.**
- Convincing an owner to relinquish an animal to the student for personal gain or gratification.
- Taking photographs of client animals on externships or CVM-sanctioned external experiences without written permission of the supervising veterinarian.
- Failure to observe requirements of the Guidelines for Professional Image as stated in the Academic Affairs Student Policies and Procedures
- Falsifying class attendance or aiding in the falsification of class attendance

Violations of the CVM Code of Professional Conduct

MSU-CVM College Hearing Panel

CVM has a nine-member Student Professionalism Council and a four-member faculty Academic Standards and Professional Ethics committee. The student Professionalism Council consists of two students elected from each of the four classes plus a chairperson. The faculty Academic Standards and Professional Ethics committee is made up of one person from each of the three academic departments plus one at-large member.

When necessary, a College Hearing Panel will be selected on an ad-hoc basis by the chair from three students from the Student Professionalism Council and three faculty members from the Academic Standards and Professional Ethics committee. The chair of the Student Professionalism Council will serve as the chair of the College Hearing Panel and will vote only in cases of a tie.

Reporting Procedure

First time violations of MSU-CVM's Code of Professional Conduct will be reported to and handled by the Assistant Dean for Admissions and Student Affairs of the CVM. Initiating formal procedures is a necessary and obligatory remedy when other methods are inappropriate or have failed. Any report will initiate some action by the Assistant Dean for Admissions and Student Affairs and can potentially lead to review by the MSU-CVM College Hearing Panel.

Any person in MSU-CVM academic community (students, faculty, staff, and administration) should report alleged violations of the MSU-CVM Professional Conduct Policy that come to their knowledge. Reports of alleged incidents of professional misconduct may be reported to the Assistant Dean for Admissions and Student Affairs, to the instructor of the course, or any appropriate faculty member. Reports may be filed initially verbally, electronically, or in writing. Upon receipt of such a report, any member of the CVM community is obligated to refer that report to the Assistant Dean for Admissions and Student Affairs. The Assistant Dean for Admissions and Student Affairs will contact the person reporting the alleged incident to learn additional details in order to pursue the case in accordance with applicable policies and procedures.

The Assistant Dean for Admissions and Student Affairs will be the central manager for maintaining records and providing assistance with cases. Any member of the CVM community should call the Assistant Dean for Admissions and Student Affairs' office for clarification and assistance with alleged violation of the MSU-CVM Student Policies and Procedures.

Handling of allegations of professional misconduct by the Assistant Dean of Admissions and Student Affairs

- 1) A report filed with the Assistant Dean for Admissions and Student Affairs results in the beginning of a case file and notification of the parties involved.
- 2) If there is no previous record and the Assistant Dean for Admissions and Student Affairs decides to handle the case individually, he/she will then meet with the accused student. In this meeting, the Assistant Dean for Admissions and Student Affairs shall inform the student of the allegation and give the student the opportunity to be heard. If a previous record of professional misconduct exists, the Assistant Dean for Admissions and Student Affairs may handle the case or refer it to the MSU-CVM College Hearing Panel.
- 3) At request of the Assistant Dean for Admissions and Student Affairs, a member of the MSU-CVM Student Affairs Office will gather information from the reporting faculty member or student. The Assistant Dean and/or a member of the Office of Student Affairs staff meets with the accused student to gather information. The student is given the incident report during this meeting. The Assistant Dean and/or a member of the Office of Student Affairs may also meet with other persons who have information about the above case. The accused student may give the Assistant Dean and/or a member of the Student Affairs office names of persons who may have clarifying information about the case. Interviews are conducted.
- 4) After the meeting with the accused student, or if necessary after additional investigation, the Assistant Dean for Admissions and Student Affairs will determine if professional misconduct has occurred. If no misconduct is found by the Assistant Dean, the case will be dropped and no action against the student is taken. If the Assistant Dean for Admissions and Student Affairs determines that there has been professional misconduct, the Assistant Dean for Admissions and Student Affairs will meet with the student to notify him/her of the decision, sanction(s), and of the appeals process. Each student is required to check one of the student response options on the MSU-CVM Student Disciplinary Option Form and sign the form.
- 5) If the student accepts responsibility for the professional misconduct and accepts the sanction assigned by the Assistant Dean for Admissions and Student Affairs, the MSU-CVM Student Disciplinary Option Form is included in the case file and the case is completed.
- 6) If the student indicates on the MSU-CVM Student Disciplinary Option Form that they do not agree with the sanction or deny that misconduct occurred, the Assistant Dean for Admissions and Student Affairs will then convene the MSU-CVM College Hearing Panel and submit the MSU-CVM Student Disciplinary Option Form and all applicable documentation to the CVM Hearing Panel as soon as practicable. .

Handling of allegations of professional misconduct by the College Hearing Panel

- 1) In the event the College Hearing Panel is convened, the Assistant Dean for Admissions and Student Affairs will submit a report to the College Hearing Panel chair summarizing all information collected and all interviews conducted. Both the reporting faculty member or student and the accused student have the opportunity to review the report before the hearing.
- 2) A hearing date and time are set and all parties are notified. The chair and members of the College Hearing Panel receive an advance copy of the case file in preparation for the hearing.
- 3) The report including findings, decision, and recommendation for possible sanction(s) is submitted to the Dean of the CVM.

MSU-CVM College Hearing Panel Process:

Notification Process:

The accused student shall be notified in writing or e-mail by the chair of the College Hearing Panel of the specific charges, the time and place of the hearing, and the names of witnesses who are expected to testify or give statements. A letter or e-mail of notification will inform the student of the following in regards to the hearing:

- a) that he/she may bring any witness to the hearing to present information on his/her behalf.
- b) that he/she may be accompanied by an adviser of his/her choosing during any time that he/she may appear before the panel; however if the advisor is an attorney, the MSU Dean of Student Affairs office and the CVM's Assistant Dean for Admissions and Student Affairs must be notified 48 hours prior to the hearing.
- c) that the student, not the advisor, is responsible for presenting his/her case; therefore, the advisor may not address members of the College Hearing Panel or witnesses or speak during the proceedings.
- d) that he/she shall be permitted to question witnesses or information presented at the hearing.
- e) that the hearing shall be conducted in accordance with policy set forth in the College Hearing Panel procedures as stated below.
- f) that a record of the hearing and all documents related to the hearing will be made and kept with the Assistant Dean of Admissions and Student Affairs office.

College Hearing Panel Procedures:

College Hearing Panel hearings at MSU-CVM are hearings to arrive at decisions regarding student misconduct. Such procedures will give full cognizance to the test of fairness and justice, and the requirements of due process. In this primary hearing, technical rules/evidence applicable to civil and criminal cases shall not apply. Rules and procedures for conducting disciplinary hearings related to violations of the CVM Code of Student Conduct are as follows:

- a) College Hearing Panel hearings are of a private, confidential nature. They are closed to the public, but may be opened by agreement of both the charged party and the College Hearing Panel chair.
- b) The hearing is presided over by a chair of the College Hearing Panel.
- c) The format of a hearing will follow this sequence:
 - 1) The presiding officer will read the charges.
 - 2) A call is made for the plea of the accused to the charges. The accused may plead responsible, not responsible, or no plea.
 - 3) Information will be presented against the accused which may include testimony of witnesses and supporting information on the charges. He/ she may ask questions of the witnesses or question the information presented.
 - 4) The accused may present a response which may include testimony of witnesses and supporting information.
 - 5) All witnesses will be called separately and may not hear each other's testimony.
 - 6) Examination and questioning by members of the College Hearing Panel may follow any witness statement or information presented.
 - 7) The College Hearing Panel will go into closed session to decide whether the accused is responsible for violations of the CVM Code of Student Conduct. Those deliberations will be closed to all but the members of the panel and non-voting representation from the office of the Assistant Dean for Academic and Student Affairs.

- 8) The accused will be called back into the room and the decision of whether the accused is responsible for violation of the Code of Student Conduct is announced to all present at the hearing. If the accused is found to be responsible, the accused may make a statement in his/her behalf regarding the decision.
- 9) The hearing panel will go back into closed session to consider the sanctions. These deliberations will be closed to all but members of the College Hearing Panel and representation from the office of the Assistant Dean for Admissions and Student Affairs.
- 10) The hearing panel will present a written finding and recommend sanctions, if any, to the Dean of the College of Veterinary Medicine who will in turn will inform the accused in writing as soon as possible. This recommendation will be used by the Dean of the College of Veterinary Medicine in the final determination of sanctions.

Sanctions:

Any student found responsible for violating this policy may receive a sanction ranging from a warning to dismissal from the professional program, depending on the circumstances and severity of the incident and taking into account any previous student conduct code or professional conduct violations.

Appeals:

All decisions of the College Hearing Panel may be appealed in writing within five (5) university business days to the director of the University Honor Code Council. Members of the Student Honor Council not serving on the initial College Hearing Panel will be selected to serve on the University's Appellate Hearing Panel.

Professional Curriculum Policies

The professional curriculum is divided into two phases. Phase 1 refers to years 1 and 2 of the curriculum and Phase 2 refers to years 3 and 4 of the curriculum. Course syllabi are provided for each course. **Students are responsible for reading and being knowledgeable of all course and curriculum policies and procedures.** Policies or procedures documented in course syllabi or other course documents do not supersede the policies and procedures in this document. If there is a conflict between the Academic Affairs Policies and Procedures and any course document -- the Academic Affairs Policies and Procedures will take precedent.

Doctor of Veterinary Medicine Degree Program Disability Policy

MSU-CVM is committed to facilitating the integration of qualified students with disabilities into this college community. Each qualified student with a disability is entitled to reasonable accommodation that will assist him or her to meet the requirements for graduation from the college.

MSU- CVM will attempt to make appropriate and reasonable academic accommodations to facilitate student participation for any qualified student who is properly identified as having a disability. However, the Doctor of Veterinary Medicine degree program has specific clinical competencies that students must master as a minimum requirement for the profession. The diversity and scope of the educational experiences in the Doctor of Veterinary Medicine degree program require that the student has the faculties to acquire the various skills necessary to complete both the curriculum and attain the D.V.M. degree. It is not possible for individuals to be allowed exemption from the required pre-clinical and clinical curriculum of the College of Veterinary Medicine.

Furthermore, while recognizing that individuals with a range of disabilities can successfully practice as veterinarians, consideration must always be given to the care and safety of animals, clients, and the individual. Accommodations for disabilities cannot compromise animal well-being or the safety of the people involved. Veterinary medical students may be exposed to materials and incidents that may result in human injury. Traumatic accidents can occur while working with animal patients and are an inherent risk of the veterinary medical profession. In addition, the curriculum requires several courses that may involve exposure to animals and/or substances and/or agents that are potentially hazardous. Therefore, it

may not be possible to accommodate all disabilities and allow for successful completion of the Doctor of Veterinary Medicine degree program.

Candidates invited for interviews are presented written copies of the CVM's disability policy. Incoming students are asked to complete a form indicating any disability and stating that they consider themselves capable to practice as a veterinarian. Candidates for the D.V.M. program must, at a minimum, be able to perform the following functions to be capable of practicing veterinary medicine:

- communicating with owners of animals and colleagues
- observing patients and providing routine animal husbandry
- collecting and analyzing clinical data
- performing medical and surgical treatments
- maintaining animal and human safety
- demonstrating appropriate judgment during the veterinary training process.

Applicants to the degree program in veterinary medicine should be familiar with the essential skills and abilities required for the study of veterinary medicine. Essential skills and abilities required by the Doctor of Veterinary Medicine degree program were established so that students, animals/patients, fellow-students, clients, faculty, and staff of CVM would, among other goals, be kept safe from negligence and harm. The MSU-CVM Doctor of Veterinary Medicine degree program has established these essential skills and abilities in an effort to provide a framework to balance several competing interests: (1) the rights of applicants and students; (2) the safety of students, their co-workers, and veterinary patients; (3) the significant clinical training component of the MSU- CVM Doctor of Veterinary Medicine degree curriculum; (4) the requirements imposed on the MSU-CVM for accreditation by the American Veterinary Medical Association; and (5) the conditions for licensure of the MSU-CVM graduates. It is the CVM's intent to make sure that students enrolling in the program understand the demands needed to successfully complete the courses, laboratories, and clinical rotations.

The essential skills and abilities set forth below constitute the minimum standards that allow an individual to perform at the lowest acceptable level of the core competencies to be a candidate for a DVM degree. Students must be able to perform, with or without the use of appropriate auxiliary aids (including prosthetic devices) or other reasonable accommodation, the following essential skills and abilities:

1. **Observation:** The student must be able to participate in learning situations that require observational skills. In particular, students must be able to observe animals and acquire visual, auditory, and tactile information from their examinations.
2. **Communication:** Students must be able to acquire an adequate history from an owner. Students must be able to hear and observe their animal patients in order to effectively collect information and describe the findings (verbally and/or written).
3. **Motor Skills:** The student must demonstrate sufficient motor function to be able to restrain patients and perform a physical examination on an animal that may include, but is not limited to, palpation, auscultation, percussion and diagnostic procedures including examination with an ophthalmoscope, otoscope, or stethoscope on large and small animals. Students must be reasonably able to execute motor movements to safely handle large and small animals and to achieve general proficiency with surgical therapy and other related therapies.
4. **Intellectual Conceptual, Integrative and Quantitative Abilities:** The student must demonstrate the cognitive skills and memory necessary to measure, calculate, analyze, integrate, and synthesize information. In addition, the student must be able to comprehend dimensional and spatial relationships. There are diagnostic, problem-solving activities commonly encountered during the DVM program that need to be executed in a timely fashion.
5. **Non-Technical Attributes:** Veterinary students must consistently demonstrate non-technical skills, knowledge and aptitudes that allow them to interact with clients, collect histories, apply sound judgment, and complete responsibilities in the diagnosis and treatments of animals. Students must be able to develop effective relationships with owners, staff and colleagues.

Procedure for Requesting an Accommodation

In order to request an academic accommodation for a specific qualified disability, MSU requires that students submit current documentation (within three years) from a trained and licensed professional in the area of medical, psychological, or educational assessment and evaluation. The documentation must consist of a specific diagnosed medical, psychological, or learning disability, prescribed educational strategies, and recommendations as to what type of academic accommodations that person may need. **It is the responsibility of the student to report to the University's Office of Student Support Services (SSS) and CVM's Office of Academic Affairs any personal restrictions or disabilities that may influence academic performance or human safety.** A qualified student must submit the following to the Academic Affairs Office and Office of SSS prior to the beginning of the academic year or within one week of medical diagnosis of any medical restrictions or physical/mental disabilities:

- ✓ **WRITTEN** notification of restriction/disability.
- ✓ **WRITTEN** request for specific accommodations based on your restrictions/disability.
- ✓ **WRITTEN** documentation from a trained and licensed professional in the area of medical, psychological, or educational assessment and evaluation.

Specific accommodations recommended by SSS must be given to the CVM course leader(s) and CVM's Office of Academic Affairs at the beginning of each semester or within one week of medical diagnosis of any medical restrictions or physical/mental disabilities.

The college is not obligated to make accommodations for your restrictions/disabilities if you do not fully inform the college with the information requested in the previously stated guidelines.

Guidelines for Professional Image

Appropriate student dress is an integral part of professional development. Dress standards contain components relating both to professionalism and to practical application. The student in veterinary medicine has the responsibility to adhere to the spirit and specifications of the dress code. Because of the numbers of visitors to the facility, we are provided with an excellent opportunity to create a favorable impression for the profession through our dress and conduct. It is the intent of this document to clarify further dress standards within the facility and to provide guidance to faculty and students.

These guidelines apply during normal business hours, and in any situation not specifically covered under another subheading.

1. Classrooms and MDLs during non-laboratory times

General – Applies to all students

- MSU-CVM nametags or student IDs are to be worn in the building at all times.
- Visible body piercings other than ears are not acceptable.
- Excessive visible tattooing is not acceptable.
- All clothing is to be in good repair, should fit properly and should not be excessively wrinkled. Clothing should not be provocative. Clothing that reveals excessive cleavage, or the back, chest, stomach or underwear of the wearer is not appropriate.
- Hair is to be clean and dry, and should be professional in appearance.
- Hats or head coverings of any kind are not appropriate. Head covers that are required for religious purposes or to honor cultural tradition are allowed.
- Unless specified by an instructor, laboratory attire is not acceptable in a non-laboratory setting.
- Scrub tops and pants may not be worn into or out of the building as the student is going to or from the laboratory setting. OSHA regulations warrant that students **not** enter or exit the building wearing soiled laboratory attire.
- Game day dress is appropriate on Fridays preceding an MSU football game or on the day of a weekday game during football season only. Game day dress is defined as Khakis or nice slacks with an MSU polo shirt. Shirts without the MSU logo must be black, maroon, white, or grey. Game day dress is NOT appropriate on days where there are major MSU-CVM meetings (ex: MVMA).
- Sweatshirts/ hooded sweatshirts are not appropriate.

Men

- Dress shirts, long- or short-sleeved, are acceptable. A tie, properly tied, is required except when a crew neck sweater is worn over a dress shirt.
- Long-sleeved turtleneck shirts or sweaters are acceptable.
- Slacks are acceptable. Inappropriate slacks or pants include jeans or denim of any kind (including Carhartt), sweatpants, exercise pants, shorts of any kind, bib overalls, leggings, and any spandex or other form-fitting pants.
- Socks that cover the ankles are to be worn.
- Conservative walking shoes, loafers, clogs, boots (clean and in good repair), and leather deck-type shoes are acceptable. Athletic shoes, flip-flops, sandals or slippers are not acceptable. Closed-toe shoes are required in all laboratory areas as outlined below in *MDL Laboratories*.

Women

- Blouses, dress shirts, sweaters, tops, and turtlenecks are acceptable attire. Inappropriate attire includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter tops; sweatshirts, hooded sweatshirts, and t-shirts; and tops with bare shoulders or spaghetti straps, unless* worn under another blouse, shirt, jacket, or dress. (*Example: spaghetti-strap top worn under an open blouse)
- Casual dresses and skirts that are split just above, at or below the knee are acceptable. Dress and skirt length should be at a length at which the student can sit comfortably in public. Mini-skirts, skorts, sun dresses, peasant dresses/shirts, beach dresses, and spaghetti-strap dresses are inappropriate. Low-cut blouses which reveal cleavage are unacceptable. Cleavage should also not be visible (front or back) when bending over.
- Polo shirts are only appropriate on Friday during football season (game day dress policy).
- Dress slacks are acceptable both in full and crop length. Inappropriate slacks or pants include jeans or denim of any kind, sweatpants, exercise pants, shorts of any kind, bib overalls, leggings*, and any spandex or other formfitting pants such as people wear for biking. (* Example: leggings worn underneath a dress or skirt)
- Conservative walking shoes, loafers, clogs, boots (clean and in good repair; not traditional work boots), flats, dress heels, backless sandals and leather deck-type shoes are acceptable with or without socks or stockings.
- Athletic shoes, flip-flops, UGG boots, or slippers are not acceptable. Closed toe shoes are required in all laboratory areas as outlined below in *MDL Laboratories*.

2. MDL Laboratories

A clean lab coat worn over classroom clothes is acceptable dress unless otherwise stated by the laboratory instructor. Athletic shoes are acceptable in laboratory settings **only**. Students attending laboratories taught in the Animal Health Center should dress according to the standards set forth by the laboratory instructor. OSHA regulations warrant that students **not** enter or exit the building wearing laboratory attire. Health and safety concerns dictate that dirty laboratory clothing be bundled for removal from the building.

3. The Animal Health Center

Faculty and staff should serve as role models for students.

Students are expected to **enter and leave** the Animal Health Center in dress appropriate for the classroom. Specific dress for selected services is to be determined by the appropriate Service Chiefs.

4. Pegasus Dining Room

Pertinent health and safety regulations and the principles of hygiene and courtesy to fellow students, faculty, staff, and guests dictate that in most cases laboratory and clinical clothing **not** be worn in the dining area. Students, faculty and staff should all be certain that exposed clothing is CLEAN; thus, **no shoe covers or surgical caps may be worn in the Dining Room**. Before entering the Dining Room, students (and faculty and staff) should remove lab coats that have been worn in the clinics.

5. Library

Clothes that meet classroom standards are appropriate dress. Students on anesthesia and surgery rotations may wear clean scrubs covered by a clean smock.

6. After Hours, Weekends, and Holidays

Specific dress for selected services is to be determined by the appropriate Service Chiefs. Those first- and second-year students entering the building to study or visit the library or MDL areas may dress casually.

7. College-Sponsored Meetings

College-sponsored meetings, whether held during the day or at night, are considered official functions of the College. Classroom dress is required during such meetings unless specifically noted otherwise by the faculty advisor for the event.

8. Miscellaneous

Locker space is available for changing into clothing suitable for jogging or intramural sports. Discretion is advised if a college-sponsored meeting is in progress. If a student must enter the building during business hours for only a “quick errand”, that student may be casually dressed, but discretion and expediency are advised.

Summary

It is important that students consider the rationale for the maintenance of professional dress in the veterinary medical profession. There are numerous studies that attest to the validity of positive impact of high dress standards on consumers and clients. It is important that we seek to maintain and improve the image of veterinarians. Adherence to the dress guidelines by faculty and students is a small but important mechanism to achieve this goal. Students will be informed when their appearance does not meet MSU- CVM standards. The lack of professional dress on the second occasion will be treated as a breach of the student code of conduct.

The College of Veterinary Medicine (CVM) faculty supports the student dress guidelines.

Guidelines for Student Elections

Elected positions for each class include president, vice-president, secretary-treasurer, Student Chapter of the American Veterinary Medical Association (SCAVMA) representative, and two Student Professionalism Council representatives.

Phase 1 Freshmen

The Coordinator of Admissions and Student Affairs will select a member of the class to serve as class chairperson until officers are elected during the first week of August. The date and time of elections should be announced one week prior to the elections. The class chairperson should conduct the elections unless he/she runs for office. In that case, the Coordinator of Admissions and Student Affairs will conduct elections, with Class President being elected first; then the newly elected Class President will assume responsibility for the election.

Phase 1 Sophomores, Phase 2 Juniors and Seniors

Elections are held for the upcoming sophomores and juniors during the month of April preceding the beginning of the academic year. Upcoming seniors will hold elections on the day of the Senior Scheduling Lottery, which occurs in February. This allows for a period of transition between the current and newly elected officers and representatives. The date and time should be announced one week prior to the elections. The class president should conduct the elections. Newly elected officers and representatives will assume their responsibility at the beginning of the academic year. The outgoing president of each class should notify the Coordinator for Admissions and Student Affairs of the election results.

Eligibility and qualifications

To be eligible to hold an officer position in any class, the student must maintain an overall GPA of 2.5. Students on disciplinary probation are not eligible to hold a class officer position. Students who do not maintain the required GPA or are on disciplinary probation must vacate the office and a new election held for the vacated position.

Copyrighted Computer Software

Mississippi State University is aware of its responsibility for complete adherence to all legal requirements implied by the use of copyrighted computer software. Personnel at Mississippi State University will use a copyrighted computer software product only in compliance with the licensure agreement associated with that product. The unit head is responsible for compliance with all licensure agreements entered into by his/her unit. Purchase of copyrighted computer software by any unit at the university requires that the unit head, or a designated representative, complete and return any required license agreement to the software product owner. Prior to any use, including proposed duplication of any software product, the intended user (faculty member, staff member, student, or other university personnel) will determine the conditions of licensure related to that product. Failure to comply with conditions of licensure of a computer software product will constitute a base for consideration of disciplinary action toward the offending person. Violations of U. S. Copyright Laws can result in civil damage, including profits and attorneys' fees. Also criminal penalties exist for willful infringement, for purposes of commercial advancement or private financial gain, and for fraud.

For normal curricular operations, the CVM Information Technology (CVM-ITS) installs copyrighted software on student machines. If a student sells his/her computer or leaves the curriculum, **it is the student's responsibility to either take the computer to CVM-ITS for the removal of CVM licensed software or to certify in writing to CVM-ITS that all such software has been removed from the computer.**

College Network Facilities and Computer Resources

The college provides users (faculty member, staff member, student, or other university personnel) with computer-based resources. These resources (network file service, electronic mail server, printing facilities, remote connection service) are the college's property and are maintained and managed by college computer personnel. Access to these resources is granted to users on a conditional basis. Any potentially disruptive behavior or violation of college or university policies may result in a loss of access privileges and potential disciplinary action. Expected behavior includes, but is not limited to, adherence to the policies concerning academic dishonesty as well as copyright licensure. For additional information regarding the university OP 01.12—Policy and Procedure for Use of Computing and Network Resources at Mississippi State University see <http://www.msstate.edu/dept/audit/mainindex.html>.

Excerpt from policy 01.12

“All users have the responsibility to use the University computing systems in an effective, efficient, ethical, and lawful manner.” “Use of Mississippi State University’s computer resources and network must be consistent with the mission of the University in support of public education, research, and public service. Any information may be removed by computer system administrators if the information is inappropriate and inconsistent with the mission of the University.”

Campus Escorts - 325-2121

MSUPD escorts are available on the main campus to accompany you to any on-campus location safely. Police officers are available between the hours of 6:00 PM and 2:00 AM to accompany you. To arrange this free service, contact 325-2121. CVM plant operators are also available to escort students from the Wise Center to their car. Arrangements can be made by contacting the operator’s desk at 325-3432.

MSU-CVM Security Services - 662-816-9176

MSU-CVM uniformed security personnel are available from 5:00 PM to 7:00 AM Monday through Friday and 24 hours per day on weekends. Uniformed security officers are available to escort students to their cars. Officers can be contacted for any security issues at the CVM. Phone 662-816-9176 for assistance.

Emergency Phone

An emergency phone is located at the Southwest entrance and is connected directly to the MSU Police Department.

Classroom/Laboratory Visitors

Only MSU-CVM students, faculty or staff should be present at any time day or night in any restricted area (classroom, laboratory (to include Multi-Discipline Laboratories), Animal Health Center) without escort by an authorized student, faculty or staff member. Student guests are not allowed to self-escort to the MDL areas either during or after business hours; guests must remain in the company of their sponsoring student for the entirety of their visit to the building. Any student, wishing to invite a visitor to the classroom or lab during any educational activity should register that request with the Office of Student Affairs and with the appropriate faculty instructor (where applicable) PRIOR TO that visitor’s arrival.

It is the responsibility of all MSU-CVM students, faculty and staff to help ensure the safety of all. Students, faculty and staff are encouraged to be observant of guests in the building and to be watchful for unauthorized visitors.

Policy on Student Access to Facilities

The college provides each freshman and sophomore student study space in the multidisciplinary laboratories (MDL). Additional study space is available in the college’s classrooms, study rooms, and library. Faculty offices, conference rooms, and research laboratories are not available for student use.

Personal Property Security

The security of all personal and/or assigned property including items checked out or on loan from the college is the responsibility of the owner or assigned individual. Mississippi State University and the College of Veterinary Medicine assume no responsibility for theft or damage of personal property.

Wise Center Access Hours

The Southwest Entrance to the Wise Center will be secured by 6:00 p.m. nightly, except when the CVM Library is open. It will revert to card access only after the library closes. During weekends and holidays, the Southwest Entrance will be open during CVM Library hours. Otherwise, admission through the Southwest Entrance will be by card access only. For your safety, please sign in as you enter the building or notify the Communications Desk of your arrival if you enter the building by key or card access through another door. The MSU Police Department has been notified of this policy and will be responsible for monitoring the Wise Center Complex during the holidays.

"After Hours" shall be defined as follows:

Weekdays (Mon. - Fri.):	11:00 p.m. - 7:00 a.m. (when CVM Library is open) 6:00 p.m. - 7:00 a.m. (when CVM Library is closed)
Weekends:	6:00 p.m. Friday - 10:00 a.m. Saturday (authorized card access) 11:00 p.m. Saturday - 2:00 p.m. Sunday (authorized card access)
Holidays:	6:00 p.m. - 7:00 a.m. day before holiday to 1st work day after holiday (authorized card access)

If you need access to the Wise Center after the building is secured and your MSU I.D. card will not work, please call the Communications Desk at 325-3432 and a night watch person will meet you to let you in the building.

We ask that you help insure proper after hours (11:00 p.m. - 7:00 a.m.) access to the building. Our desire is that all CVM students and Wise Center personnel have easy access while providing the maximum security for the building and its contents. Inviting, promoting, or encouraging after hours (11:00 p.m. - 7:00 a.m.) access by individuals not associated with the college or Wise Center is unacceptable. Access during these times is limited to the purposes of study or performance of CVM assigned duties. This access privilege is intended for CVM students, faculty and staff only and is not designed for other individuals or for any other purpose.

After-hours Animal Health Center Access for First- and Second-year CVM Students

1. After-hours access for first- and second-year CVM students

Entry to the Animal Health Center from 5:00 PM to 8:00 AM Monday through Friday and on weekends may be accessed via key card through the door at the operator's desk.

Student identification must be worn at all times in the Animal Health Center.

Personal pets may not be brought into the Animal Health Center unless they are to be seen by a clinician and must enter through the Client Waiting area.

Visitation is not normally allowed in the isolation facility. Special permission must be granted by the clinician assigned to the case and the Director of the Animal Health Center. Students and visitors will be escorted to and from the isolation area and will not be allowed to re-enter the main Animal Health Center Hospital area.

2. Accompanying persons

Visitors may accompany students into the Animal Health Center. Visitors MUST be escorted by the student(s) at all times. Students are responsible for the safety and conduct of their visitors.

Visitors shall not wander around the hospital unescorted or touch animals. Our patients may have diseases and/or viruses which could be transmitted to/from people or to other animals. Immunocompromised individuals are at special risk! Use precautions after leaving the hospital and when coming into contact with other animals such as personally owned pets. It is recommended that you remove contaminated clothing once home, wash hands, etc.

All children under the age of 16 shall be under the close supervision of a responsible adult at all times while in the Animal Health Center and will abide by all hospital policies and regulations.

3. Confidentiality

Do not ask hospital staff members about the condition or treatment of other animals. We have a legal obligation to maintain veterinarian-client-patient confidentiality.

Do not use identifying markers such as owner or pet names when discussing a case. Case discussion is best done within the confines of the CVM.

No photography or taking of videos within the Animal Health Center is permitted!

Policy for a Drug and Alcohol Free Campus

The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances and/or alcohol is prohibited in the College of Veterinary Medicine at Mississippi State University. Any student determined to have violated this policy will be subject to disciplinary action, up to and including dismissal.

Students who report to class/rotations while under the influence of illegal drugs and/or alcohol are in violation of this policy. If a student's performance and/or behavior indicate possible drug use or abuse, the student should be immediately referred to the Office of the Dean for information and referral to available counseling/treatment services. Violation of this policy shall result in mandatory evaluation or treatment for substance use/abuse or disciplinary action, up to and including dismissal.

This policy is consistent with university policies on a drug-free campus, and sanctions for drug and alcohol offenses. Students are encouraged to access related university policies (AOP 91.119 and HRM #60-410) via the MSU web page (www.msstate.edu/web/student_policies.html).

Use of Tobacco on Campus

Mississippi State University restricts the use of tobacco products (cigarettes, cigars, pipes, smokeless tobacco, snuff, and chewing tobacco) on Mississippi State University property in the following manner:

1. Tobacco use in any form shall not be permitted in university facilities and vehicles owned or leased, regardless of location.
2. Smoking shall only occur at a reasonable distance (25 feet or more) outside any enclosed area where smoking is prohibited so as to insure that secondhand smoke does not enter the area through entrances, windows, ventilation systems or any other means.
3. Tobacco products will not be sold on campus or advertised in any campus publication.
4. This policy applies to all students, faculty, staff, and visitors.

The university annually will provide smoking withdrawal assistance programs and will provide on an ongoing basis educational programming and information on the hazards of tobacco use.

Enforcement of this policy will be administered under existing procedures as listed in the Mississippi State University Student Code of Conduct and the Faculty Handbook. Implementation began December 1, 2006. (<http://www.msstate.edu/dept/audit/91301.html>)

Telephone Policy

Personal phone calls may not be made or accepted on college business phones. In case of an emergency, every effort will be made to locate the student and relay the information.

Use of Cellular Phones Policy

The use of cellular phones and smart phones, including text messaging, is prohibited during any curricular activity. Cellular phones should be turned off prior to the start of any curricular activity.

Classified Ads

Interested in buying or selling items from the CVM's network of people? Please visit cvmclassifieds.blogspot.com and start shopping. There are many views to choose from on the top menu and the search bar is very helpful.

To submit an ad:

1. Send an email with or without pictures attached to: cvmevents.cvmclassified@blogger.com.
(Please note that Word documents or PDF's cannot be posted as attachments)
2. The subject line of your email will be the title of your ad.
3. Leave a contact email address or phone# in the body of your email or your ad will not be answered or posted.

Your submission will be quickly reviewed and posted. If you have any questions you can send your email to thompson@cvm.msstate.edu.

Please avoid using faculty, staff, and class mail lists for items that are personal in nature.

Use of Computers in the Curriculum

It will be the sole discretion of the instructor to determine the use or nonuse of computers during curricular activities.

Health Insurance Policy

Health insurance coverage is recommended to protect against injuries associated with your educational experience at the college. Injuries sustained while a student cannot be covered by any work-related health/accident insurance obtained through employment at the university, and all costs and expenses associated with or resulting from such injuries are the complete responsibility of the student.

Rabies Prophylaxis Policy

The College of Veterinary Medicine requires rabies prophylaxis vaccination series for all DVM and Veterinary Technology students at the student's expense. The Mississippi State University Student Health Center offers the vaccination series by appointment. Documentation verifying rabies vaccination series is required prior to the first day of class for the spring semester, freshman year.

The only exemption to this requirement is a written statement from a physician documenting anaphylactic reaction to the specific vaccine or to components of the vaccine.

Phase 1 Attendance Policy

Upon registration, the DVM professional student accepts the responsibility of attending all classes and doing any work the instructor formally assigns. Attendance at lectures presented by guest lecturers and scheduled events (MVMA meeting, CPC, Open House, All College Day, etc.) is mandatory. Attendance in extra-called question and answer sessions is considered elective.

When absence from class is essential, the student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. When absence from class or any function with required attendance is essential, the student must request permission in advance by submitting, to the appropriate course leader, the Student Application for Excused Absence Form and providing satisfactory documentation of the impending absence unless prescribed otherwise in the syllabus. This form can be obtained from the Office of Academic Affairs. After the student receives course leader approval, the form should be submitted to the Office of Academic Affairs. The Office of Academic Affairs will submit the Student Application for Excused Absence Form to the Associate Dean for Academic Affairs for final approval. The student is also responsible for making arrangements that are satisfactory to the instructor in regard to work or examinations missed. These arrangements should be made prior to the absence when possible. The student should recognize that failure to comply with this documented, mutually agreed-upon procedure could result in a grade penalty, if prescribed in the course syllabus.

Among the reasons absences are considered excused by the university are the following:
Participation in an authorized university activity.

- Death or major illness in a student's immediate family (father, mother, sister, brother, son, daughter, or guardian.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school that cannot be rescheduled.

An illness or injury of a dependent or immediate family member (father, mother, sister, brother, son, daughter, or guardian) is eligible for excused absence, but is subject to the instructor's discretion.

Students not in good academic standing will not be excused to attend extra-curricular activities.

Students must obtain valid documentation from a physician that contains the date and time the student sought medical consultation and/or treatment and present documentation upon returning to class. Based on documentation, the instructor may decide whether the illness or injury constitutes an excused absence for that class.

Because absence from class is detrimental to the learning process, faculty may choose to penalize the student for excessive absences, which may result in a lower grade. Faculty must specify their attendance requirements as related to grading in the course syllabus.

All absences and last dates of attendance (where applicable) will become a part of the student's file in the Office of Academic Affairs. Instructors may report absences to the Assistant Dean for Admissions and Student Affairs at any time they feel it appropriate to do so and are expected to report students with continued consecutive absences.

Phase 2 Attendance Policy

Because the experiential nature of and the service responsibilities associated with clinical instruction, attendance is required at all scheduled events. These events include those determined necessary by the service chiefs for completion of each course plus clinical pathological conferences, class meetings, and service rounds.

It is anticipated that circumstances may require absences. Any absenteeism that can be anticipated must be applied for in writing using the Student Application for Excused Absence Form to the service or section chief as early as it can be anticipated. The service chief, in consultation with his/her team members, has the sole responsibility for approving or disapproving these absences. He/She may require the student to make up the work either prior to or after the absence. The service chief will forward the request with or without his/her approval noted to the Office of Academic Affairs for recording.

Participation in the North American Veterinary Licensing Examination (NAVLE) or State Boards is NOT guaranteed. Absences to take these exams MUST be approved by the appropriate service chief or course leader in advance.

Unanticipated absences should be followed by a prompt phone call to the service chief and a completed Student Application for Excused Absence Form should be turned in to the service chief upon return. The service chief, in consultation with his/her team members, will determine if remedial work is necessary. If so, the duration of the absence, the nature of the excuse and the remediation must be submitted in writing to the Office of Academic Affairs for recording. Arrangements for fulfilling responsibilities for case management and patient care are the responsibility of the student.

Students needing excused absences for job interviews must apply by submitting a Student Application for Excused Absence Form. The service chief has the right to deny the application if case responsibilities prohibit absence.

Beginning in January of each senior year, one day per rotation will be allowed for the purpose of job interviews. This day must be applied for using the Student Application for Excused Absence Form. Days will not accumulate. Any days prior to the January rotation or additional days needed during the rotation because of distance to be traveled must be approved by the service chief. If more than one day is required for interviews, the weekend days should be used for travel. Arrangements for fulfilling responsibilities for case management and patient care are the responsibility of the student.

Senior Attendance - Final Rotation

The Office of Academic Affairs retains the right to schedule graduation, accreditation review, and other associated activities at any time during the final 2 weeks of the curriculum. Students are required to attend all such scheduled activities. Students absent from any of these events will be considered absent without excuse.

Absences for Student Attendance at Professional & Scientific Conferences

The CVM's administration and faculty recognize that student participation in certain meetings or conferences of scientific or professional organizations and societies may benefit the student's professional development. It is also recognized that attendance at these events during the academic year may negatively impact the student's academic progress. Therefore, excused absences for attendance at a professional meeting or conference must be considered on an individual case basis. Absence from any required course(s) or rotation(s) must be approved in advance by the course/rotation leader(s). The Student Application for Excused Absence Form can be obtained from the Office of Academic Affairs. After the student receives course leader approval, the form should be submitted to the Office of Academic Affairs. The Office of Academic Affairs will submit the Student Application for Excused Absence Form to the Associate Dean for Academic Affairs for final approval. The student is also responsible for making arrangements that are satisfactory to the instructor in regard to work or examinations missed. These arrangements should be made prior to the absence when possible.

Students in the first semester of Year 1 of the curriculum will not be excused to attend professional or scientific meetings, unless under special circumstances. An example of a special circumstance is presentation of original research at a regularly scheduled scientific conference.

Prior to attending a conference, the student must be a member in good standing of the sponsoring organization and have a minimum cumulative GPA of 2.5. Students should only expect to obtain excused absences for attendance of one veterinary conference per semester, for a total of 3 during Phase 1.

Policy on Tardiness or Absenteeism

Tardiness and unexcused absenteeism are undesirable behaviors in a professional curriculum. Repeated tardiness and absenteeism may be grounds for disciplinary action. The impact of tardiness and absenteeism is especially significant during examinations.

Tardy students cannot expect extension of time to complete a time-limited exam.

Excused absences from examinations will be limited to medical problems, family emergency, or extreme extenuating circumstances. Students with an excused absence from an examination must make arrangements for a repeat of the examination through the appropriate course leader. Unexcused absence from an exam results in a grade of zero for the exam.

Academic Records—Examinations and Grades

Responsibilities:

1. The primary responsibility of the veterinary faculty is to create an educational environment that maximizes student development.
2. The teaching faculty is responsible for certification of the student's learning activities.
3. The Office of Academic Affairs is responsible for assisting students with registration and other campus requirements.
4. The faculty and the Office of Academic Affairs are charged with the total responsibility of security for the examinations and the examination processes.
5. The Office of Academic Affairs must maintain the integrity of the test question pool and the grades achieved by the student.
6. The Office of Academic Affairs supports the faculty of each phase, maintaining an accurate reporting system in concurrence with university requirements.

Guidelines for Administering Examinations

Examinations will be administered in a testing environment that is free of noise and other distractions. To help assure these conditions, each student must show utmost respect and consideration for fellow students.

Written and Practical Examinations

1. Before beginning examinations, all desks should be clear. (Desks should remain cleared throughout the examination.)
2. Class officers may be asked to distribute all exam materials in the most efficient and orderly manner.
3. No student should open exam folders before all students have received testing materials, and the faculty proctor has given instructions to begin the exam.
4. Students are never to take exam materials from the room unless instructed to do so by the faculty proctor as in cases where the exam may require movement to laboratory set-ups.
5. Any questions that may arise during the examination must be directed to the faculty proctor.
6. During the allotted time for testing, students will not be allowed back in the examination room after their exams are submitted.
7. Each course leader will determine how their exams will be proctored.
8. Proctors have the authority to deal with any unprofessional behaviors (such as disrupting the class or cheating). In the event of cheating the proctor will document the infraction in writing, notify the student at the end of the examination of the infraction, and follow university procedures for handling academic misconduct.

CVM Policy for Examinations and Examination Reviews

MSU-CVM has adopted the following policies to ensure academic integrity during examinations and examination review sessions. Violations of these policies are considered to be academic dishonesty and will result in sanctions.

During written examinations and examination review sessions, the following are not allowed in the examination room:

- Cellular phones and smart phones
- Personal computers and tablet computers (e.g., iPads)
- Personal calculators
- Note cards and papers

- Books
- Food
- Drinks in open containers
-

Backpacks, briefcases, and handbags may be placed in the back of the examination room, and must remain inaccessible to the student.

When required for the examination and/or when requested by the student, CVM Academic Affairs will provide:

- Calculators
- Scratch paper
- Pencils

Copying of examination questions and photographing of examinations are violations of the Honor Code.

Students who require accommodations during examinations should contact Student Support Services (refer to Procedure for Requesting an Accommodation on page 10).

All Phase 1 examinations are scheduled to begin at 7:30 AM and to end at 8:50 AM.

CVM-MSU Policy on Accommodations for Extra Time for Examinations

Copies of the examination will be made available to students with appropriate accommodations at 6:50 AM. All exams must be completed by 8:50 AM.

Oral Examinations

Students may be examined orally by the faculty for evaluation of knowledge, skill, and cognitive process. The examination environment will vary and may include live or simulated patients and/or clients. Students will be notified in advance of appropriate attire and whether they are expected to bring any equipment or resources to the examination. Generally, all equipment, resources, and exhibits will be provided by the examiner. The examiner's written assessment of the student will be submitted to the Office of Academic Affairs.

Student Access Hours to the Office of Academic Affairs

Normal student access hours to the Office of Academic Affairs are 7:30 a.m. - 5:00 p.m. The Office of Academic Affairs reserves the right to post and enforce limited access hours during periods of examination preparation and grading.

Timing Examinations

The time allowed for taking the exam should not be indefinite or unlimited; otherwise, inherent problems negate the impartiality of the procedure and may reduce the dependability of specific assessments. Examinations will begin and end at the designated time published in the class schedule. To assure, as much as possible, that students will have ample time to complete the exam, the course leader will carefully gauge the length of each exam for the established time period. Students arriving late for an examination will be given until the published ending time to complete the examination. No extra time for being late will be added to the examination period, except where an appropriate excuse is approved.

Policy on Maintenance of Examination Items

As part of the university's grade appeal policy, faculty members are required to keep records on grades, examinations, projects, term papers, and other pertinent material not returned to the students on file for a minimum of six months.

Policy on Feedback on Student Examinations

Students will be provided timely feedback on examinations. Course leaders will establish timelines for grading papers and communicate this to course members and students. Examinations will usually be returned for student review within 2 weeks.

Academic Performance Standards

Degree Requirements

Once a student has started the DVM program, a maximum of 60 consecutive months will be allowed to achieve the DVM degree.

Mechanism of Evaluation

Course leaders establish evaluation methods based upon course goals and learning objectives. Requirements for satisfactory completion of a unit of instruction are clearly stated in the course syllabus or communicated by the course leader to the class. At the end of each course or rotation, students are asked to complete a course evaluation. These evaluations will not be available to instructors until after the instructor's grades are submitted. Individual course syllabi will include the numerical equivalent to letter grades.

Phase I and Phase II Standards

Courses will be graded on the following scale:

- A = 4 grade points
- B = 3 grade points
- C = 2 grade points
- D = 1 grade point
- F = 0 grade points

Specific grading standards for Pass/Fail courses are published in the respective course syllabi.

Phase I - Freshman and Sophomore Standards and Academic Actions

Student standards and academic actions are defined as follows:

- Giles Scholar - cumulative grade point average of 3.80 or better
- Wise Scholar - cumulative grade point average of 3.50 or better, but less than 3.80
- Good Standing - cumulative grade point average of 2.0 or better
- Academic Probation - semester or cumulative grade point average less than 2.0
- Academic Probation with Failure of Admission to Phase 2
 - Cumulative GPA below 2.0 at the completion of Year 2
- Dismissal from the Professional Program
 - Students on probation for 2 consecutive semesters
 - Students that receive an "F" grade in any course
 - >3Ds in Phase I

Phase 2 – Junior and Senior Year Requirements/Policies

All students must successfully complete at least 36 credit hours of required junior year clinical rotations, 12 credit hours of required senior year courses and 34 credit hours of Phase 2 electives prior to graduation. Junior students "on-break" from clinical rotations may take up to 6 credit hours of Phase 2 electives with no additional fees.

Junior students cannot participate in externships or advanced clinical rotations prior to completion of all required junior year clinical rotations.

No Phase 2 student can enroll in more than 1 course during the same 2, 4 or 6 week block.

Phase 2 students on academic or disciplinary probation will not be eligible for externships or off-campus advanced clinical rotations.

Junior Year Standards and Academic Actions

Student standards and academic actions are defined as follows:

- Giles Scholar - cumulative grade point average of 3.80 or better
- Wise Scholar - cumulative grade point average of 3.50 or better, but less than 3.80
- Good Standing - cumulative grade point average of 2.0 or better
- Academic Probation - A semester or cumulative grade point average of less than 2.0.
- Denial of Admission to Senior Year

- 1) A grade of "D" in 2 or more junior courses or clinical rotations during the year.
- 2) A grade of "F" in 1 junior course or clinical rotation during the year.
- 3) A cumulative grade point average of less than 2.0 at the end of the junior year.
- 4) Failure to complete all junior year required clinical rotations

Dismissal from the Program

- 1) A grade of "F" in 2 or more junior courses or clinical rotations during the year.
- 2) A grade of "F" in the same course two times.
- 3) A grade of "D" in 3 or more junior courses during the year.
- 4) Failure to achieve a cumulative grade point average of 2.0 after completion of prescribed remedial activity.
- 5) Students on probation for 2 consecutive semesters.

Deficiencies resulting in "Denial of Admission to Senior Year" must be corrected in a manner approved by the Associate Dean for Academic Affairs and the appropriate clinical faculty. Minimally, these corrective measures will require that the student repeat any required junior course(s) in which a grade of "D" or less is obtained. Repeat of the course must be completed prior to enrolling in any senior year required rotations, externships, or off-campus advanced clinical rotations.

Senior Year Standards and Academic Actions

The senior year has been designed to provide flexibility in student scheduling. Senior students are required to successfully complete 46 credit hours prior to graduation.

Student standards and academic actions are defined as follows:

- Giles Scholar - cumulative grade point average of 3.80 or better
- Wise Scholar - cumulative great point average of 3.50 or better, but less than 3.80
- Good Standing - cumulative grade point average of 2.0 or better
- Academic Probation - A semester or cumulative grade point average of less than 2.0.
- Denial of Permission to Graduate

- 1) A grade of "F" in any senior course.
- 2) A cumulative grade point average of less than 2.0.
- 3) Inability to obtain the necessary credits (46) required.
- 4) A grade of "D" in 2 senior courses.
- 5) Failure to enroll in and participate in a 4-week NAVLE prep course, if in the bottom quartile of the class at the end of the sophomore year.

Denial of Permission to Participate in Graduation Ceremonies

- 1) Failure to obtain at least 34 of the 46 required credits by the end of the academic year in which participation is requested.
- 2) Inability to obtain 46 credits by the end of the summer semester

Dismissal from the Program

- 1) A grade of "F" in 2 or more senior courses.
- 2) A grade of "F" in the same senior course two times.
- 3) A grade of "D" in 3 or more senior courses.
- 4) Failure to achieve a cumulative grade point average of 2.0 after completion of prescribed remedial activity.
- 5) Students on probation for 2 consecutive semesters.

Deficiencies resulting in "Denial of Permission to Graduate" must be corrected in a manner approved by the Associate Dean for Academic Affairs. Minimally, these corrective measures will require that the student repeat any required senior course(s) in which a grade of "D" or less is obtained. Academic deficiencies in an elective course(s) may be determined by the Associate Dean for Academic Affairs and the appropriate course leader to be irrelevant if that student has the satisfactory number of senior credits and GPA of 2.0 or better. If determined relevant, it is not mandatory for the student to repeat the same elective course in order to correct the deficiency.

Students in the bottom quartile (based upon GPA) of the class at the end of their second year are required to complete a four-week review and NAVLE prep course during the fall semester of their fourth year. Seniors who do not report passing the fall offering of the NAVLE will not be approved for externships or other off-campus electives during the spring semester.

Academic counseling for at-risk students

All Phase I students who receive an examination grade of D or lower and/or have an average grade of D or lower in a Phase I course will be notified of their performance by the course leader. The course leader will also inform the Assistant Dean for Admissions and Student Affairs. The Assistant Dean for Admissions and Students Affairs or his/her designee will then schedule a mandatory meeting with the student. The student will be encouraged to seek advice from the course leader or instructors in the course(s) that he/she is at risk of failing.

The purpose of this requirement is to aid the student in his/her academic progress. All discussions between the Assistant Dean for Admissions and Student Affairs and the student are confidential.

Academic Probation Policy

Academic Probation is a mechanism to alert a student of less than satisfactory academic performance. It is used to assist the student in understanding the seriousness of academic deficiencies. Students will be notified in writing of academic deficiencies.

Disciplinary Probation

Disciplinary probation exists to serve as a warning to a student that certain actions, behaviors, or attitudes are in violation of acceptable professional conduct and will not be tolerated.

The Associate Dean for Academic Affairs, Assistant Dean for Admissions and Student Affairs, or the appropriate academic committee, on a case-by-case basis, recommends disciplinary probation. The specific elements of disciplinary probation will be communicated in writing to the affected student.

Academic/Disciplinary Review

The Associate Dean for Academic Affairs will review a student's performance or status in the following circumstances:

1. Academic deficiencies (as described above)
2. Repeated unexcused absenteeism or tardiness
3. Failure to benefit from instruction.

Following review of a student's performance and discussion of the case with the appropriate instructors and/or other related parties, the Associate Dean for Academic Affairs has wide latitude. Actions may include the following:

1. Requirement to improve class attendance and/or behavior.
2. Academic *or disciplinary* probation.
3. Remedial activity.
4. Requirement to repeat specific courses or activities.
5. Refer student to the Academic Standards and Professional Ethics Committee for a personal interview. This committee will make a recommendation for action and forward it to the Associate Dean for Academic Affairs for a final decision.
6. Dismissal from the program.

Appeal Procedure

1. The student is to take the complaint in writing to the instructor involved.
2. If the student does not obtain satisfaction, the student may acquire a grade appeal form from the Academic Affairs Office or from the Registrar's Office, fill it out, and take it to the Associate Dean for Academic Affairs within 30 days of notification of the grade or academic/disciplinary action. The Associate Dean for Academic Affairs shall acknowledge the receipt of the form and return the duplicate to the student. The complaint should

be described fully on the grade appeal form, and the nature of this complaint shall remain constant throughout the appeal process.

3. The Associate Dean for Academic Affairs will rule on the appeal. Either the student or the instructor may appeal this ruling to the Dean. If appealed, the Associate Dean for Academic Affairs shall immediately forward the appeal form with a letter of recommendation to the Dean. Both the Associate Dean for Academic Affairs and Dean's review will occur within a reasonable time and in ordinary circumstances will take no longer than two weeks for each level.
4. The Dean will rule on the appeal. The Dean shall determine the merits of the appeal and act upon the materials presented or request the review and recommendation of a select committee. The Dean's decision will be communicated to the student in writing. Students may appeal this decision to the university Provost and Vice President for Academic Affairs. The reviewing Dean shall immediately forward the appeal form, a letter of recommendation, and the complete case file to the Provost and Vice President of Academic Affairs. The Provost and Vice President for Academic Affairs may then refer the case to the Academic Review Board within two weeks. Note: If the appeal was to arrive in the Provost Office with less than two weeks left in the spring semester, the appeal would be referred to the Academic Review Board at the beginning of the following fall semester.

For additional information, see www.msstate.edu/web/student_policies.html for university Academic Operating Policy and Procedure 13.14—Grade Appeal and Academic Review Board.

Unauthorized Practice of Veterinary Medicine

Students are expected to uphold the highest standards of professional conduct. While student participation in the provision of veterinary medical services is an essential component of the educational process, it must always be performed under the supervision and direction of veterinary faculty (while at the college) or licensed veterinarians (while in externships, vacation employment, etc.) The provision of veterinary medical services by veterinary students when not associated with their formal veterinary education or with specific employment and not under the supervision and direction of veterinary faculty or licensed veterinarians is expressly prohibited. Students independently providing veterinary services whether for remuneration or not will be subject to **immediate dismissal** from the curriculum.

Withdrawal Process

Withdrawing students and graduating seniors must complete a Clearance Form that may be obtained from the Academic Affairs Office. If the student desires to re-enroll in another Mississippi State University program, the student must reapply in the Registrar's Office.

College of Veterinary Medicine Clearance

1. Student should inform the Associate Dean for Academic Affairs.
2. Student should contact the Office of Academic Affairs to obtain Clearance Form.

University Clearance

1. Obtain university withdrawal form from the Office of Academic Affairs.
2. Form must be signed by the Dean or Associate Dean for Academic Affairs and then taken to the Registrar's Office.
3. Registrar's Office notifies housing, financial aid, comptroller's office, etc.
4. No withdrawals are allowed within two weeks of final examinations.
(www.msstate.edu/web/student_policies.html)

College of Veterinary Medicine Graduation

1. Students are provided the opportunity to participate in an Exit Interview process.
2. Students should contact the Office of Academic Affairs to obtain a Clearance Form.

Library

General Guidelines for Library Usage

1. **Website** See the CVM Library website for details on policies, how-to's and updates:
<http://library.msstate.edu/cvm/index.asp>
2. **Contact Us** Call the CVM Library at (662) 325-1256 or email Derek Marshall, the CVM Librarian, at dmarshall@library.msstate.edu.
3. **Library Hours** Generally, the CVM Library is open 7 AM to 11 PM Monday through Thursday, 7 AM to 5 PM on Fridays, 10 AM to 6 PM on Saturdays, and 2 PM to 10 PM on Sundays. Holiday and intersession hours vary from the regular schedule and are posted in advance. Hours are posted on the CVM Library website and on the library doors.
4. **Expectations for Use** All library visitors are expected to comply with library guidelines on use. Cell phones and quiet conversation are welcome in the computer lab, but patrons should be considerate of others and keep the noise level to a minimum. Group study is welcome in all study rooms, but we do ask that you shut the door and remember to keep voices low. Those who use the library study areas are expected to silence devices, use headphones for audio, and step outside of the library for phone conversations. We ask that you enjoy your food before entering the CVM Library. Cups and bottles with lids are ok to use in the library.
5. **Reference Service** Have questions? Your CVM Library is here to help! We can guide you through the databases and library catalog to find exactly what you need. Here are just some of the things we can help you with: finding inaccurate or incomplete references, tracking down obscure book or journal titles, searching databases, finding full-text electronic journal articles, or creating a research plan. Stop by the CVM Library Information Desk and ask your question, or contact Derek Marshall, the CVM Librarian, at 662-325-1114 or dmarshall@library.msstate.edu.
6. **InterLibrary Loan (ILL)** MSU Libraries works with other libraries around the world to borrow the resources you need for your research. If the item you want isn't at any MSU Library, you may InterLibrary Loan it and have it delivered to the CVM Library for pickup. Go to <https://illiad.library.msstate.edu/illiad/> for more information and to use the InterLibrary Loan online form to request a book or article.
7. **Library Materials** Print and online books are findable in the online catalog at <http://catalog.library.msstate.edu>; online books are designated by "[electronic resource]". Reference books have REF above the call number and are located in the first section of book shelving. Journal articles are primarily located online and are findable by searching in one of our many Veterinary databases: <http://library.msstate.edu/DatabasePortal/subject.asp?id=24>. Print journals are shelved alphabetically by title; new issues are located on the first row for your browsing convenience.
8. **Circulation of Materials** Circulating books are checked out to graduate students (including DVM students) for a period of 56 days and to undergraduate students (including VMT students) for 28 days. Bound journal volumes may be checked out by graduate students, faculty and staff for 24 hours.
9. **Overdue Books** For circulating books, a grace period of 28 days after the due date is allowed during which patrons may turn in books without penalty. Overdue fines are \$10.00 per item. Overdue fines of \$1.00 per item per day (or any part thereof) are charged for journals, reference books, and non-book materials. Students who hold items which are more than four (4) months overdue will be charged for the price of a new copy of the item, plus a processing fee of \$10.
10. **Reserve Materials** Reserve items are located behind the CVM Library Information Desk--just ask for help locating the item you're looking for. Open Reserve items--including all DVM and VMT textbooks and the *Veterinary Clinics of North America* series--can be borrowed and taken from the library for two hours. Closed Reserve items are books, videos, etc. which have been placed on Reserve in the library by a professor for students to access. Closed Reserve items may be checked out and used in the library for 2 hours. An overdue fine of \$5.00 per item per hour (or any part thereof) is charged for overdue reserve material.
11. **Payment of Fines** The CVM Library accepts cash, checks and MoneyMate for overdue fines, lost books, or other charges. If you wish to pay with Visa, MasterCard, American Express, or Discover, you may pay in person at Mitchell Memorial Library.
12. **Equipment** The CVM Library has two study rooms equipped with 42" LCD monitors as well as TV/DVD/VCR systems available to view media. The CVM Library classroom has a ceiling projector for presentations. Most study rooms and the classroom are equipped with white board(s). Ask at the CVM Library Information Desk to borrow headphones, powerstrips, ethernet cords, and white board markers and erasers. The CVM Library provides access to automatic staplers, 3-hole punches, and a paper cutter. There is a black-

and-white copy machine capable of making two-sided copies available for patron use. You can charge copies to your account or to MoneyMate. Copies cost \$0.05 per page for black and white.

13. **Group Study Rooms** The CVM Library has 5 study rooms for your use to work on a group project or just need a quiet place to study. The study rooms are available for reservations for any formal or informal group of students, faculty or staff. For more information, or to make reservations, contact Donna Bishop at 662-325-1260 or dbishop@library.msstate.edu or the CVM Library Information Desk at 662-325-1256. The larger CVM Library Classroom (up to 20 people) is reserved through the Office of Academic Affairs--call Susan Heath at 662-325-1078 for more information or to make reservations.
14. **Computers & Printers** The CVM Library offers 16 PCs in our computer lab. These computers are available for conducting research, using office applications, searching library resources and printing. We also offer fast, convenient black-and-white and color printing. Printing costs \$0.05/\$0.20 (B&W/color) per page and is automatically charged to your Banner account.
15. **Using Your Own Computer** The CVM Library welcomes you to use your own computer. You'll find many comfortable chairs and private study carrels with nearby electrical outlets and access to the CVM Library's free wi-fi. We also have several ethernet hookups, if you need a more reliable connection. You can use MSU's iPrint service to print from your laptop--just choose any of the Wise Center printers to print directly to the CVM Library computer lab printers. See <http://www.its.msstate.edu/> for more information on iPrint.
16. **Externship Database** The CVM Library houses the Externship Database, a tool for DVM students to use to research externship experiences. The database is on a single, dedicated computer, located in the study carrel at the entrance to the computer lab. Instructions on how to use the Externship Database are located on the computer desktop.
17. **Disability Services** For more information on MSU Libraries services to disabled patrons, see our Information Portal for Users with Disabilities: <http://bit.ly/KNywaN> . Please ask at the CVM Library Information Desk if you need assistance within the CVM Library.

CVM Library Policies

1. Smoking, eating, drinking, and smokeless tobacco are not permitted in the library.
2. The library is considered to be a classroom situation with dress and conduct reflecting this environment.
3. While an area is provided for relaxed study, the library should not be treated as a lounge. Group discussions may be held outside the facility or in the group study rooms.
4. The CVM Library is not responsible for items left in the library.
5. All users must keep noise at a minimum to prevent distractions of others. Courtesy, good taste and professional conduct should govern the use of the library at all times.
6. The library staff is responsible for administering the library policies and guidelines. The librarian has the authority to determine individual usage or suspend library privileges.
7. It is now required that patrons checking out materials have their MSU identification cards in hand.

Classroom & Multidisciplinary Laboratories (MDL)

The laboratories you will utilize during your studies are based on the multidisciplinary concept. Instead of the traditional approach, where most departments have their own laboratories and equipment, our laboratories are designed for maximum flexibility so that all laboratory teaching can be conducted regardless of the discipline.

The MDL staff is a part of the Office of Academic Affairs. The MDL staff is a support group whose function is to fully coordinate and implement teaching laboratories. The MDL staff is established not only for laboratory teaching support but is also dedicated to assisting students in any way which will increase their learning experience or generally make their matriculation here more effective. There is an "open door" policy from the entire MDL staff to the students should any difficulties arise. The MDL staff also welcomes candid remarks with regard to any phase of the MDL operation.

The College of Veterinary Medicine and the MDL are part of a public institution with tours occasionally scheduled through the MDL. These tours are of great public relations benefit for our college. Your appearance and the appearance of the MDL facility have a tremendous influence on the prosperity of the College of Veterinary Medicine. The Office of Academic Affairs asks that you maintain your student-assigned areas and the entire MDL in a clean, neat, and professional

manner at all times. The MDLs are not to be used as storage areas for supplies and other materials belonging to student organizations. Space in the Wise Center has been assigned for this purpose.

The MDL staff asks for your cooperation. Keep in mind that there are four years in the veterinary curriculum, each with its own laboratory exercises. The MDL staff routinely facilitates laboratory exercises in all four years of the professional curriculum, undergraduate courses, and graduate courses. Each student's cooperation is requested so that MDL personnel may perform effectively.

The following regulations were formulated primarily with professionalism in mind.

- **Food and drinks are not permitted in the MDLs at any time**
- Remove all personal items (notes, paper, and clothing) from classrooms.
- Audio equipment can be used in the MDL provided appropriate earphones are worn.
- Do not leave any valuable instruments, equipment, or personal belongings unattended in the labs. While security problems are minimal, your cooperation is needed to keep them that way.
- Any equipment or supplies available for general use should be returned in a neat fashion to the area from which they were obtained. Please remember the key word is “general use” meaning your classmates are depending on your thoughtfulness in returning these items.
- Put trash where it belongs. You are responsible for maintaining the professional appearance of your individual lab stations and the entire lab.
- Laboratory station assignments will be made prior to the beginning of the school year.
- Malfunctioning equipment or other deficiencies within the MDL should be referred to the Academic Affairs Manager immediately.
- All temporary issue items, i.e., bone boxes, microscopes, surgical packs, and room keys are the student’s responsibility while in his/her possession; and, if lost, the student is responsible for replacement cost, although the MDL will provide repair service for normal wear and tear. With the exception of surgical packs, temporary issue items are not to be removed from the Wise Center.
- While the MDL supports most aspects of a laboratory exercise, you are required to clean up your area and return the equipment and supplies to designated areas. Dispose of waste materials or laboratory specimens in the appropriate containers provided. Once again, take five minutes to do your part so the MDL staff can do theirs.
- In an effort to maintain the appearance of the MDLs, do not place stickers, posters, pictures, etc., on the desks, walls, tables, or doors. Bulletin boards are provided at each desk for your use.
- All items checked out from the MDL must be returned by the date and time agreed upon at the time of checkout. Failure to return the item(s) on time will result in a fine of \$5.00 for the first day late and \$1.00/day for each additional day.
- The MDL staff maintains instructional spaces used for teaching and learning. All use of this space for storage or operation of non-CVM-owned equipment or materials must be approved by the Academic Affairs Manager. Students can assume that their computers and ink jet printers are approved for use in their own cubicles in the MDLs.
- Be aware of the location of the fire extinguishers, eye wash and safety showers, and first aid equipment.
- Notify the instructor and the MDL staff of any injury, fire, or hazardous materials spill.

Biosecurity, Biosafety, and Infection Control

The purpose of the following list is to provide common sense guidelines for enhancing biosecurity inside and on the grounds of the College of Veterinary Medicine and satellite facilities. Our goal is accident prevention and guarding the health of CVM personnel, students, and CVM visitors. Everyone in the CVM is expected to adhere to these practices. This list is not all-inclusive; more specific, prescriptive guidelines may be provided for specific areas.

- Food, candy, beverages, and cosmetics must be kept out of laboratory areas, animal holding areas, and animal treatment areas. Food and drinks should be consumed in designated areas, such as the cafeteria and break rooms. Contiguous spaces, for example hallways, are not designated spaces for application of cosmetics or consumption of food, candy, and beverages.
- Tobacco products (including smokeless tobacco) are not to be used in the building.
- Laboratory attire appropriate to the specific learning activity should be worn at all times. No sandals, open toed shoes, or high heeled shoes are to be worn during laboratory activities. Long hair is to be tied back

during laboratories.

- Effective protective apparel must be accessible. Protective safety glasses or face shields are required to be worn when potential spill, splatter, or impact conditions may occur. Laboratory coats, surgical scrubs, gloves, masks, and other protective apparel must not be worn outside laboratory spaces or AHC.
- Hand washing is required after removing protective gloves, prior to returning to the AHC or laboratory from rest rooms, after handling animals, or returning from other outside areas. Cleansing tissues (Kleenex) rather than handkerchiefs must be used when necessary for personal purposes.
- Personal items, such as coats, hats, umbrellas, and purses, must be stored in lockers outside the AHC or lab or at some designated location near the vicinity of the personal workspace. These items should not be carried through animal holding or treatment areas or a laboratory.
- Good housekeeping, i.e., cleanliness, is important for reducing laboratory risks and hazards. Desk tops and laboratory benches must be free of paper, chemicals, and equipment.
- Cabinet and lab bench tops are to be cleaned with Lysol® or alcohol as directed by the faculty in charge of the laboratory. This solution can be found in the center of the MDL or in the student diagnostic lab on the third floor.
- Laboratory and AHC visitors are restricted. If persons are allowed in the laboratory or AHC, they must be accompanied by a class member or a member of the staff and provided with appropriate protection.
- Animal handling and restraint by employees, students, and others should be done according to IACUC, AHC, or the prevailing guidelines.
- Chemical aerosols must be used in certified hoods and not at bench areas.
- Ongoing chemical reactions must be monitored at all times (use common sense).
- Gas cylinders must be secured firmly at all times (including during transport).
- Testing of samples or chemicals by taste is forbidden; use caution when testing chemicals based on odor.
- Relevant Material Safety Data Sheets (MSDS) should be readily accessible in each area.
- The use of pipette filling bulbs or other vacuum devices is required for all pipette use.
- Biohazard areas should be correctly identified.
- Appropriate warning signs must be used when hazardous conditions are present and removed when not present or anticipated. Loose objects that may contribute to slips or falls should be removed or suitably identified.
- All chemical and biological storage containers must be labeled; unlabeled and out-of-date bottles should be discarded in an appropriate manner.
- Separate, covered, and labeled waste containers must be provided for paper, broken glassware, and biohazardous substances; and special arrangements must be made for the disposal of solvents and other hazardous wastes.
- Used glassware must be emptied of solutions and solvents and rinsed with water before being released for regular cleaning or disposal. If special instructions for cleaning (other than water rinse) are necessary, cleanup personnel must be informed. Chipped and cracked glassware must be discarded.
- Overhead storage of heavy items should be avoided.
- Potential hazards encountered should be reported to your supervisor, a member of the staff, Safety Committee, or the Dean's Office.
- All laboratory and medical procedures must be reviewed by the laboratory supervisor, unit head or director for possible adverse reactions.
- Adverse reaction (accidents or incidents) reports are required for all situations in which there is injury or potential injury.

Reference: Association of Official Analytical Chemists

Implementation date - July 1, 2004

Animal Use

The College of Veterinary Medicine uses vertebrate animals in teaching, research, and testing. Although chickens and catfish constitute most animals used in the college's programs, dogs, cats, pigs, horses, laboratory rodents, rabbits, and

ruminants are also used. The college adheres to all Public Health Service and United States Department of Agriculture policies and regulations regarding animal care and use and is distinguished by full accreditation by the Association for Assessment and Accreditation of Laboratory Animal Care. All animal use in teaching, research, and testing at the College of Veterinary Medicine has been approved by the Institutional Animal Care and Use Committee. The faculty of the college is very sensitive to the ethical issues in animal care and use, and student comments on such matters are welcome.

Animal Adoption Policy

This policy applies only to animals owned by the College of Veterinary Medicine at Mississippi State University.

1. No adoption is permissible by any state employee (full-time or part-time) who is in a position to decide, or to influence any decision, regarding the acquisition, use, or disposal of an animal. Individuals may not refuse to do required procedures on animals in anticipation of adopting a “normal” animal.
2. Ownership shall be transferred or the animal humanely euthanized as soon as the academic or research use is completed.
3. No animal may be disposed of by adoption until the animal has been utilized fully for educational or research purposes.
4. At the time of donation, the CVM’s “Transfer of Ownership” form will be completed in full and signed by both CVM personnel (see 7 below) and the adopter.
5. No person may adopt an animal that has a real market value, i.e., no animal may be disposed of by CVM by adoption unless it is “cost effective” for CVM to do so.
6. No CVM-owned animals may be consumed as food without an “arms-length sale” (e.g., auction) with proceeds returning to CVM/MSU.
7. No animal may be disposed of by adoption if it is reasonable to assume that the adopter will receive a profit from ownership of the animal.
8. No animals previously client-owned may be disposed of outside of the original agreement.
9. Only animals in good health and able to function as pet animals may be adopted. No obviously disfigured animals may be adopted. In each case, the University Laboratory Animal Veterinarian or the Director of the Animal Health Center will determine if the animal is healthy and suitable for adoption.
10. At the time of transfer of ownership from CVM to the adopter, the adopter must assume all financial responsibility for housing, care, and medication of that animal.
11. At the time of ownership transfer, the adopter must remove the animal from the CVM, unless hospitalization or medical services are deemed necessary by the CVM. The adopter will assume financial responsibility for those medical or surgical services.

Adoption of SAMS Laboratory Animals

We are fortunate to have an excellent working relationship with the shelters that provide these animals for educational use. This mutual collaboration provides an extremely valuable educational opportunity for our students while also providing a beneficial service to the shelters and their patients. Numerous studies have shown a dramatic increase in adoptability of spayed or neutered animals. To protect the parties involved in this joint effort there are specific directives you must explicitly follow.

The following policy governs adoption of SAMS laboratory animals by MSU-CVM students:

- Students are required to wear a lab coat when entering the animal rooms. For biosecurity reasons, students are not allowed to handle the animals without the group that is assigned to the animal being present.
- The assigned surgery group will receive first right of adoption from the providing shelter if so desired. The necessary paperwork and fees require submission by noon the day before discharge (typically Wednesday) to the MDL Coordinator.
- If no adoption papers are submitted by noon the day before discharge, then from noon until 4 PM other students from the class or MSU-CVM faculty/students have the opportunity to adopt by preparing and submitting the necessary paperwork and fees to the MDL Coordinator
- An animal is not considered adopted until:
 - The adoption papers have been submitted to the MDL Coordinator and

- The adoption fee has been paid and
- The animal has been removed from the Mississippi State Campus
- Any animal not adopted by MSU-CVM students by 5 PM will be returned to the shelter the following day for adoption from there.
- No animals will be fostered or adopted to any outside organization or individual.
- NO PHOTOGRAPHS ARE TO BE TAKEN OF ANY ANIMAL OR PROCEDURE WITHIN THE CONFINES OF MSU-CVM FOR ANY PURPOSE.
- All communications with external parties regarding any animal or procedure performed in SAMS Laboratory must receive written approval from the course coordinator or MDL Coordinator.
- Any persons outside of the sophomore class with interest in adopting one of these animals should contact the MDL Coordinator for further instructions.

Guidelines for Determination of Residency For the Purpose of Admission and Assessment of Tuition and Fees

Mississippi State University College of Veterinary Medicine *Effective fall 2015 semester*

The tuition and fees for Mississippi residents at Mississippi State University College of Veterinary Medicine (MSU-CVM) is based on the cost of developing, enhancing, and delivering the veterinary medical curriculum, less financial support received from the State of Mississippi.

The tuition and fees for non-resident students, who come to Mississippi for the purpose of earning a veterinary medical degree, is based on the cost of developing, enhancing, and delivering the veterinary medical curriculum.

All persons applying to the MSU-CVM shall be classified as a Mississippi resident or non-resident student for the purposes of administering the admission process, tuition charges and other fees. The initial residency classification will be made by the Admissions Office or the College of Veterinary Medicine at the time a student's application for admission is processed. The residency classification determination will be made consistent with applicable federal and state law, and IHL Board and University policy. When applying for admission to MSU-CVM, it is the applicant's responsibility to state his or her correct state of residency on the Veterinary Medical College Application Service (VMCAS) application or the Early Entry Program Petition for Matriculation into the D.V.M. Program. If an applicant has a question regarding his or her residency classification, the applicant should contact the Assistant Dean for Admissions and Student Affairs in the MSU-CVM Office of Student Admissions at least one month prior to submitting his or her application. The burden of proof for establishing in-state residency resides with the student.

An applicant who is classified by the MSU-CVM as a non-resident applicant may appeal the classification to the Assistant Dean for Admissions and Student Affairs in the MSU-CVM Office of Student Admissions. The applicant must submit the appeal in writing and must submit all documentation desired for consideration simultaneously with the written appeal using documentation as described below.

All requirements for Mississippi resident status must be met no later than the date of the first scheduled day of classes for first-year DVM students at MSU-CVM.

Each successful applicant must enter a contract with the MSU-CVM prior to final acceptance for admission in which the applicant agrees and obligates himself/herself to pay the tuition, fees and expenses applicable to the applicant's Mississippi resident or non-resident status, as determined by the MSU-CVM, that exists on the date of the first scheduled day of classes for first-year DVM students at MSU-CVM; further, the applicant must agree and obligate himself/herself in the contract to continue to pay the tuition, fees and expenses during the applicant's entire MSU-CVM DVM educational experience that are applicable to that same initial status determination.

An admitted applicant's status will not change for his or her entire MSU-CVM veterinary medical educational period.

Petition for Change of Residency Classification.

A person who enters the State of Mississippi from another state and enters an educational institution is considered a non-resident. Any person who has after attaining the age of twenty-one (21) and has since their twenty-first birthday established residency and resided within the State of Mississippi for twelve (12) consecutive months may: (1) upon sworn affidavit and other representation, and (2) who can prove financial independence, petition for a change in residency classification for the purposes of fees and tuition assessment.

Residency changes are not retroactive, and the following conditions apply:

1. The institution may make reasonable inquiry into the validity of the petitioner's claim.
2. A petition for change of residency must be received prior to the last day a student may register without penalty of the term for which the student is applying for residency.

Factors Regarding Residency

Although domicile and residency for educational purposes are largely matters of intention, this intention is determined objectively from the facts and circumstances surrounding a claim of in-state residency. Some of the factors relevant to determining residency include:

- Actual physical residence of habitation
- Length of time at actual physical residence - Residence used for income tax, loan, banking and other purposes
- Voter registration
- Motor vehicle registration (Persons moving into the state on a permanent basis have 30 days to register vehicles.)
- Driver's license held (Persons moving into the state on a permanent basis have 60 days to acquire driver's licenses.)
- State to which personal income taxes or other taxes paid
- Status of income sources
- Location of bank, savings and other accounts

Student's Responsibility

It is the student's responsibility to immediately report to the Assistant Dean for Admission and Student Affairs any changes that may affect the student's residency status.

If a student misrepresents his or her residency status or provides false or misleading information, the student will be responsible for paying the tuition and/or fees the student would have otherwise been required to pay and will be subject to disciplinary action, up to and including dismissal.

Per Credit Hour Charges for Tuition and Fees

Per credit hour charges for tuition and fees will be assessed to CVM students remediating DVM courses 9 credit hours or less, and to non-CVM students auditing/taking DVM courses of 9 credit hours or less.

Students registered for 10 credit hours or more per semester are required to pay full tuition and fees.

Registration

It is the responsibility of the student to register for classes each semester. Pre-registration occurs in April for the Summer and Fall semesters and in October for the Spring semester. A new RAC (registration access code) is needed for each pre-registration period. It is the responsibility of the Office of Academic Affairs to provide each student with his/her RAC and course information.

Student Account Information

Account Services is located in Room 158 in Garner Hall with office hours from 8:00 a.m. to 4:30 p.m. (Monday through Friday).

You are responsible for any charges to your student receivable account. A consolidated statement of your account with Mississippi State University will be available on the web around the 15th of each month with a due date approximately the 9th of the following month. Monitor your balance by calling 662-325-INFO or visiting the Student or Personal Main Menu MyBanner. (See instructions below.)

MyBanner Navigation Instructions: From MSU Main web page, select onCampus, select Banner, select MyBanner, and then select Login to MyBanner. Use your NetID and NetPassword to login, then select Personal Information Menu or Students Menu. Then:

1. VIEW YOUR BILLING STATEMENT.
2. VIEW YOUR ACCOUNT DETAIL.
3. UPDATE ADDRESS INFORMATION.
4. MAKE PAYMENT BY CREDIT CARD.

Billing Address: Your monthly statement will be mailed to your Billing Address once a semester. Please be sure that Student Account Services has your correct mailing address, since you are responsible for paying your fees even if you do not receive a bill. To change or correct your billing address access MyBanner.

Payment Options: You may make payments on your account

- By U.S. Mail - MSU Comptroller, P.O. Box 5328, Mississippi State, MS 39762-5328.
- By Drop Box - Drop boxes are located inside Garner Hall and in front of Garner Hall.
- By Cashier Windows - Cashier windows are located in Garner Hall and are open 8:00 a.m. until 4:30 p.m. (Monday through Friday).
- By MSU INFO-Line - Credit Card payments only. Dial 662-325-INFO (4636) and select option 4.
- By MyBanner website - Credit Card payments only.

Service Charges: Payment of the full account balance must be received by the due date in order to avoid service charges. If mailing your payment, please mail it at least five (5) business days prior to the due date to insure it is received by the due date. A monthly service fee (1.5%) will be assessed on charges unpaid by the payment due date (approximately 25 days from the billing date). All service charges may be avoided by paying the full account balance each month by the payment due date.

Business Office Holds. Hold placement dates and explanations are as follows:

- Pre-registration Holds (Oct 15, Mar 15, April 15): Your account must be in current status in order for you to participate in pre-registration for the upcoming term(s). Current status means that current and previous term charges must be paid in full and all other charges must be less than 30 days old from billing date.
- Final Registration Holds (Aug 15, Dec 15, Jan 15, and May 15): Your account must be in current status in order for you to participate in final registration, add or drop courses, or continue enrollment. Current status means that ALL previous term charges must be paid in full and all other charges must be less than 30 days old from the billing date. Pending financial aid for the current term will be considered toward your account balance just prior to placement of Business Office hold at this time.
- Delinquent Account Holds (Sep 15, Nov 15, Feb 15, Jun 15, and Jul 15): Your account will be placed with a Business Office Hold if your account becomes delinquent for purposes of this hold. Delinquent status means that your account has charges greater than 60 days from the billing date. Pending financial aid for the current term will be considered toward your account balance just prior to placement of Business Office hold at this time.

Schedule Changes and Fees. All schedule changes must be submitted to the Academic Affairs Office **4 weeks prior to the beginning of the course** involved. Failure to meet this deadline may result in the cancellation of courses. Course leaders have the option of denying a student's petition to drop a Phase 2 elective if approval of such a petition jeopardizes the educational value to the students remaining in the class.

All schedule changes made after the last day to register will incur a charge of \$50.00 per course changed and will be reflected on your monthly, consolidated statement. The Add/Drop form is required for adding or dropping a

course/rotation. Schedule change fees are waived in the event of a change required by administrative action of the university. Add/Drop forms will not be processed after the first three days of a rotation.

Student Counseling Services

Counseling services are available to all DVM students. Dr. Christy Monaghan, CVM's staff psychologist is available for individual and group sessions. All sessions are confidential and no charge to the student. Dr. Monaghan can be contacted at 662-325-1195 or cmonaghan@saffairs.msstate.edu. Her office is located in room L2103 on the second floor of the Wise Center, across from the First Year Classroom.

The Student Counseling Services (SCS) also has a staff of qualified psychologists, counselors and trained advanced-level graduate students who offer counseling services to MSU students. All full- or part-time students (except those who are full-time MSU employees) are eligible to receive counseling services. Spouses of students and employees are also eligible for these services when family or couple counseling is performed. SCS also sees faculty and staff for consultations and referral purposes. All services provided by the SCS are free and confidential. Services provided include:

- Individual Therapy
- Couples and Family Therapy
- Group Therapy
- Crisis Intervention (24 hours per day)
- Consultation
- Psychoeducational Outreach

The SCS is located in 115C Hathorn Hall. Call 662-325-2091 for an appointment or visit their web site at <http://www.health.msstate.edu/scs/index.php>

Counselors may be reached after hours by calling the MSU Police Department at 325-212, or the local Community Counseling service at 662-323-4357.

Traffic and Parking

College of Veterinary Medicine personnel and students must follow the University's Traffic Rules and Regulations. The complete booklet of Traffic Rules and Regulations is available at the Police Department which is located in the Williams Building. The Southwest parking lot is designated for open parking and is the appropriate parking lot for students.

Traffic Rules and Regulations: MSU Parking decals are required for parking on the MSU campus and at the College of Veterinary Medicine, Wise Center. Refer to the MSU Campus Map and the Parking Guide Traffic Rules and Regulations.

Use of Animal Health Center Parking

Routine parking is allowed along the street in designated spaces. The southwest parking lot is also available for parking. Only clients of the Animal Health Center are allowed to park in the client marked spaces. If you are a client of the Animal Health Center, you may park in a client slot until you have admitted your animal. Once the animal is admitted, you must move your vehicle. You may return to client parking to pick up your animal at the time of discharge. (No Exceptions.)

Violators will be ticketed.

Harassment Policy

As members of the University community, students, faculty, administrators, and staff have the responsibility to respect and not violate the rights of others and to show tolerance for opinions that differ from their own. However, nothing in this policy prohibits appropriate admonition, argument, and correction by a teacher in the conduct of his/her professional responsibility in the interest of maintaining order, upholding standards, stimulating thought, or promoting competence. Such action is, by definition, not a violation of this policy. Likewise, nothing in this policy precludes management's inherent authority to plan, direct and evaluate the activities of other organizational members in accordance with sound management principles and directives, including communicating, training and disciplining employees.

Harassment based upon race, color, religion, sex (including sexual harassment), national origin, age, disability or veteran status is a form of discrimination in violation of the law and will not be tolerated. Harassment based upon sexual orientation or group affiliation is prohibited by this policy and also will not be tolerated.

Except where knowingly false, punitive action against any person complaining of harassment is prohibited by law or this policy and will not be tolerated.

All students, faculty and staff are expected to adhere to this university policy and will be held accountable for violating it. Mississippi State University will respond promptly to all complaints of harassment and retaliation. Violation of this policy can result in serious disciplinary action up to and including expulsion for students or discharge for employees.

The University's full Harassment Policy and Procedure can be viewed at <http://www.msstate.edu/dept/audit/0303.html>

Participation in CVM-sanctioned Organizations and Clubs

Students holding an officer position in any CVM-sanctioned organization or club must maintain an overall GPA of 2.5. Students on disciplinary probation are prohibited from holding an officer position. Students failing to maintain the required GPA or on disciplinary probation must vacate the office(s) they currently hold and may not resume that office or any subsequent officer position until their GPA is at or above 2.5 or they are no longer on disciplinary probation.

On/Off Campus Activities Guidelines

STUDENT AFFAIRS OP 91.200: Student and Other University Organizations

Date: July 1, 1999

Purpose: To provide fair and reasonable guidelines and procedures for student and other organizations at Mississippi State University.

Voluntary associations of students in student organizations are an integral part of the educational process at Mississippi State University. The university has a positive responsibility to encourage such associations as a means by which students can develop civic and social awareness and responsibility. In doing so, it neither endorses nor disclaims any particular idea, system of thought, or point of view. Other university organizations also enhance campus life and contribute to the accomplishment of the mission of the university.

Policy

The university will maintain a procedure for registration and provide rules and regulations for university organizations.

Rules and Guidelines for Registered Organizations

1. University Organization Definition: University organizations are those whose active membership is composed entirely of students, and/or faculty, and/or staff. They are subcategorized into the following types:

- a. Student Organizations - groups organized for students;
- b. Student/Faculty Organizations - groups organized for both students and faculty;
- c. Faculty and/or Staff Organizations - groups organized primarily for faculty and/or staff.

2. Benefits and Privileges

The benefits and privileges of a registered organization follow:

- a. The opportunity to incorporate, as prescribed by university guidelines, the university name into the organization's name;
- b. Eligibility to reserve and use university facilities;
- c. Listing in publications such as The Reveille or found online at <http://www.msstate.edu/web/security.html>, and
- d. The privilege to participate in university events such as orientation, homecoming, organizational fairs, etc.

3. General

- a. Only those organizations registered with the university may conduct activity on the university campus.
- b. The university shall not be responsible for injury or damage to persons or property resulting from the activities of the organizations or for any debts or liabilities incurred by such organizations.
- c. Organizations shall not engage in or condone any form of hazing. Hazing occurs when a person or organization who, in the course of another person's initiation into or affiliation with any organization, intentionally or

recklessly engages in conduct which creates a substantial risk of physical injury to such other person or to a third person.

d. Organizations shall be held responsible for the conduct and actions of each member of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization.

e. Organizations must comply with all policies, regulations, and procedures established by Mississippi State University and with all laws, regulations, and ordinances, whether federal, state, or local.

f. An organization must represent the interests of its members and control of the organization must rest with the local campus group. The organization must not have a knowing affiliation with an organization whose aims and goals are illegal.

g. Registration of an organization (for other than a temporary period) will be on an annual basis and will be effective until the beginning of the next academic year (fall semester, unless rescinded sooner by the university). The registration of any organization shall be subject to renewal by the university for each ensuing year. Annual renewal of the registration shall be dependent on the organization's demonstration of compliance with its purposes, aims, and activities as stated in its constitution, and compliance with all rules and regulations of the university. Registration forms are located in the Colvard Union.

h. Any registered student organization may be placed on probation, suspension, or restriction, or have its registration withdrawn by the Dean of Students after having been accorded due process in accordance with provisions found online at <http://www.msstate.edu/web/security.html> (see OP 91.100). Other registered organizations (with the exception of faculty organizations) may have their registration withdrawn at any time by the Vice President for Student Affairs after having been accorded appropriate due process. The Provost and Vice President for Academic Affairs are responsible for reviewing faculty organizations, and may withdraw their registration after affording appropriate due process.

i. Registered organizations may build, buy, rent, or lease a house or other facility on campus only with the written approval of the university. Arrangements can be made through the Colvard Union.

4. Student Organizations

Freedom and Responsibility of Registered Student Organizations

Freedom of action granted a registered student organization also implies a responsibility of the organization for developing the direction, scope, and character of the organization in promoting the total educational program of the university. The only limitations placed upon this freedom are those imposed by the stated purposes of the organization, by university and board policy, and by law.

The university, through the registration process set forth, seeks the freedom of existence for student organizations and ensures that designated privileges and support are readily available equally to all organizations that uphold the registration requirements. The university does not, however, automatically endorse the mission, goals, or purpose of any organization. Mississippi State University, while encouraging active participation in non-classroom activities, seeks to ensure that first and foremost students successfully meet their educational goals and requirements.

5. Student Organization Social Function Registration

a. Definition - The term "social function" herein refers to parties, dances, swaps, mixers, picnics, or the like sponsored by an organization.

b. Registration of Events - All on-campus social functions sponsored by or hosted by a student organization must be registered with the Colvard Union, using a Student Activity Coordination Form. The university will not approve registration of activities for any organization that is delinquent in its financial obligations to any department or agency of the university.

c. Closed Parties - The following guidelines are for closed parties.

(1) It is strongly recommended that all student organizations hosting a social function limit attendance to dates, and invited guests to minimize safety and legal risks. While security guards are not required at parties (with the exception of on-campus parties during football weekends and Super Bulldog Weekends) they are highly recommended.

(2) If an on-campus party is held outside of a student organization's house or other facility, a fence is required to enable the organization to limit attendance to members, dates, and invited guests. Specifications for the fence are provided by the university. The organization's officers are responsible for checking guest attendance and established party entrance(s). A sign stating "By Invitation Only" must be prominently displayed at each entrance.

d. Security – At all social functions on campus which are open to the general public, either free or through paid admission, the sponsoring student organization must hire security guards to assist with maintaining control over who attends and the behavior of those in attendance. (Security must be registered with University Police.) The number of security guards required will depend upon the size and nature of the event and will be determined in consultation with the University Police.

e. Alcohol – Unlawful sale, possession, or consumption of alcoholic beverages, including beer and wine, by students on campus is prohibited. While the university has no control over off-campus social functions, the following guidelines concerning the use of alcohol at student organizations off-campus functions are suggested:

- (1) Organizations and individual student members will abide by all federal, state, and local laws and Mississippi State University policies.
- (2) No organizational funds may be used to purchase alcohol.
- (3) When alcohol is present:
 - Non-alcoholic beverages should also be served;
 - Food (preferably low salt, high protein) should be served;
 - No alcohol should be consumed during the last hour of the event; and
 - An effective system should be in place to transport drinker's home (e.g., buses or non- drinking designated drivers).
- (4) Appropriate and reasonable behavior is expected of all students and their guests who attend an event associated with registered organization of Mississippi State University. The health and safety of students and their guests will be taken into consideration when planning and implementing an activity.

f. Hours for Social Events - On-campus social events may be conducted on Sunday through Thursday until 12 a.m., and on Friday and Saturday until 1 a.m. the following mornings. In exceptional circumstances, special permission may be granted by the Colvard Union to extend the above times for termination of social events. The termination time must be specified on the Student Activity Coordination Form.

g. Outdoor Amplified Music - See OP 91.310: Outdoor Amplified Music.

6. Financial Policies for Student Organizations

See OP 91.209: Financial Policies for Student Organization Accounts.

7. Disciplinary Proceedings against Organizations

See OP 91.100: Code of Student Conduct

Procedures

1. Registration of Organizations

a. Student, Faculty, Staff, and University Organizations

In order to obtain registration as an organization, a group must present their petition to organize to the Colvard Union, Division of Student Affairs. Applications and information are available in this office (325-3322). The five steps listed below constitute a petition for university registration:

- (1) Hold organizational meetings. Groups may hold three organizational meetings.
- (2) Elect officers. Fill out information requested on the application (submit 15 copies).
- (3) Draw up a constitution and by-laws (submit 15 copies).
- (4) Make a list of members' names and net IDs.
- (5) Provide the name(s) of organizational advisor(s).

b. All Organizations

- (1) Submit a statement of assurance of compliance signed by an officer of the organization that it will adhere to all rules and regulations, policies and procedures of Mississippi State University and with all laws and ordinances, whether federal, state, or local.
- (2) The petition is submitted to the Student, Faculty, and Staff Organizations Committee which renders a favorable or unfavorable decision. This decision is subject to review by the Vice President for Student Affairs, or in the case of faculty organizations, by the Provost and Vice President for Academic Affairs.
- (3) The petitioning group is notified as soon as the final university decision regarding registration is made. Upon receipt of the letter of registration, the group may then assume all privileges and activities of a registered organization until registration expires or is withdrawn. All on-campus activities of the petitioning group, both before and after registration, must be registered in the Colvard Union.

2. Space Scheduling

a. University organizations must contact the Event Services Coordinator (325-3228) to reserve the facilities needed. After contacting Event Services, the student organizations will provide the following information on the Student Activity Coordination Form: person in charge, time of activity, food service (if applicable), and custodial service (if applicable), details for "set-ups" for meetings, including microphones, lights, chairs, stages, etc. Other university organizations should also contact the building supervisor.

b. The Event Services Coordinator will determine if requested facilities are available for use.

c. The activity will be placed on the university's activity calendar by Event Services.

- d. Student Activity Coordination Forms will be routed by students to the proper person including: the representative of the scheduling organization, the organization advisor, the Colvard Union representative, and the building supervisor. If applicable, the Housing and Residence Life representative, the Director of the Longest Student Health Center, the University Police, and the Dean of Students will also need to sign the form.
- e. If outdoor space is desired for a function, the organization is encouraged to register the activity with Event Services in order to better coordinate activities.
- f. University-wide scheduled events have precedence as to time and facility.

Note: All departments scheduling meetings within their facilities should notify Event Services of their meetings in order that an updated record can be kept on all university activities.

Review

The Vice President for Student Affairs is responsible for the review of this operating policy every four years or as needed. The full policy can be viewed online at <http://www.msstate.edu/dept/audit/91200.html>

University Trademark Licensing Program

The licensing program was established in 1984 to protect the use of the university's name and its characteristic marks. To accomplish this, MSU established a formal licensing procedure. Any person or organization wanting to use the university's marks must obtain permission through the TLP office, whether it is for commercial or internal use. Vendors must obtain a license agreement to produce products bearing the university's trademarks and/or verbiage. MSU licenses only those products which reflect positively and favorably on the university and depict quality and good taste.

Any CVM student, club or organization preparing to create items for use or sale should consult the Director of Outreach before using **any** part of the university or college name, logo or other pictures, images or words directly associated with the university or the CVM.

Guidelines for Pregnant or Temporarily Disabled Veterinary Students

The potential for human injury always exists in the practice of veterinary medicine, and the risk increases whenever an involved person is pregnant or temporarily disabled from any cause, e.g., broken leg, disease.

The greatest hazards are accidents which can occur while working with animal patients or equipment that result in injury to the student and/or her unborn child. Added hazards in several courses of the veterinary college curriculum include exposure to toxic drugs, infectious agents, inhalation anesthetics, radiation*, and other agents.

The pregnant/temporarily disabled student should:

1. Contact a physician immediately to get recommendations to minimize exposure to the hazards associated with a veterinary student's assignments.
2. Provide a signed statement from the physician who defines permitted limits of exposure to possible hazards during pregnancy or period of disability.
3. Inform the Office of Academic Affairs and the Animal Health Center of pregnancy or temporary disability as early as possible in order that steps may be taken to conform to the plan developed by the physician and to take advantage of available options.

Available Options:

1. The pregnant or temporarily disabled student could withdraw until the completion of pregnancy or resolution of the disability. The student could resume classes and graduate at the completion of all senior rotations. This option minimizes the potential for injury.
2. Continuation as a regular student with some schedule and assignment changes. This option may delay the time of graduation. This option may have risks. This option is dependent on:
 - a. Changes in an individual's schedule of clinical assignments prepared in advance for an entire calendar year.
 - b. Permission of the faculty rotation leaders to change the individual's clinical assignments.
 - c. Willingness of classmates to exchange scheduled assignments with the pregnant/ temporarily disabled student.
 - d. Certification by an attending physician of any constraints and of the individual's physical ability to continue full participation in all aspects of the educational program.
 - e. A written "hold harmless" agreement signed by the student and student's spouse/ child's father.
3. Continue in all courses as assigned provided a physician has certified that the student is physically and emotionally able to continue participation.
 - a. A written "hold harmless" agreement signed by the student and student's spouse/ child's father must be on file with the academic affairs office.

Rights and Responsibilities

1. The pregnant/temporarily disabled student has rights and responsibilities for decisions concerning his/her condition and behavior based on a physician's subsequent assessment of circumstances.
2. The affected student is expected to complete each and every requirement of the veterinary curriculum by a schedule or plan that can be implemented and by which the risks are deemed assumable by the student and his/her attending physician.
3. A faculty member may refuse to allow a pregnant or temporarily disabled student to participate in assignments or activities whenever, in that faculty member's judgment, there exists a potential for injuries to other classmates or staff.
5. Copies of all documents pertaining to a pregnant/temporarily disabled student's assignment must be maintained in the student's file.

*Guidelines by the Bureau of Radiation Control, Mississippi Board of Radiation.

STATE OF MISSISSIPPI)
OKTIBBEHA COUNTY)

Release, Hold Harmless, and Indemnification Agreement

I, _____ (STUDENT AND ADDRESS), a duly enrolled student in the College of Veterinary Medicine (COLLEGE) of Mississippi State University, a constituent institution of the State of Mississippi; and I, _____ (CHILD'S FATHER AND ADDRESS), father of the unborn fetus/child, do agree, both jointly and separately as follows in consideration for permission by COLLEGE for STUDENT to continue her studies in COLLEGE during her pregnancy.

1. STUDENT and CHILD'S FATHER acknowledge that STUDENT is pregnant and that they have so informed COLLEGE of this fact on _____ (Date).
2. STUDENT and CHILD'S FATHER acknowledge that they have read and understood COLLEGE document "Guidelines for Pregnant or Temporarily Disabled Veterinary Students," a copy of which is attached to and made a part of this agreement.
3. STUDENT and CHILD'S FATHER agree that STUDENT voluntarily chose to continue as a student under Option 2 of the "Guidelines."
4. STUDENT and CHILD'S FATHER acknowledge that they individually and jointly understand that there may be risks for STUDENT and/or CHILD associated with the continuation of STUDENT's studies under Option 2 and they do hereby agree, both individually and jointly, to assume as risks both to STUDENT and CHILD that may arise out of STUDENT's continued enrollment in COLLEGE. We have read the materials provided by the COLLEGE which detail some of the known risks of chemicals, radiation, and physical injury which exist in the veterinary medical program. STUDENT and CHILD'S FATHER, both individually and jointly, agree to assume all risks, both to STUDENT and CHILD that may arise out of STUDENT's continued enrollment in COLLEGE.
5. STUDENT and CHILD'S FATHER, individually and jointly, do hereby agree to release, hold harmless, and indemnify COLLEGE, Mississippi State University, Board of Trustees of Institutions of Higher Learning, officers, administrators, employees, and agents against any and all claims of personal injury or bodily injury to STUDENT that relate to the pregnancy of STUDENT and that arise out of acts or omissions that occur while STUDENT is meeting the assignments and requirements of a student in COLLEGE during the period _____(Dates).
6. STUDENT and CHILD'S FATHER, individually and jointly, do hereby agree to release, hold harmless, and indemnify COLLEGE, Mississippi State University, Board of Trustees of Institutions of Higher Learning, officers, administrators, employees, and agents against any and all claims of personal injury or bodily injury that may be made by or on behalf of the born or unborn CHILD or STUDENT and CHILD'S FATHER when such claims arise out of acts or omissions that occurred while STUDENT was pregnant and enrolled as a student in COLLEGE during the period (Dates) .

7. STUDENT and CHILD'S FATHER agree that this Release, Hold Harmless, and Indemnification agreement shall be binding on them, their heirs, and assigns.

Student Date (Seal) _____

Child's Father Date (Seal) _____

I, the undersigned Notary Public, in and for Oktibbeha County in the State of Mississippi

Hereby certify that _____ and _____
Whose names are signed to the foregoing instrument and who are known to me, acknowledged before me on this day that, being informed of the contents of this instrument, they executed the same voluntarily on the day the same bears date.

Given under my hand and official seal this, the _____ day of _____, 20____.

Notary Public

My Commission expires:
