

ACADEMIC POLICY

Your official professional academic record is used to evaluate your progression to graduation. Students not meeting requirements for progression and/or graduation will be informed of their status by the Dean or his/her designate.

Grades assigned follow the guidelines of the Kansas State University Undergraduate Catalog and are described as follows:

- A = signifies excellent performance.
- B = signifies good performance.
- C = signifies fair performance.
- D = signifies poor performance.
- F = signifies failure to perform at a passing level.
- I = signifies required work has not been completed.
- CR = signifies satisfactory performance in non-graded courses.
- NC = signifies non-satisfactory performance in non-graded courses.

The responsibility to assign grades is left solely to the course coordinator of each course.

1. ACADEMIC DISMISSAL

Immediate dismissal from the DVM program will occur if:

- A. The student earns a grade of “F” or “NC” in any course in the professional curriculum.
- B. The student earns:
 - I. more than one “D” in any single semester
 - II. more than one “D” in any two consecutive semesters in which he/she is enrolled
 - III. more than one “D” in any three consecutive semesters in which he/she is enrolled
 - IV. **more than 2 “Ds” during the professional curriculum.**

- C. The student neglects his/her academic and/or professional responsibilities at any time. These responsibilities include, but are not limited to, required attendance in lectures, laboratories, discussion periods, patient care, rounds, ICU and emergency duties, and other activities where participation is deemed by the faculty as an essential part of the professional student's educational experiences.
- D. Nonprofessional behaviors that are grounds for disciplinary actions or dismissal include telephone or sexual harassment, disruption of class or regularly scheduled activities on the CVM campus by disorderly conduct, posting of inappropriate materials to the internet, threatening behavior, or alcohol or substance abuse. The Dean will charge the Student Board of Ethical Behavior to adjudicate cases of professional and academic misconduct as defined by the guidelines under the constitution of the Student Board of Ethical Behavior.

2. **INCOMPLETES**

When a student is assigned an Incomplete in a professional course, a letter with copies to the Associate Dean for Academic Programs and the Department Head will be sent immediately by the course coordinator to the student defining the requirements for removal of that Incomplete. Any student who has not removed such an Incomplete by the beginning of the succeeding semester will be dismissed. Exceptions to the above policy are as follows:

- A. Sixth semester third year students must makeup all Incompletes by the first day of the next immediate fall semester. No student may continue into the fall semester of the fourth year curriculum with an Incomplete.
- B. Fourth year students who have received an Incomplete must complete the required work within one calendar year and prior to receiving his/her diploma.
- C. In the case of illness or other personal emergencies, the Academic Standards Committee may recommend exceptions to these policies.

3. **REQUIREMENT FOR GRADUATION**

To be eligible for graduation with the degree, Doctor of Veterinary Medicine, each professional veterinary student must earn a "C" or higher or "CR" in all professional courses. In addition, graduation is contingent on successful completion of the minimum number of required core and portfolio procedures in each category of species and discipline.

4. **REQUIREMENTS FOR PROGRESSION TO EACH SUCCEEDING SEMESTER**

To be eligible for progression to each succeeding semester of the first three years and to begin the fourth year of the professional veterinary curriculum, each student must have earned no grade below a "C" during the past semester.

A student not meeting the requirement for progression must retake all professional courses in which a grade of "D" was earned and any other recommendations made by the Academic Standards Committee and approved by the Dean. Faculty members may request variances from this policy by petitioning the Academic Standards Committee. The Academic Standards Committee may recommend to the Dean that a variance be granted. The Dean will decide whether a variance will be allowed.

5. **REQUIREMENTS FOR REINSTATEMENT**

Following dismissal from the professional degree program a student may petition the Academic Standards and Readmissions Committee for readmission. The petition should be addressed, in writing, to the Associate Dean for Academic Programs. The Associate Dean for Academic Programs and the Chair of the Academic Standards and Readmissions Committee will serve as a preview panel to review the petition and determine if (i) the petition should be forwarded directly to the Academic Standards and Readmissions Committee for review/recommendation to the Dean, or directly to the Dean with a recommendation that the petition not be considered further, (ii) additional information is needed from the dismissed student, or (iii) if review and input is needed from others (e.g., Student Board of Ethical Behavior, Disability Support Services, psychologic or psychiatric professionals, the Office of Affirmative Action, and others deemed appropriate by the preview panel). If additional information from the student or review/input from others is requested, the preview panel will review the information received and determine if (I) the petition should be forwarded to the Academic Standards and Readmissions Committee for review/recommendation to the Dean, (II) Recommend to the Dean that a readmission decision be made by him/her based on input from qualified professionals, or (III) recommend directly to the Dean that the petition not be considered further. Based on recommendations received from either the Committee or the preview panel, the Dean may or may not readmit a student who has petitioned for readmission. The Dean's decision will be final within the University. Any student readmitted must retake all courses from the previous semester or clinical rotation in which a "D", "F", or "NC" was earned and satisfactorily complete any other recommendations made by the Academic Standards and Readmissions Committee that are approved by the Dean.

(Effective September 16, 2005, revised October 13, 2008).

6. **ACADEMIC GRIEVANCE PROCEDURES**

The following procedures will be employed to resolve all grade appeals and other academic grievances by all veterinary students.

- A. All grievances should be initiated promptly and, in any event, before the start of the next semester or summer session following the semester or summer session out of which the grievance arose.

- B. Students who feel they have been given an unfair grade or treated unjustly in some aspect of academic work should first consult the faculty member(s) involved to resolve the matter.
- C. For matters that have not been satisfactorily resolved with the faculty member, a student may file a written grievance with the appropriate Department Head. The Department Head will promptly arrange one or more meetings with the student and the faculty member to attempt to resolve the matter. At the meeting(s) both the student and faculty member will have a full opportunity to state their views regarding the grievance and an opportunity to present any relevant written documentation concerning the grievance. At the request of the student or the faculty member, the Department Head will also interview other individuals having pertinent knowledge of the grievance. On the basis of the information presented, the Department Head will attempt to arrive at a resolution that is agreeable to both parties. The Department Head will normally complete this process within ten (10) days of the date on which the written grievance is received. The Department Head will transmit to the Dean's Office a copy of the written grievance and a statement that the attempt to resolve the grievance has been concluded at the department level. A copy of the statement will also be sent to the student and the faculty member.
- D. A student who is not satisfied with the resolution at the department level may file the written grievance with the Dean's Office. The Dean will appoint a five-member faculty committee to hear the appeal. One of the five faculty members will be designated as chair of the committee. One of the five members will be appointed from outside the College of Veterinary Medicine. A member of the Student Board of Ethical Behavior will also be appointed as a non-voting member of the committee. All committee members will be persons with no previous involvement with the grievance.
- E. The committee will conduct an administrative hearing designed to consider the facts it deems necessary to arrive at a fair decision. The hearing will include presentation of the written complaint by the student, with additional oral statements if so desired; testimony by all students, faculty members, administrators, or other persons called as witnesses; and all pertinent written records. The committee will afford both the student and the faculty member full opportunity to express their views on relevant matters. Each party will have an opportunity to present witnesses and to cross-examine the other party and their witnesses. Questions may also be asked by members of the committee. The chair will have the responsibility to make certain only relevant information is brought before the committee.

- F. The chair of the committee will be responsible for notification of parties and witnesses of the time and place of the hearing, for an exchange of written documents and witness lists, and for overall administration of the proceedings in a timely and orderly fashion.
- G. A grievant may be accompanied at the hearing by an attorney or advisor, who may advise but may not otherwise participate in the proceedings except with the permission of the chair of the committee. A grievant who intends to be advised by an attorney at the hearing should so inform the chair of the committee at least 48 hours prior to the hearing so that faculty member may also have an attorney present.
- H. Unless the student requests an open hearing, the hearing will be closed with only those associated with the hearing present. At the end of the hearing, the committee will meet in executive session to discuss the grievance and draw up its report. The hearing, but not the deliberations of the committee, will be tape recorded. The committee will then reconvene in an open session, and take a vote on its recommendation.
- I. The written report of the committee will be transmitted to the Dean. The report will include (a) the factual findings of the committee; (b) a recommendation to the Dean; and (c) the reasons for its recommendation. Normally, the committee will transmit its recommendation to the Dean within no more than twenty (20) days of the date of its appointment.
- J. The Dean will make a final decision based upon the written advice of the hearing committee. The decision of the Dean along with the copy of the report of the hearing committee will be transmitted to both the student and the faculty member with copies to the Department Head. Should the Dean's decision differ from the recommendation of the hearing committee, he will include a written explanation of the basis for his decision. Normally, the Dean will transmit his decision within ten (10) days of receipt of the committee report. The Dean's decision will be final within the University.
- K. All records and tapes of the grievance procedure will be maintained in a separate confidential file in the Dean's Office.

Revised Spring, 2011.