

Doctor of Veterinary Medicine Student Handbook

Fall/Spring 2020-2021

College of Veterinary Medicine
Long Island University
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Disclaimer

Notice to Students: The information in this publication is accurate as of April 15, 2020. All applicants are reminded that the University is subject to policies promulgated by its Board of Trustees, as well as New York State and federal regulation. The University therefore reserves the right to effect changes in the curriculum, administration, tuition and fees, academic schedule, program offerings and other phases of school activity, at any time, without prior notice.

The University assumes no liability for interruption of classes or other instructional activities due to fire, flood, strike, war or other force majeure. The University expects each student to be knowledgeable about the information presented in the Graduate Bulletin and other official publications pertaining to his/her course of study and campus life. For additional information or specific degree requirements, prospective students should call the campus Admissions Office. Registered students should speak with the Associate Dean for Academic Affairs, College of Veterinary Medicine, Long Island University.

Dean's Welcome Statement

To the Class of 2024:

Welcome to Long Island University College of Veterinary Medicine (LIU-CVM)! We are extremely proud to have attracted such a diverse and talented group of students to our inaugural class. Thank you for choosing to pursue the academically challenging but highly rewarding pathway to become a member of one of the most respected professions. Recent global events have highlighted the importance of the health sciences and the delicate balance that regulates the complex interactions between people, animals and the environment.

The mission of the Long Island University College of Veterinary Medicine is to awaken, enlighten and expand the horizons of its students through a commitment to innovation in teaching, research and service to society. All of us together, with the effort and dedication of our talented faculty, your help and enthusiasm, and the incredible support of the University and our partner institutions, have the unique and exciting opportunity to build and develop a great veterinary program on beautiful Long Island.

This Student Handbook contains a wealth of information that will help you navigate your way through the program, the Faculty, and the University. If you have a question, please do not hesitate to ask. If you have a suggestion, please share it with us. By working together as a team we will be able to ensure the success of the program and the success of every student, staff, and faculty member.

We, the founding faculty of the LIU College of Veterinary Medicine and everyone at LIU are committed to your success, we wish you the best and hope that you will enjoy this unique experience that only a few are privileged to share.

Have a great year and take good care!

Carmen Fuentealba DVM, MSc, PhD, (F)AMEE

Dean, College of Veterinary Medicine

Long Island University

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A. College of Veterinary Medicine

a) Accreditation.

The LIU-CVM has undergone an accreditation site visit by the AVMA COE. This was completed in August of 2019, the Letter of Reasonable Assurance was received in October of 2019, and Provisional Accreditation was granted on April 14, 2020. Students who graduate from a veterinary school or college operating under any classification of AVMA COE accreditation are considered graduates of an accredited school for the purposes of licensing examination. Graduates become fully licensed veterinarians upon successful completion of the program and passing [the North American Veterinary Licensing Examination](#) (NAVLE).

Long Island University is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104; 267-284-5000; website: www.msche.org. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and by the Council for Higher Education Accreditation. The degree and certificate programs are approved and registered by the New York State Department of Education.

b) Mission.

The mission of Long Island University College of Veterinary Medicine (LIU-CVM) is to awaken, enlighten and expand the horizons of its students through a commitment to innovation in teaching, research and service to society.

c) LIU CVM Goals:

- To develop an innovative curriculum based on transformative experiential learning, scholarship and research, and mutually beneficial community collaborations.
- To provide a vibrant learning environment that promotes academic excellence, discovery and social accountability.
- To offer an innovative, accredited and contemporary veterinary program that meets local and global society needs.
- To foster scholarship that contributes to enhancing the veterinary health profession.
- To produce globally competent, practice-ready and entrepreneurial veterinarians.

B. Academic Programs

a) Doctor of Veterinary Medicine.

The LIU-CVM offers a four-year professional degree, Doctor of Veterinary Medicine (DVM).

C, Doctor of Veterinary Medicine Degree Requirements

Upon recommendation of the faculty, and approval by the Board of Trustees, the degree of Doctor of Veterinary Medicine is conferred by Long Island University upon a candidate who has completed the required curriculum, containing of minimum of 148 academic credits. Matriculants must maintain a cumulative and professional phase grade-point-average of at least 2.00 to remain in good standing.

a) Curriculum.

Embracing the philosophy of veterinary medical care as an outcomes-oriented practice, the Doctor of Veterinary Medical Degree Program utilizes innovative teaching methods to encourage active learning and the development of critical thinking and problem-solving skills. The curriculum is designed to prepare students to be “day one” ready veterinarians who will be prepared for the practice of veterinary medicine in all practice settings, while also providing them with the tools to adapt to a rapidly changing and evolving discipline.

The curriculum of the LIU-CVM is an 8-semester, 4-year program. Each class begins in August and graduates 3 years and 9 months later in May. The first 6 semesters follow the traditional fall and spring enrollment with a summer break following semesters 2, 4 and 6. The final year of the professional curriculum begins in August and covers 32 weeks of core and elective clerkships by May graduation.

Development of a strong basic science foundation is emphasized in the first year. Courses consist mostly of pre-clinical subjects including anatomy (gross and microscopic), physiology, immunology, bacteriology, virology, and parasitology. Also included in the first year are clinical skills and integration courses.

The second and third years include the study of diseases, their causes, diagnosis, treatment, and prevention, and courses are team-taught on an organ system basis. Students must successfully complete all core didactic courses in the first 3 years.

The final year (2 semesters) is devoted to intensive education in solving animal disease problems and involves extensive clinical experiences at affiliated practices. Each student will participate exclusively in clinical clerkships at the CVM and in required clerkships off-campus.

Innovative features of the DVM curriculum include 6 semesters of progressive Veterinary Skills training, where students initially observe, assist and eventually perform required clinical skills throughout the curriculum; 4 semesters of Integration courses that incorporate subject material of all courses being taught each of the first four semesters and a variety of core and elective clerkships during the senior year. Elective study offers a unique educational alternative for students in the

LIU-CVM and is intended to enhance professional growth, concentration in an area of interest, and career opportunities.

In addition to education in the science and art of veterinary medicine, students receive instruction in subjects such as animal behavior, medical communication, professional ethics, economics, and practice management.

b) Learning Outcomes.

The college attracts a diverse student population and provides quality education through its pursuit of excellence and innovation in teaching, scholarship and service. The campus environment encourages and promotes creativity, innovation and collegiality. Consistent with the mission of Long Island University, the college maintains a strong commitment to access and excellence. In an effort to be consistent with national benchmarks and standards, the college has learning outcomes for the program and ensures that it adheres to these national benchmarks, guidelines and standards.

Competency-based Veterinary Education (CBVE) [aavmc.org/cbve] is an approach modeled after competency based medical education and is designed to prepare graduates for professional careers by confirming their ability to meet the needs of animals and the expectations of society. This approach focuses on outcomes-based and learner-centered education and assessment.

The learning outcomes are intended to be the target toward which colleges/schools of veterinary medicine aim and are part of the standards of the Association of American Veterinary Medical Colleges. The learning outcomes serve as the guiding framework for course/curricular review, development of co-curricular and extracurricular activities, mapping, assessment, and remediation efforts of the college.

The CBVE framework consists of nine domains of competence, each representing a group of related abilities, necessary for veterinary graduates. Associated with each domain is a list of competencies, all of which are considered core for veterinary education. The framework consists of 32 competencies, some of which lend themselves well to assessment in the clinical context while others may be best assessed in the pre-clinical curriculum. Assessment strategies will map to curricular endpoints for most classes, and will map to competency-based outcomes for veterinary skills and for all fourth year clerkships.

The veterinary skills courses and clinical clerkships are aligned to the following domains and their associated competencies [aavmc.org/cbve]:

Domain 1. Clinical Reasoning and Decision Making – the graduate demonstrates critical thinking and problem solving to arrive at evidence-based decisions that consider animal and client needs, available resources, and social context.

1.1 Gathers and assimilates relevant information about animals

1.2 Synthesizes and prioritizes problems to arrive at differential diagnosis

1.3 Creates and adjusts a diagnostic and/or treatment plan based on available evidence

1.4 Incorporates animal welfare, client expectations, and economic considerations into the diagnostic or treatment plan

- 1.5 Prioritizes situational urgency and allocates resources
- 1.6 Adapts knowledge to varied scenarios and contexts
- 1.7 Recognizes limitations of knowledge, skills and resources and consults as needed

Domain 2. Individual Animal Care and Management – the graduate performs preventive, diagnostic, medical and surgical procedures for the health, wellness and treatment of animals, appropriate to the context and life stage.

- 2.1 Performs veterinary procedures and post-procedural care
- 2.2 Promotes comprehensive wellness and preventive care

Domain 3. Animal Population Care and Management – the graduate designs and implements programs in herd/flock health prevention and control to improve the health, welfare and productivity of animal populations.

- 3.1 Applies population management practices in compliance with legal regulations and economic realities
- 3.2 Recommends and evaluates protocols for biosecurity
- 3.3 Advises stakeholders on practices that promote animal welfare

Domain 4. Public Health – the graduate responds to issues at the interface of animals, humans, and the environment, utilizing a global perspective and sensitivity to local cultures.

- 4.1 Recognizes zoonotic diseases and responds accordingly
- 4.2 Promotes the health and safety of people and the environment

Domain 5. Communication – the graduate communicates effectively with diverse clients, colleagues, other health care professionals and the public to promote animal, human and environmental health and well-being.

- 5.1 Listens attentively and communicates professionally
- 5.2 Adapts communication style to colleagues and clients
- 5.3 Prepares documentation appropriate for the intended audience

Domain 6. Collaboration – the graduate collaborates with diverse colleagues, clients and other stakeholders and demonstrates skills as a leader and inter-professional team member to improve outcomes and reduce error.

- 6.1 Solicits respect and integrate contributions from others
- 6.2 Functions as a leader or team member based on experience skills and context
- 6.3 Maintains ongoing relationships to provide continuity of collaborative support
- 6.4 Demonstrates inclusivity and culture competence

Domain 7. Professionalism and Professional Identity – the graduate demonstrates behaviors expected of the veterinarian, including ethical reasoning, reflective practice, self-regulation, professional development, and personal wellbeing.

- 7.1 Adopts an ethical approach to meeting professional obligations
- 7.2 Practices time management
- 7.3 Reflects on personal actions
- 7.4 Engages in self-directed learning and career planning
- 7.5 Attends to the wellbeing of self and others

Domain 8. Financial and Practice Management – the graduate utilizes business acumen to manage professional decisions, complies with legal and regulatory requirements and ensures safety of the workplace.

8.1 Weighs economic factors in personal and banking decision-making

8.2 Delivers veterinary services compliant with legal and regulatory requirements

8.3 Advocates for the health and safety of patients, clients and members of the team within the workplace

Domain 9. Scholarship – the graduate demonstrates the systemic identification, evaluation, integration and adaptation of evidence and experience to formulate questions and solutions, and educate others.

9.1 Evaluates health-related information

9.2 Integrates, adapts, and applies knowledge and skills

9.3 Disseminates knowledge and practices to stakeholders

As reflected in these learning outcomes/competencies, LIU Veterinary Medicine has defined the general educational and professional outcomes and abilities expected of today's graduates. The curriculum was designed to prepare students for an entry-level position in any aspect of the profession. Moreover, the curriculum prepares students to continue their education through the pursuit of a graduate degree or by participating in residency and/or fellowship programs. The development of higher-level thinking, active learning, and life-long learning skills are liberally sprinkled throughout the curriculum.

The professional phase of the curriculum consists of studies that are of such depth, scope, timeliness, quality, sequence and emphasis as to provide the foundation for and support of the intellectual and clinical objectives of the professional program. Most of the courses are part of a sequence and as such are coordinated within a lock step approach, i.e. Students master a given topic after which additional material is presented to bring the student to a higher level. Within each discipline, the courses are vertically and horizontally integrated and coordinated to ensure that the curricular endpoints and specific course objectives are met.

c) Experiential Education.

The goal of the experiential education program (distributive model) is to augment student's classroom learning experience with direct interaction with veterinarians. Experiential education provides an opportunity for students to participate in a variety of settings. Emphasis is placed on developing each student's ability to resolve problems while displaying professionalism, confidence and decisiveness. Experiential education components of the professional program are of such intensity, breadth and duration as to support the achievement of the curricular endpoints. Experiential education begins the first day the student enters the professional program and continues until graduation.

D. Academic Expectations, Policies and Procedures

a) Technical Standards for Admission and Program Continuation.

The following technical standards describe the non-academic qualifications required in addition to academic performance that the DVM program considers essential for admission to, and continuance in, the DVM program. A candidate for the DVM degree must possess the knowledge, skills and abilities required to provide safe veterinary medical care in the clinical, didactic and in all fields of Veterinary Medicine. Depending on the circumstances, reasonable accommodations for disabilities may be possible and made available, however candidates and continuing students are ultimately responsible for performing in a reasonably independent manner.

The DVM Program has established these technical standards in the context of the following interests: 1) the rights of applicants and students; 2) the safety of students and patients; and 3) the significant experiential education requirements of the curriculum. These interests and the nature of the educational activities in the DVM program may prevent some prospective students or enrolled students with disabilities from qualifying for admission and/or from completing the program.

The technical standards described below are those that allow an individual to perform at the minimal acceptable level in the identified activity. Applicants and students must be able to satisfy, with or without the use of appropriate auxiliary aids (including prosthetic devices), the following technical standards which relate to physical, cognitive, and behavioral abilities relevant to successful completion of the DVM program.

Observational – Through the use of visual, auditory, and somatic senses, students must be able to observe lectures, demonstrations, and experiments, read information from a computer screen, and observe a patient at a distance and close-at-hand to accurately assess a patient’s physical condition, obtain a patient history, and perform physical assessments.

Communications – Students should be able to speak, hear, and observe patients in order to elicit information and perceive nonverbal communication such as facial expressions, affects, and body language. Communication skills include the appropriate use of spoken and written English and the ability to communicate effectively and sensitively in both oral and written form.

Behavioral and Social Attributes – Students should demonstrate maturity, integrity, compassion and respect for others. The student must possess the emotional and mental health required for full use of their intellectual abilities and must be able to tolerate and work effectively under mentally and emotionally challenging situations.

Motor – The student must have sufficient strength, gross and fine coordination, postural and neuromuscular control and stamina necessary to perform profession-specific tasks such as animal restraint, physical examination, medical and surgical procedures (on all species).

Intellectual, Conceptual, Integrative and Quantitative Ability – Students must have effective and efficient learning skills to master an entry-level doctorate program. They must be able to learn through a variety of teaching methods (e.g. classroom instruction, small group activities, individual study, experiential activities, and self-learning). Students must be able to read, comprehend, analyze, and interpret data in order to problem-solve and respond to information related to medical

situations in an organized manner. Intellectual abilities must be sufficient enough to analyze and synthesize information from a large variety of sources in a timely manner.

The college does not discriminate against qualified disabled individuals and works with the university's campus-based Office of Disability Support Services to support qualified students with documented disabilities in fully participating in all college programs and activities. Methods toward achieving success and/or equal opportunities include academic adjustments, auxiliary aids and services, and other reasonable accommodations, that may be provided to individuals to remove or lessen the effects of disability-related barriers.

All applicants should evaluate him/herself for compliance with these technical standards. Submission of an affidavit will serve as testimony that the student has read and understands these standards and acknowledges compliance with them.

The CVM Admissions Committee, the Academic Standing Committee, and the individual faculty of the College of Veterinary Medicine are responsible for applying these standards with respect to applicants and students enrolled in the professional curriculum.

Candidates who have their admission rescinded or who receive notification of dismissal from the college for failure to meet these technical standards will be contacted by the Office of the Associate Dean for Academic Affairs. Candidates who believe that an appeal of that decision is necessary must follow the procedure provided below:

- a) A written appeal must be submitted to the Dean within five (5) working days of the communication of the decision. The appeal must state the technical standard in question.
- b) The appeal is reviewed by the Academic Standing Committee and a recommendation given to the Dean.
- c) A final decision by the Dean will be rendered within 10 days of such written appeal.

b) Criminal Background and Drug Testing.

A criminal conviction and/or the use of illegal drugs may impede or bar entry of the graduate into a chosen field of study. Students should be aware that a criminal record can result in the refusal of licensing/certification/registration agencies to issue the credential needed to practice Veterinary Medicine. Prospective students are urged to contact the pertinent state and/or federal licensing agency to inquire whether a criminal record will have an impact on licensure or certification eligibility.

Many clinical/field experience affiliates now require the completion of criminal background checks and/or drug testing for employees, volunteers and students affiliated with the site. Therefore, students who plan to participate in a clinical/field experience may be asked to undergo a criminal background check, and/or a drug screen. Students should be aware that our clinical affiliates may reject or remove a student from the site if a criminal record is discovered or if a drug test is positive. In the event that a student is rejected from a clinical/field site due to information contained in the criminal background check, or drug screen, the student may be unable to complete a required clerkship. In such an event, the student may be advised to withdraw from the program.

c) Academic Integrity.

Students shall deal honestly with people, including colleagues, faculty, university representatives, patients, and health-care providers. Students are expected to demonstrate honesty and integrity throughout all aspects of their education.

d) Class Attendance.

Successful work in LIU-CVM is dependent upon regular class attendance. All students are encouraged to attend classes and to participate in classroom activities during the first semester. Excessive absences may impact negatively on the evaluation of a student's performance. Attendance is mandatory for all students in laboratories, clinical skills courses, integration courses and clerkships. Students in the experiential programs may be permitted to leave the sites from time to time when returning to the college for special events, upon the approval of the supervising veterinarians.

Attendance in laboratories is required. Because of the scheduling restrictions, students are not able to switch lab sections. Regrettably, most laboratories and all case discussions cannot be made up.

e) Tardiness.

Students are expected to be present from the beginning of classes and laboratories until the instructor dismisses them. Students are expected to comply with the hours set by supervising veterinarians for experiential courses. If students arrive late, they may be denied admission or marked absent. Habitual tardiness and/or failure to attend the hours set by supervising veterinarians for experiential courses may impact negatively on the evaluation of a student's performance. Additionally, disciplinary action by the Associate Dean for Academic Affairs or the Academic Standing Committee may be undertaken for students with habitual inattentiveness to punctuality and attendance.

f) Leave of Absence.

Excused absences:

- Health related – Absence due to illness, injury, essential medical appointments, or care of immediate family member (child, spouse, parent, or sibling). If the absence was caused by sickness or injury, a letter accompanied by a medical certificate stating when the illness began or the injury was sustained, and the number of days of confinement recommended by the physician is required. If the absence was caused by death in the immediate family, the student must indicate the date of death and the relationship to the deceased.
- Personal/Family Leave - Not all requests for this leave will be granted. The greater the advanced notice of the leave, the more likely the request will be granted. This type of leave includes weddings, graduations etc. All excused absences will be at the discretion of the Associate Dean of Academic Affairs.

- Essential academic activity - Students can be granted one essential activity absence during the curriculum. Essential academic activities include ceremonies for those receiving awards or scholarships or those presenting a scientific paper or abstract at a national meeting.
- Religious Leave – See full policy on the observance of religious holidays at: <https://webapps.liu.edu/files/Academic%20Policy%20on%20the%20Observance%20of%20Religious%20Holidays.pdf>

g) Veterinary Education Assessment Exam.

The Veterinary Educational Assessment (VEA) is used by veterinary schools in order to assess the knowledge of their students in basic science or pre-clinical subjects taught in the first three years of the curriculum. This mandatory exam is scheduled early in the fifth semester and is a formative exam used to determine gaps in knowledge and to reinforce the concept that the clinical courses build on the foundational knowledge of the didactic years. The web-based multiple choice examination has five broad content areas: anatomy, physiology, pharmacology, microbiology, and pathology. For more information, visit the website at: <https://www.icva.net/other-exams/qualifying-examination-vea/>.

h) Lecture Capture.

Lecture capture technology (Echo 360) will be mandatory and is intended to help instructors capture and extend the classroom experience to improve student engagement before, during and after classes. These interactions may include taking notes, asking questions, reviewing lectures or flagging confusing content. The use of lecture capture technology is not intended to replace the in-class learning experience. Attendance in-class is still encouraged and students are responsible for all materials required by faculty.

Students are only permitted to use recorded lectures for their own personal study and are NOT permitted to reproduce or distribute the recording to any other party through any other medium, including social media or online posting/communication.

- o Recorded lectures may not reflect the most current information beyond the scheduled course. Refer all questions to respective faculty member(s).
- o Students must comply with copyright and privacy warnings provided by the College in relation to the use of recorded lectures. Failure to comply will result in disciplinary action being taken against the student.
- o Access to recorded lectures will only be available to those students enrolled in the current course to which lectures are recorded.
- o Students are NOT permitted to use alternate means (e.g., photography, audio, video) to record in-class lectures without the written consent of the faculty member.
- o Students can access and view the lecture recordings through the University's approved Learning Management System (Blackboard) only.

- o Students upon orientation to the College will sign a release form to allow recorded conversations/questions during class be available through the uploaded content on lecture capture.

In order to respect the integrity and effectiveness of the classroom experience and protect students and faculty privacy the following policy on recording of lectures is put forth. The College prohibits audio recording and transmission of classroom lectures by students unless permission from the class instructor has been obtained and all students in the class as well as guest speakers have been informed that audio recording may occur. Recording of lectures or class presentations (including verbatim or summary notes of classroom lectures) is solely authorized for the purposes of individual or group study with other students enrolled in the same class. The recording may not be reproduced or uploaded to publicly accessible web environments (including class webpages). Students are not permitted to video record lectures.

Unauthorized recording, videotaping and/or posting of lecture material will subject the student to disciplinary action by the Associate Dean for Academic Affairs.

i) ExamSoft Policy and Usage.

Examinations will be computer-based and will utilize ExamSoft software. This program will provide the information that is required to help fulfill the College's assessment and accreditation requirements. Each exam question will be linked to a specific learning outcome, which will provide information for individual students, courses and curricular assessment purposes. There are restrictions on which devices can be utilized with ExamSoft and it is important that students are aware of the computer requirements before purchase.

<https://www.examsoft.com/dotnet/documents/sitehelp/sysreqs.aspx>

E. Academic Mentoring, Registration Policies and Procedures

a) Academic Mentoring: Mentor-Student Relationship.

Mentor Responsibilities:

- Understand and effectively communicate the curriculum, graduation requirements, and University and College of Veterinary Medicine policies and procedures.
- Encourage and guide students as they define realistic academic goals.
- Provide students with information about and strategies for utilizing the available resources and services on campus.
- Monitor and accurately document discussions regarding the student's progress toward meeting their goals.
- Maintain the level of confidentiality provided by the Buckley Amendment (FERPA) and promote a safe environment.

- Promote and encourage students to develop productive working relationships with their professors.
- Respond to students within 48 hours during the work week, Monday-Friday, by e-mail or phone. In the case of urgent needs during the weekend or vacation, the Associate Dean for Student Affairs and Outcomes Assessment or the LIU Counselling Service may be contacted.

Students have clear responsibilities in order for the mentoring partnership to be successful.

Student Responsibilities are the following:

- Speak respectfully to staff members and other students at the college of veterinary medicine.
- Use the student support services at LIU to enhance the educational experiences.
- Schedule appointments or make regular contacts with your mentor each semester.
- Come prepared to each mentoring appointment with questions or materials to discuss academic progress; personal career goals; interests and concerns.
- Ask questions when you do not understand an issue or have a specific concern.
- Keep a personal record of your progress toward meeting your goals. Organize official documents (academic records, communication from professors and/or the Office of the Associate Dean for Student Affairs and Outcomes Assessment, including emails and letters) in a way that enable you to access them when needed.
- Become knowledgeable about the Long Island University (LIU) and College of Veterinary Medicine program, policies and procedures.
- Accept responsibility for your personal, academic and career decisions.
- Respond to official notification from the Office of Associate Dean for Student Affairs and Outcomes Assessment (letter, emails, phone contact, etc.) in a timely manner.
- Use the University e-mail, which is the official means of communication for the University, on a regular basis.

b) Registration and Transcript Requests.

Registration: Students will register online at MyLIU.edu. Students should routinely and closely monitor notifications while they are logged into MyLIU.edu regarding times for self-service registration for upcoming academic semesters.

Registration for New Graduate Students: Newly admitted students to the DVM program should closely follow the registration procedures provided to them during the admissions process.

Registration for Continuing Students: Registration beyond the first semester depends on satisfactory progress in fulfilling college graduate programs' conditions. For further information about grade requirements, see the section "Academic Standards". For continuing students in good

standing, registration for approved degree program courses outlined in the LIU DVM bulletin is required. Students not fulfilling the requirements will not be able to register.

Late Registration: Beginning the first day of classes for a session and continuing for approximately two weeks is a period of time referred to as Late Registration. Within the late registration period, a student may register for courses only with the consent of the Associate Dean for Academic Affairs.

Audit Policy: Auditing of courses (without credit) is allowed only to students enrolled in the DVM program and with permission of the Associate Dean for Academic Affairs. The audit fee is set at one-half the regular tuition fee.

Transcript Requests: Official transcripts for professional and graduate schools, prospective employers and other institutions must be requested in writing. Please note: The request cannot be processed until any funds owed the university are paid and/or certain blocks are removed from accounts. The university adheres to the Family Education Rights and Privacy Act of 1974. A student's record will not be released without prior written consent from the student. Enrolled students may use the secure student portal (MyLIU) (<https://my.liu.edu>) to check their financial and academic status. Students have the following four options to secure transcripts:

- **Currently Enrolled Students** - Login to the MyLIU portal and select "Order Transcripts Online." Cost: \$7.00 per transcript.
- **Alumni or Students Not Currently Enrolled** - Order transcripts online (Credentials, Inc.) through TranscriptsPlus. You can submit a transcript request 24 hours/day, 7 days/week. Be assured that TranscriptsPlus uses current web encryption technology and your information is secure. Cost: \$7.00 per transcript.
- **Customer Service Telephone Requests** - By calling the toll free customer service number at 1- 800-646-1858, you can request a transcript over the phone. An additional \$10.00 processing fee will be added to your order. Cost \$17.00 total per transcript order.
- **In-Person "On Demand" Transcripts** - You may come to the campus Enrollment Services Office, show picture ID, and official transcripts can be printed for you on the spot. Please call 516- 299-2323 for office hours. Cost: \$25.00 per transcript.

If you wish to release your transcripts to a third party for pick up, you must provide signature authorization for that request. The third party *will be required to show photo ID*. Essential information to be furnished should include:

- Full name, address, social security number and dates of attendance.
- Name while enrolled, if different from above.
- Complete name and address (written clearly) of recipient including institution, department name, address, city, state and zip code.

Many transcripts do not reach their proper destination in time because incomplete and inaccurate information is included in the original request.

Except during peak periods at the conclusion of each semester, requests are usually processed within two business days. If the transcript is to be held for completion of any courses in progress,

processing will occur within 10 days after the grades are posted. For more information, visit the LIU Post Enrollment Services' website at: <http://liu.edu/CWPost/Enrollment-Services/Registration/Transcript-Orders>.

c) Course Withdrawal.

A student can officially withdraw from a semester during year 1-3 providing the student was doing satisfactory work at the level of a C grade or better. Students may withdraw from a clerkship in the fourth year providing it is before the midpoint of that clerkship. Students must obtain a Withdrawal Form from Enrollment Services and have this form signed by the Associate Dean for Academic Affairs. The deadline for withdrawal during semesters 1-6 is up until the last day of week 10.

d) Refunds.

The University will refund tuition according to a schedule available from the Office of Student Financial Services. Registration, graduation, and other university fees are not subject to proration and are not refundable. The date of completion of all Withdrawal Forms will serve as the official date of withdrawal. In the case of a dismissal, fees will not be refunded.

e) Grading System.

Grading Policies

i. Number and types of exams: The syllabus will be available at the beginning of each course and include a complete description of how grades will be assigned.

ii. Dates and times of examinations must be clearly communicated to students at the outset of the course and are coordinated through the Office of Academic Affairs. Communication regarding examinations will occur via email and the students are responsible for checking their email daily. Additionally, this information will be included in the course syllabus.

iii. Time allowed for examinations: Students will have one (1) hour to complete each examination. In general, exams are prepared to take 60 minutes, with up to an extra hour allotted for students who receive extra time through Disability Support Services. Exceptions to this policy may include practical examinations for Veterinary Skills. In accordance with Disability Support Services (DSS) policies, students who require additional examination time because of a disability must have current documentation on file with the Office of the Associate Dean of Academic Affairs and must let the course coordinator know of these allowances at the beginning of the course.

iv. Debriefing after exams will occur after everyone has written the exam. Statistics relevant to the exam will be shared with the class.

v. Exam changes requested by students: Examinations are scheduled carefully in order to provide optimal opportunity for everyone and should not be changed except in extraordinary circumstances. If a change in an examination is desired by the students, the class representative should contact the instructor and course coordinator first, and gain unanimous class agreement according to established class policy. Following this process, all exam changes must be forwarded to the Associate Dean for Academic Affairs for final approval.

vi. Method for reporting in-progress grades. Grades will be posted through Blackboard. Students will be notified by e-mail when grade posts are ready for viewing.

vii. Method of grading. This will follow the grading policy outlined below.

viii. Method for reporting final grades. Final grades will be available online according to LIU-CVM policy. Final grades should be rounded to the nearest integer and follow the LIU-CVM Grading Scale.

GRADING POLICY: Final grades and GPA are calculated as follows:

Percentage	Grade	GPA
≥90	A	4
88-89*	A-	3.667
85-87*	B+	3.333
80-84*	B	3
78-79*	B-	2.667
75-77*	C+	2.33
70-74*	C	2
<69.5*	F	0

* Any final grade with a decimal greater than 0.5 will be rounded to the next higher whole integer. ** Grades are carried out to three decimal places, similar to GPA calculations, and are rounded to two, with the third always being zero. A student with a 69.498 would receive a 69.500 and a C grade.

Grading: Credit is granted for courses completed with the grade of (A), (A-), (B+), (B), (B-), (C+), (C), (F) or (P).

The following symbols are used:

P: A grade of (P) signifies pass. The symbol P is not computed in the student's average.

INC: An Incomplete (INC) is assigned, instead of a letter grade, if the required coursework is not completed by the end of the semester. An INC in any course during semesters 1-5 must be removed before starting the next semester. An INC in a semester six course must be removed before starting the fourth year clerkships. In all courses, an INC grade that is not made up before the second Friday of the next semester becomes an F. The student will register for the next semester and there will not normally be any effect on financial aid.

W: The symbol W (Withdraw) is assigned when a student officially withdraws from a semester during year 1-4 in which the student was doing satisfactory work at the level of a C grade or better. Students may withdraw from a clerkship in the fourth year providing it is before the midpoint of that clerkship. Students must obtain a Withdrawal Form from Enrollment Services and have this form signed by the Associate Dean for Academic Affairs. The deadline for withdrawal during semesters 1-6 is up until the last day of week 10.

WF: The symbol WF (Withdraw while failing) is assigned when a student withdraws from a course in which the student was failing. Students must obtain a Withdrawal Form from Enrollment Services and have this form signed by the Associate Dean for Academic Affairs. A student may

not receive more than two semesters of WF's or they will be dismissed from the DVM program. The deadline for withdrawal while failing is up until the last day of week 14 for years 1-3. Students may withdraw from a clerkship in the fourth year in which they are failing, providing it is before the midpoint of that clerkship.

R: A remediated grade. A student who receives an "F" in a course will not be able to advance to the next semester unless they repeat the course or undergo successful remediation (see Remediation Policy). In order to repeat the course the student must have a successful appeal through the ASC to be able to take the course again the next time it is offered. A student who receives two "F's" in a required course will be dismissed from the program. The student can appeal for readmission by writing a letter to the ASC and if the appeal is successful, the student can repeat the course the next time it is offered. If the student receives a grade of "C" or higher, the initial grade of "F" is replaced by an "R." The "R" grade is not counted in the GPA calculation. If a student receives two "F's" in one semester or receives another "F" in a subsequent semester they will not be eligible to repeat the course(s) and will be dismissed from the program. If a student receives an "F" in a course they are repeating they will be dismissed from the program.

f) Quality Points.

A credit is defined as 50 minutes of classroom work and/or 2-3 laboratory hours per week, completed in one 16-week semester, or its equivalent, plus appropriate out of class assignments and readings.

Quality points are computed by multiplying the number of credits in a course by: 4.000 for grade A, 3.667 for grade A-, 3.333 for grade B+, 3.000 for grade B, 2.667 for grade B-, 2.333 for grade C+, 2.000 for grade C, and 0.000 to F. To determine the quality points for a specific course, multiply the corresponding quality points (see above) for the grade received in the course by the number of credits awarded for the course. To determine the total quality points, add all quality points for all courses.

The grade point average (GPA) is obtained by dividing the total quality points by the total number of credits, including those of failed courses. The grades W, UW, and P are not counted in the GPA computation nor are the grades for courses taken at another college or university. GPA computations are carried to the third decimal place from which rounding takes place to the second decimal place. For example, a computed GPA of 2.994 will be rounded down to 2.990. A computed GPA of 2.995 will be rounded up to 3.000. On all official LIU transcripts, a GPA will be displayed to three decimal places with the third decimal place always being zero due to rounding.

For example: In a semester, a student earns an A- in a 4 credit course ($3.667 \times 4 = 14.668$), a B- in a 3-credit course ($2.667 \times 3 = 8.001$) and a B in another 3-credit course ($3.000 \times 3 = 9.000$). The student has earned 31.669 total quality points based on 10 total credits. Dividing 31.669 by 10 yields a cumulative GPA for this semester of 3.167 before rounding. Based on the rounding policy, the cumulative GPA for this semester will be reported on the student's official LIU transcript as 3.170.

g) Early Intervention Program.

The college has developed an early intervention program for at risk students experiencing academic difficulty. The program recognizes the early feedback from assessment tools, addresses academic challenges in a proactive manner, and focuses the retention efforts on those students who need it the most. Any student with a semester GPA of less than 2.3 will be enrolled in the early intervention program. A student will be contacted by email as part of the early intervention program and must meet with a mentor for counseling and will be referred to professors and/or the appropriate academic support services.

h) Minimum GPA Requirements.

A student's cumulative grade point average in the DVM program may be no less than 2.0. A student with a cumulative GPA below 2.3 will be placed on early intervention program. Students whose cumulative GPA is below 2.30 are at a significant risk for dismissal.

i) Exams: Absences and Remediation Absence from a Progress Examination

Any student who for any reason is absent from a progress examination and who wishes to take a deferred examination is required to: (1) notify the Associate Dean for Academic Affairs and course director within 24 hours of the absence, and (2) apply, in writing, within five days to the Associate Dean for Academic Affairs to ask for permission to take a deferred examination, giving the reason and official documentation for the absence from the examination. The student will need permission from the course instructor, as noted in individual syllabi. If the absence was caused by sickness or injury, the letter must be accompanied by a medical certificate stating when the illness began or the injury was sustained, and the number of days of confinement recommended by the physician. If the absence was caused by death in the immediate family, the student must indicate the date of death and the relationship to the deceased.

Absence from Final Examination

A student who is absent from a final examination must: (1) Notify the course director and the Associate Dean for Academic Affairs within 24 hours of the absence and provide a reason for the absence. A deferred final examination is a privilege that may be granted only to a student who complies with the notification regulations outlined above, whose work during the semester is satisfactory and whose reason for missing the scheduled examination is an authorized excuse. Deferred exams are coordinated through the Office of the Associate Dean for Academic Affairs. The student receives an INC and will normally take a make-up exam by the end of the following week. In instances, where there is a serious medical condition or other extenuating circumstances, the Academic Standing Committee (ASC) may extend the time to take the make-up examination beyond the one-week deadline.

Remediation A remediation program is available for those students who fail a course based on a poor performance on the final examination. The remediation policy allows a student to write a “make up” examination, providing:

- The student was passing the course at the time of the final examination.
- After the final exam the student had a final course grade >65%.
- A student can only remediate one course per semester.
- A student can only remediate three courses over the pre-clinical curriculum (years 1-3).

j) Academic Probation.

Academic probation is the initial official action for a student failing to make satisfactory progress. Students will be notified by email that they have been placed on probation and it is up to the student to check that system regularly for notifications.

Students in LIU-CVM are expected to be fully aware of the requirements for satisfactory progress and are expected to be fully capable of determining whether their own academic progress is in compliance with the requirements for satisfactory progress. All students failing to make satisfactory progress are expected to take initiative towards remediation of unsatisfactory progress.

Causes for and conditions of a student’s academic probation are as follows:

- Students on probation are required to meet with the academic standards committee to discuss reasons for unsatisfactory progress.
- A student on academic probation may be required to participate in academic counselling and/or enroll in a remedial program of study.
- Any student that is re-admitted as a repeating student.

A student who has been placed on academic probation or is “at risk” is limited in participation in extracurricular activities. A probationary student may hold membership in clubs, organizations and fraternal societies. A probationary student may attend lectures and other events sponsored by such clubs, organizations and fraternal societies and/or by the college that are deemed to be of an educational nature. Any student with a GPA below 2.5 should be discouraged from running for office in a student club. A probationary student is barred from holding any office, chair or committee seat in such clubs, organizations and fraternal societies.

Any student with a cumulative GPA of less than 2.0 will be placed on probation. Typically the maximum number of semesters of academic probation permitted in the DVM program is two. The two semesters may be either consecutive or separate. Any student who is on probation for a third semester will, with great probability, be dismissed from the college for academic reasons. On rare occasions, upon review by the college’s ASC, additional semesters may be afforded the student, in order for the student to remedy his or her noncompliance with the standards of SAP. When such

extension of academic probation is granted, it shall not be construed that further extensions will be granted or that the possibility of academic suspension or dismissal is lessened should noncompliance with the standards of satisfactory academic progress continue to exist at the conclusion of the extended probationary period. Students on extensions of academic probation are typically required to conform to a written agreement regarding their academic progress. Failure to achieve the levels of academic performance as specified in the agreement is cause for academic dismissal from the college.

k) Suspension.

Students who have failed a course and are required to retake it are considered to be repeating students. Suspension is for students in otherwise good standing but facing non-academic misconduct and in need of time away to deal with extenuating circumstances affecting their effective participation in the program. Suspension may be offered at the discretion of the Dean and following recommendation by the ASC. Suspension may occur in those cases where a period of time away from the college would likely improve the prospects for remediation of unsatisfactory progress when the student is permitted to resume his/her studies. By way of example, suspension might be prescribed when a student indicates that his/her failure to maintain satisfactory progress is due to some type of personal circumstance, such as infirmity, family problems or economic difficulties. In such cases, the college may require a period of suspension for two semesters of study until such time that the extenuating causes that have been determined to be factors in the student's unsatisfactory progress have been reasonably ameliorated.

Academic time away may also be applied when the student's academic difficulties have created a situation where he/she may need to repeat courses in order to meet the prerequisite qualifications to move forward into the next term of study. These will be known as repeating students. In the case of suspension, the student is not required to re-apply for admission.

l) Academic Dismissal.

The college reserves the right, as previously noted, to academically dismiss a student at any time if a determination is made, after a thorough review by the Academic Standing Committee of the college, that the student's academic record is unsatisfactory or otherwise does not comply for any reason with the Standards of Academic Progress (SAP).

Typically, academic dismissal occurs whenever a determination has been made by LIU-CVM that a student's failure to maintain satisfactory progress is of such severity or length of time, as defined by the following guidelines, that the student should be permanently withdrawn from the college. When applying a standard of length of time to an academic dismissal, except in those rare instances as noted above, where an extension of academic probation may be granted, dismissal will be applied whenever the student has maintained, for two semesters, an overall GPA of less than 2.0 in all DVM courses attempted. When applying a standard of severity to an academic dismissal, a dismissal may be applied at any time that a student has acquired an overall GPA of 1.950 or less in all courses attempted or a GPA of 1.950 or less for a semester attended.

Causes for dismissal also include:

- 1) a UW
- 2) 2 “F’s” in one semester
- 3) 3 cumulative “F’s”
- 4) An “F” in the same course upon repeat
- 5) 2 or more “WF’s” from different semesters

Dismissal appeal information is provided in the LIU-CVM Graduate Bulletin.

m) Grade Appeal Process.

Generally, students who wish to appeal a course grade should first attempt to resolve the issue with their instructor. The student may also consult the chair of the academic department that offers the class. Failing a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined below.

Following receipt of the grade in dispute the student may appeal the grade in writing to the Associate Dean for Academic Affairs within 24 hours. The appeal should include the reason why the student is appealing the instructor’s grade.

The appeal will be sent to ASC for review and will state their recommendation to the Associate Dean for Academic Affairs.

The committee advises the Associate Dean for Academic Affairs regarding the matter. The student will be contacted with the decision on grade appeal. If the student should seek further recourse the student may appeal the decision to the Dean. The student should provide a written petition within 5 working days of the receipt of the decision.

The Dean may choose to consult with the Associate Dean of Academic Affairs prior to making a final decision. The Dean may grant an appeal only if a student can demonstrate the following:

- Further documentation not available to the committee;
- Extenuating circumstances or alternative solutions to the decision;
- Documented bias of one or more of the parties involved; or
- Procedural error.

F. Student Organizations and Professional Activities

a) **Class Officers and Elections.** The following is an outline for class organization and elections of officers.

b)

Year 1 Elections

Elections are guided by the 2nd-year class presidents during the first several weeks of school. The process is initiated when an e-mail is sent out listing what leadership positions are available and a description of the responsibilities for each position. Additionally, the second-year student executive-board meets with the first-year class to talk in more detail about the positions they hold. Nominations follow during the next week. Students have the option to run as individuals or as co-position holders, and there are no set rules about which positions are singular and which are co-positions; however, ideally, president, social chairs, and fundraising chairs are all co-positions due to work load required and the responsibilities. Once the nomination period is over, each self-nominated candidate or set of co-candidates gives a short speech to the class during a free lunch period. Then, the second-year presidents will run the actual elections. Usually, there are printed paper ballots where one's choice is to be circled. Second-year presidents are in charge of counting ballots and reporting the results to the first years.

Year 2 and 3 Elections

Each class holds elections at either the end of the spring semester (usually the third years) or the beginning of the fall semester. These are run similarly as first-year elections in that following the announcement of elections, there is a week for self-nominations. If there are multiple nominees for any position, then the current position holder and challenger both give speeches, and then voting occurs. The presidents are in charge of this unless they too are running against someone, in which case another unchallenged officer will be in charge of counting ballots to ensure fairness. If a position is unchallenged, the current position holder can choose to retain that position for the year or decline it, and the position will be opened and the class asked to fill it. If no one fills the position, the responsibilities of that position are absorbed by the rest of the e-board.

The following is a suggested general outline of class officers.

Class Officers

Each class will have each of these positions:

- a) President (2): Preside over all meetings and be a member of all standing and temporary committees. Time commitment: considerable.
- b) Vice President (2): Provide support to the presidents. Time commitment: moderate.
- c) Treasurer: Open and sustain a class account and pay bills. Time commitment: moderate.
- d) Secretary (2): Keep minutes of class meetings and facilitate communications between class members. Time commitment: moderate.

- e) SAVMA Representative (1): Act as a liaison between classes, SAVMA, and the college and serve on the SAVMA Executive Board; collect membership dues and keep the Office for Student Affairs and Outcomes Assessment informed of SAVMA activities and actions that concern the college. Time commitment: moderate.
- f) Curriculum Committee Representative (1): Attend and participate in meetings of the College Curriculum Committee as voting members. Each class designates one student representative, by class election.
- g) Academic Chair (1): Serve as a liaison with faculty to reschedule classes that are missed and set up exam reviews.
- h) Fundraising Chair (2-3): Assist with class fundraising for events.
- i) Service Chair (2):
- j) Social Chair (2):
- k) Historian (2):

Student American Veterinary Medical Association (SAVMA).

The college is expected to have similar club offerings as those at other Colleges of Veterinary Medicine. These will be formed with the help of faculty mentors. The clubs will be affiliated with the Student American Veterinary Medical Association. SAVMA provides financial support for clubs. All affiliated clubs are under the support of the SAVMA umbrella. Clubs could include all or some of the following: Aquatic medicine club, canine club, food animal club, feline club, pathology club, Christian Veterinary Fellowship, exotic medicine club, equine club, VOICE chapter, emergency medicine club, animal behavior club, etc.

Strong central campus support is available through the Post Promise office, led by the Dean of Students.

SAVMA provides a forum for its members to interact on a professional and social level. It provides members with the opportunity to gain professional knowledge and an understanding of the medical ethics and conduct and the benefits of organized veterinary medicine. SAVMA's monthly meetings provide an opportunity for students from all four classes/years to meet and interact socially. SAVMA organizes events during the year. In addition, students who graduate as members in good standing are automatically eligible for many benefits offered by the AVMA. SAVMA is dedicated to promoting friendly relations among students and between students, faculty, and the professional community.

To join SAVMA, a student can come to a meeting and pay dues or contact his or her student SAVMA representative. To become a member in good standing, it is necessary to actively belong to a committee sometime during the 4 years of veterinary school and be a dues-paying member. All students currently enrolled in the LIU College of Veterinary Medicine are encouraged to become members and add another dimension to their professional education. SAVMA also acts as a link between the university and the AVMA, making available the many programs and opportunities this organization has to offer.

SAVMA Class Representatives act as a liaison between classes, SAVMA, and the college and serve on the SAVMA Executive Board; collect membership dues and keep the College Administration informed of SAVMA activities and actions that concern the college, etc. Time commitment – moderate to considerable.

b) Student Organization Advisor Selection Process.

This Position Description is to describe the requirements and responsibilities of the SAVMA Faculty Representatives. This Position Description applies to all activities conducted by the Faculty Representatives. The Faculty Representatives must be in good standing with the American Veterinary Medical Association and be a member of the Long Island University College of Veterinary Medicine Faculty.

Two Faculty Representatives shall be selected the first year and then every second year to serve in this capacity for two academic years. The term for the position of Faculty Representative is two years, however, this may be extended into multiple two-year terms by vote of the Council with consent of the faculty member involved.

The Faculty Representatives will perform such duties as stated in this Position Description, or as requested, including but not limited to:

- Serve as an advisor to the Chapter as a whole.
- Be a member of the Chapter Cabinet.
- Attend or be represented at all meetings of the Cabinet, Council, and the Chapter.
- Serve as liaisons between the Chapter and the faculty.

c) Student Travel.

Students are allowed one excused absence during the curriculum to attend a meeting where they are receiving an award or presenting an abstract/poster.

d) College Committees.

Student Participation on College Committees

Several college committees include students to increase college input into the decision-making process. Students are unique resources for views and ideas that can improve the college. Each class elects a representative to the Curriculum Committee to attend and participate in meetings as voting members (See Student Committees) and to the Diversity Committee.

Summaries of Committees with Student Relevance or Participation:

1) Curriculum Committee (Chair: Dr. Shelley Newman)

The Curriculum Committee (CC) represents the faculty, who ultimately own the professional DVM curriculum. The purpose of the CC is to oversee the development of the curriculum with careful regard to the sequence of professional courses and content delivery, the adequacy of course educational content, and the appropriate degree of curriculum redundancy. The specific responsibilities of the CC include:

- Perform an annual curriculum assessment defining the strengths and weaknesses of the preclinical and clinical phases of the professional degree program. This annual assessment will be documented through a year-end written report to the college Dean's Council and will include curricular changes considered during the year (both approved and denied changes) and recommendations for curricular changes to be considered by the committee during the following academic year.
- Review to approve or deny requests for elective clinical experiences outside the CVM.
- Review faculty requests for all curricular change that would impact other portions of the curriculum and prepare a recommendation to be voted on by the faculty.
- Address curricular issues that arise on an ad hoc basis and, depending on the nature of the issue, either handle the matter within the committee or prepare a recommendation for faculty vote.
- Provide the Associate Dean for Academic Affairs, as needed, support to facilitate approval of CVM faculty-approved curricular changes.
- Perform annual course reviews and provide written reports summarizing committee discussion for course coordinator consideration and use, as appropriate.

This committee shoulders a particularly important responsibility for the college and veterinary profession. Committee members should embrace the concept of educational creativity and are encouraged to continually survey the national and international educational environment for new, innovative forms of teaching, and when appropriate, develop and implement creative educational ideas into the professional curriculum to meet our college goal of advancing the art and science of veterinary medical education.

The CC will consist of thirteen (13) members: six full-time faculty members, two student members, a representative from the Long Island Veterinary Medical Association, both Department Heads, and two ex officio members, the Associate Dean for Academic Affairs and the Associate Dean for Student Affairs and Outcomes Assessment. Department faculty members will be recommended by their respective department head and appointed by the Dean of the college. Student members will be determined by class election. All members of the committee will have voting privileges, except the chair.

The CC shall meet twice throughout each of the two semesters, spring and fall; additional meetings may be called as needed by the chair. The chair leads discussions or calls on individuals to lead discussions on various agenda items. Some business, discussions, and voting may occur electronically, when appropriate. Meetings where a vote is necessary are conducted according to Robert's Rules of Order. The chair has authority to make assignments to CC members.

2) Committee on Diversity (Chair: Dr. Shelley Newman)

The responsibility of the Committee on Diversity is to develop strategies that promote an environment that is collegial and supports diversity, inclusion and equity across the College. The Committee makes recommendations to Dean's council and the Dean of the College. The Committee works closely with Dean's council to create and sustain a welcoming, supportive and inclusive college climate. The Committee recommends strategies to 1) attract and retain individuals from under-represented populations into faculty, staff and leadership positions, 2)

attract, enroll and graduate students from historically under-represented populations and international students 3) develop and strengthen partnerships with diverse communities in Long Island and the surrounding region.

The Committee collaborates with the Curriculum Committee to ensure that the DVM programs includes significant intercultural perspectives to prepare professionals and graduate students to become teachers, researchers and leaders in a diverse world. In addition the Committee designs and implements diversity outreach initiatives that cultivate and facilitate an environment of inclusivity for all faculty, staff, and students at the College.

The Committee is composed of four elected faculty representatives that includes 2 DVM students, 2 staff members and the Associate Dean for Academic Affairs (Chair). Regular committee meetings will be held at least twice during each of the fall and spring semesters for each academic year and may be called during the summer.

e) Student Events Calendar.

White Coat Ceremony

During the first week of classes, a ceremony is held to recognize the incoming class of students. At this informal event, each student is presented with a LIU-CVM white coat to be worn in clinics.

Faculty Mentor/Mentee Program

The Associate Dean for Student Affairs and Outcomes Assessment coordinates the LIU-CVM Mentorship Program. Each incoming student is assigned to a participating faculty member for mentorship. This takes the form of faculty mentoring students in their academic pursuits but also for career advice. The faculty member acts as a resource for academic situations. Social events can be planned by LIU-CVM to bring faculty mentors and students together.

SAVMA Symposium

The 2021 Symposium is to be held in Manhattan Kansas on March 13-15th.

Commencement (early May)

This is a formal event attended by faculty, students, staff, and families. It is held during the commencement period for the university. A reception is held following the event.

G. Graduation and Post-Graduation Policies and Procedures

a) Graduation.

Candidates for a professional degree from LIU-CVM are expected to know the graduation requirements set forth in this publication and the Graduate Bulletin. It is the responsibility of the

student to know and comply with the academic requirements and regulations of the college as well as those of LIU.

All students must seek the counsel of an academic mentor, who will be assigned the first week of class. Students must also meet basic standards of performance established for each class with respect to attendance, promptness in completing assignments, correct English usage, accuracy in calculations, neatness and general quality of workmanship. Fulfillment of these fundamental responsibilities must be recognized by the student as an essential prerequisite to achieving satisfactory academic standing and to being recommended by the faculty for a degree.

Degree requirements for a doctoral degree must be completed within five years from the term for which the candidate is admitted and enrolled (exclusive of time spent in military service). All requests for an extension must be in writing and submitted to the Associate Dean for Academic Affairs for review by the ASC. Students should include in their request an explanation of the circumstances under which they require an extension to complete their degree requirements. The student will be duly notified as to whether or not his or her request for an extension has been granted by the ASC.

Graduation Requirements

Upon recommendation of the faculty and approval by the Board of Trustees, the Doctor of Veterinary Medicine is conferred by LIU upon a candidate who has met the following requirements:

1. Satisfactory completion of the full prescribed curriculum.
2. Maintenance of a 2.0 or “C” cumulative GPA in all coursework.
3. Settlement of all accounts with the university, including the graduation fee.
4. Evidence of good ethical and professional character.

Students have until the time of their graduation to have changes made on their academic records. Once a student has graduated, the academic record cannot be changed retroactively.

Dean's List

The Dean’s List for each semester of each class year consists of those matriculated students who are registered in that class year, have completed all courses during that semester, received a passing grade in every subject for that semester and achieved a GPA of 3.500 or more for that semester. Students who earn an F, W, UW, U, R, or INC in any semester, even though the symbols are subsequently changed to grades, may not be placed on the Dean’s List for that semester. A student who does not receive an official grade in any semester will not be placed on the Dean’s list until the official grade is handed in, excluding those listed above, that otherwise qualifies the student for the Dean’s list.

Degrees with Distinction

Students who have achieved a grade point average of 3.500, 3.700, or 3.800 may receive a Doctor of Veterinary Medicine degree *cum laude*, *magna cum laude*, or *summa cum laude*, respectively.

b) Licensing Requirements.

The practice of veterinary medicine is controlled by a central agency in each state. In New York, it is the New York State Education Department Office of the Professions (<http://www.op.nysed.gov/prof/>). Practice acts vary, but most states rely, at least in part, on results of the North American Veterinary Licensing Examination (NAVLE) to determine which applicants are qualified to practice in their state. Fourth-year veterinary students are privileged to sit for the examinations during the early part of December or in April. Graduating students are advised to carefully consult with the state veterinary boards for any states in which they are considering practicing to ensure they comply with regulations concerning internship and licensure requirements.

H. Academic Integrity, Honesty and Code

a) Students Rights, Grievances, and Appeals.

This section is provided for information purposes. It should not be construed to be a comprehensive presentation of all policies and regulations that affect students of LIU-CVM, but rather a distillation of those policies and regulations of which every student should be aware. The Graduate Bulletin provides detailed information on the following important topics relating to the standards of professional and ethical behavior.

Student concerns may relate to academic or clinical experiences, and/or administrative policies and procedures with the college. The college goal is to be respectful, fair, and responsible to each students' concerns and to review any issues that may arise. Students are assured that there will be no repercussions for initiating a complaint or grievance in the college.

b) LIU-CVM Professional Conduct.

As students enrolled in a professional program, students of LIU-CVM represent the university, the college, and the veterinary profession. As such, it is imperative that students conduct themselves in a professional manner at all times. It is imperative that CVM students shall be of good moral character and recognize a responsibility to participate in activities contributing to an improved community. CVM students caring for animal patients must not be harmful, dangerous or negligent to the welfare of the animal patient. Therefore, standards of professional and ethical behavior have been developed as a guide for students to prepare them to meet the standards of the profession:

<https://www.avma.org/KB/Policies/Pages/Principles-of-Veterinary-Medical-Ethics-of-the-AVMA.aspx>.

With all professions, it is the responsibility of the individual to be aware of all applicable standards (including academic, professional, ethical, and legal) and to follow them to the best of his/her ability at all times. Not knowing these standards is considered to be unprofessional, and does not provide defense in the case of errors in practice or unprofessional behavior. Therefore, each LIU-CVM student is required to become aware of and follow these standards, and adhere to the rules and regulations of the university, LIU-CVM, the experiential practice sites, and the profession of CVM.

c) Veterinarians Oath.

The elements of the professional commitment required of CVM students are outlined in the Veterinarian's oath taken by CVM students, which is written in full in the appendices.

d) Honor Code.

All students are expected to sign the Honor Code upon matriculation to the LIU-CVM (see appendices). Students are reminded that failure to sign this document does not relieve them from the professional and academic responsibilities set forth in the LIU-CVM Honor Code or other documents delineating student conduct and behavior.

e) Professional Integrity.

Students shall deal honestly with people, including colleagues, faculty, university representatives, patients, and health-care providers. Students are expected to demonstrate honesty and integrity throughout all aspects of their education.

f) Academic Dishonesty.

Examples of academic dishonesty include, but are not limited to, the following:

Cheating

- Use of unauthorized assistance (written, verbal, electronic or other sources of aid), except during recitation sessions, quizzes, examinations, or CVM practice experiences.
- Dependence upon the aid of unauthorized sources in writing papers, solving problems or completing other assignments which includes having another individual write your paper or do your assignments or purchasing a paper or research work for one's submission as his/her own work.
- Acquisition or possession, without permission, of examinations or other academic material belonging to a member of the university faculty or staff.
- Multiple submission of work by a student that has been used in an identical or similar form to fulfill any academic requirement at the university or any other practice site.
- Provision of assistance to others who are participating in the behaviors or activities mentioned above.
- Falsification of statements or data.
- Listing sources that have not been used.

Plagiarism

Plagiarism is the use or presentation of ideas, works, or work that is not one's own and that is not common knowledge, without granting credit to the originator. Plagiarism is a practice that is not only unacceptable, but which is to be condemned in the strongest terms possible on the basis of moral, educational and legal grounds.

Copyright Infringement

- Paraphrasing without properly crediting the author(s) with footnotes, citations, or bibliographical reference or direct quotation of the work of others without applying quotation marks, and fully and properly crediting the author(s) with footnotes, citations, or bibliographical reference.
- Use of materials prepared in collaboration with others without release in writing from the collaborators.
- Reproduction of copyright material (e.g., textbooks, handouts, examinations) without obtaining written permission from the copyright owner.
- Web-casting/taping or emailing lectures without permission of the faculty member or instructor.

For further information about what constitutes plagiarism, the student is referred to visit <https://owl.english.purdue.edu/owl/section/3/33>.

Academic Dishonesty Related to Clinical Practice

- Falsification of a patient's medical records or providing fabricated information regarding a patient's medical status.
- Multiple submissions of assignments from various practice sites.

Abuse of Academic Materials

- Destroying or making inaccessible academic resource materials.
- Examples include but are not limited to the following:
- Destroying, hiding, or otherwise making unavailable for common use library, computer, personal digital assistants (PDAs) or other academic reference materials
- Destroying, hiding or otherwise making unavailable, another's notes, experiments, computer programs, or other academic work.

Other

- Falsification of signatures, transcripts, grade reports, attendance records or other official documents
- Provision of false information regarding a missed examination or assignment
- Providing a false statement to any instructor in an attempt to gain an advantage or exception

Reusing, possessing, photocopying, selling, stealing, or soliciting, in its entirety or in part, of instructor-prepared examinations, lecture materials, or assignments unauthorized for release to all students.

g) Professional Integrity

A student must not be harmful, dangerous, or negligent to the mental or physical health of patients, colleagues, faculty or public. Students must be familiar with and abide by the rules and regulations of their assigned experiential practice sites, as well as federal, state, and local laws pertaining to the practice of veterinary medicine.

Representation: A CVM student shall accurately represent himself or herself to others including, but not limited to, colleagues, faculty, and staff of the university, clients, clinical veterinary affiliates and other health-care providers.

Demeanor: The student is expected to be thoughtful and professional when interacting with faculty, clients, patients, and their families, physicians, clinical affiliate veterinarians, other students, and other members of the health-care team. Likewise, students must be respectful of and adhere to the LIU-CVM's rules and regulations.

Inappropriate behavior includes, but is not limited to:

- Absence from or lateness to required College professional activities
- Use of offensive language or gestures
- Intimidation or coercion of fellow students, faculty, staff and patients
- Posting of offensive and/or unauthorized material on websites where the students are identified as being from LIU-CVM
- Defacing University property

I. Non-Academic Policies

a) Professional Attire.

The professional attire standards fall under the Honor Code for the College of Veterinary Medicine and are as follows:

Students shall maintain a neat, clean appearance, and dress in attire that is appropriate for the setting. While at clinical affiliates and during official college professional events, students must be dressed in professional attire. For men, this includes a dress shirt, tie, and dress slacks or neat-appearing khaki pants. Women should be similarly appropriately and conservatively attired such as in a blouse with skirt or dress pants, or in a dress. Sneakers, open-toe shoes of any kind, work boots or shoes that look like work boots, T-shirts, shorts, and jeans of any color are examples of what is not permitted. In the classroom, students should be dressed in clothes that are clean and neat and are not considered offensive or embarrassing to the faculty or students. Additional/specific dress code requirements may be outlined in individual course syllabi. Additionally, clinical affiliate sites may have their own dress code requirements which must be adhered to. Stipulations may be in effect for hair dyes and the presence of tattoos. Facial tattoos may require coverage or not be permitted during time at clinical affiliates.

b) Teacher/Course Evaluations.

LIU-CVM utilizes evaluations to gather student opinions on courses and instructors. Students are able to provide evaluations of their current classroom and experiential courses as well as instructors and preceptors involved in teaching.

All students are required to provide evaluations for instructors with more than four didactic lecture hours per semester. After the final examination, evaluation forms will be available and must be completed and submitted using eValue prior to leaving the exam room. Evaluation of Didactic Teaching. Each instructor involved in didactic teaching is evaluated by the students in the course if his or her involvement includes at least 4 contact hours.

c) Cell Phones and Cameras.

Students are not permitted to have on their person or to bring electronic devices of any type into an examination room during written or practical examinations except for their designated i-Pad. Devices include but are not limited to cell phones, Mp3 players, iPhones, smart phones, BlackBerrys, laptops, or any similar electronic devices. i-Pads are allowed for examinations that are given electronically through ExamSoft. If students are found to ignore this aspect of the honor code, faculty can confiscate the device until a meeting can occur between the student and the Associate Dean for Academic Affairs.

Additionally, cameras and cell phones are not permitted in the necropsy room, and photographs may not be taken of any animals in this area. Cell phones and pagers should be set to a non-audible mode during class and all meetings. Calls should not be answered until the class or meeting is over, except in extenuating circumstances. No electronic should not be used during examinations or classroom instruction. Cell phones and pagers should be set to a non-audible mode during business hours while a student is on experiential education clerkships. Calls should not be allowed to disrupt any activity at the site, other than in extenuating circumstances. The preceptor has the final decision regarding cell phone and pager usage while at the site. Faculty may also have strict individual policies related to cell phones, pagers and other electronic devices outlined in their syllabi.

d) Social Media Guidelines.

Students are expected to maintain a professional standard of behavior when accessing the internet and on any website. Posting photographs of client animals is forbidden in all circumstances.

If email is the format of correspondence with faculty and staff, these should have a formal as opposed to casual tone. Please don't forget proper punctuation and grammar are expected.

e) LIU-CVM Official Correspondence.

Every student is required to report his or her correct residential address to the LIU Post Office of Enrollment Services. This address must be the student's actual residing address while in attendance at LIU-CVM. Reporting the parent's address is not acceptable unless the student is currently in residence with the parent.

Address changes should be submitted to the Office of Enrollment Services within three days of a change of residence. Official correspondence from LIU-CVM that is intended for delivery by the United States Postal System by first class, third class or other classes of mail will be mailed to the address the student lists with the Office of Enrollment Services.

Official correspondence from the college is also regularly sent to students by electronic mail. Every student of LIU-CVM is considered to be on notice of the information contained in email messages sent by the college to the student's official email address. All students of LIU-CVM are assigned an official LIU email alias (firstname.lastname.@my.liu.edu) that serves as the official LIU email address. Official email correspondence from LIU-CVM is sent to that address.

Students can check their email by logging into <https://my.liu.edu>. If you have any trouble accessing your MyLIU account, please check with the helpdesk at Browse at LIU Post in Hillwood Commons.

IT Website: <http://it.liu.edu>

IT Email: IT@LIU.edu

Phone: 516-299-3300

For 24 Hour Emergency Service Call: 516-299-2222

f) Food and Beverages Policy.

Members of LIU-CVM are expected to comply with the College policies (posted, contained in the course syllabus, or at the request of the faculty member) regarding food and drink in the classroom or clinical setting. Smoking is not permitted in any part of the LIU-CVM indoor facilities.

Members of LIU-CVM are expected to comply with the policies posted, contained in the course syllabus or at the request of a faculty member, regarding food and drink in the classroom or clinical setting.

g) Legal Name Changes.

Name change forms are available at <http://liu.edu/Post/About/Offices/Registrar/Forms> and must be completed to make a name change with Long Island University. A copy is included in the appendices.

h) Class Cancellation/Severe Weather Policy.

Long Island University remains open except in the most severe weather conditions. If the university is closed, academic classes, laboratories, and examinations will be rescheduled as appropriate. If the university remains open, students are expected to attend scheduled academic classes but are advised to avoid undue risks in travel. Students are responsible for any academic work missed and are responsible for taking the initiative to complete such work. Alerts will be sent by e-mail and/or text message as soon as the decision is made with regard to inclement weather. All classes scheduled before the opening time and those that have less than 30 minutes remaining past that time are canceled. Classes scheduled for more than 30 minutes following the opening time will continue. For more information, see the university's weather policy at <http://liu.edu/CWPost/Public-safety/Emergency-management/Emergency-School-Closings> or sign up for LIU Emergency Alert (see more information below).

Public Safety

Emergencies: 516- 299-2222

Non-Emergencies: 516-299-2214

Email: post-PublicSafety@liu.edu

Website: www.liu.edu/post/publicsafety

The Department of Public Safety is committed to providing a safe and secure environment for students, faculty, staff and visitors at LIU Post in Brookville, NY. They provide safety and security services by foot, bicycle and vehicle patrol 24 hours a day, 365 days a year. Public Safety Officers at LIU Post are licensed by the State of New York and are trained, certified and registered pursuant to the New York State Security Guard Act of 1992.

The Public Safety Department administers a comprehensive public safety program, including traffic enforcement, crime prevention programs, fire prevention exercises, escort services, an emergency alert system, and a network of sirens and loudspeakers in the event of outdoor emergencies. The Department of Public Safety works closely with the Old Brookville and Old Westbury Police Departments, Roslyn Fire Department and the Nassau County Office of Emergency Management to ensure the safety of the campus community. In addition, the department models its security procedures by the guidelines of the United States Department of Homeland Security.

The department maintains and promotes respect for the individual rights and dignity of all persons and continually attempts to instill public confidence by maintaining a high degree of professionalism, dedication and expertise in the delivery of the service it provides.

i) Religious Observance and Academic Calendar.

The religious observance policy is available on the website at:

<http://www.liu.edu/Pharmacy/About-LIU-Pharmacy/Pharmacy-Policies-and-Regulations/Religious-Diversity>.

In addition, the New York State Law on religious observance is stated below: Notification of Student Rights Under Section 224-a of New York State Education Law – Absence Due to Religious Observation.

Under § 224-a of the NYS Education Law: "Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any

kind shall be charged by the institution for making available to the said student such equivalent opportunity."

J. LIU Post Campus Student Services

a) Community Service and Interfaith Center.

Our students give back to the local and global communities through service organizations, charity events and social awareness initiatives throughout the year. The LIU Cares initiative connects our 20,000 students, 3,500 faculty and staff, and 200,000 alumni to the power of service through volunteerism and community engagement. Visit www.liucares.org to find out more. Students can support a cause that is important to them or create their own. Our students devoted more than 60,000 hours in community and donated over \$75,000.00 to service last year. For more information on service opportunities, contact www.liucares.org or the LIU Promise at 516-299-3737 or email liupromise@liu.edu or www.liu.edu/campuslife.

The Interfaith Center celebrates the diversity of religious experience and faith traditions represented in the LIU Post community. At the Interfaith Center, individuals are encouraged to develop a deeper understanding of one's own traditions and to learn about, respect and appreciate the religious traditions of others.

b) LIU Promise.

LIU Promise offers a variety of programs and services that enhance your experience at LIU Post. Whether you are looking for ways to make life-long friendships, explore professional and career interests, or enhance your leadership skills, we are certain there is a club, organization, group, or program for you!

LIU Promise, housed in Hillwood Commons, offers the following programs:

- Campus Concierge
- Campus Programming & Involvement
- Career Success
- Community Standards
- Commuter Life
- Diversity and Cultural Programs
- Greek Life
- International Student Programming
- Leadership Programs
- LIU Cares Service and Volunteer Programs
- Living on Campus/Residence Halls
- New Student Orientation
- Post Pride & Traditions

- Student Organizations
- Study Abroad
- Transfer & Graduate Student Initiatives

Getting involved at LIU Post is easy and fun. With over 70 student organizations, and over 700 student events per year, LIU Promise has something for everyone. You can learn more about opportunities by participating in the Campus Involvement Fair each semester. If you do not find a student organization that fits your interest, starting a new one is easy.

To find out more about Campus Life, visit www.liu.edu/post/campuslife, call us at 516-299- 3737, or email liupromise@liu.edu or www.liu.edu/post/promise.

c) Recreational Sports.

The Department of Recreational Sports serves as a vital and integral part of campus life at LIU Post. The department is committed to providing the finest programs, services, facilities and equipment to enrich the university learning experience and to foster a lifetime appreciation of and involvement in wellness and recreational sports and activities for our students, staff, faculty, and alumni as well as members of the local community. For more information visit www.liu.edu/post/pratt.

d) Center for Healthy Living.

Wellness is essential to academic success. The Center for Healthy Living is open Monday through Friday from 9 a.m. to 5 p.m., and offers individual counseling for anxiety, depression, stress, self-esteem, nutrition, crisis management, LGBTQ support and advocacy, and adjustment to college life. The center also provides educational programming in alcohol and drug prevention and referrals for both on-campus and off-campus resources. The staff is dedicated to helping our students feel comfortable discussing personal issues and having a successful college experience. Our medical services include a nurse on staff. Students in need of further medical attention from doctors are referred to the NYIT Academic Health Center located a short distance from LIU Post. NYIT Academic Health Center is open Monday through Friday from 9 a.m. to 5 p.m. Students require health insurance to be seen by the doctors of NYIT.

Center for Healthy Living
 LIU Post
 720 Northern Blvd.
 Post Hall, South Entrance
 Brookville, New York 11548-1300
 Ph: 516-299-2345

For 24 Hour Emergency Service Call: 516-299-2222
 Hours: 9 a.m. - 5 p.m., Monday through Friday
 Visit the website at: www.liu.edu/campuslife

e) Hillwood Commons.

Hillwood Commons is the student and community hub of LIU Post. The commons features multiple dining options, programming space, the Bethpage Federal Credit Union Bank, the LIU Post Bookstore, and various student run businesses. Hillwood is also home to LIU Promise, Conference Services, and the Dean of Students. Hillwood Commons provides LIU Post students, faculty, staff and guests with a comfortable and accessible gathering place for all types of social activity, both formal and informal. Hillwood Commons is adjacent to Tilles Center for the Performing Arts. Hillwood Commons is open seven days a week, from 8:30 a.m. to midnight.

If you have any questions, please contact the Campus Concierge at 516-299-2800.

f) Pratt Fitness and Recreation Center.

The Pratt Fitness and Recreation Center provides LIU Post students with a modern fitness facility where they can exercise, play, compete or work out. From high-action basketball games to leisurely laps in an eight-lane swimming pool, the Pratt Fitness and Recreation Center is outfitted for a variety of recreational, intramural and competitive activities and sports. The center is home to an elevated running track, an 8-lane swimming pool, racquetball courts and a gymnasium that features basketball and volleyball courts with seating for 3,000.

The fitness area features free weights and state-of-the-art exercise equipment, including, treadmills, stationary bicycles and arc trainers. A multipurpose room houses classes in aerobics, dance and exercise.

The Pratt Fitness and Recreation Center is conveniently located in the athletics complex, next to the football field and field house. It is open days, evenings and weekends seven days a week. For more information, visit the website at www.liu.edu/post/recreationcenter.

g) Browse.

Browse offers a selection of popular technology brands and products, and is an authorized Apple products retailer. Students will find all the tools they need to power their LIU Post experience, from tablets and notebooks to all-in-one desktop computers and gaming consoles, as well as accessories. Students will benefit from the IT help desk, which they can use as a resource for technological needs and questions. In addition, students working in the store will gain expertise as they work alongside certified Apple service help desk technicians.

h) Bookstore.

The official bookstore for LIU Post is where you can buy and rent textbooks. The store carries LIU Post and Shark apparel. The LIU Post Bookstore carries gifts, accessories, supplies and electronics.

Textbook requirements can be viewed via the online ordering system. Students may choose to purchase their textbooks through this system or take the International Standard Book Number (ISBN) and purchase their books from a different vendor. Textbooks purchased through the LIU Post online bookstore are delivered to LIU Post's bookstore. Visit the bookstore at www.liunet.bncollege.com.

i) Information Technology.

The Office of Information Technology is responsible for managing all aspects of the university's information technology operations including academic and administrative systems and computing, databases, dashboards, networking, audiovisual, video and telecommunications infrastructure, academic computer labs and smart classroom spaces. IT maintains 30,000 internet-capable devices, 894 analog/digital telephones and 1,234 Cisco IP phones. That includes fiber optic and copper infrastructure throughout the buildings, firewall and security access, and wireless internet access. IT provides facilities technical support to campus residence halls, Pratt Recreation Center, Tilles Center, and Riverhead campus. IT also maintains the campus' security camera systems, cafeteria and retail space cash registers, Kronos Timekeeper for the facilities staff, campus videoconferencing and campus plasma displays, electronic and web signage.

Information Technology also provides oversight for university-wide information systems, compliance and security in accordance with policies set forth by University Counsel. Information Technology collaborates with Academic Affairs to implement a unified, comprehensive learning management system and online education initiatives. The Information Technology help desk can be reached at 516-299-3300, it@liu.edu or www.it.liu.edu.

j) Veteran & Military Affairs Services.

LIU Post has a proud and distinguished history of serving its nation's military veterans, veteran dependents, and active duty service members. A participant in the Veterans Administration Yellow Ribbon Program, LIU Post offers excellent educational opportunities to our nation's finest. Our supportive community of staff and faculty is dedicated to seeing you succeed in your education, your career and your life. To accomplish this mission, LIU Post provides the resources you need to pursue your education while balancing the demands of life both inside and outside the classroom.

Our team of professionals is ready to help you learn more about admissions requirements, veterans' benefits and financial aid, academic and career advising, health and wellness counseling, disability support services, tutoring, and student activities. We're here to help you access these services and assist you every step of the way. For more information please contact our Veteran and Military Affairs Coordinator at post-veterans@liu.edu or visit www.liu.edu/post/veterans.

k) Library.

The Library supports and expands the educational and research capabilities of Long Island University (the University, or LIU), providing the highest level of instruction, services, resources, and facilities. In accordance with this mission, the LIU Post Library is committed to supporting veterinary medicine study by maintaining relevant materials and electronic collections in a welcoming environment conducive to the pursuit of knowledge and education, and with an expert team of library faculty members and staff committed to LIU student success.

LIU Post Library's physical materials and service desks are located in the B. Davis Schwartz Memorial Library. The LIU Post Library (the Library) is a multi-purpose building, housing academic departments and cultural entities including the Student Art Gallery, and the Steinberg Museum of Art. The Library is part of the LIU Libraries System that serves a combined total of over 20,000 students, and more than 500 full-time faculty members across residential campuses (LIU Post and LIU Brooklyn), and regional campuses (LIU Hudson, LIU Brentwood and LIU Riverhead). Dedicated library space seating can accommodate 390 users. Library spaces include 42 individual study carrels in the book stacks, and a quiet study room. Students also may use other available spaces in the building for study when these spaces are not in use, e.g., Incubator Space on the lower level. Thirty-two computer workstations and a printing and scanning station are located on the library's main floor. Forty-five additional computer stations are available in the library instruction lab in the Instructional Media Center, and students may use these machines when classes are not in session.

Collectively, LIU Libraries share the thousands of online resources available through subscription, or other acquisition models. Remote access is provided to more than 300,000 online journals (including those in aggregate databases); 240 online databases; 180,000 electronic books, and 150,000 streaming media files. LIU Libraries currently provide access to a number of resources in support of veterinary medicine, and plans are in place to purchase additional resources. Specifically, a Spring 2017 examination of the LIU-Libraries' journal list indicated access is provided through subscription, or via aggregated full text databases to over 300 journals in zoology or veterinary medicine.

Recently LIU Libraries added two databases: VetMed Resource (<http://liu.cwp.libguides.com/az.php?s=149508>) and AGRICOLA. A complete listing of all veterinary-related library resources can be found online at www.liu.edu/post-library.

LIU Libraries subscribe to major electronic resources in the health sciences, including *SCOPUS*, *CINAHL Complete*, and *Science Direct* (Elsevier). The LIU-Libraries subscribe to *MEDLINE* via EbscoHost and provide links to the open access version, *PubMed*. Connected to veterinary medicine business operations and entrepreneurship, LIU Libraries have access to business related databases, including Ebsco, *Business Source Complete* and *Proquest Health Management* – that together provide coverage for over 6,000 journals. These electronic resources are accessible via the LIU Post Library homepage at www.liu.edu/post-library. The LIU Libraries share an online catalog (Millennium integrated library system) and maintain a discovery layer (Innovative's Encore) for simultaneous catalog searching, and a wide selection of databases. Collectively, LIU

Libraries house approximately 649,000 print books and more than 15,000 non-print media items. A Spring 2017 LIU Libraries' cataloged book collections (print and electronic) title count indicated there were 5,751 titles in zoology, animal agriculture, and aquaculture subject areas. Ebsco provides the LIU Libraries' primary subscription eBook platform.

Demand-driven acquisition programs established with *Proquest Ebook Central* and the *R2 Digital Library* provide additional title offerings. Library faculty respond to submitted purchase requests, and the library maintains an online form for users to make requests. Physical volumes placed on reserve are available at the circulation desk. Users can borrow these reserve materials by showing a valid LIU ID. Scanned items may be stored and accessed using the electronic reserve system, a module within Millennium.

Students and faculty researchers are encouraged to archive their scholarly work in LIU's digital repository, Digital Commons @ LIU, an open-access resource, where researchers world-wide can discover works by LIU constituents. Digital Commons can serve as a venue for archiving grant-sponsored research with data-sharing requirements.

The Library offers information literacy classes and curriculum-integrated instruction. Library faculty and staff are available to help faculty and students with reference questions and research strategies.

l) MyLIU.

MyLIU is the university's portal, which provides students with convenient access to information about their records. By logging onto <https://my.liu.edu>, students may view the schedule of classes, register for courses, obtain their final course grades, and request transcripts. They may also view financial aid awards, billing information, make online payments, accept and decline Federal Loans and Federal College Work Study, and make an appointment to see counselors. For more information, please visit or contact Browse.

m) Employment.

Occasionally, research faculty require summer, holiday period, and/or semester student assistance. Hiring is performed by the faculty or heads of laboratories. It is suggested that DVM students not work more than 10–15 hours per week while classes are in session.

n) Parking Regulations.

Veterinary students operating automobiles, motorcycles, and mopeds on campus are subject to university regulations. Parking permits are available at Public Safety. For more information, visit:

<http://liu.edu/CWPost/Public-safety/Vehicle-Access-Traffic-Safety/Vehicle-Rules-Regulations>

If a parking citation is incurred, it is in the best interest of the student to respond immediately; procrastination will result in penalties for tardy payment, and problems with grade reports and future registration. All parking areas are under university regulations.

o) Financial Aid.

Long Island University awards financial aid in an effort to help students meet the difference between their own resources and the cost of education. All awards are subject to availability of funds and the student's demonstrated need. Renewal of assistance depends on annual re-evaluation of a student's need, the availability of funds, the successful completion of the previous year, and satisfactory progress toward completion of degree requirements. In addition, students must meet the published filing deadlines. Detailed information on financial aid is forwarded with the admission application and is also available on the Enrollment Services Office website at www.liu.edu/enrollment-services. Additionally, more detail is available in the Graduate Bulletin.

It is important to also be familiar with the many loan repayment programs that are available to veterinarians and be prepared to meet the requirements prior to graduation. More information is available at:

<https://www.avma.org/About/SAVMA/StudentFinancialResources/Pages/Scholarship-Loan-Repayment-and-Forgiveness-Programs.aspx>

OR

<https://www.avma.org/About/SAVMA/StudentFinancialResources/Documents/repaying-your-student-loans-101.pdf>

p) Accommodations for Disabilities.

The LIU Office of Disability Support Services (www.liu.edu/post/dss) provides and assists all students with documented disabilities with appropriate accommodations. The Office of Disability Support Services (DSS) is the designated office that obtains and files disability-related documents, certifies eligibility for services, determines reasonable accommodations, and develops plans for the provision of such accommodations. It is the student's responsibility to request in advance any individual assistance. Students must contact DSS for testing and documentation, which must be forwarded to the Office of the Associate Dean for Academic Affairs and the course coordinator at the beginning of the course. DSS documentation must be renewed each semester.

For those with support animal needs, the policy is listed at this website:

<http://www.liu.edu/About-LIU/University-Policies/Service-and-Support-Animal-Policy>

q) Accident Coverage.

Students are not covered by LIU for accidents incurred on university property or in association with their education. For protection, students must carry their own accident insurance. Any accident occurring while the student is participating in related educational activities must be reported to the Associate Dean for Academic Affairs.

r) Health Insurance.

Neither the college nor the university carries medical insurance to cover student accidents. In light of the risks and hazards inherent in veterinary medical education and the potential for veterinary student accident and or injury, it is necessary and required for each student to be covered by some form of major medical health insurance. If a veterinary student is hurt or injured during the veterinary curriculum, the student needs insurance coverage for the expenses associated with any required medical care, including emergency care.

All veterinary students are required to have major medical health insurance.

s) Copying/Printing Resources.

Printing can be done through a student account that is allocated by Student Graduate Association. Copying and printing may be done at the library utilizing a LIU ID card.

t) Locker Rules and Regulations.

Lockers are intended primarily as a convenience for the user for the temporary storage of textbooks, references, articles of outer clothing such as coats and laboratory jackets, personal laboratory equipment and other such items as may be necessary in the normal day-to-day conduct of the responsibilities of the student. Locker access is available only during the normal operational hours of the building in which it is housed.

The Office of the Associate Dean for Student Affairs and Outcomes Assessment determines all locker assignments. All students receiving a locker assignment must agree to and sign a locker agreement. Students are responsible for understanding and abiding by the terms of agreement.

Assignments are made from the beginning of the fall semester and continue through until the day immediately following the last final examination in the spring semester.

At the conclusion of the locker assignment periods, all locks must be removed and all materials cleared from the lockers. Students who withdraw from studies or whose studies are terminated must remove locks and clear their lockers within three (3) days of the withdrawal or termination.

Lockers are supplied as is. Students are responsible for any damages to the lockers. Please report any damage to the Office of the Associate Dean for Student Affairs and Outcomes Assessment. Students must supply their own padlock.

The College of Veterinary Medicine and Long Island University assume no liability for theft, loss and/or damage to property or injury to persons that results from the use of lockers. Individuals must take full responsibility for the items stored in lockers. Students are advised not to store valuable and irreplaceable property in lockers. Any loss or damage should be reported to the Office of the Associate Dean for Student Affairs and Outcomes Assessment.

K. Post Campus General Information

a) University Non-Discriminatory Statement.

Long Island University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Ronald Edwards Title IX Coordinator (University Wide)
Long Island University
700 Northern Boulevard
Brookville, New York 11548
Phone: (516) 299-4236
Ronald.Edwards@liu.edu

For further information on notice of nondiscrimination, visit: <http://www.liu.edu/Human-Resources/Human-Resources-Policies/Anti-Harrassment-Discrimination-Policy>.

b) University Drug and Alcohol Policy.

The campus recognizes that students are adults and expects them to obey the law and Campus regulations. All students must take personal responsibility for their own actions and behavior. Only those of legal drinking age (21 years of age or older) may be permitted to possess or drink alcoholic beverages on campus.

The campus supports federal state and local laws regarding illegal drugs, narcotics and other controlled substances. Possession or sale of such drugs is a violation of applicable laws and campus policy.

c) Post Campus Smoke-Free Environment.

Members of LIU-CVM are expected to comply with the College policies regarding food and drink in the classroom or clinical setting. Smoking is not permitted in any part of the LIU-CVM indoor facilities.

d) University Immunization Requirements.

Rabies: All students are required to maintain current rabies vaccination.

Tetanus: All students are required to maintain current tetanus vaccination.

Other vaccines: New York state regulation requires two doses of MMR if born after January 1957 and taking six or more credit hours. Students must comply with the New York State Public Health Law §2165. Proof can consist of an official immunization record, a blood test showing immunity to these diseases, or a physician's verified history of measles and mumps only. All students are required to submit a completed MMR/Meningitis form.

Meningitis Information: New York State Public Health Law §2167 requires that all college and university students enrolled for at least six (6) semester hours or the equivalent per semester, or at least four (4) semester hours per quarter, be vaccinated for meningitis or sign a waiver form to decline the vaccine. Waiver forms can be downloaded at <http://www.liu.edu/CWPost/Campus-Life/Student-Services/Medical-Services/Immunization-Policy-Medical-Forms>.

e) Anti-harassment Policy.

Long Island University is committed to creating and maintaining an educational environment free from all forms of sexual misconduct. The broad term "sexual misconduct" includes, but is not limited to, acts of sexual harassment, domestic violence, dating violence, sexual assault, and stalking. Such behaviors are illegal, against University policy, and strictly prohibited. This policy is incorporated into the Student Code of Conduct. This policy covers all members of the University community – students, faculty and staff – as well as those who interact with members of the University community such as vendors or visitors. The University encourages everyone to report all incidents of discrimination or harassment, regardless of who the offender may be.

Students may download the full sexual violence and harassment policy at:
<http://www.liu.edu/About-LIU/University-Policies/Sexual-Respect>

f) Academic Calendar 2020-2021.

<http://www.liunet.edu/CWPost/About/Offices/Registrar/Academic-Calendar>

Fall 2020

Orientation	August 21
Classes Begin	August 24
Labor Day Holiday	September 7
Election Day (no class)	November 3
Thanksgiving Recess	November 25-27
Classes End	December 2
Laboratory Finals	December 3-4
Final Examinations	December 7-11
Examination Make Up Days	December 14-16
Grades Due	December 18
Winter Recess Begins	December 21

Spring 2021

Classes Begin	January 11
Martin Luther King Day (no class)	January 18
President's Day (no class)	February 15
SAVMA Meeting	March 13-15
Spring Recess (SAVMA)	March 15-16
Classes Resume	March 17
Classes End	April 21
Laboratory Finals	April 22-23
Final Examinations	April 26-30
Examination Make Up Days	May 3-5
Grades Due	May 7

Appendices and Forms

Pertinent Veterinary Student Web Pages

Counseling Center

<http://www.liu.edu/CWPost/Academics/College-of-Liberal-Arts-and-Sciences/Doctor-of-Psychology/Psychological-Services-Center> or <https://www.facebook.com/liupsc/>

LIU Post Black Student Union

<https://www.facebook.com/LIU-Post-Black-Student-Union-157437280942753/>

B. Davis Schwartz Memorial Library

<http://www.liu.edu/CWPost/Post-Campus-Library>

Office of Information Technology

<https://it.liu.edu/>

Disability Support Services (DSS)

<http://www.liu.edu/post/dss>

Housing

<http://www.liu.edu/post/reslife>

Center for Healthy Living

<http://liu.edu/CWPost/Campus-Life/Student-Services/Medical-Services>

Parking

<http://liu.edu/CWPost/Public-safety/Vehicle-Access-Traffic-Safety/Vehicle-Rules-Regulations>

Safety

<http://liu.edu/cwpost/Public-safety>

Directions

<http://www.liu.edu/CWPost/About/Visit/Location/Directions>

Terms and Abbreviations

ACVIM = American College of Veterinary Internal Medicine

ASC = Academic Standing Committee

AVMA COE = American Veterinary Medical Association Council on Education

CC = Curriculum Committee

DSS = Office of Disability Support Services

FAFSA = Free Application for Federal Student Aid

GPA = Grade Point Average

LIU = Long Island University

LIU-CVM = Long Island University College of Veterinary Medicine

NAVLE = North American Veterinary Licensing Examination

SAP = Standards of Academic Progress

VEA= Veterinary Education Assessment

Health Insurance Memo

TO: Senior Students
FROM: Dr. Shelley Newman, Associate Dean for Academic Affairs
DATE: TBD
RE: Required Health Insurance for the Senior Year

Please read the following paragraphs and sign where indicated. Please let me know if you have questions regarding health insurance.

“I understand that the veterinary medicine curriculum requires students to participate in various clinical experiences. Such clinical activities may be on or off the premises of the College of Veterinary Medicine and Long Island University. These clinical activities, by their nature, create the potential for students to be exposed to accidents or illness. It is necessary that students who participate in these clinical clerkships have health insurance for their own protection.”

“My signature below indicates that I understand the need for health insurance during my senior year and agree to provide health insurance for myself during this year.”

NAME (PRINT LEGIBLY)

SIGNATURE

_____/_____/_____
DATE

The LIU-CVM Honor Code Pledge

An essential feature of Long Island University CVM is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the university,

I, _____ pledge that I will neither

(Print Name)

knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.

Signature: _____ Date ____/____/____

The LIU-CVM Technical Standards

As a student of Long Island University, and the College of Veterinary Medicine,

**I, _____ acknowledge that I have received, read and
(Print Name)**

understand that my admission to and continuation in the Doctor of Veterinary Medicine program is based on meeting the minimum technical standards.

Signature: _____ Date ____/____/____

STUDENT APPLICATION FOR LEAVE

Long Island University

Date _____

Student Name _____

Date(s) of absence _____

Class to be missed _____

Reason for absence _____

Does this qualify as an excused absence? Yes No

Does this absence need to be made up? ___ Yes ___ No ___ To be determined

If yes, when will the make up occur?

A.

B.

C.

Approvals:

_____ **Date** ____/____/____

Faculty Member

_____ **Date** ____/____/____

Associate Dean for Academic Affairs

**FERPA Consent to Release Student Information
Relating to Classroom Recordings and Media Release**

STUDENT INFORMATION

ID:

Name:

Last Name:

First Name:

Email:

Phone:

CONSENT TO RELEASE INFORMATION

I understand that class sessions and tutorials may be audio and/or video recorded. I have no objection to Long Island University College of Veterinary Medicine using my voice or likeness for educational purposes, and I hereby permit the Long Island University College of Veterinary Medicine to release the education records that consists of recordings of my voice or likeness as I participate in the class or workshop (such as when I am making presentations or asking questions in the class or workshop) and/or depictions in the recordings of presentation slides or other materials I have created for the class or workshop. This information may be released and viewed by third-parties. I am allowing this release of my education records for educational purposes and to further the education of other students.

I also grant Long Island University College of Veterinary Medicine the irrevocable, royalty-free right (i) to use photographic, video or audio recordings or images of me and my materials, and (ii) to make such recordings or images available in LIU's educational materials. I understand that LIU will hold the copyright in any such recordings or photographs.

There is no time limit on the validity of this consent and release. I understand my agreement is voluntary and is not a condition or requirement of my participation in the class or my attendance at the Long Island University College of Veterinary medicine.

Yes, I agree to the above terms.

No, I do not agree to the above terms.

Student Signature:

Submission Date:

After completing and signing this form, please submit it to the Office of Associate Dean for Academic Affairs.

Veterinarians Oath

“Being admitted to the profession of veterinary medicine, I solemnly swear to use my scientific knowledge and skills for the benefit of society through the protection of animal health and welfare, the prevention and relief of animal suffering, the conservation of animal resources, the promotion of public health, and the advancement of medical knowledge. I will practice my profession conscientiously, with dignity, and in keeping with the principles of veterinary medical ethics. I accept as a lifelong obligation the continual improvement of my professional knowledge and competence.”

Veterinarians Ethics

Summarized from the American Veterinary Medical Association (AVMA)

Principles of Ethics Document

Veterinarians are members of a scholarly profession who have earned academic degrees from comprehensive universities or similar educational institutions. Veterinarians practice veterinary medicine in a variety of situations and circumstances. Exemplary professional conduct upholds the dignity of the veterinary profession. All veterinarians are expected to adhere to a progressive code of ethical conduct known as the Principles of Veterinary Medical Ethics (PVME). The PVME comprises the following Principles, the Supporting Annotations, and Useful Terms.

The AVMA Judicial Council is charged to advise on all questions relating to veterinary medical ethics and to review the Principles periodically to ensure that they remain current and appropriate.

Principles

A veterinarian shall be influenced only by the welfare of the patient, the needs of the client, the safety of the public, and the need to uphold the public trust vested in the veterinary profession, and shall avoid conflicts of interest or the appearance thereof.

A veterinarian shall provide competent veterinary medical clinical care under the terms of a veterinarian-client-patient relationship (VCPR), with compassion and respect for animal welfare and human health.

A veterinarian shall uphold the standards of professionalism, be honest in all professional interactions, and report veterinarians who are deficient in character or competence to the appropriate entities.

A veterinarian shall respect the law and also recognize a responsibility to seek changes to laws and regulations which are contrary to the best interests of the patient and public health.

A veterinarian shall respect the rights of clients, colleagues, and other health professionals, and shall safeguard medical information within the confines of the law.

A veterinarian shall continue to study, apply, and advance scientific knowledge, maintain a commitment to veterinary medical education, make relevant information available to clients, colleagues, the public, and obtain consultation or referral when indicated.

A veterinarian shall, in the provision of appropriate patient care, except in emergencies, be free to choose whom to serve, with whom to associate, and the environment in which to provide veterinary medical care.

A veterinarian shall recognize a responsibility to participate in activities contributing to the improvement of the community and the betterment of public health.

A veterinarian should view, evaluate, and treat all persons in any professional activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.