

**RESOLUTION TO ADOPT A NEW PROFESSIONALISM CODE FOR
DOCTOR OF VETERINARY MEDICINE STUDENTS IN THE
VIRGINIA-MARYLAND REGIONAL COLLEGE OF VETERINARY MEDICINE**

WHEREAS, In June 2015, the Board of Visitors approved a new Doctor of Veterinary Medicine (DVM) Honor Code for students in the Virginia-Maryland Regional College of Veterinary Medicine that aligned closely with that of the Graduate Honor System; and

WHEREAS, the new DVM Students Honor Code focuses on academic conduct and does not include those expectations involving professionalism;

NOW, THEREFORE, BE IT RESOLVED that a “Professionalism Code for Doctor of Veterinary Medicine Students,” incorporated herein by reference, be adopted as the code governing the professional conduct of DVM students in the Virginia-Maryland Regional College of Veterinary Medicine, effective beginning with the 2019 summer session.

RECOMMENDATION:

That the “Professionalism Code for Doctor of Veterinary Medicine Students” be adopted in the Virginia-Maryland Regional College of Veterinary Medicine, effective beginning with the 2019 summer session.

April 1, 2019

I. PROFESSIONAL CODE OF CONDUCT FOR DVM STUDENTS

There are certain qualities and skills that students must possess and/or refine to achieve success within the professional program. These essential qualities include ethical, attitudinal, behavioral, and emotional attributes, intellectual capacity and communication skills necessary to function as a health care professional. The following guidelines are meant to familiarize students with the expectations of the College on these qualities and skills. Judgments about whether a student has failed to meet any of these standards will be made in the context of the due process procedures outlined in the Professional Code of Conduct.

Additional standards may be applied by VT Student Conduct who have oversight of all students enrolled at Virginia Tech. The link for VT Student Conduct is: <http://www.studentconduct.vt.edu/>.

1. Attributes of Professionalism

An essential portion of the development of the veterinary professional is to gain an understanding of the fundamental principles and attributes of the veterinary medical profession and to commit to the integration of these principles and attributes into her/his professional identity.

VMCVM endorses the Principles of Veterinary Medical Ethics (PVME) developed and overseen by the American Veterinary Medical Association (AVMA). These principles provide guidance in identifying the essential attributes of the veterinary professional to develop a trusted professional care provider. Additionally, all students are held to the standards outlined in the Virginia Tech Student Code of Conduct (<https://www.hokiehandbook.vt.edu/policies/code-of-conduct.html>) as well as Virginia Tech Policy on Harassment, Discrimination and Sexual Assault (<http://www.policies.vt.edu/1025.pdf>). Please be aware that actions which are being handled through Student Conduct or the Office of Equity and Accessibility may also be violations of the Professional Code of Conduct. These violations may be processed in multiple courses of actions simultaneously or sequentially.

VMCVM endorses the following attributes of professionalism as guiding principles of veterinary medical education and as consistent with the stated mission of VMCVM to “protect and enhance animal, human and environmental health and welfare through the education of a diverse population of professional and post-graduate students for careers in the broad areas of veterinary medicine, biomedical science and public health” who will be prepared to serve patients in the most capable and compassionate manner. It is important to remember that attributes are not innate behaviors but are developed over time. Students within the veterinary professional program constantly strive to develop these attributes characteristic to the trusted veterinary professional. The following attributes apply to the classroom, the research laboratory, the clinical settings, and in all areas where the student may be perceived to represent the college or the profession.

Altruism: provides unselfish care for patients and clients; completes assigned patient care fully and with care to animal welfare; accepts personal inconvenience in the provision of care to patients and clients; provides one’s skills and expertise for the welfare of the community.

Altruism may also be directed towards animals. In keeping with this attribute, the following guidelines should be adhered to:

- The **College takes very seriously any abuse of animals**. Students shall not intentionally or negligently abuse any animals.
- All animals shall be treated and/or handled respectfully and in accordance with State and Federal guidelines. Animal Welfare Concerns may be reported directly to the Associate Dean of Professional Programs or to Virginia Tech’s Institutional Animal Care and Use Committee (IACUC) at the following: <https://www.researchcompliance.vt.edu/iacuc/reporting-improper-animal-care-or-abuse-animals>. Students referred to the Professional Conduct Committee may be referred to the Associate Dean for Professional Programs or IACUC in addition to or in place of action by the committee.
 - The IACUC is mandated to review concerns, raised by anyone, regarding the care and use of animals at Virginia Tech. If you suspect mistreatment of animals or noncompliance with approved protocols, University policies, local, state and federal regulations, please contact IACUC or the University Veterinarian immediately. Contact information is available at:

<https://www.researchcompliance.vt.edu/iacuc/contact-us>. You can also relay that information to any other university official (faculty and staff), who must convey the information to any of the individuals listed in the IACUC contact page for investigation. Individuals making the report do not have to identify themselves, unless they wish to do so.

- The Animal Welfare Act protects the rights of individuals reporting animal welfare concerns and prohibits discrimination against or reprisal for reporting violations of regulations or standards under the Animal Welfare Act. Further, Virginia Tech policies protect the rights of whistleblowers.

Accountability: takes initiative; accepts personal responsibility for mistakes; asks for help when needed; maintains accurate information in patient records; discloses medical error when appropriate.

Commitment to engaged learning: acknowledges primary responsibility for successful completion of the degree; demonstrates commitment to own professional competence; punctual; attends required classes, clinics, or other required events; seeks additional knowledge and skills; seeks feedback; willing to assist other learners.

Compassion: considerate: displays empathy; listens actively and responds to the needs of peers, patients, and clients; treats patients and clients with dignity.

Respect: respectful of peers, faculty, staff, patients and clients; respects privacy and confidentiality.

Self-awareness: fosters continued professional development; demonstrates emotional intelligence; maintains appropriate boundaries with patients, clients and colleagues; recognizes position of role model for others and development as trusted professional.

Self-care: maintains personal health and hygiene; seeks advice, counsel or tutoring when recommended by others; avoids harmful behaviors; avoids inappropriate remarks; adheres to appropriate dress for area of work.

Teamwork: works well with others; adheres to policies on authorship of documents; inspires trust; is respectful of differing socioeconomic backgrounds and cultural traditions; is sensitive to team member needs; respects authority; provides honest, respectful feedback.

Trustworthiness: displays honesty and ethical behaviors in all academic pursuits including study and research; is honest in interactions with peers, patients, clients and the community; does not report private academic, patient or client information.

Accountability:

In keeping with this attribute, the following **requirements for reporting and arrests or convictions** should be adhered to:

- All students at VMCVM have a duty to report any arrests and convictions. At the time of application, students are required to sign the statement indicating they understand their obligation by signing the following statement:
 - "By signing this application, I understand and agree that, if I am offered admission to Virginia Tech and choose to matriculate, I have a continuing obligation to report to the Office of Student Conduct and arrests or convictions, other than minor traffic violations, that occur subsequent to signing this application. This obligation extends during any periods of my enrollment at the University. My failure to make the notification may subject me to disciplinary action under the Code of Student Conduct."
- A student shall not intentionally damage or deface any item belonging to another student, the College of Veterinary Medicine, Virginia Tech, the University of Maryland, or any individual associated with these institutions. In addition, students shall not appropriate for their own use the property of another student, the College of Veterinary Medicine, Virginia Tech, the University of Maryland or anyone associated with these institutions.

Commitment to Engaged Learning:

In keeping with this attribute, the following guidelines should be adhered to:

- Students are expected to be seated and ready for the instructor to start at the designated time

- Students who are unable to avoid being late to class should sit at the back of the classroom to minimize disruption of the lecture in progress
- Students should avoid leaving class early. When this cannot be helped, please advise the instructor in advance and sit in a location that will minimize disruption
- Students should not talk during lecture sessions. Some instructors may choose to engage students during the instruction time. Students should not carry on conversations while the instructor or a peer is speaking. Unprofessional and disruptive behavior in the classroom may lead to the student being asked to leave the room.
- Cell phones and all other electronic devices should be set to silent mode or turned off to minimize distraction.
- Computers used during lecture periods should be used for viewing class materials and note taking. Viewing of non course-related materials during class time constitutes a violation of the Professional Code of Conduct. Students should adhere to computer use guidelines in course syllabi.
 - The Office of Services for Students with Disabilities may authorize certain electronic devices to be used by students with accommodations. Additional devices may also be approved for use in the classroom by the Course Leader or instructor. However, unless authorized by the instructor verbally or in the course syllabus, most electronic devices may not be used during lectures or examinations. Types of electronic devices authorized and tasks for which they may be used will be specified by the instructor or authorized by SSD.
- Students should arrive to clerkship commitments on time and with appropriate supplies as listed in the Academic Policies and Procedures Handbook for fourth year students under Fourth Year Supply List.

Compassion:

In keeping with this attribute, the following guidelines should be adhered to:

- Compassion is a guiding principle in all forms of health care. All patients should be treated with compassion. Improper treatment of patients that does not rise to the level of animal abuse may be considered a violation of the Professional Code of Conduct.
- Additionally, clients should be provided with compassion during all client interactions. Inappropriate behavior toward clients of the Veterinary Teaching Hospital will not be tolerated.

Respect:

In keeping with this attribute, the following should be adhered to:

- Students may post notices and distribute emails via the university list-serves pertaining to college related activities. These must be professional and may not advertise any form of alcohol/adult beverage. Notifications not meeting these guidelines will be removed immediately.
- Students should refrain from posting photographs or commentary about University and client owned animals on any and all public and/ or social media platforms. Client permission does not supersede this policy.
- Students should refrain from posting threatening comments pertaining to fellow students, clients, faculty members and staff of the college on social media platforms. Language which threatens another is prohibited.
 - Numerous public/ social media sites are used by veterinary students and professionals. As professional students, you are encouraged to "think before you post" to these sites. Information may be available on some platforms in perpetuity and inappropriate information may be harmful to the individual posting in their professional career as well as the reputation of the VMCVM.

Self-awareness:

In keeping with this attribute, the following guidelines should be adhered to:

- Students shall not engage in any conduct that brings discredit on the VMCVM or on the profession of veterinary medicine. Such conduct would include inappropriate interactions with faculty, staff, and peers such as swearing, threatening or intimidating behavior.
- Students shall conduct themselves in a manner consistent with codes and laws applicable to the licensing and good standing in the veterinary profession and the Principles of Veterinary Medical Ethics as developed by the AVMA.

- Violations of any state code or law regarding the practice of veterinary medicine inherently violate the Professional Code of Conduct.

Self-Care:

In keeping with this attribute, the following guidelines should be adhered to:

- Students in the College of Veterinary Medicine are expected to maintain themselves and their clothing in a clean and neat state and in good repair.
- Due to OSHA requirements, biological and physical hazards, specific attire will be required in laboratory and clinical settings.
 - Laboratory settings may include activities in the MDLs as well as live animal interactions in the veterinary teaching hospital and on university owned farms.
 - Laboratories will require that closed toed shoes be worn at all times. Shorts are not to be worn in the laboratory setting.
 - In all cases, scrubs are not to be worn outside of the surgical theaters.
- **Substance Abuse**
 - The College is in full support of Virginia Tech's policies on alcohol and controlled substances which can be viewed at <https://www.hokiehandbook.vt.edu/policies/code-of-conduct.html> .
 - It is recognized that the use of alcohol and controlled substances carry a higher level of risk for the veterinary community due to the public trust conveyed through the animals entrusted to our care. This trust requires additional measures in order to protect the animals in our care and the clients who present them. These supplement the Virginia Tech policies on alcohol and controlled substance abuse. In applying these policies, faculty, staff and students should adhere to the principles of fairness and clear communication.
 - The College of Veterinary Medicine has a **no tolerance policy** with regards to alcohol and controlled substance use for all students working with animals and in particular for students working in the Veterinary Teaching Hospital and who have responsibility for client-owned animals. Students suspected of being intoxicated in the classroom or laboratory setting should be immediately referred to the Associate Dean for Professional Programs or designee. Please see the Addendum: Guidelines for Intervention with Potentially Intoxicated Students.
 - In addition, all state and federal laws concerning controlled substances will be upheld.

Teamwork:

In keeping with this attribute, the following guidelines should be adhered to:

- Veterinary professionals are often required to work in a team setting to deliver favorable outcomes for patient care, public health and community interactions. Therefore, the veterinary professional curriculum involves many areas where teamwork is required.
 - Team members are expected to participate in all team related course work. Team members should work to communicate expected timelines for work including progress deadlines, submission deadlines and means of accomplishing such as in person meetings, electronic meetings, etc.
 - Team members must fulfill responsibilities regarding patient care consistent with the guidelines set forth under Altruism. This includes but is not limited to teaching dog socialization, course related animal care and patient care while in the veterinary teaching hospital.
 - Teamwork requires repeated provision of feedback of the work of others. Feedback should be delivered in a fair, appropriate and timely fashion.

Trustworthiness:

In keeping with this attribute, the following guidelines should be adhered to:

- Veterinary professionals rely on the public trust. As professional students, it is essential that the individual provides accurate representation of knowledge, abilities and skills.
- Academic dishonesty will be handled separately by the DVM Honor Board.
- Dishonesty regarding behavior within the college community outside of those governed by the Honor Code will be considered violations of the Professional Code of Conduct.
 - This will include violations of the codes and laws governing the practice of veterinary medicine. (medical records management, treatment recording)

- Confidentiality of patient, client and at times proprietary information is essential for maintaining the public trust. Violations of confidentiality of any of these types will be considered a violation of the Professional Code of Conduct.

2. Enforcement

The VMCVM takes the Professional Code of Conduct seriously and has developed a process regarding alleged student violations thereof. The Veterinary Professional Conduct Committee is designated as the oversight body for professional conduct. Additionally, students are subject to the University Code of Conduct. This is adjudicated through the Office of Student Conduct. The process for addressing concerns is an incremental one and could involve a hearing to determine actions as noted below that may affect the status of a veterinary professional student at VMCVM up to and including dismissal from the DVM program.

a) Purpose

Veterinary Professional Conduct Committee is established to implement the Professional Code of Conduct, and its functions shall be:

1. To promote the Attributes of Professionalism with regard to the development and education of veterinary professionals.
2. To disseminate information regarding the Attributes of Professionalism and the associated Professional Code of Conduct, University Code of Conduct, and Policy on Harassment, Discrimination, and Sexual Assault (Policy 1025) to all members of the CVM community.
3. To encourage a professional environment in dealing with colleagues, patients, clients and all members of the CVM community and beyond.
4. To investigate suspected violations of the Professional Code of Conduct in a thorough, impartial and unbiased manner.
5. To coordinate mediation, and facilitated discussions to improve understanding of professionalism within the DVM program.
6. To try cases involving potential professionalism infractions of the Professional Code of Conduct.
7. To assure that the rights of all involved parties are protected and assure due process in all proceedings.

b) Reporting of Potential Professional Code of Conduct Violations

Reporting of potential Professional Code of Conduct Violations:

All violations of the Professional Code of Conduct should be reported by the recipient or witness of the potential violation. Circumstances may arise when a faculty member, staff member, administrator, house officer, fellow student or other individual feels that a student has exhibited an action or behavior that they would consider unprofessional in the context of the Professional Code of Conduct. This may be in violation of the Attributes of Professionalism or one of the supporting guidelines. Potential violations should be delivered in a sealed envelope to the Professional Conduct Committee Chair or the Associate Director for Student Support and Admissions. Please note, this is not the route for violations of the DVM Honor Code, University Code of Conduct, and the Policy on Harassment, Discrimination and Sexual Assault, or academic dishonesty. Alleged violations of the Professional Code of Conduct must be reported in a timely manner (not greater than fifteen (15) University business days after the date of observation or discovery).

The following process identifies the hierarchy of individuals who may address the concern.

1. The identification or implication of certain behaviors or actions may require immediate and direct reporting to the Office of Equity and Access.
2. The individual who witnessed or experienced the behavior may address their concern directly with the student, identifying the specifics of their concern and requesting that the behavior stop or another action be taken to correct the situation.
3. If that fails to correct the situation, or if the individual so chooses, the concern may be addressed in writing to the direct report of the perpetrator and who is appropriate for the situation. This may be a student leader, staff supervisor or faculty member in accordance with the environment where the incident occurred. That individual may then make efforts to correct the behavior or refer to the Director of Admissions and Student Support, Associate Director for Student Support and Admissions, or the Associate Dean for Professional Programs as deemed appropriate. It is

recommended that complaints at this level be forwarded to the Professional Conduct Committee Chair for documentation.

4. In the event of referral to the faculty within the Department of Academic Affairs, the student in question will be contacted within five business days to address the behavior of concern. Documentation of the referral will be provided to the Professional Conduct Committee Chair.
5. In the event that behaviors are deemed repetitive or are not corrected with previous interventions, a written request should be addressed to the Professional Conduct Committee Chair or the Academic Affairs faculty requesting the matter be referred to the Professional Conduct Committee.

All members of the Professional Code of Conduct Committee will receive annual training in understanding the importance of reporting. In some cases, the committee may consult with the Office of Student Conduct regarding violations and appropriate jurisdiction.

Knowingly False Reporting

Students knowingly filing false complaints shall be considered in violation under the guidelines for Respect and Trustworthiness and will be processed through the Professional Conduct Committee process.

C) Investigations

Composition

The Professional Conduct Committee shall consist of 2 student representatives for each professional program class year; 2 faculty members; 1 staff member; and Associate Director for Student Support and Admissions. The Committee is charged by the Associate Dean of Professional Programs.

General Administration

Appointment of Faculty members:

Two members of the VMCVM shall be recommended by the Associate Dean for Professional Programs. The nominees will be appointed initially by this nomination. Future nominations will be considered by the sitting board members and appointments voted on by a majority vote of the committee. In future years, these faculty will serve staggered three year terms with a limit of two consecutive terms.

Duties and Functions of the Professional Conduct Committee

The following duties shall be performed by the Associate Director for Student Support and Admissions:

1. The Associate Director for Student Support and Admissions shall be an ex officio member of the Professional Conduct Committee.
2. The Associate Director for Student Support and Admissions shall coordinate training for the Professional Conduct Committee regarding operation, function and responsibilities. This will be held annually after the appointment of new members in the fall of the academic year. This training will include Title IX reporting training.
3. The Associate Director for Student Support and Admissions shall seek counsel and provide coordination between the Professional Conduct Committee and the Office of Student Conduct and The Office of Equity and Access.
4. The Associate Director for Student Support and Admissions shall counsel students, faculty and staff referring cases.

The following duties shall be performed by the Chair of the Professional Conduct Committee:

1. Nominations for the position of Chair shall be accepted from the Professional Conduct Committee. Candidates for the position of Chair may include students, faculty, or staff and must be a member of the Committee, be in good standing at the College and if a student must have completed at least two (2) semester preceding nomination.
2. Nominations will be invited in the case of a vacancy due to end of term of office, resignation, or termination of office. Nominations will be invited from the Committee. Nominations will then be reviewed and a secret ballot vote cast to determine the selection of the Chair by simple majority.
3. The term of office shall be one year for the Chair. The Chair may serve only one term.
4. The Chair shall be responsible for appointing the members in a hearing.
5. The Professional Conduct Committee Chair shall receive reports of suspected violations and determine, in consultation with the Associate Director for Student Support and Admissions, if the accusation falls within the purview of the Professional Code of Conduct. Certain actions may be

referred to the University Office of Student Conduct or in the instance of Harassment, Discrimination, or Sexual Assault; referral to the Office of Equity and Access. (Consistent with Title IX)

6. The Chair, in consultation with the Associate Director for Student Support and Admissions may recommend mediation for the parties involved or a facilitated discussion when deemed appropriate.
7. The Chair will work with the Office of Student Conduct and the Office of Equity and Access, for referral of appropriate cases.
8. The Chair will convene an investigative hearing in cases where it is deemed appropriate.
9. The Chair shall be the presiding officer at all meetings of the Professional Conduct Committee. In the event of an unavoidable absence, the Chair may select a designee to act as Chair during the absence.
10. The Chair shall assure justice, fairness and due process in all proceedings.
11. The Chair shall work with the Associate Director for Student Support and Admissions to schedule appropriate training for all new members annually.
12. The Chair shall keep the VMCVM community apprised of all relevant activities of the Professional Conduct Committee.

Appointment of the Professional Conduct Committee Student Members

1. Unless otherwise determined by the membership of a class, procedures for election of the student representatives shall be by simple majority from candidates nominated or volunteering from the floor.
2. There shall be two (2) student members elected by each class in the fall of 2018. In following years, elections will be held within the first two months of the first year and students will be reappointed or new students elected at the end of second semester with other class officer elections.
3. In the event of a vacancy, the class from which the vacancy occurs shall fill the vacancy by election within two (2) months of the occurrence of the vacancy. During the second semester of second year, one (1) alternate member shall be elected by the class to act as an alternate member for the duration of clinical rotations.

Duties of the Professional Conduct Committee Student and Faculty Members

1. Professional Conduct Committee members shall attend annual training regarding the function and limitations of the Professional Conduct Committee. This will include training regarding the University Code of Student Conduct and the Policy on Harassment, Discrimination and Sexual Assault. (Policy 1025)
2. Professional Conduct Committee members shall promote awareness of the Attributes of Professionalism and the Professional Code of Conduct at VMCVM and to advise members of the community as to the proper function of the Professional Code of Conduct as necessary.
3. Professional Conduct Committee members should volunteer to assist in investigations of complaints when appropriate.
4. Professional Conduct Committee members shall vote as to the suitability of postponement requested by accused, referrer, or Professional Conduct Committee.
5. One (1) Committee member from each class shall sit on the Professional Conduct Hearing Panel in the case of a Professional Conduct Committee Hearing.
6. One (1) Faculty member and one (1) Staff member shall sit on the Professional Conduct Committee Hearing Panel in the case of a Professional Conduct Committee Hearing.
8. Meeting schedule: the committee will meet once annually April to review, modify and affirm the Professional Code of Conduct for the coming academic year. The committee shall have hearings as deemed necessary to investigate potential infractions of the Professional Code of Conduct.

Appointment of Investigators

In instances where it is deemed that investigation is warranted members of the Professional Conduct Committee not serving on the Hearing Panel will serve as investigators.

Duties of Investigators

1. Investigators shall gather evidence from the referrer and the accused student(s).

2. Investigators shall prepare a report summarizing the evidence and deliver it to the Professional Conduct Committee Chair and Associate Director for Student Support and Admissions for review. The report shall include all details of the case in hand.
3. In the event of a hearing, Investigators shall present the evidence before the Professional Conduct Committee Hearing Panel.

Appointment of Professional Code of Conduct Facilitators and Mediators

1. In cases where facilitated discussions are deemed appropriate to enhance resolution, the accused student and referrer may agree to meet with a College appointed facilitator or in certain cases a University Mediator.
2. Facilitated discussions and mediation may be of value only if both parties agree to participate.

d) Actions of the Professional Conduct Committee

Resolutions

1. Complaints will be considered resolved if the Professional Conduct Chair in consultation with the Associate Director for Student Support and Admissions believe that the complaint is unsupported by the available information.
2. All identified parties impacted by the complaint agree to proceed with facilitated discussion and/ or mediation process.
3. The complaint may be referred to an informational hearing.

Hearing Process

1. The student accused will be notified in advance of the conduct charges allegedly violated, and the time, date and location of the informational hearing. Prior to the informational hearing, the student will meet with the Director of Admissions and Student Support.
2. The informational hearing will be chaired by the elected chair of the Professional Conduct Committee.
3. The Professional Conduct Committee may make a recommendation based upon the informational hearing to:
 - a. Dismiss the charges due to lack of support.
 - b. Recommend facilitated discussion or mediation.
 - c. Refer to formal hearing.
4. When a formal hearing is deemed appropriate, it shall be conducted within 20 University business days of the informational hearing. During this time, investigation will be conducted as directed above. Student will be notified at least 7 University business days prior of the date, time and location of the formal hearing.
 - a. The student will be provided with a written statement of the charges in reasonable detail a minimum of seven University business days prior to the hearing to allow for adequate preparation.
 - b. The student will have the option to remain silent or they may choose to refute or question witnesses and information during the proceedings. They will also have the option to present a rebuttal and to produce witnesses or statements on their own behalf.
 - c. The student may choose an advisor from within the college to help them prepare. The advisor may be present for but not participate in the formal hearing proceedings.
 - d. At a formal hearing, the student may challenge the objectivity of any panel member or administrator, given reasonable cause to believe that individual may be biased or have a conflict of interest. The Associate Dean for Professional Programs will make a final ruling in such case.
 - e. After the formal hearing, the student may appeal the decision of the hearing panel, provided there are appropriate grounds as identified below in Grounds for Appeals section.

Penalties

Where behaviors and or actions are determined to violate the Professional Code of Conduct, the Professional Conduct Committee Hearing Panel shall be responsible for determining the appropriate sanction.

1. DVM Professional Conduct Committee Warning
 - a. Based on the case and at the determination of the Committee Hearing Panel, the student may be offered training, service, counseling, or other activity to address and modify the behavior that caused the violation. A note will be placed on the student's file that indicates a Code of Conduct incident took place. This note does not become a part of the official transcript, but it serves as a way for future Conduct Committees to be aware of any previous violations that were reviewed by a Hearing Panel.
 - b. The student must fully and satisfactorily complete the recommended activity by a specified date. Failure to provide evidence of completion by that date will automatically result in a Letter of Reprimand to be placed in the student's file.
2. DVM Professional Conduct Committee Letter of Reprimand
 - a. A Letter of Reprimand will be placed in the student's file in Academic Affairs until graduation or termination of enrollment. It does not become a part of the official transcript. This Letter shall serve as a deterrent from future violations.
 - b. The accused will be expected to make reparations for harm caused to another individual, the college, university or the community.
3. DVM Professional Conduct Committee Suspension
 - a. Suspension is immediate and the student shall not be allowed to complete the current semester. In addition, the accused shall be suspended for a period not to exceed one (1) full academic year following the current semester.
 - b. The notation "suspended for Professional Conduct Violation" shall appear on the student's transcript under the semester in which the violation occurred.
 - c. Upon the accused's re-enrollment in the DVM program at VMCVM, they shall be placed on Professional Conduct Probation until graduation or termination of enrollment.
4. DVM Professional Conduct Committee Dismissal
 - a. The accused shall be permanently dismissed from the University without being allowed to complete the current semester.
 - b. The accused may never re-enroll in the DVM program at the VMCVM.
 - c. The notation "permanently dismissed for violation of the DVM Professional Code of Conduct" shall appear on the student's transcript under the semester in which the violation occurred.

Acquittal

In the event of acquittal by the Professional Conduct Committee, all records of any description in conjunction with the hearing process shall be completely destroyed, except the "charges" and the "Findings of the Panel" which shall be filed in the Professional Conduct Committee's confidential file.

Grounds for Appeals

When the outcome of the formal hearing results in suspension from the professional program or dismissal from the professional program, the student charged may appeal. A written request for appeal stating the grounds for appeal must be received within five (5) University business days. The burden of proof rests with the student requesting the appeal to demonstrate why the sanction should be altered. Sanctions will not take effect until the decision of the appellate officer. Appeals will be made to the Associate Dean of Professional Programs (or their designee) who will review the appeal with the College's Executive Board. Appeals decisions will be final.

Grounds for appeal must include at least one of the following:

- Denial of procedural guarantees.
- Significant and relevant new evidence that was not available at the time of the hearing.
- Sanctions that are unduly harsh or arbitrary.

Addendum 1: Prohibited Acts under Policy 1025

As outlined under the Virginia Tech Policy 1025, the following behaviors are regarded as discriminatory or harassing:

- Conduct that conditions any element of a person's employment, enrollment as a student, receipt of student financial aid, or participation in university activities on that person's age, color, disability, gender (including pregnancy), gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status, unless otherwise permitted or required by applicable law .
- Conduct of any type (oral, written, graphic, electronic or physical) that is based upon a person's age, color, disability, gender (including pregnancy), gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, or veteran status and unreasonably interferes with the person's work or academic performance or participation in university activities, or creates a working or learning environment that a reasonable person would find hostile, threatening or intimidating; and/or,
- Conduct consisting of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment or education; or submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual.

Addendum 2: Guidelines for Intervention Potentially Intoxicated Student

If a member of faculty, staff or student suspects a student of being intoxicated or impaired due to the consumption or use of alcohol or illicit drugs they should immediately notify the Course Leader and/or instructor for the course in which the student the student is observed.

The Clerkship Leader should immediately notify the Associate Dean or their proxy.

The Associate Dean will find the student and accompany the student to their office to discuss the allegations.

If the student is clearly impaired they will be dismissed for the day and required to go to counseling.

If the student is reported a second time, the student will be dismissed from the program on disciplinary grounds.

Evidence of intoxication will be defined in terms of generally reliable signs. This includes, but is not limited to, the strong odor of alcohol on an individual's breath, slurred speech, impaired coordination, "glassy" eyes, or exaggerated emotions and behaviors (e.g. excitability, excessive noisiness or complaining, talkativeness, excessive swearing, aggression) [Source: Dartmouth Medical School].

In cases where intoxication requires further verification, the student may be granted access to breathalyzer analysis. This analysis will be performed by the Virginia Tech police. If a student is suspected of being intoxicated whilst in class or when in the Veterinary Teaching Hospital, the Associate Dean may notify the VT Police and ask for assistance with breath testing. The student is required to be tested within 30 minutes of notification of the Associate Dean. The VT Police will be told that this breath testing is for disciplinary and not criminal investigations. If the student declines a breath analysis, the physical evidence may be deemed sufficient to verify intoxication.

If the student is determined to be intoxicated based on physical evidence, or if result of the breath analysis demonstrates a positive reaction (i.e. >0.00), the student will be dismissed from the course and the DVM program on the basis of professional misconduct. Re-admittance to the program will be dependent on meeting the guidelines for re-admission after involuntary withdrawal as outlined in the student handbook.