

C. Academic Administrative Information

1. General

The DVM program consists of four Phases. Each Phase is demanding, and will require that students keep current in order to succeed. Phases are designed with the expectation that students continually build upon knowledge and experience from earlier courses.

There will be regular formative evaluations, the purpose of which are to encourage students to: keep up with course material; come to lecture/ laboratory/ tutorials prepared; self-evaluate; address deficiencies identified; and reward them for advancing their knowledge.

Students may find it difficult to catch up if they fall behind. If students have academic concerns or questions, they are strongly encouraged to consult with the relevant instructor or the Course Coordinator as soon as possible. If academic performance is being affected by medical, psychological or compassionate circumstances, see Section 3 on “Academic Consideration”.

2. Course Notes

Course notes will be posted to the D2L course web site.

3. Academic consideration

If circumstances arise which affect a student's academic performance, support may be available in the form of academic consideration. Examples of academic consideration can include but are not limited to the deferral of a test or an extension of an assignment deadline. For information on academic consideration, see:
<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

Requests for academic consideration must be based on medical, psychological or compassionate grounds. Requests together with supporting documentation should be submitted to the Associate Dean, Students (ADS).

Requests for academic consideration should, whenever possible, be made before the anticipated exam or assignment deadline occurs, not after. In acute situations or emergencies, the ADS's Office should be notified as soon as possible after the fact. Where ongoing problems will potentially interfere with a student's course work, then the student should inform the ADS's Office of this situation as early in the semester as possible, so that any necessary arrangements can be made.

If the request for academic consideration is approved, the request shall be forwarded to the appropriate course coordinator(s) by the ADS. It is the responsibility of the course

coordinator to decide the form that the academic consideration will take. The course coordinator will advise both the student & the ADS's Office as to the details.

3. Absences for academic reasons

Students who wish to be absent during an in-class assessment (ie. quiz or exam) or miss other mandatory course requirements (ie. group work, surgical exercise) (“Course Requirement”) in order to attend a scientific conference or other academic opportunity, must submit their request to the ADS. Students must provide verification from a faculty sponsor that they are attending the academic opportunity and that there is educational benefit to them in doing so. The ADS will inform the appropriate course coordinator of the request. It is the responsibility of the course coordinator to make a decision regarding the request. Options may include but are not limited to:

- a) deny the request and inform the student that he or she must do the Course Requirement at the originally scheduled time and place;
- b) grant permission to do the Course Requirement another time and make the necessary arrangements; or
- c) grant permission, but require that the faculty sponsor make the necessary arrangements for the Course Requirement to be done at another time .

The course coordinator will advise both the student & the ADS's Office as to the details.

4. Continuation of Study

A student's eligibility to move into the next Phase of the Program may be affected by two main factors: failure of a course and/or the Phase or Program Average. Further information is available in the calendar under “Failed Courses” and “Continuation of Study” at:

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c10/c10dvm-info.shtml>

5. Academic Misconduct

The University of Guelph takes a very serious view of Academic Misconduct which includes but is not limited to cheating on examinations, plagiarism, misrepresentation, or submitting the same material in two different courses without written permission. Students are expected to be familiar with the section on Academic Misconduct in the Undergraduate Calendar:

(<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml>),

and should be aware that possible penalties can range up to and including expulsion from the University.

6. Experiential learning involving use of animals

During this program students will increase their knowledge and skills through experiences gained with teaching, client, and possibly research animals. These opportunities are a privilege. Humane handling of all animals is expected from everyone involved. With this in mind, please be aware of the following:

- Use of these animals requires annually reviewed and approved protocols through the Animal Care Committee. Instructors work with their peers and this Committee to prepare protocols ensuring that all drug use, procedures, and handling carried out are appropriate and worthwhile.
- Laboratories involving live animals are scheduled around animal use, as well as safety issues. As such, changing a scheduled lab time or joining a laboratory session for which a student is not scheduled is rarely possible. If a student needs to change laboratory sections, attempts should be made to exchange a session with another student before requesting special consideration.

7. Maintaining an Optimum Learning Environment in OVC Classrooms and Laboratories

Students in the DVM Program will spend much of their time in classrooms and laboratories. These spaces are a shared environment in which students and faculty are engaged in a common purpose – to provide an opportunity for students to understand and learn the material being presented. Maintaining an optimum learning environment in classrooms and laboratories is everyone's responsibility. Therefore, in order to maintain such an environment in OVC, students are expected to:

- be present at 30 minutes past the hour ready to start the lecture or lab and stay there until it ends (normally at 20 minutes past the hour);
- get seated without disrupting others;
- cause the least possible disruption to others (including the instructor) if, during a class or lab, a student must leave for a valid reason;
- hold all personal conversations in the hallway, not in the lab or classroom;
- wait until the end of the lecture or lab before packing up books, etc.;
- respect faculty members' directions about when and how questions can be addressed in class or after class; and
- leave the lab or classroom in a clean and tidy condition by returning all dishes and cutlery to the cafeteria and putting garbage in the receptacles provided.

8. Confidentiality Policy

During your course of study, you will have interaction with clients and their animals, including University owned animals. All interactions with clients and their animals, all animals used within courses as part of the curriculum, are confidential. This means that you cannot share any information about a client or any animals (client or University owned) with anyone; it also

precludes your taking of photographs, video or any other recording of client, animal or records under any circumstances.

Recording of a lecture by a student for personal study is permitted only with verbal consent of the lecturer. If the recording will be shared with others, or broadcast by any means, written consent must be obtained from the instructor. If a student wishes to make a recording which involves participants in addition to the lecturer, the student must first obtain written consent from the participants to the recording and its distribution, if applicable.

5. Examination Procedures

In addition to abiding by the University policy on Academic Misconduct (see section 5), OVC students are also required to:

- Bring photo identification to examinations;
- Not bring or use aids unless such aids are explicitly approved by the instructor-in-charge. Cell phones, PDA and Pocket PC are not allowable aids. If a calculator is an allowable aid, it must function solely as a calculator.
- Place any personal belongings (e.g. coats, hats, bags, books, knapsacks), or other items not classified as allowable aids, in areas specifically indicated by the invigilators.

6. Evaluation of Faculty Performance

Students will be given the opportunity to evaluate instructors' teaching competence before the end of each course. This is part of information required by the University to evaluate faculty performance for purposes of Tenure, Promotion and Selective Increases. Administered by a third party rather than the instructors, these evaluations will be delivered to the respective instructors ONLY after the final grades have been submitted to the Registrar's Office.

Note: the numerical ratings from the form and signed written comments will be made available to the Chair of the department responsible for the course for administrative purposes — the Chair will NOT see any comments that are not signed. You are welcome to visit the appropriate Chair's office at any time during the semester to preview the questionnaire.