2026-27 University of Florida College of Veterinary Medicine Student Handbook
For Students in the Professional Veterinary Program

Student Handbook

2026-2027

UF reserves the right to implement new regulations and policies not currently included in this document.
The university will make a reasonable attempt to inform students of changes in regulations or policies.

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I. Introduction

Our Mission

The University of Florida's College of Veterinary Medicine's faculty have developed a strong program of study in order to fully prepare the next generation of veterinarians for careers in public and private practice, research, industry, academia and a variety of post-graduate roles. The objectives of the curriculum include the following goals:

- To graduate practice-ready veterinarians;
- To impact key concepts and skills as well as critical and analytical thinking skills essential for lifelong learning, personal and professional success, and professional growth;
- To provide students with knowledge and experiences that will foster consideration of the full spectrum of career opportunities and prepare interested students for post-graduate education;
- To provide classroom and clinic environments where there is an emphasis on high morals and ethics, professional values, leadership qualities, and sensitivity to societal needs;
- To emphasize the importance of veterinarians in the advancement of animal and human health and the preservation of humane animal care.
- To remain fully compliant with accreditation standards as set forth by the AVMA Council on Education

Calendar

The most current class schedules and academic calendars are always available online here:

- Class Schedules
- Academic Calendar

The College of Veterinary Medicine academic calendar does not coincide exactly with the undergraduate and graduate academic calendar.

II. Curriculum

Introduction

There are three phases of study at the College of Veterinary Medicine. 150 total credits are required to graduate.

- **Phase I – All Coursework Required**
  - Semester 1-2 (first year): 35 Credits
  - Study disease processes and therapy
  - Organized on an organ system basis
  - Supervised Patient Care and Clinical Skills Clerkship Semester 1-2- students spend lab time focused on communication skills, medical records management, technical and critical thinking skills in active learning sessions. Students participate in supervised patient care in the hospital twice a semester.

- **Phase II – All Coursework Required**
  - Semester 3-4 (second year): 37 Credits
  - Clinical applications
  - Organized on an organ system basis
  - Supervised Patient Care and Clinical Skills Clerkship Semester 3-4

- **Phase III – Required and Elective Coursework**
  - Semester 5-9 (third and fourth year): 77+ Credits
    - Students have two semesters to perform additional didactic coursework in an area of focused concentration.
  - Students enter the Veterinary Medical Center and embark upon clinical clerkship rotations and advanced classroom education.
  - Phase III clerkships, essential and elective didactic courses, and externships
  - Students must be registered for 14 weeks of clinical clerkships in the Spring of their fourth year.
    - Students may elect to participate in externships during these semesters only if using vacation time to enroll in an externship; clinical rotations cannot be substituted for externships, regardless of the number of credits earned towards graduation.

Each course requires students to uphold University expectations of Academic Honesty, Professional Behavior, Attendance and Safety. In conjunction, the University agrees to provide the student with resources for the above expectations as well as policies on Remediation, Instructor Evaluations, Accommodations for Students with Disabilities, Student Safety and Grading. These outlined expectations and resources can be found in each individual course syllabus.

All course instructors will provide their own course-specific syllabus and grading scale within their e-Learning site. Please view the course e-Learning site for the most up-to-date grading scale, instructor information and/or class schedules.

Phase I Courses

***All Required Coursework**

Fall Semester – First- Year (17 credits)

Course Title	Credits
VEM 5008 Putting Families First*	1
VEM 5101 Veterinary Gross Anatomy, Small Animal	4
VEM 5110 Animal Systems	7
• VEM 5110A - Endocrinology • VEM 5110B - Immunology • VEM 5110C - Ophthalmology • VEM 5110D - Neuroscience	
VEM 5115 Veterinary Histology and Embryology	1
VEM 5131 Veterinary Molecular Biology	1
VEM 5150 Veterinary Parasitology	1
VEM 5191 Introduction to Animal Behavior	1
VEM 5200 Supervised Patient Care and Clinical Skills I	1
*Online course with in-person meetings. Begins in the Fall and spans the Spring term. Registration is in the Fall semester, credit and grade awarded in the Spring semester.	

Spring Semester – First- Year (18 credits)

Course Title	Credits
VEM 5041 Contemporary Topics in Animal Welfare and Ethics	1
VEM 5111 Animal Systems II	7
• VEM 5111E - Reproduction • VEM 5111F - Musculoskeletal • VEM 5111G - Cardiovascular • VEM 5111H - Respiration	
VEM 5112 Animal Systems III	7
• VEM 5112I – Renal • VEM 5112J – Digestion • VEM 5112K – Veterinary Gross Anatomy, Large Animal	
VEM 5181 Radiological Techniques	1
VEM 5202 Supervised Patient Care and Clinical Skills II	1
VEM 5220 Basic Veterinary Nutrition	1

Phase II Courses

***All Required Coursework**

Fall Semester – Second-Year (20 credits)

Course Title	Credits
VEM 5141 Veterinary Microbiology	3
VEM 5161 Veterinary General Pathology	2
VEM 5171 Veterinary Pharmacology	3
VEM 5172 Veterinary Toxicology	1
VEM 5203 Supervised Patient Care and Clinical Skills III	1
VEM 5221 Veterinary Clinical Pathology	4
VEM 5261 Diagnostic Veterinary Radiology	1
VEM 5278L Theriogenology	2
VEM 5301 Veterinary Cardiopulmonology	2
VEM 5306 Veterinary Endocrinology	1

Spring Semester – Second-Year (17 credits)

Course Title	Credits
VEM 5162 Veterinary Systemic Pathology	3
VEM 5204 Supervised Patient Care and Clinical Skills IV	1
VEM 5241 Veterinary Ophthalmology	1
VEM 5251 Emergency Medicine and Critical Care	1
VEM 5286 Veterinary Clinical Pharmacology	1
VEM 5305 Veterinary Urology	1
VEM 5309 Veterinary Gastroenterology	1
VEM 5384 Veterinary Neurology	1
VEM 5387 Veterinary Dermatology	1
VEM 5402 Fundamentals of Soft Tissue Surgery	1
VEM 5402L Introduction to Surgery, Lab	1
VEM 5440 Fundamentals of Orthopedic Surgery	1
VEM 5470 Veterinary Anesthesiology	1
VEM 5504 Veterinary Preventive and Production Medicine	2

Phase III Courses

This phase of the professional curriculum is divided into three categories:

- Clinical Clerkship Opportunities
- Essential and elective didactic courses
- Externships

Phase III begins immediately following the spring semester of the second-year and continues through graduation. The summer semester between the third and fourth-year is open for fourth-year students to schedule externships or in-house clerkships if available/as space allows.

Prior to the beginning of third-year clerkships, students are asked to select a track for the clinical portion of the curriculum. This selection helps to tailor the third- and fourth-year curriculum to their area of interest.

Available tracks are:

- Small animal medicine and surgery
- Large and/or Mixed Animal medicine and surgery

Although students are asked to select an area of focused concentration, this selection does not influence which essential courses they are required to complete to earn the DVM degree. (The single exception is for students who select food animal medicine as an area of concentration, they are required to complete ruminant medicine as an essential course.)

Essential and Elective Didactic Courses

The essential courses are offered either during the spring third year or fall fourth year semesters.

Table 1. Required Didactic Courses (6 credits)
Spring Semester Third-Year or Fall Semester Fourth-Year

Required Course Title	Credits
VEM 5032 Veterinary Business and Professional Development	1
VEM 5035 Veterinary Business Management	1
VEM 5503 Veterinary Epidemiology	2
VEM 5510 Emerging and Exotic Diseases (**Online,** offered Spring and Summer semesters)	1
VEM 5854 Clinical Pathology	1

Table 2. Essential Didactic Courses (11-15 Credits)
Spring Semester Third-Year or Fall Semester Fourth-Year

Students must complete at least one course in each category, choosing either Small or Large Animal focus:

Anesthesiology, Small or Large Animal Anesthesiology
Pharmacology, Small or Large Animal Clinical Pharmacology
Microbiology, Small or Large Animal Applied Microbiology
Parasitology, Small or Large Animal Parasitology
Pathology, Small or Large Animal Pathology
Radiology, Small or Large Animal Radiology and Ultrasound
Medicine, Small Animal or Equine Medicine
Surgery, Small or Large Animal Surgery & Lab

Essential Course Title	Credits
VEM 5143 Small Animal Applied Veterinary Microbiology	1
VEM 5144 Large Animal Applied Veterinary Microbiology	1
VEM 5153 Small Animal Parasitology	1
VEM 5154 Large Animal Parasitology	2
VEM 5164 Small Animal Pathology	1
VEM 5165 Large Animal Pathology	1
VEM 5262 Advanced Small Animal Diagnostic Imaging	1
VEM 5264 Large Animal Radiology and Ultrasound	1
VEM 5288 Small Animal Clinical Pharmacology	1
VEM 5289 Large Animal Clinical Pharmacology	1
VEM 5325 Small Animal Medicine	4
VEM 5335 Equine Medicine	3
VEM 5355 Ruminant Medicine	2
VEM 5422 Equine Surgery and Lab	3
VEM 5432 Advanced Small Animal Surgery	3
VEM 5433L Small Animal Surgery Laboratory	1
VEM 5472 Small Animal Anesthesiology	1
VEM 5473 Large Animal Anesthesiology	1

Students who choose to focus on food animal medicine are required to complete VEM 5355 Ruminant Medicine (two credits) along with either the small animal medicine, equine medicine, or dairy production medicine course.

Table 3. Elective Didactic Courses
Spring Semester Third-Year or Fall Semester Fourth-Year

Please note – elective courses may be canceled due to low enrollment and/or may not be taught every year.

Elective didactic courses are offered either during the spring third year or fall fourth year semesters. Students choose these courses to enhance their professional training based on their personal career interests. Enrollment in some of these courses is limited and depends on which track the student has chosen, which means that not all courses are available to all students. In addition, simultaneous scheduling of some courses limit enrollment opportunities.

Elective Didactic Course Title	Credits
VEM 5003 End of Life Issues in Veterinary Medicine	1
VEM 5007 Intentional Living: Developing a Wellness Mindset	1
VEM 5030 Entrepreneurship for Veterinarians – **Online*** †	2
VEM 5051 Welfare and Wellness for Pets and People – **Online*** †	1
VEM 5061 Introduction to Veterinary Disaster Response – **Online*** †	1
VEM 5062C Small Animal Critical Care Medicine	2
VEM 5176 Poisonous Plants	1
VEM 5190 Small Ruminant Production Medicine	1
VEM 5205C Concepts in Veterinary Spectrum of Care	1
VEM 5208 Integrative Medicine	1
VEM 5222C Cytodiagnosis in Veterinary Practice	1
VEM 5225 Small Animal Clinical Nutrition	1
VEM 5242 Small Animal Ophthalmology	1
VEM 5243 Equine Ophthalmology	1
VEM 5271 Small Animal Reproductive Medicine	1
VEM 5274 Equine Reproduction	1
VEM 5277 Bovine Reproduction	1
VEM 5303 Small Animal Hematology	1
VEM 5304 Small Animal Neurology	1
VEM 5308 Veterinary Medical Oncology	2
VEM 5311 Avian Medicine and Surgery	2
VEM 5313 Poultry Diseases	1
VEM 5320 Shelter Animal Behavior and Welfare – **Online***	3
VEM 5321 Integrating Vet Med with Shelter Systems – **Online*** †	3
VEM 5322 Shelter Medicine	1
VEM 5324 Veterinary Forensic Medicine – **Online***	1
VEM 5334L Equine Lameness Imaging	2
VEM 5342 Community Cat Management – **Online*** †	1
VEM 5343 Small Animal Dentistry	1
VEM 5352 Dairy Production Medicine	1
VEM 5363 Laboratory Animal Medicine	1
VEM 5364 Clinical Medicine and Surgery of Rabbits, Rodents, and Ferrets	1
VEM 5370 Reptile Medicine and Surgery	1
VEM 5371 Aquatic Animal Conservation Issues – **Online***	2
VEM 5372 Aquatic Wildlife Health Issues – **Online***	2

VEM 5373 Manatee Health & Conservation – **Online*** †	2
VEM 5374 Diseases of Warm Water Fish – **Online*** †	3
VEM 5376 Sea Turtle Medicine & Rehabilitation – **Online***	3
VEM 5377 Marine Mammal Medicine	1
VEM 5378 SeaVet Clinical Training*†	3
VEM 5381 Shelter Animal Physical Health- **Online***	3
VEM 5388 Advanced Small Animal Dermatology	2
VEM 5424 Veterinary Forensic Pathology	1
VEM 5506 International Veterinary Medicine (SIVO)†	1
VEM 5530 Advanced Beef Practice	1
VEM 5571 Emerging Diseases	1
VEM 5902 Supervised Academic Teaching Development (Teaching Assistant)	Var. 1-3
VEM 5912 Supervised Veterinary Medical Research	Var. 1-3
VEM 5931 Topics in Veterinary Medicine	1
VEM 5991 Individual Investigation †	2
VEM 5992 Veterinary Business Special Project	2

*Enrollment in these courses may entail extra fees that are not included in regular tuition, such as distance learning fees. These are assessed by the University and are not maintained or managed by ASA. Please contact the Registrar's Office or Bursar's Office for questions regarding these charges.

†These courses are typically offered in the summer semester. Students should plan to complete these courses during the summer between their first and second years OR third and fourth years. The summer after second year must be dedicated to clinical rotations. These courses will not substitute for a clinical rotation.

Clinical Clerkships

All veterinary students must complete at least one academic year of hands-on clinical education. The University of Florida is fortunate enough to have working hospitals for both small and large animals on-site. Students will participate in clinical rotations at the Small and Large Animal Hospitals during the summer and fall semesters of the third year (which occupies a 32-week period) and the spring semester of the fourth year. To progress to the fourth-year spring semester, a student must have completed at least 133-134 credits (based on the completion of Anatomic Pathology – 1 credit) of the 150 credits required for graduation. All fourth-year students are required to complete 14 weeks of CVM supervised clinic clerkships (13-14 credits) during the spring semester, regardless of the number of credits already earned.

The clinical year is made up of both required clerkships and elective clerkship opportunities (see detailed information below). Clerkships are two weeks in duration, and students typically earn two credits per clerkship. All required clerkships must be completed prior to graduation, including the medicine and surgery requirements (see below).

All clinical clerkships at UFCVM are graded based on a modified pass/fail grading scale:

- S+ = Honors Pass/Satisfactory (the student performed beyond expectations, considering their position in the clinical year)
- S = Pass/Satisfactory (the student performed at or above the expectations)
- MS = Marginally Satisfactory (the student performed below the expectations and only narrowly passed the rotation)
    - The MS grade is only used for internal purposes and will not appear on the official UF transcript. The transcript will note an "S" grade. ASA tracks the number of MS grades that are awarded. Students in clinic rotations who receive two or more MS (marginally satisfactory) grades during their clinical year, or one MS grade for students on active academic probation will attend a meeting with the Academic Advancement Committee (AAC).
- U = Unsatisfactory (the student failed the rotation, performing well below the standards considering their position in the clinical year)
    - Receiving a U grade will result in a meeting with AAC

Students will be required to participate in educational activities for various hours and shifts according to the clinical rotation to which they are assigned. However, each clerkship coordinator is responsible for ensuring compliance to the below standards for students assigned to their rotation:

- Maximum of 80 clinical and educational hours per week
- In-house emergency night duty following a day-time duty should occur no more frequently than every 96 hours
- Shifts not to exceed 2 x 24-hour shifts per 7-day week and shifts not to exceed 24 continuous hours. Continuous shifts greater than 24 hours should be followed by a minimum of 8 hours and a maximum of 12 hours' rest period.

A minimum of **150 credit hours** is needed to graduate from the College of Veterinary Medicine. If a fourth-year student has not completed their core clinical clerkships prior to this final semester of DVM work, they must do so during this time.

Clinical graduation requirements beginning with the Class of 2026

All students, regardless of track, must complete 2 weeks of each of the following courses (total of 13 credits):

- VEM5751, Applied Pathology
- VEM5761, Anesthesiology
- VEM5783, Radiology
- VEM5743, Primary Care and Dentistry
- VEM5741, Small Animal Medicine
- Two of the following
    - VEM5730, Practice Based Equine Clerkship
    - VEM5733, Large Animal Medicine
    - VEM5735, FARMS
    - VEM5737, Large Animal Surgery

All students will be scheduled for 3 vacation blocks (2 weeks each block) during the Summer-Fall semesters and a minimum of 2 vacation blocks (2 weeks each block) during the Spring semester. Students may request an additional 3rd vacation block in the Spring semester.

Small Animal Track

Small Animal track students must complete the above required clerkships, as well as the following (2 weeks/2 credits each, total of 10 credits):

- VEM5741, Small Animal Medicine
- VEM5742, Small Animal Soft Tissue Surgery
- VEM5745, Small Animal Orthopedic Surgery
- One Shelter Medicine clerkships:
    - VEM5891, Veterinary Community Outreach
- One of the following Emergency Medicine clerkships:
    - VEM5847, Emergency Critical Care Gainesville
    - VEM5848, Emergency Critical Care Ocala
    - VEM5880, ICU Critical Care

Small Animal track students must also complete at least 5 of the following 8 clerkships (2 weeks/ 2 credits each, total of 10 credits):

- VEM5821, Zoological Medicine
- VEM5862, Cardiology
- VEM5869, Dermatology

- VEM5872, Medical Oncology
- VEM5874, Surgical Oncology
- VEM5875, Neurology
- VEM5877, Ophthalmology
- VEM5876, Integrative Medicine

An additional 6 weeks/6 credits of any clinical rotations are required for students to meet the minimum clinical credit requirements for graduation.

Large/Mixed Animal Track

Large/Mixed Animal track students must complete the above required clerkships, as well as the following (2 weeks/2 credits each, total of 10 credits):

- Two of the below clerkships, not already fulfilled (resulting in the Large/Mixed Animal track students completing all 4 of these clerkships in their clinical year)"
    - VEM5730, Practice Based Equine Clerkship
    - VEM5733, Large Animal Medicine
    - VEM5735, FARMS
    - VEM5737, Large Animal Surgery
- VEM5885, Theriogenology
- VEM5892, Externship
- VEM5892, Externship

Large/Mixed Animal track students must also complete at least 5 of the following 8 clerkships (2 weeks/ 2 credits each, total of 10 credits):

- VEM5742, Small Animal Soft Tissue Surgery
- VEM5745, Small Animal Orthopedic Surgery
- One of the following Emergency Medicine clerkships:
    - VEM5847, Emergency Critical Care Gainesville
    - VEM5848, Emergency Critical Care Ocala
    - VEM5880, ICU Critical Care
- One Shelter Medicine clerkships:
    - VEM5891, Veterinary Community Outreach
- VEM5862, Cardiology
- VEM5869, Dermatology
- VEM5875, Neurology
- VEM5877, Ophthalmology

An additional 6 weeks/6 credits of any clinical rotations are required for students to meet the minimum clinical credit requirements for graduation.

Table 4. Clinical Clerkships Opportunities
Summer and Fall Semester Third-Year or Spring Semester Fourth-year

Clerkship Course Number and Title	Credits
VEM 5315 Poultry Medicine Practicum	2
VEM 5386 Small Animal Practice at WEC	2
VEM 5540 Equine Sports Medicine and Rehab at WEC	2
VEM 5730 Practice Based Equine Clerkship [PBEC]	2
VEM 5733 Large Animal Medicine Clerkship [LAM]	2
VEM 5735 Food Animal Reproduction & Medicine Service Clerkship [FARMS]	2
VEM 5737 Large Animal Surgery Clerkship [LAS]	2
VEM 5741 Small Animal Medicine Clerkship [SAM]	2
VEM 5742C Small Animal Soft Tissue Surgery Clerkship [SAS, ST]	2
VEM 5743 Primary Care & Dentistry Clerkship	2
VEM 5745 Small Animal Orthopedic Surgery Clerkship [SAS, O]	2
VEM 5751 Applied Pathology Clerkship	1
VEM 5761 Anesthesiology Clerkship	2
VEM 5783 Radiology Clerkship	2
VEM 5821 Advanced Zoological Medicine Clerkship	2
VEM 5823 Laboratory Animal Medicine Clerkship	2
VEM 5830 Practice Based Equine Clerkship Elective [PBEC]	2
VEM 5833 Advanced Large Animal Medicine Clerkship [LAM]	2
VEM 5835 Advanced Food Animal Reproduction & Medicine Service Clerkship [FARMS]	2
VEM 5836 Food Animal Production Medicine Clerkship Special Elective	2
VEM 5837 Advanced Large Animal Surgery Clerkship [LAS]	2
VEM 5841 Advanced Small Animal Medicine Clerkship [SAM]	2
VEM 5842 Advanced Small Animal Soft Tissue Surgery Clerkship	2
VEM 5843 Advanced Primary Care and Dentistry Clerkship	2
VEM 5844 Small Animal Dentistry Skills and Techniques	2
VEM 5845 Advanced Small Animal Orthopedic Surgery Clerkship	2
VEM 5846 Practice Based Small Animal Clerkship	2
VEM 5847 Veterinary Emergency Critical Care Clinical Clerkship	2
VEM 5848 Veterinary Emergency Critical Care Clinical Clerkship, Ocala, FL	2
VEM 5851 Advanced Applied Pathology Clerkship	2
VEM 5852 Diagnostic Pathology in Shelter Medicine	1
VEM 5861 Advanced Anesthesiology Clerkship	2
VEM 5862 Veterinary Cardiology Clerkship	2
VEM 5869 Advanced Dermatology Clerkship	2
VEM 5870C Veterinary Radiation Oncology	2
VEM 5872C Veterinary Medical Oncology	2
VEM 5874C Veterinary Surgical Oncology	2
VEM 5875 Advanced Neurology Clerkship	2
VEM 5876 Integrative Medicine Clerkship	2

VEM 5877 Advanced Ophthalmology Clerkship	2
VEM 5880 ICU Critical Care Special Clerkship	2
VEM 5881 Advanced Hospitalist Inpatient Service (HIP)	2
VEM 5884 Elective Ultrasound Clerkship	2
VEM 5885 Advanced Theriogenology Clerkship	2
VEM 5890 Consultations in Shelter Animal Medicine Clerkship	2
VEM 5891 Veterinary Community Outreach Clerkship	2
VEM 5892 Externship/Advanced Special Projects	2
VEM 5894 Veterinary Business Management Clerkship	2
VEM 5895 Forensic Pathology Clerkship	2

Student Externships

Students are eligible to complete approved externships once they have begun their clerkship rotations in their third year. Externships cannot be substituted for a scheduled clinical rotation; students are to arrange externships during their vacation blocks or during the summer semester they do not have clinic responsibilities.

The maximum number of externship credits a student may apply towards graduation is eight. Students can complete a maximum of 4 externship experiences for credit; 2-week long externships are worth 2 credits, and 4-week long externships are worth 4 credits. A maximum of 8 credits may be awarded. Students must stay a minimum of 2 consecutive weeks at one location (10 business days) or a maximum of 4 consecutive weeks (20 business days). In the event the location the student has chosen requires an odd length of time for participation, for instance three or six weeks, they would earn 2 credits for three weeks of participation or 4 credits for six weeks of participation.

Important Facts and Regulations for Students about Completing Externships

- Externships are pass/fail.
- Third- and Fourth-year students are the only students eligible to receive academic credit for externships.
- All externships must be approved in advance of the student attending for credit
    - While the college maintains a database of many available externships, additional externships can be approved if planned for in advance by submitting the required Externship Site Approval Form. Please ask the practice to submit this request form 3-4 months prior to your externship, so the committee has ample time to review your request.
    - Externs are expected to work a minimum of 35 hours per week. The externship description in the database should describe the expectations. Specific expectations for overnight shifts, on call duties, or total number of hours worked in the week (which may exceed 35 hours/week) will be determined by the externship location and should be outlined ahead of time.
    - If you have any questions regarding work expectations of the practice or externship opportunity, please contact the practice before selecting them for an externship.
- All externships must be supervised by a licensed veterinarian or doctoral level research scientist.
- Externship credit **WILL NOT** be awarded retroactively. All externships a student plans to complete must be noted on their schedule in advance. Any externship completed that is otherwise not on the student's schedule will not be eligible for academic credit.
- All externship experiences must occur in consecutive two- or four-week intervals.
- Students are not allowed to complete an externship for academic credit under any family member's direct supervision.
    - Students can, however, complete an externship at a family member's practice if the supervising veterinarian is unrelated to the student.

Earning Externship Credit

- A video tutorial of the externship scheduling process can be found here.
- Students must be enrolled in Curriculum Map and in One.UF in order to gain credit.

- Students may earn up to 8 credits for externships The maximum number of credits a single experience can fulfill is 4 credits.
    - If the maximum number of credits allowed (8) has been completed, any other externship a student chooses to complete after that will simply be for experience and will not be eligible for credit.
- Each externship a student plans to complete must be at a different location.
- Externships are pass/fail (S/U)
    - Students must receive an overall grade of "satisfactory" from their supervisor in order to receive a passing grade. If an "unsatisfactory" remark is awarded the student will be required to discuss their externship experience with the Associate Dean of Students and meet with the Academic Advancement Committee. Credit is not awarded for an overall "unsatisfactory" grade.
    - Students must provide their externship supervisor with the grading form, which will be returned to ASA upon completion.

Choosing a Practice/Location

- The practice(s)/location(s) you decide to complete your externship(s) must be approved before participating. Some locations are very competitive, so plan early.
- Approved practices will be stored in the externship database and updated as locations are approved.
- To have a practice/location approved, please provide the practice with the Externship Site Approval Form . This application must be filled out entirely and submitted 3-4 months in advance in order to be reviewed by the committee.

Student Responsibilities

A video tutorial of the externship scheduling process can be found here.

Before attending the externship:

1. Confirm that the location is already approved in the database. If it is not, have the externship location complete the Externship Site Approval Form, at least 2-3 months in advance. Some locations are very competitive, so plan early. Some locations are very competitive, so plan early.
2. After approval, log into Curriculum Map and add the externship to your schedule during the appropriate timeframe.
3. Register yourself for course credit in One.UF by using the course/class numbers which display on your schedule in Curriculum Map. Registration in One.UF should be completed before the deadline provided for the appropriate semester. Contact Melissa Pett with questions about registration. Retroactive credit will not be awarded.
4. Confirm understanding of UFCVM externship rules and regulations and adhere to all to ensure proper earning of credits.
5. Communicate any problems or issues that arise before, during, or after an externship to Melissa Pett, studentaffairs@vetmed.ufl.edu

As you complete the externship:

1. Provide your supervising veterinarian with the grading form, which should be emailed directly to Melissa Pett upon completion.
2. Once ASA receives the completed grading form from the externship, you will receive the "Student Evaluation of Externship Experience" form. Email Melissa Pett upon completion.

International Externships

At this time, international externships are considered on a case-by-case basis. Externships occurring at AVMA accredited education institutions will be approved. All other international externships will be reviewed once the request is submitted using the form above. Students who are interested in attending international externships should contact Melissa Pett so that ASA can track student requests and ensure appropriate, advanced planning.

Courses of Instruction

Each course requires students to uphold University expectations of Academic Honesty, Professional Behavior, Attendance and Safety. In conjunction, the University agrees to provide the student with resources for the above expectations as well as

policies on Remediation, Instructor Evaluations, Accommodations for Students with Disabilities, Student Safety and Grading.

View the course e-Learning site for the most updated grading scale, instructor information and/or class schedules.

Department of Comparative, Diagnostic and Population Medicine

VEM 5115 Veterinary Histology and Embryology – 1 credit. Familiarize DVM students with the basics of veterinary histology, to allow for subsequent study of organ-specific structures. Give students an appreciation for the importance of histology and embryology and how they relate to veterinary medical practice. Prepare DVM students to understand embryological malfunctions that contribute to clinical cases. Course Coordinator – Dr. I. Hawkins; Letter grade.

VEM 5144 Large Animal Applied Veterinary Microbiology - 1 credit. Provides experience with applied microbiological techniques and equipment for diagnosing bacterial, viral, and fungal diseases of horses and cattle. Course Coordinator - Dr. A. Pellissery (odd years) & Dr. S. Periasamy (even years); Letter grade.

VEM 5150 Veterinary Parasitology - 1 credit. Basic principles of parasitology including morphology and life cycles of representative species inhabiting domestic animals and transmissible from animals to humans. Epidemiology, pathogenesis, pathology, and immunology are emphasized. Course Coordinator - Dr. H. Walden; Letter grade.

VEM 5153 Small Animal Parasitology - 1 credit. Parasites of the small animal host; identification; nomenclature, mode of infection, diagnosis, treatment and control. Course Coordinator – Dr. H. Walden; Letter grade.

VEM 5154 Large Animal Parasitology - 2 credits. Parasites of cattle, sheep, goats, pigs, and horses; identification, nomenclature, mode of infection, diagnosis, treatment and control. Course Coordinator - Dr. H. Walden; Letter grade.

VEM 5161 General Pathology - 2 credits. General pathology focuses on basic reactions of cells and tissues to injury that underlie all disease processes and include cell injury and death, circulatory disturbances, inflammation and repair and disturbances of growth and neoplasia. In general pathology, the most important concepts and information will be outlined in the lectures with more detail presented in the required text reading. Other concepts will be introduced in problem-set questions. Course Coordinator - Dr. R. Ossiboff; Letter grade.

VEM 5162 Veterinary Systemic Pathology - 3 credits. Systemic pathology, a continuation of VEM 5161, involving study of pathogenesis and gross and microscopic characteristics of animal diseases. Course Coordinator – Dr. L. Farina; Letter grade.

VEM 5165 Large Animal Pathology -1 credit. Pathology of the horse, cattle, sheep, goats, and swine from a systems perspective: including cardiovascular and respiratory, alimentary, hemolymphatic, endocrine, musculoskeletal, alimentary and hepatic systems, and non-neoplastic and neoplastic disorders. Course Coordinator – Dr. L. Farina; Letter grade.

VEM 5164 Small Animal Pathology - 1 credit. Major disease entities of dogs and cats will be presented via a systems approach. Emphasis will be placed on recognition and understanding of the disease process and its clinical manifestations. Formulation of differential diagnosis will be stressed when pertinent. Course Coordinator – Dr. V. Stevenson; Letter grade.

VEM 5208 Integrative Medicine - 1 credit. This course covers areas in complementary and alternative veterinary medicine that are used as modalities in humans and animals for the treatment and prevention of disease. Course Coordinator - Dr. C. Montalbano; Satisfactory/Unsatisfactory.

VEM 5221 Veterinary Clinical Pathology - 4 credits. This is an introductory course designed to provide basic knowledge about veterinary clinical pathology. The major goal of this course is that students be able to understand and use clinical pathology test results (complete blood cell count, serum biochemistry, urinalysis, hemostatic testing, and cytology) to diagnose and monitor animal diseases in clinical practice. In general, exam questions will focus upon recall of information taught during all course meetings (lectures, case discussions, and laboratories) and application of that information to interpret clinically based laboratory data. Course Coordinator – Dr. C. Lanier; Letter grade

VEM 5222C Cytodiagnosis in Clinical Practice - 1 credit. This course will focus on how to obtain, stain, and evaluate high quality cytologic specimens. Students will learn to interpret microscopic findings in body fluids, organs and tissue masses, and understand the practical application of cytology as it applies to veterinary medicine. Course Coordinator – Dr. C. Lanier; Letter grade.

VEM 5303 Small Animal Hematology - 1 credit. Lecture, discussion, and lab approach to small animal hematology including the diagnosis and treatment of bone marrow disorders, immune-mediated diseases, and hemoparasites. This

course is designed to provide clinical expertise in the use of hematology in the diagnosis and treatment of animal diseases. Some exposure to comparative hematology will also be provided. Course Coordinator - Dr. R. Dulli; Letter grade.

VEM 5311 Avian Medicine and Surgery - 2 credits. Anatomy, physiology, husbandry and aviculture, diagnosis and treatment of pet birds. Course Coordinator - Dr. A. Alexander; Satisfactory/Unsatisfactory.

VEM 5370 Reptile Medicine and Surgery - 1 credit. This one credit course is presented two hours daily for two weeks. Lectures cover basic biology and husbandry of reptile pets. Lecture topics also include nutrition and nutritional diseases, antimicrobials, anesthesia and surgery, diagnostic and therapeutic procedures and techniques, fungal and parasite diseases, and viral and bacterial diseases. Common clinical conditions of reptile patients such as thermal burns, infectious stomatitis, and reproductive disorders are also covered. The course includes two wet laboratories. In the surgical anatomy portion of the laboratory, the anatomy related to various surgical procedures is reviewed using cadaver specimens of snakes, turtles, lizards, and alligators. Course Coordinator – Dr J. Wellehan; Satisfactory/Unsatisfactory.

VEM 5377 Marine Mammal Medicine - 1 credit. To educate students in the basic science, husbandry, medicine and surgery of large mammal. To understand the classification of mammals, special husbandry issues and management of species, including medicine surgery and anesthesia. Course Coordinator - Dr. M. Walsh; Satisfactory/Unsatisfactory.

VEM 5378 SeaVet Clinical Training - 3 credits. SeaVet is a training program in marine mammal science and medicine. The curriculum will emphasize species native to Florida such as the manatee and small cetaceans. A segment on sea turtles will also be included. The course is intended to serve as an introduction to marine mammal biology, natural history and captive husbandry. Common health concerns of both free-ranging and captive populations will be discussed with emphasis on management and disease prevention. The course is intended for students in veterinary medicine and related disciplines as well as graduate veterinarians, professional biologists, marine mammal trainers and agency personnel. Course Coordinator - Dr. M. Walsh; Letter grade.

VEM 5424 Veterinary Forensic Pathology – 1 credit. This course will explore the field of veterinary forensic pathology and associated forensic fields, such as toxicology, entomology, and DNA analysis. Students will learn about the forensic postmortem examination (necropsy/autopsy), how to collect samples for DNA analysis and gain and understanding in how DNA samples are analyzed, and learn about presenting this information in a court of law. Course Coordinator- Dr. A. Stern; Letter grade.

VEM 5470 Veterinary Anesthesiology - 1 credit. Physics and chemistry of anesthetics; anesthetic management and monitoring; general and regional anesthesia of small animals, large animals and exotic animals. Course Coordinator - Dr. L. Chiavaccini; Letter grade.

VEM 5472 Small Animal Anesthesiology - 1 credit. The course deals with the principles and practice of small animal anesthesia. The topics include the use of small animal anesthetic machines, perianesthetic drugs, monitoring, choice of inhalant agents, perioperative pain management, management of complications, and dysrhythmias during anesthesia, local anesthetic techniques, epidural drugs, ventilator support, and anesthetic management of patients with specific diseases and procedures. Anesthesia of small mammals is also discussed. Course Coordinator - Dr. E. Vettorato; Letter grade.

VEM 5473 Large Animal Anesthesiology - 1 credit. The course deals with the principles and practice of large animal anesthesia. The topics include perianesthetic drugs, field anesthesia, monitoring, perioperative pain management, management of complications, local anesthetic techniques, ventilator support, and anesthetic management of patients with specific diseases and procedures. Anesthesia of pigs, cattle, small ruminants, and camelids is also discussed. Course Coordinator – Dr. S. Shippy; Letter grade.

VEM 5751 Core Applied Pathology Clerkship - 1 credit. Experience in gross necropsy, and histopathological examination. Pathology case material consists of in-patients as well as material referred from outside. Clerkship Coordinator – Dr. F. Pierezan; Satisfactory/Unsatisfactory grading.

VEM 5761 Core Anesthesiology Clerkship - 2 credits. Clinical experience in anesthesiology and pulmonary function. Clerkship Coordinator - Dr. D. Portela; Satisfactory/Unsatisfactory grading.

VEM 5821 Advanced Zoological Medicine Clerkship - 2 credits. Clinical experience in the diagnosis and treatment of diseases of pet animals, aquatic animals and exotic species. Clerkship Coordinator - Dr. J. Wellehan; Satisfactory/Unsatisfactory grading.

VEM 5851 Advanced Applied Pathology Clerkship - 2 credits. Experience in gross necropsy and histopathological examination. Case material consists of in patients as well as material referred from outside. Requires advanced permission from the course coordinator, and the student must participate in the biopsy service. Clerkship Coordinator - Dr. I. Hawkins; Satisfactory/Unsatisfactory grading.

VEM 5852 Diagnostic Pathology in Shelter Medicine – 1 credit. Students will receive hands-on training in examining deceased animals and performing autopsies in connection with disease outbreaks or animal cruelty investigations. Students will also learn about sample collection and review common infectious diseases countered in a shelter setting. Course Coordinator- Dr. A. Stern; Satisfactory/Unsatisfactory grading

VEM 5854 Clinical Pathology - 1 credit. Through small group instructor lead sessions, laboratories, discussion, and clinical cases, this course will focus on how to obtain, evaluate, and process high quality clinical pathology specimens. Students will review interpretation of hematology, serum biochemistry and/or endocrinology cases in a clinical context as well as microscopic findings in blood, urine, other body fluids, organs and tissue masses, and understand the practical application of cytology as it applies to veterinary medicine. Course Coordinator – Dr. C. Souza; Letter grade.

VEM 5861 Advanced Anesthesiology Clerkship - 2 credits. Clinical experience in anesthesiology and pulmonary function. Clerkship Coordinator - Dr. D. Portela; Satisfactory/Unsatisfactory grading.

VEM 5876 Integrative Medicine Clerkship - 2 credits. To learn the basic principles and clinical applications in areas of integrative medicine including acupuncture, herbal medicine, rehabilitation and nutrition. Clerkship Coordinator – Dr. J. Repac; Satisfactory/Unsatisfactory grading.

VEM 5895 Forensic Pathology Clerkship – 2 credits. The clerkship is designed to increase student knowledge of veterinary forensics with both classroom and field work. Given the potential legal ramifications for use of real-life case material, this clerkship is designed to allow for the student to learn the techniques; therefore, much of the teaching material will be mock crime scenes and cadaver work. The first week of the clerkship will be the crime scene component. The second week of the clerkship will focus on the forensic autopsy. Course Coordinator- Dr. A. Stern; Satisfactory/Unsatisfactory grading

VEM 5991 Individualized Investigation - 2 credits. Students individually prepare an oral and written report on a research or clinical topic. Course Coordinator - Dr. A. Lee; Letter grade.

Department of Infectious Diseases and Immunology

VEM 5131 Veterinary Molecular Biology - 1 credit. Basic overview of molecular genetics; alteration of genetic information and its consequences; molecular diagnostics and molecular therapeutics and biotech products. Course Coordinator - Dr. J. Moore; Letter grade.

VEM 5141 Veterinary Microbiology - 3 credits. Structure, biochemistry and identification of pathogenic microorganisms. Causes, signs, treatment, control and prevention of infectious diseases in domestic animals. Course Coordinator - Dr. A. Eshraghi; Letter grade.

VEM 5143 Small Animal Applied Veterinary Microbiology - 1 credit. Provides experience with the nuances of diagnosis and control of infectious diseases of special significance in feline, canine, and exotic animals. The application, use, abuse, and interpretation of commercially available diagnostic tools for small animal practitioners will be demonstrated and discussed. Course Coordinator - Dr. M. Brown; Letter grade.

VEM 5363 Laboratory Animal Medicine - 1 credit. Diseases of Laboratory Animals - 1 credit. The course covers an introduction of animal research, laws and regulations, basic biology, husbandry, behavior, welfare, therapeutics and selected diseases of a variety of laboratory species. We will discuss a wide breadth of topics and students will have an opportunity to pick a topic that they are interested in learning more about to investigate further and share with the entire class. Course Coordinator - Dr. H. Ramirez; Letter grade.

VEM 5571 Emerging Diseases - 1 credit. Issues surrounding transmission, control, regulation, and reporting of foreign and emerging diseases. Course Coordinator – Dr. A. Tuanyok; Satisfactory/Unsatisfactory.

VEM 5823 Laboratory Animal Medicine – 2 credits. Unlike clinical practice, where the majority of the veterinarian's time is spent attending clinical cases, a Laboratory Animal Veterinarian's times is divided between a diverse number of tasks that include design and implementation of clinical and preventative veterinary medical programs, oversight of animal husbandry programs, participation in institutional animal care and use committees, consulting/advising investigators among others. The daily clinical load of a Laboratory Animal Medicine can be between 10 and 50% depending on the species involved. Due to this diversity in responsibilities, the rotation will include lectures, group discussion, as well as as much hands-on experience we can provide you with. Clerkship Coordinator - Dr. H. Ramirez; Satisfactory/Unsatisfactory grading

Department of Large Animal Clinical Sciences

VEM 5007 Intentional Living: Developing a Wellness Mindset – 1 credit. This course will explore the concept of happiness and examine evidence-based practices that support personal growth, meaningful relationships and contentment. Through participation in class discussion, experiential activities and independent learning, students will gain knowledge and skills promoting a wellness mindset. Students will increase self-awareness around resilience, growth mindset, and professional burnout mitigation strategies. In addition, students can use these skills to educate future patients about what truly creates a joyful life. Course Coordinator - Dr. A. House; Satisfactory/Unsatisfactory.

VEM 5030 Entrepreneurship for Veterinarians – 2 credits. The goal of the course is to teach veterinary students the critical aspects of finance, operations, marketing and human resource management to prepare them for successful practice ownership. Course Coordinator – Dr. M. Cary; Satisfactory/Unsatisfactory.

VEM 5032 Veterinary Business and Professional Development - 1 credit. Basic principles of veterinary professional management, career opportunities in the profession, personal financial planning, personnel management and employment law, and client relations. Issues of the human animal bond and animal welfare/animal rights are also addressed. Course Coordinator – Dr. M. Cary; Satisfactory/Unsatisfactory.

VEM 5035 Veterinary Business Management - 1 credit. This course outlines the establishment and daily operations of veterinary practice. Basic office procedures, purchasing products, effective communications, malpractice and negligence, as well as medical ethics and legal responsibilities. Course Coordinator - Dr. M. Cary; Satisfactory/Unsatisfactory.

VEM 5041 Contemporary Topics in Animal Welfare and Ethics - 1 credit. Introduction to basic moral theory and its relevance and application to ethical dilemmas and social issues in veterinary medicine. Course Coordinator – Dr. A. House; Satisfactory/Unsatisfactory.

VEM 5190 Small Ruminant Production Medicine – 1 credit. Students will become familiar with husbandry, medicinal, surgical and procedural practices utilized in small ruminant production. Other topics included in the course related to small ruminants are reproductive management, gastrointestinal parasite management, regulatory veterinary medicine, extra-label drug use, nutrition, food product quality assurance and economics. Course coordinator – TBD; Satisfactory/Unsatisfactory.

VEM 5204 Supervised Patient Care and Clinical Skills IV – 1 credit. Engage Students in the application of knowledge acquired in the veterinary curriculum from day one in order to better prepare them for the level of responsibility expected of a Phase III student and practice ready veterinarian. Course Coordinator – Dr. L. Garcia; Satisfactory/Unsatisfactory.

VEM 5271 Small Animal Reproductive Medicine - 1 credit. Course covers canine and feline reproductive endocrinology, infectious and metabolic diseases related to infertility, reproductive management, and artificial insemination. Course Coordinator – Dr. A. Kelleman; Letter grade.

VEM 5274 Equine Reproduction - 1 credit. Advanced equine reproductive physiology and endocrinology with laboratory -including management of estrous; infertility in the mare; abortion; problems of gestation; postpartum problems; neonatal care; ultrasonography; stallion breeding soundness examination; semen handling and preservation; stallion infertility. Course Coordinator - Dr. A. Kelleman; Letter grade.

VEM 5277 Bovine Reproduction - 1 credit. Special emphasis on problems in bovine reproduction including diagnosis of pregnancy, postpartum care, rebreeding, abortion, evaluation of breeding soundness, heifer management, embryo transfer, ultrasonography, teaser bull management, reproductive surgery. Pre-requisite to VEM 5888 - Bovine Reproduction Clerkship. Course Coordinator - Dr. K. Galvão; Letter grade.

VEM 5278L Theriogenology - 2 credits. Basic principles of obstetrics, gynecology, andrology, genital diseases, fertility control and artificial insemination of domestic animals. Course Coordinator - Drs. L. Aguiar and K. Galvão; Letter grade.

VEM 5289 Large Animal Clinical Pharmacology - 1 credit. Bovine and equine ethical therapeutics; issues of food and drug residues; industrial trials; parasite chemotherapy; pharmacology of muscle relaxants; quality control programs. Course Coordinator – Dr. D. McFarlane; Satisfactory/Unsatisfactory.

VEM 5313 Poultry Diseases - 1 credit. Emphasis is on recognition and diagnosis of major diseases of chickens that affect commercial production. These include viral, bacterial, fungal and parasitic diseases, and nutritional deficiencies. Respiratory diseases will be highlighted. Basic avian anatomy is discussed, and there is one laboratory exercise on poultry gross pathology and necropsy. Vaccination is discussed briefly. Course Coordinator - Dr. G. Butcher; Letter grade.

VEM 5315 Poultry Medicine Practicum - 2 credits. Clinical experience in poultry veterinary medicine. Exposure to poultry research, teaching and diagnostic activities. Course Coordinator - Dr. G. Butcher; Letter grade.

VEM 5335 Equine Medicine - 3 credits. Essentials of equine internal medicine including fluid therapy, cardiopulmonology, gastroenterology, neurology, hemolymphatic disorders, dermatology, and special problems in neonatology. Course Coordinator - Dr. S. DeNotta; Letter grade.

VEM 5352 Dairy Production Medicine - 1 credit. Introduction to topics in dairy herd health and production management. Topics covered include record keeping systems, implementation and evaluation of reproductive programs, milk quality and milking management, nutrition programs, replacement rearing programs, individual animal health management and client education. Course Coordinator - Dr. R. Bisinotto; Letter grade.

VEM 5355 Ruminant Medicine - 2 credits. The primary objective is to provide resources for students who are going to food animal or mixed large animal practice when they graduate. Much of the material is focused upon the individual animal, rather than production. Course Coordinator - Dr. F. Maunsell; Letter grade.

VEM 5371 Aquatic Animal Conservation Issues – 2 credits. **Online** - This course introduces veterinary students to some controversial conservation issues surrounding aquatic species ranging from invertebrates to marine mammals. Students should gain a working knowledge of critical conservation issues, learn pro/con aspects of a given problem, develop critical thinking skills for identifying problems, and provide possible solutions or compromises. Course Coordinator – Dr. I. Larkin; Letter grade.

VEM 5372 Aquatic Wildlife Health Issues – 2 credits. **Online** - This course will introduce veterinary students to natural history, anatomy, physiology, behavior and health issues of aquatic wildlife, such as: marine mammals, sea turtles, crocodilians, fish and invertebrates. Students should be able to describe and differentiate between normal/unhealthy animals, and have a working knowledge of common health issues. Course Coordinator – Dr. I. Larkin; Letter grade.

VEM 5373 Manatee Health & Conservation – 2 credits. **Online** - The focus is to introduce veterinary students to manatee natural history, anatomy, physiology, behavior, conservation, and health issues. Students will be exposed to these topics, introduced to current experts in these fields, be able to evaluate and describe common health and mortality issues, and explain current management strategies. Course Coordinator – Dr. I. Larkin; Letter grade.

VEM 5374 Diseases of Warm Water Fish - 3 credits. Diagnosis and management of diseases of warm water fish. Emphasis on aquarium fish with consideration of food fish production and game fish. Course Coordinator - Dr. R. Francis-Floyd; Letter grade.

VEM 5376 Sea Turtle Medicine and Rehabilitation - 3 credits. Foundational knowledge in sea turtle biology, anatomy, and physiology and how these factor into the clinical care and management of sea turtles during rescue events and in rehabilitation settings. Course Coordinator - Dr. I. Larkin; Letter grade.

VEM 5422 Equine Surgery and Lab - 3 credits. This course is designed to give fourth year veterinary students an overview of the common surgical conditions seen in horses. All systems are covered in the course and pertinent background information is covered on each condition. Hands-on laboratories are incorporated when appropriate to give students an opportunity to apply what they have learned. Course Coordinators—Dr. D. De Gasperi; Letter grade.

VEM 5503 Veterinary Epidemiology - 2 credits. Principles of epidemiology in the study of diseases in animal populations. Course Coordinator – Drs. T. Denagamage & D. McFarlane; Letter grade.

VEM 5504 Veterinary Preventive and Production Medicine - 2 credits. Introduction to basic concepts in preventive and production medicine with emphasis on herd health and production programs for domestic animals including cattle, (dairy and beef), small ruminants, swine and companion animals. Epidemiological and economic aspects are combined with production health, regulatory and preventive medicine considerations. Course Coordinator - TBD; Letter grade.

VEM 5506 International Veterinary Medicine (SIVO) - 1 credit. To develop an awareness of the impact that veterinary medicine has on the health and well-being of people and animals in foreign countries and explore opportunities in international veterinary medicine. Course Coordinator Dr. A. Stone; Satisfactory/Unsatisfactory.

VEM 5510 Emerging and Exotic Diseases - 1 credit. **Online** – This course was developed by the USDA in conjunction with the Center for Food Security and Public Health at Iowa State University and the University of Georgia, and is delivered and maintained by the Center for Food Security and Public Health. Course Coordinator - Dr. F. Maunsell; Satisfactory/Unsatisfactory.

VEM 5530 Advanced Beef Practice - 1 credit. Emphasis is given to beef cattle health including topics in the principles and practices of beef cattle production and herd health management, cattle regulatory issues and quality assurance, nutrition and feeding, genetics, reproduction, behavior, practice economics, and computerized management of health and production records. Course Coordinator - Dr. P. Monteiro; Letter grade.

VEM 5540 Equine Sports Medicine and Rehab at World Equestrian Center (WEC) – 2 credits. This course will provide an in-depth introduction to equine sport medicine and rehabilitation. You will be expected to learn general principles of sports medicine and rehabilitation, understand basic principles and interpretation of advanced

diagnostic imaging, become familiar with equine rehabilitation techniques and application for recovery and conditioning, and develop critical thinking skills that will serve you in the management and care of equine athletes. Clerkship Coordinator – Dr. J. Taintor; Satisfactory/Unsatisfactory grading.

VEM 5730 Practice Based Equine Clerkship – 2 credits. The purpose of this course is to provide students with additional and advanced on-farm primary care experience with horses in physical examinations, diagnosis, treatment, herd health, routine surgery and practice management. Clerkship Coordinator – Dr. S. DeNotta; Satisfactory/Unsatisfactory grading.

VEM 5733 Large Animal Medicine Clerkship - 2 credits. Encourage students to apply the basic physiology, pathology, pharmacology, etc. learned in the first 2 phases of the curriculum to clinical cases. Provide in depth discussion of some of the more common diseases affecting the domestic large animal species (equine, bovine, caprine, ovine, camelid, porcine). Also provide exposure to client and professional communications. Clerkship Coordinator - Dr. L. Edwards; Letter grading.

VEM 5735 Food Animal Reproduction and Medicine Service Clerkship (FARMS) - 2 credits. Clinical experience is provided in medicine, surgery and epidemiology of bovine (beef and dairy), ovine and porcine species. Herd and individual animal history taking, physical examination, diagnostic methods, treatment and management of patients are the core of instruction. Clerkship Coordinator - Dr. F. Maunsell; Satisfactory/Unsatisfactory grading

VEM 5737 Large Animal Surgery Clerkship - 2 credits. Clinical experience in surgery of equine, bovine, porcine, camelid and ovine species. History taking, physical examination and pre-and post-operative management of hospital patients and out patients. Clerkship Coordinator - Dr. H. Roe; Satisfactory/Unsatisfactory grading

VEM 5830 Practice Based Equine Clerkship – 2 credits. The purpose of this course is to provide students with additional and advanced on-farm primary care experience with horses in physical examinations, diagnosis, treatment, herd health, routine surgery and practice management. Clerkship Coordinator – Dr. S. DeNotta; Satisfactory/Unsatisfactory grading.

VEM 5833 Advanced Large Animal Medicine Clerkship - 2 credits. Encourage students to apply the basic physiology, pathology, pharmacology, etc. learned in the first 2 phases of the curriculum to clinical cases. Provide in depth discussion of some of the more common diseases affecting the domestic large animal species (equine, bovine, caprine, ovine, camelid, porcine). Also provide exposure to client and professional communications. Clerkship Coordinator - Dr. L. Edwards; Satisfactory/Unsatisfactory grading.

VEM 5835 Elective Food Animal Reproduction and Medicine Service Clerkship (FARMS) - 2 credits. This elective course provides an advanced clinical experience in medicine, surgery and epidemiology of bovine (beef and dairy), ovine and porcine species. Herd and individual animal history taking, physical examination, diagnostic methods, treatment and management of patients are the core of instruction. Advanced student involvement and participation are expected. Clerkship Coordinator - Dr. F. Maunsell; Satisfactory/Unsatisfactory grading.

VEM 5836 Special Elective Food Animal Production Medicine Clerkship - 2 credits. Advanced clinical instruction regarding food animal medicine, surgery and epidemiology. Students are assigned specific and challenging case work-ups to be developed in depth over the rotation period. Time and diagnostic resources and tools are made available to solve cases and establish recommendations for management of the case challenge. Clerkship Coordinator - Dr. F. Maunsell; Satisfactory/Unsatisfactory grading.

VEM 5837 Advanced Large Animal Surgery Clerkship - 2 credits. Clinical experience in surgery of equine, bovine, porcine, camelid and ovine species. History taking, physical examination and pre-and post-operative management of hospital patients and out patients. Clerkship Coordinator – Dr. H. Roe; Satisfactory/Unsatisfactory grading.

VEM 5885 Advanced Theriogenology Clerkship - 2 credits. The primary emphasis of this clerkship is to teach fundamentals of veterinary reproduction. The horse will be used as a focus species with a comparative aspect of small animal reproduction and non-equine large animal species. Principles reviewed will include anatomy and physiology, estrous cycles, breeding soundness, breeding management, infertility, pregnancy detection, pregnancy management/abnormalities of parturition and postpartum care. Clerkship Coordinator – Dr. L. de Aguiar; Satisfactory/Unsatisfactory grading.

VEM 5892 Externship - 2 credits. Clinical or research experience augmenting the core clerkships. Course Coordinator - Variable; Satisfactory/Unsatisfactory grading.

VEM 5894 Practice Management Clerkship – 2 credits. Practice Management is centered on the intensive business evaluation of veterinary practices. Students will use principles learned in the classroom and apply them to "real world" circumstances with the supervision and assistance of the course instructors. Students will interview practice owners, apply one or more analytical tools to evaluate problems and provide corrective recommendations and plans. At the end of the evaluation, cohesive business recommendations will be

formulated for practice owners based on observations and financial analysis. Clerkship Coordinator - Dr. M. Cary; Satisfactory/Unsatisfactory grading.

VEM 5931 Topics in Aquatic Animal Health – 1 credit. Presentation/discussion by students of selected articles relating to aquatic animal health, including both vertebrates and invertebrates; plus a monthly one hour seminar. Spring and fall semesters every year, one hour a week, 15 weeks. Course Coordinator - Dr. I. Larkin; Satisfactory/Unsatisfactory.

VEM 5992 Veterinary Business Special Projects – 2 credits. Through integration of management tactics learned in VEM5030 and leadership tactics learned in this course, the students will embark upon problem-solving common issues found in the veterinary practice setting. Course Coordinator – Dr. M. Cary; Satisfactory/Unsatisfactory.

Department of Physiological Sciences

VEM 5101 Veterinary Gross Anatomy, Small Animal- 4 credits. Gross anatomy of organ systems in companion animals. Course Coordinator - Dr. S. Tevosian; Letter grade.

VEM 5110 Animal Systems I - 7 credits. Anatomy, physiology and physiological chemistry of animal organ systems. Overall Course Coordinator - Dr. C. Vulpe; Letter grade. Animal Systems I is divided into the following subcourses: **Neuroscience** (25%) – C. Hansen, **Endocrinology** (29%) – P. Cooke; **Immunology** (36%)– S. Kariyawasam; **Ophthalmology** (10%) – C. Plummer.

VEM 5111 Animal Systems II - 7 credits. Continuation of Animal Systems I. VEM 5110 is a prerequisite to VEM 5111. Overall Course Coordinator - Dr. C. Vulpe; Letter grade. Animal Systems II is divided into the following subcourses: **Musculoskeletal** (18%) – Y. Seven; **Cardiovascular** (30%) – C. Hansen; **Respiration** (27.5%) - Y. Seven; **Reproduction** – Dr. L. Aguiar.

VEM 5112 Animal Systems III - 7 credits. Continuation of Animal Systems II. VEM 5111 is a prerequisite to VEM 5112. Animal Systems III is divided into the following subcourses: **Digestion** - D. Freeman; Veterinary Gross **Anatomy, Large Animal** - I. Aguirre; **Renal** - D. Bolser. Course Coordinator - Dr. C. Vulpe; Letter grade.

VEM 5171 Veterinary Pharmacology - 3 credits. Introduction to general principles of pharmacology, with emphasis on selected classes of drugs that are used commonly in veterinary therapeutics, including mechanisms of action, adverse effects, indications for use as well as species-related differences in drug actions and restrictions. Course Coordinator - Dr. L. Reznikov; Letter grade.

VEM 5172 Veterinary Toxicology - 1 credit. Principles of toxicology and mechanisms of antidotal therapy. Course Coordinator – Dr. C. Martyniuk; Letter grade.

VEM 5176 Poisonous Plants - 1 credit. In this course, students will learn to identify the most common poisonings, to recognize clinical signs for a common toxicosis, and to know how to effectively treat the patient. At the end of the course, student should be able to identify toxins and their effects by system, and to learn their mechanism of action. Course Coordinator – Dr. C. Martyniuk; Letter grade.

Department of Small Animal Clinical Sciences

VEM 5003 End of Life Issues in Veterinary Medicine – 1 credit. The purpose of this course is to introduce specific information on the euthanasia of different species of animals as well as how to assist veterinary clients during the decision-making process and support clients whose pets are dying or have died. Course Coordinator – Dr. A. Inman; Satisfactory/Unsatisfactory.

VEM 5008 Putting Families First – Interdisciplinary Family Health - 1 credit. The PFF course is designed to imitate an interprofessional learning practicum where students learn as a team about the impact of resources and environment on health status. Students will learn to conceptualize family health beliefs and behavior from a biopsychosocial framework, and they will learn to assess family health care needs and health care access through an interprofessional lens. Veterinary medicine students work with other students in the clinical health psychology, dental, health administration, medical, nursing, nutrition, pharmacy, physician assistant and physical therapy fields. Course Coordinator - Dr. A. Estrada and IPE office; Satisfactory/Unsatisfactory.

VEM 5051 Welfare and Wellness for Pets and People – 1 credit. **Online** – This course will promote wellness for veterinary students by exploring and practicing a variety of skills needed to thrive as a student and veterinary professional. The course uses parallel examples from animal welfare and behavior to illustrate new wellness concepts for people and the importance of caring for oneself and colleagues with the same diligence used to care for pets. During the course, students will learn to recognize and reduce professional and personal risk factors (including stress, mental distress, compassion fatigue, and burnout), integrate healthy behaviors, manage stress, and

utilize coping skills in everyday challenges. Online Coordinator - Dr. J. Levy; Satisfactory/Unsatisfactory assessment.

VEM 5061 Introduction to Veterinary Disaster Response - 1 credit. **Online** - This course will establish the skills and credentials needed to volunteer as a disaster responder. Students will learn about the veterinarian's role in the Incident Command System (ICS) and how multiple agencies participate in a coordinated disaster response. First-hand accounts will illustrate what veterinarians might encounter when deploying with a local, state, or national agency. Students will learn the best practices for relocating animals from source shelters to destination shelters in a natural or manmade disaster. Finally, students will develop their own family disaster preparedness plan and learn how they can assist in their community's preparation, response, and recovery from a disaster. Students will complete online Federal Emergency Management Agency (FEMA) training modules to become a credentialed disaster responder. Online Coordinator - Dr. C. Crawford; Letter grade.

VEM 5062C Small Animal Critical Care Medicine - 2 credits. This elective course has an emphasis on the management of critically ill patients in the intensive care unit. The course will build on the physiological principles and emergency and critical care fundamentals learned in previous courses. During this course students will learn about cardiovascular and respiratory monitoring, hemostatic dysfunction and advanced coagulation tests/therapies, extracorporeal therapy, mechanical ventilation, management of electrolytes and acid-base derangements, nutrition in the critically ill, advanced concepts of sepsis and management of sepsis, and vasopressors and fluid therapy in critically ill animals. Course Coordinators - Dr. J. Wolf and Dr. W. Hung; Letter grade.

VEM 5181 Radiological Techniques - 1 credit. Principles of x-rays and radiographic images; radiation safety; animal positioning and x-ray technique charts for large and small animal units. Course Coordinator – Dr. E. Huguet; Letter grade.

VEM 5191 Introduction to Veterinary Animal Behavior - 1 credit. Comparative behavior of companion and domestic animals. Course Coordinator – Dr. C. Crawford; Letter grade.

VEM 5200 Supervised Patient Care and Clinical Skills I – 1 credit. Engage students in the application of knowledge acquired in the veterinary curriculum from day one in order to better prepare them for the level of responsibility expected of a Phase III student and practice ready veterinarian. Course Coordinator – Dr. L. Garcia; Satisfactory/Unsatisfactory.

VEM 5202 Supervised Patient Care and Clinical Skills II – 1 credit. Engage Students in the application of knowledge acquired in the veterinary curriculum from day one in order to better prepare them for the level of responsibility expected of a Phase III student and practice ready veterinarian. Course Coordinator – Dr. L. Garcia; Satisfactory/Unsatisfactory assessment

VEM 5203 Supervised Patient Care and Clinical Skills III –1 credit. Engage Students in the application of knowledge acquired in the veterinary curriculum from day one in order to better prepare them for the level of responsibility expected of a Phase III student and practice ready veterinarian. Course Coordinator – Dr. L. Garcia; Satisfactory/Unsatisfactory.

VEM 5205C Concepts of Veterinary Spectrum of Care – 1 credit. This course will explore structured approaches to clinical veterinary practice that respect the full spectrum of care options available to veterinarians, clients, and patients. With perspectives from both generalists and specialists, students will learn how to approach and tailor clinical case management to achieve the best outcome for the individual veterinarian-client-patient context. Course Coordinator – Drs. F. Griffin & J. Rooks; Satisfactory/Unsatisfactory.

VEM 5220 Basic Veterinary Nutrition -1 credit. Basic principles of veterinary nutrition including effects of deficiency, therapeutic nutrition, and nutrient requirements of diseased and convalescing animals. Course Coordinator - Dr. R. Hill; Letter grade.

VEM 5225 Small Animal Clinical Nutrition - 1 credit. Didactic and problembased- approach to small and exotic animal clinical nutrition. Course Coordinator - Dr. R. Hill; Letter grade.

VEM 5241 Veterinary Ophthalmology - 1 credit. Study of diseases of the eye and orbit of domestic animals. Laboratories in diagnostic procedures and surgical exercises. Course Coordinator - Dr. P. Martinez; Letter grade.

VEM 5242 Small Animal Ophthalmology - 1 credit. Ophthalmologic examination techniques; problems in conjunctival and corneal disease, eyelid, nictitans and lacrimal disease, anterior segment disease, posterior segment disease, and ocular manifestations of systemic diseases. Course Coordinator – Dr. C. Plummer; Letter grade.

VEM 5243 Equine Ophthalmology - 1 credit. Form, function, disease, and treatment of the equine eye. Course Coordinator – Dr. C. Plummer; Letter grade.

VEM 5251 Emergency Medicine and Critical Care - 1 credit. Evaluation and monitoring of animal patients; shock syndromes; respiratory distress syndromes; hemorrhagic disorders; trauma; cardiopulmonary resuscitation and seizure. Course Coordinator - Dr. A. Allen-Durrance; Letter grade.

VEM 5261 Diagnostic Veterinary Radiology - 1 credit. Interpretation of roentgen signs of normal and abnormal systems of small animals (dogs and cats). Course Coordinator - Dr. F. Vilaplana Grosso; Letter grade.

VEM 5262 Advanced Small Animal Diagnostic Imaging - 1 credit. Radiographic, ultrasound, and scintigraphic equipment and techniques for observing skeleton and soft tissues in order to identify sites of injury, disease, and other processes in small animals. Course Coordinator - Dr. A. Gallastegui; Letter grade.

VEM 5264 Large Animal Radiology and Ultrasound - 1 credit. Radiographic, ultrasound, and scintigraphic equipment and techniques for observing skeleton and soft tissue in order to identify sites of injury, disease, and other processes in large animals. Course Coordinator – Dr. E. Huguet & Dr. K. Peper; Letter grade.

VEM 5286 Veterinary Clinical Pharmacology - 1 credit. This course builds on the second year fall core pharmacology course, VEM 5171, where students have already learned basic mechanisms of action of drugs. This course will focus on the clinical use of drugs in different disease processes with the intent of preparing the student for the clinical years. Course Coordinator – Dr. T. Lanaux; Letter grade.

VEM 5288 Small Animal Clinical Pharmacology - 1 credit. This course is designed to be a case based, interactive course where cases are presented on various topics related to small animal clinical pharmacology with the use of Poll Everywhere to promote interaction between faculty and students. Various topics will be presented during this course. Course Coordinator – Dr. E. Miscioscia; Satisfactory/Unsatisfactory.

VEM 5301 Veterinary Cardiopulmonology - 2 credits. Veterinary medical aspects of diseases of the cardiovascular and respiratory systems of domestic animals. Course Coordinator - Dr. A. Estrada & Dr. A. Specht; Letter grade.

VEM 5304 Small Animal Neurology - 1 credit. Course is designed to combine basic neuroscience and clinical neurology for students in the small animal area of concentration. Course Coordinators - Dr. S. Carrera-Justiz; Letter grade.

VEM 5305 Veterinary Urology - 1 credit. Clinical signs, diagnosis and treatment of diseases of the urinary system of domestic animals. Course Coordinator - Dr. A. Specht; Letter grade.

VEM 5306 Veterinary Endocrinology - 1 credit. This is a very clinical oriented course providing a brief review of physiology, more in-depth pathophysiology, clinical features, diagnosis, and treatment of various endocrine glands including: pituitary, pancreas, thyroid, parathyroid, adrenal cortex and medulla, gonads. Fluid therapy and electrolyte disorders are also covered. Course Coordinator - Dr. C. Gilor; Letter grade.

VEM 5308 Veterinary Medical Oncology - 2 credits. This course is designed to introduce the veterinary student to the incidence, clinical appearance, diagnostic techniques, treatment options, biological behavior, and prognosis associated with common tumors of the dog and cat. Course Coordinators - Drs. J. Bertran & M. Takada; Letter grade.

VEM 5309 Veterinary Gastroenterology - 1 credit. Clinical signs, diagnosis and treatment of abnormal function of the gastrointestinal system of domestic animals. Course Coordinators – Drs. C. Sanchez & S. Walton; Letter grade.

VEM 5320 Shelter Animal Behavior and Welfare - 3 credits. **Online** – Students will learn about canine and feline communication; the influence of behavior on relinquishment, adoption and retention; how to assess and enhance behavioral wellness at the individual and population level; and ways to use training and learning principles to modify common shelter pet behaviors. Students will use the problem-oriented approach to identify, diagnose, and treat behavior problems in shelter dogs and cats using environmental, social, training, psychopharmacological, and enrichment resources as appropriate. Course Coordinator – Dr. J. Levy; Letter grade.

VEM 5321 Integrating Veterinary Medicine with Shelter Systems – 3 credits. **Online** – This course will establish a foundation of knowledge and expertise in the growing field of shelter medicine using the Association of Shelter Veterinarians (ASV) Guidelines for Standards of Care in Animal Shelters as a guide to best practices. Students will learn about the critical role played by shelter veterinarians in protecting the health and welfare of sheltered dogs and cats while developing evidence-based population wellness and management practices that optimize wellbeing and best outcomes. The course will use common real-world scenarios to explore preventive healthcare, population medicine, infectious diseases, behavior, housing, animal cruelty, spay/neuter, and careers in the Shelter Medicine. Students will earn Fear Free Professional certification, a valuable credential and competency for clinical rotations. Course Coordinator – Dr. J. Levy; Letter grade.

VEM 5322 Shelter Medicine – 1 credit. This course will introduce students to the concepts utilized by successful shelter veterinarians to ensure the animals in their care remain healthy both physically and emotionally. This course is an immersive weeklong on-site experience at a busy Florida animal shelter. Students will work with shelter veterinarians, staff, managers, and leadership to gain first-hand experience in shelter operations, infectious disease control, forensics, behavior, patient care, heartworm treatment, surgery, population management, leadership, animal social services, veterinary care in underserved communities, and professional wellness. Course Coordinator – Dr. J. Levy; Letter grade.

VEM 5324 Veterinary Forensic Medicine – 1 credit - This course introduces students to the role of veterinarians in recognition and reporting of animal abuse, the different types of animal abuse, differentiation of animal neglect from animal cruelty, identification of medical conditions commonly associated with animal neglect and cruelty, and how to perform and document forensic examinations of live and deceased victims of abuse. Course Coordinator – Dr. C. Crawford; Letter grade.

VEM 5325 Small Animal Medicine - 4 credits. Essentials of small animal medicine including diagnosis and treatment of clinical problems of the cardiovascular, pulmonary, gastrointestinal, endocrine, urinary, and hemolymphatic systems; includes infectious diseases, critical care, pediatrics, and dentistry. Course Coordinator - Dr. K. Cooke; Letter grade.

VEM 5334L Equine Lameness Imaging – 2 credits. Provides a thorough understanding of equine musculoskeletal anatomy as it pertains to lameness, and provides a practical, hands-on approach to helping students learn equine musculoskeletal ultrasonography and diagnostic analgesia pertinent to the lame horse. Course Coordinator – Dr. H. Roe & A. Morton; letter grade

VEM 5342 Community Cat Management - 1 credit. This course will use a combination of self-paced online modules and hands-on clinical training to develop the knowledge and skills necessary to effectively and humanely manage populations of unowned, free-roaming, community cats. Course Coordinator – Dr. J. Levy; Letter grade.

VEM 5343 Small Animal Dentistry - 1 credit. To educate students in the basics of diagnosis of dental diseases and oral pathology, formulate a treatment plan, intraoral radiograph, tooth extraction and repair of jaw fractures. Course Coordinator - Dr. A. Stone; Letter grade.

VEM 5364 Clinical Medicine and Surgery of Rabbits, Rodents, and Ferrets - 1 credit. Introduction to laboratory animal medicine, unique anatomy and physiology and nutritional diseases of lab animals. Treatment and diagnostics and emergency medicine and supportive care. Course Coordinator - Dr. A. Alexander; Letter grade.

VEM 5381 Shelter Animal Physical Health – 3 credits. **Online** – Students analyze and apply evidence-based guidelines and protocols that protect and enhance shelter animal physical health and well-being. This includes best practices and strategies for preventive healthcare and infection control, diagnosis and treatment of common infectious and zoonotic diseases, management of disease outbreaks, population management analyses to maximize positive outcomes for shelter animals, and humane euthanasia of animals with undeterred pain and suffering. Students develop skill in modifying and adapting best practice protocols and strategies based on available resources in the shelter and community. Students also utilize communication and leadership skills to discuss their shelter healthcare plans with professional peers and to promote a collaborative approach with shelter personnel and the community. Course Coordinator - Dr. C. Crawford; Letter grade.

VEM 5384 Veterinary Neurology - 1 credit. Evaluation of the neurologic patient with special emphasis on localization of lesions, formation of a differential diagnosis, development of a diagnostic plan, and recommendation for treatment of common neurologic disorders. The class is based largely on clinical case presentations. Course Coordinator – Dr. S. Carrera-Justiz; Letter grade.

VEM 5386 Small Animal Practice at the World Equestrian Center (WEC) – 2 credits. Students on this clinica rotation will see primary care small animal appointments and urgent care appointments at WEC. General practice surgeries, including spay/neuter, mass removals, cystotomies, foreign body retrievals, and dentistries are performed regularly. Students will be expected to take part in all aspects of practice including history and physical examinations, development of a problem list, followed by diagnostic and therapeutic planning and performing clinical treatments and procedures. Students will also be involved in the triage of urgent and emergent cases presented to SAP-WEC. Clinical Coordinator – Dr. B Street; Satisfactory/Unsatisfactory grading.

VEM 5387 Veterinary Dermatology - 1 credit. Clinical signs, diagnosis and treatment of diseases of the skin of domestic animals. Course Coordinator – Dr. R. Marsella; Letter grade.

VEM 5388 Veterinary Dermatology – 1 credit. The goals of this course are to provide advanced knowledge on how to logically and systematically approach small animal dermatological diseases with particular emphasis on problem-based approach. Course Coordinator – Dr. R. Marsella; Letter grade

VEM 5402 Fundamentals of Soft Tissue Surgery - 1 credit. Fundamentals of aseptic technique, basic surgical techniques, wound healing and surgical management of disease. Surgical procedures for organ systems of domestic small animals. Course Coordinator – Dr. R. Williams; Letter grade.

VEM 5402L Introduction to Surgery, Lab – 1 credit. Students will be educated on basic surgical principles and techniques, the development of fundamental operative skills, current concepts in the pathophysiology and management of various conditions that require surgery, and preoperative and postoperative management of surgical patients. Course Coordinator – Dr. C. Adin; Letter grade.

VEM 5432 Advanced Small Animal Surgery - 3 credits. Problem oriented topics and minilectures in small animal soft tissue surgery including skin, oral cavity, nasal/mandible, esophagus, head/neck, intestine, thoracic cavity, urinary tract,

liver/spleen; handling chest and abdominal trauma, reconstruction, and neoplasms. Basic and advanced principles and techniques of skeletal fixation, complications, and reconstructive techniques of orthopedic surgery for small animals. Course Coordinator - Dr. B. Case; Letter grade.

VEM 5433L Small Animal Surgery Laboratory - 1 credit. This course will cover soft tissue and orthopedic procedures, which are routinely performed in private veterinary practice and will assist you with your understanding of the problems associated with various surgical techniques. Course Coordinator - Dr. K. Ham ; Letter grade.

VEM 5440 Fundamentals of Orthopedic Surgery - 1 credit. Basic orthopedic techniques and principles. Course Coordinator - Dr. L. Scheuermann; Letter grade.

VEM 5741 Small Animal Medicine Clerkship - 4 credits. Clinical experience in medicine of canine and feline species. History taking, physical examination and management of hospital patients and out patients. Clerkship Coordinator - Dr. A. Specht; Satisfactory/Unsatisfactory grading.

VEM 5742 Small Animal Soft Tissue Surgery Clerkship - 2 credits. Clinical experience in in soft tissue surgery of canine and feline species. History taking, physical examination, pre- and post-operative management of hospital patients and out patients will be covered during this rotation. Clerkship Coordinator - Dr. R. Williams; Satisfactory/Unsatisfactory grading.

VEM 5743 Primary Care and Dentistry Clerkship - 2 credits. Clinical skills, basic knowledge and client communication skills are designed to teach students while providing routine veterinary care to clientele. Encompassing not only preventive medicine wellness but also comprehensive care for minor illness and injuries. Clerkship Coordinator - Dr. F. Griffin; Satisfactory/Unsatisfactory grading.

VEM 5745 Small Animal Orthopedic Surgery Clerkship - 4 credits. Clinical experience in surgery of canine and feline species. History taking, physical examination and pre- and post-operative management of hospital patients and out patients. Clerkship Coordinator - Dr. N. Worden; Satisfactory/Unsatisfactory grading.

VEM 5783 Radiology Clerkship - 2 credits. Clinical experience in exposure, development and reading of x-ray films. Clinical material, hospital patients and out patients are utilized for teaching the fundamentals of radiographic diagnosis. Clerkship Coordinator - Dr. K. Peper & Dr. H. Paradise; Satisfactory/Unsatisfactory grading.

VEM 5841 Advanced Small Animal Medicine Clerkship - 2 credits. Clinical experience in medicine of canine and feline species. History taking, physical examination and management of hospital patients and out patients. Clerkship Coordinator – Dr. A. Specht; Satisfactory/Unsatisfactory grading.

VEM 5842 Advanced Small Animal Soft Tissue Surgery Clerkship - 2 credits. Clinical experience in surgery of canine and feline species. History taking, physical examination and pre- and post-operative management of hospital patients and out patients. Clerkship Coordinator - Dr. R. Williams; Satisfactory/Unsatisfactory grading

VEM 5843 Advanced Primary Care and Dentistry Clerkship - 2 credits. Clinical skills, basic knowledge and client communication skills are designed to teach students while providing routine veterinary care to clientele. Encompassing not only preventive medicine wellness but also comprehensive care for minor illness and injuries. Clerkship Coordinator - Dr. F. Griffin; Satisfactory/Unsatisfactory grading.

VEM 5844 Small Animal Dentistry Skills and Techniques - 2 credits. Laboratory practicums and clinical experience in small animal and exotic species dentistry. History taking, physical examination, pre- and post-operative as well as medical management of dental patients. Course Coordinator - Dr. A. Stone; Satisfactory/Unsatisfactory grading.

VEM 5845 Advanced Small Animal Orthopedic Surgery Clerkship - 2 credits. Clinical experience in surgery of canine and feline species. History taking, physical examination and pre- and post-operative management of hospital patients and out patients. Clerkship Coordinator - Dr. N. Worden; Satisfactory/Unsatisfactory grading.

VEM 5846 Small Animal Practice Based Clerkship – 2 credits. The purpose of this course is to provide students with in-clinic primary care experience treating small animals (dogs, cats, and small exotics if treated by the practice), emphasizing physical examination, diagnosis, treatment, routine surgery and practice management. Clerkship Coordinator – Dr. W. Mandese; Satisfactory/Unsatisfactory grading.

VEM 5847 Veterinary Emergency Critical Care Clinical Clerkship – 2 credits. The purpose of this course is to increase knowledge and clinical application of common emergency cases, physical examination skills, with an emphasis on caring for critically ill patients and improving technical skills. The caseload will dictate the actual diseases that are seen clinically and therefore case-based teaching will focus on emergency procedure and emergency treatment of the triage cases. Clerkship Coordinator – Dr. A. Odunayo; Satisfactory/Unsatisfactory grading

VEM 5848 Veterinary Emergency Critical Care Clinical Clerkship, Ocala, FL – 2 credits. The purpose of this course is to introduce the students to the emergency cases received on the triage service and to the critical care cases. The caseload will dictate the actual diseases that are seen clinically and therefore case based teaching will focus on emergency procedures. This course takes place at WEC in Ocala, FL. Clerkship Coordinator – Dr. A. Inman; Satisfactory/Unsatisfactory grading

VEM 5862 Veterinary Cardiology Clerkship - 2 credits. Students will focus on history taking, physical examination, differential diagnosis, clinical diagnosis and treatment of cardiac diseases of dogs, cats and occasionally large animals and exotic species. Clerkship Coordinator – Dr. E. Benjamin; Satisfactory/Unsatisfactory grading.

VEM 5869 Dermatology Clerkship - 2 credits. Recognize, define and treat common skin diseases. Clerkship Coordinator - Dr. C. Wu; Satisfactory/Unsatisfactory grading.

VEM 5870C Veterinary Radiation Oncology Clerkship – 2 credits. This clerkship is designed to increase student knowledge of various aspects of approaching a patient with cancer, including methods to obtain a diagnosis, discussion on therapeutic options, and associated outcomes. Clerkship Coordinator – Dr. J. Gutti; Satisfactory/Unsatisfactory

VEM 5872C Veterinary Medical Oncology Clerkship – 2 credits. This rotation is designed to introduce third and fourth year students to clinical Oncology. Students will focus on history taking, physical examination, differential diagnosis, clinical diagnosis and treatment of cancer in dogs, cats and occasionally large animals and exotic species. Clerkship Coordinator – Dr. P. Vilar; Satisfactory/Unsatisfactory grading.

VEM 5874C Veterinary Surgical Oncology Clerkship – 2 credits. This rotation is designed to introduce third and fourth students to clinical Oncology. Students will focus on history taking, physical examination, differential diagnosis, clinical diagnosis and treatment of cancer in dogs, cats and occasionally large animals and exotic species. Clerkship Coordinator – Dr. J. Aisa; Satisfactory/Unsatisfactory grading.

VEM 5875 Advanced Neurology Clerkship - 2 credits. An extension of the core clerkship in neurology. Clerkship Coordinator - Dr. G. Garcia; Satisfactory/Unsatisfactory grading.

VEM 5877 Ophthalmology Clerkship - 2 credits. Clerkship in small and large animal clinical ophthalmology. Students participate in the diagnosis and treatment of patients presented to the ophthalmology service. Clerkship Coordinator - Dr. P. Martinez; Satisfactory/Unsatisfactory grading.

VEM 5880 ICU Critical Care Clerkship – 2 credits. The ICU Focused Critical Care Clerkship Rotation is a 2-week special elective clinical rotation aimed at reinforcing the concepts learned in the second year ECC didactic course (VEM 5251) as well as introducing techniques and procedures needed to manage critical care inpatients. Clerkship Coordinator – Dr. J. Wolf; Satisfactory/Unsatisfactory grading.

VEM 5881 Advanced Hospitalist Inpatient Service (HIP) – 2 credits. Students will be paired directly with a supervising criticalist (HIP criticalist) for the management of their cases. Students will serve as the primary clinician for their cases, conducting all client communication, record completion, and coordination with other services. This rotation is designed to provide students with an opportunity to hone their skills in client communication and management of common diseases seen by the emergency clinician, urgent care clinician, and general practitioner. Special attention will be paid and time set aside for students to provide in-depth analysis of their cases. Clerkship Coordinator – Dr. J. Wolf; Satisfactory/Unsatisfactory grading.

VEM 5884 Elective Ultrasound Clerkship – 2 credits. An advanced clerkship in radiology focusing on abdominal ultrasounds of small animals. Clerkship Coordinator – Dr. H. Paradise; Satisfactory/Unsatisfactory grading.

VEM 5890 Consultations in Shelter Animal Medicine – 2 credits. During this 2-week elective clinical clerkship, students will participate side-by-side with shelter medicine faculty and expert consultants in a professional assessment visit to an animal shelter. Students will develop an understanding and appreciation for the challenges shelter leaders face while working to achieve lifesaving and welfare goals for shelter animals. Prior to visiting the shelter, students will compile and analyze information about the client shelter's animal intake, care, facilities, and outcomes. Students will then participate in an on-site* assessment of shelter operations, devising solutions for identified health and welfare concerns, and developing recommendations that improve the life-saving capacity of the shelter by encouraging best practices for animal physical and behavioral health and welfare. Students will practice communication and leadership skills by leading discussions with the consultation team on assigned assessment topics and by preparing written and in person recommendations for shelter staff. Course Coordinator – Dr. J. Levy; Satisfactory/Unsatisfactory grading

VEM 5891 Veterinary Community Outreach Clerkship - 2 credits. The main purpose of the elective externship is to give veterinary students the opportunity to work in an animal shelter environment and experience the problem of pet overpopulation first hand. Clerkship Coordinator - Dr. S. Guerios; Satisfactory/Unsatisfactory grading.

III. Educational Information

Class Schedules

Class schedules for all veterinary students are prepared by the Office for Academic and Student Affairs. Because an attempt is made to optimize the use of limited resources and time, a uniform weekly schedule is not always possible. Thus, the distributed schedule includes each day of the semester and indicates the course and room for each period. The most current schedule is always posted online. The College of Veterinary Medicine academic calendar does NOT coincide exactly with the undergraduate academic calendar. Every attempt is made to maintain the initially posted schedule. However, special circumstances due to weather emergencies, construction, faculty needs or student issues can lead to a change in the schedule. All faculty and students impacted by the change will be notified via email and if necessary in class (for students). Students are required to check their UF email at least once a day.

Scheduled written and laboratory exams are listed on the distributed schedule.

Class Period Times	
Period	Time
1	7:30 a.m. - 8:20 a.m.
2	8:30 a.m. - 9:20 a.m.
3	9:30 a.m. - 10:20 a.m.
4	10:30 a.m. - 11:20 a.m.
5	11:30 a.m. - 12:20 p.m.
6	12:30 p.m. - 1:00 p.m.
7	1:00 p.m. - 1:50 p.m.
8	2:00 p.m. - 2:50 p.m.
9	3:00 p.m. - 3:50 p.m.
10	4:00 p.m. - 4:50 p.m.

A list of items each student needs to provide for each course is distributed along with each semester schedule. This list includes laboratory supplies, instruments, protective clothing, and textbooks. Texts are listed in two categories:

- Required texts are heavily used in the course and the instructor expects each student to have ready access.
- Recommended texts will often be referred to and are generally felt to have valuable information or viewpoints.

e-Learning

The CVM utilizes e-Learning, a centrally supported course management system at the University of Florida. E-Learning provides a secure online system for course content, video lectures, assignments, quizzes, student submissions and assessments, posting grades, and communication among class participants and course coordinator. Lecture material, when captured by classroom Mediasite recorders, is uploaded to individual course e-Learning sites and can be viewed online. E-Learning also supports researchers, staff, and students who can create Project Sites for collaboration, document management, and communication. A GatorLink account is required to access e-Learning and the preferred browser for this system is Chrome. Contact the UF help desk if there is trouble accessing the e-Learning site (352-392-4357)

Students with Accommodations

Students who are seeking classroom or testing accommodations must contact the UF Disability Resource Center for an assessment and to obtain a letter of accommodation. The DRC is located on the main UF campus. ASA (Office for Academic and Student Affairs at CVM) works closely with the DRC to ensure student accommodations are met in the classroom and during exams. Sabrina Barot in ASA assists in coordinating exams and meeting recommended disability-related requirements for students with accommodations. Melissa Pett in ASA assists in coordinating clinical accommodations for students in the clinical portion of the curriculum; see section below for details on clinical accommodations.

Process for requesting accommodations:

- A student who believes they need accommodations should contact the DRC and request a meeting. We have a dedicated learning specialist at the DRC who works specifically with students in the professional DVM program.

- The DRC will determine the accommodations appropriate for the student and the course(s). The student will submit a request for an electronic letter for the semester, which includes the specific accommodations required, as determined by the DRC. Sabrina Barot in ASA (studentaffairs@vetmed.ufl.edu) should be listed as the instructor/program coordinator when the request is submitted.
    - The online form will list all courses in which the student is enrolled. The student only needs to submit a request for ONE course, unless unique accommodations are required for individual courses. Sabrina Barot will distribute the information to the course coordinators and the student will work with course coordinators during the semester, as appropriate.
- It is important to note that DRC-recommended accommodations are provided on a semester-by-semester basis and must be renewed prior to each semester. Updated letters must be provided to Sabrina Barot in ASA as soon as they are available.
    - Accommodations listed in the DRC letter are not retroactive. The provision of accommodations commences when ASA is presented with the accommodation letter.

Once accommodations are established:

After the DRC has documented that accommodations are required, and Sabrina Barot in ASA has received the letter from the student, arrangements will be made for the semester.

- The student will meet Sabrina Barot and/or Dr. House at the beginning of each semester (Fall and Spring) to discuss classroom needs and review the exam schedule. Meetings may also take place mid-semester if that is when the accommodations are established. Accommodations may not be established retroactively.
- Exams will be arranged either on the CVM campus or at the DRC testing center.
    - Student preference, make-up exam policy (below) and specific accommodation requirements will dictate which location is appropriate.
    - Students who plan to complete their exams exclusively at the DRC will complete the Accommodated Test Request form online at the beginning of the semester. ASA will work with instructors and the DRC to ensure students are able to complete their exams as scheduled.
- Practical examinations, including those taking place within a laboratory environment, must occur at CVM and with instructor cooperation.
    - The DRC does not have the ability to host students for lab-based examinations.
    - ASA works closely with instructors and staff to ensure students with accommodations are provided with the appropriate testing environment and time to complete examinations according to their accommodation letter, as outlined by the DRC.
    - Students with accommodations may be required to test at a time separate from the rest of the class in order to ensure accommodations for additional time and/or a low-distraction environment may be achieved. This information will be communicated by Sabrina Barot and/or the course coordinator.
- If a student's accommodation includes limits on the number of examinations they can take per week, that student will work with the Disability Resource Center to make appropriate arrangements.
- Students with accommodations are required to adhere to the Attendance Policy and procedures for requesting absences (see Attendance Policy). If the absence is related to a student's accommodation, the student is required to provide those details in their absence request form.
- **If a student with accommodations must miss a scheduled exam due to illness, emergency, or other extenuating circumstance, the make-up examination will be scheduled at the DRC. Please see the attendance policy section about attendance requirements for assessments/labs/discussions, etc.**

The Disability Resource Center offers orientation sessions each semester to help students familiarize themselves with their services and procedures. Students may contact their Learning Specialist within the Disability Resource Center at any time if they have questions.

This policy refers to students with pre-arranged accommodation requests made through the Disability Resource Center. Unexpected accommodations due to a student's injury, illness or family emergency will be arranged through the Office for Academic and Student Affairs.

Clinical Accommodations:

Accommodations in the clinical environment may look different than accommodations in the didactic portion of the curriculum. UFCVM faculty and staff are dedicated to providing an equitable learning environment and experience for all of our students in clinical rotations. Any accommodation in the clinical environment may not fundamentally alter the requirements of the program.

- A student who believes they need accommodations while in clinical rotations should contact the DRC and request a meeting. We have a dedicated learning specialist at the DRC who works specifically with students in the professional DVM program.
- The DRC learning specialist will generate a clinical accommodation letter for the student. This letter will be sent to Melissa Pett in ASA (studentaffairs@vetmed.ufl.edu) for recording and distribution.
- The accommodations for the student will be sent to the clinical coordinators who oversee the service in which the student will be working during the appropriate semester. It is the responsibility of the service's clinical coordinator and/or service chief to ensure that the student's accommodations are met.
- ASA encourages students with clinical accommodations to proactively discuss their needs with the clinical coordinator ahead of their assigned rotation.
- Any changes or additions to a student's accommodations must first be addressed with the DRC, and then communicated to ASA.

Student Learning Opportunities (SLOs)

The College has established a list of Student Learning Opportunities (SLOs) required for graduation. SLOs are technical and professional skills that are considered essential for practice-ready veterinarians. All students are required to achieve 100% of the required SLOs established for their class. SLOs are listed in the Curriculum Map. Each of the established SLOs are links to a competency requirement established by the American Veterinary Medical Association.

Students are required to submit clinical SLOs for approval via the Curriculum Map. Students may only submit SLOs for the current academic year; retroactive submission/approval of completed SLOs is not permitted. Submission of completed SLOs for approval will begin in the Supervised Patient Care and Clinical Skills Course series during year two. Submitted and approved SLOs will be tracked in each student's Educational Portfolio in the Curriculum Map. The individual student report is available in Curriculum Map, under the "Reports" tab, titled "SLO Graduation Completion." SLOs may change for each incoming class as the curriculum is continually evolving to meet the needs of the profession. However, each class will only be held to the set of SLOs established and required for their class. As part of a clinical rotation's requirements, students may be required to complete additional SLOs that are not on the graduation-required list. SLOs listed in specific clinical clerkships must be measured directly while participating in those respective clinics. Students are required to submit a request for approval of SLOs to the appropriate instructor for approval while on clerkships.

Classroom Responsibilities

Much of the instruction that makes up the professional curriculum is conducted in our lecture halls and laboratories. It is the responsibility of the students, as well as the instructor, to ensure that the environment for learning is as close to optimal as possible. Conduct that interferes with the opportunity of other students to hear or view a presentation cannot be tolerated. Instructors have the authority to remove offending students from the classroom or lab. Students should work together to ensure that no students disrupt the class. Students must also be aware that they are not permitted to bring personal pets into the lecture room theater or laboratory classroom.

CVM has implemented an automatic lecture recording process via MediaSite and Lecture Capture, which instructors may opt out of if they wish. We make every effort to lecture capture and post recordings on classroom e-Learning sites as quickly as possible.

The following is the university policy on personal recording of class lectures:
"Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed

by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code."

Course Registration

Students are required to register for all didactic and clinical courses. Information will be sent with instructions, course and section number and pertinent deadlines. Students are responsible for registering themselves for the appropriate courses through the ONE.UF website (http://one.uf.edu). Deadlines for registration will be sent along with instructions and course details. Registering after the designated registration deadline will result in a late fee assessed by the Registrar's Office. CVM deadlines may differ from undergraduate and graduate deadlines.

Attendance Policy

Attendance should be the students' highest priority and, in general, permission to make up missed work will be granted only for excused absences (details below). Whenever a student has an excused absence, either urgent/unplanned or planned absences, the faculty member may choose to provide the original or a different make-up assessment, laboratory experience, or in-class graded learning experience. Face-to-face attendance requirements in courses, labs, and clinical rotations will be provided in each syllabus. Students are expected to attend at least 85% of all required labs, discussion sections, and attendance required lectures (if designated by course coordinator) in the curriculum each semester. Students are also expected to attend at least 85% of all exams/assessments as scheduled each semester. If a student should miss 15% or more of the required activities (these will be evaluated as labs/discussions and assessments) in a single semester (whether absences are excused or unexcused), they may be required to meet with the Academic Advancement Committee.

Classroom Attendance: Attendance in all scheduled laboratories is expected. Students are responsible for all material and assignments from all scheduled activities. Instructors have the authority to administer unannounced examinations during lectures or laboratories, assess and record individual student attendance at any time and may also define a more strict attendance policy for their course as they deem appropriate. The policy must be specified in the course syllabus published at the beginning of the course. Absences should be requested/recorded via the online absence request form (details below).

Clinical Rotation Attendance: Students are expected to attend and satisfactorily complete all clerkship responsibilities. Any absence during a clerkship needs to be reported by the student to their clerkship Service Chief and the Associate Dean for Academic and Student Affairs (details below). Should a student miss a half or full clerkship day for unexcused absences, the student may be issued an incomplete grade and be asked to return to the clerkship to complete the missed clinical education; service chiefs have the flexibility to issue a grade to these students should they feel the student has demonstrated acceptable clinical competence. Students who miss more than one weekday during a two-week clerkship will receive an incomplete grade, and the clerkship grade and university credit will not be issued until the student has satisfactorily completed the equivalent time missed. Students should make every effort to make up missed time on a clinical rotation during the same semester in which the time is missed. Students should not carry an incomplete grade in a clinical rotation to the next semester as this could result in a failing grade being recorded, interruption to financial aid as well as a delay in graduation. Special protocol is in place for fourth year students requiring time off from clinics for employment interviews. Please see details and instructions below.

Typical Excused Absences may fall under the following categories:

- **Unplanned/Urgent absences** include illness, family emergency or death in the family. The student should follow the procedures below for reporting the absence. The student is responsible for communicating with the course coordinator to determine how the missed work is to be made up.

- In addition to the aforementioned reasons, students will be excused for one emergency travel-related absence per year (for example, flight delays the evening prior to an exam) and are therefore encouraged to be cognizant of exam and required lab schedules when considering non-emergency weekend travel.
- Only one pet-related emergency can be excused per semester.

- **Planned absences** include medical/dental/mental health appointments, attendance at scientific meetings where the student is making a scholarly presentation, receiving an individual award, or is representing the College in an approved official capacity (*e.g.* president of SAVMA, SAVMA delegate, national president of a national organization).
  - Proof of medical appointments may be requested at the discretion of the Assistant or Associate Dean of Academic and Student Affairs.
  - If attending meetings, conferences awards ceremonies, etc. adequate documentation of the student's role must be provided, and the student must submit a written request to the Assistant or Associate Dean of Academic and Student Affairs at least 4 weeks before the planned absence following the procedure in *Planned Absences* below.
  - Students should not schedule travel without prior approval from the Assistant or Associate Dean of Academic and Student Affairs, and incurred travel expenses do not in themselves warrant an excused absence.
  - It is the student's responsibility to communicate with the course coordinator(s) prior to a planned absence in order to determine how the missed work will be made up.
  - ASA can approve up to two personal planned absence events per semester. Students may elect to attend additional events at their discretion recognizing potential course grade impacts.

Absences that do not fall into the categories discussed above will be considered on a case-by-case basis. The student should discuss the absence with the Associate Dean of Academic and Student Affairs at least 4 weeks before the planned absence. Administration will discuss the absence with the relevant course coordinators and make a final decision on whether the absence may be considered excused.

Individual faculty members may be less restrictive in their application of the guidelines described in ***Planned absences***, but may not be more.

Procedure for Reporting Absences

For all absences that affect a graded experience or opportunity, students should complete and submit the Absence Request Form for *each* graded opportunity that was or will be missed. The form will be reviewed and the student will be notified of the decision to approve or disapprove the absence within 2 business days. The course coordinator(s) will be notified of the decision and, if approved, it is the student's responsibility to work with ASA (Office for Academic and Student Affairs) to schedule any make-ups.

- For **Unplanned Absences**, students should complete and submit the Absence Request Form prior to the absence, if possible, or as soon as possible thereafter. If the student is unable to complete the form, please contact the Office for Academic and Student Affairs, which can help to notify the course coordinator of the unplanned absence.
- For **Planned Absences**, it is recommended that the student should fill out the Absence Request Form to make sure the absence meets the criteria for absence. Students are advised to contact the coordinator(s) of any course(s) that will be impacted by the planned absence as early as possible, but no less than 4 weeks prior to the planned absence. Documentation may be required to substantiate the request. In general, attendance at scientific/CE meetings will not be considered an approved absence in the first 2 years of the curriculum, unless the student is presenting, receiving an award, or representing the UFCVM in an official capacity as a club president/officer/etc.

Fourth Year Students Requesting Time Off for Job Interviews

Students should use their vacation block for job interviews. If that time will not work, they have the following options: Students will be given a maximum of 5 business days (Monday- Friday) to interview during the spring semester. These days will be considered excused absences and will not need to be made up, as long as the below rules are honored.

- Only 1 job interview day is allowed per clerkship block (2 weeks).
- Students must discuss in advance with the Service Chief the dates requested before accepting the interview.

- Complete the Absence Request Form. A record will be maintained for each student to track the number of interview days used.
- Students may request to be excused on a weekend to travel to an interview. For example they may request Sunday and Monday. The decision to miss Sunday would be determined by the Service Chief. If a student requests to miss a weekend day they should make arrangements to swap all emergency and treatment obligations with their classmates.
- Students may request a maximum of 3 weekdays in a row to travel to a long distance interview. They will have to make up 2 days. This time can be made up during a vacation block or during the 5 days between the end of clinics and graduation in May.
- The maximum number of days a student can make up is **limited to 5.**

Evaluation of Courses and Instruction

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or in Curriculum Map for our Offshore students. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

Students feedback is valuable to the college because:

- This information is provided directly to instructors in order to assist them in meeting the needs of the students. Just as exams provide necessary feedback in determining student progress and thus the success of the instruction, student opinions can assist in tailoring the course and instruction to the greatest need.
- Evaluations help to monitor the curriculum. Students are the only ones to experience and view the entire professional curriculum. The students' input is often the stimulus for further review by department chairs or the Curriculum Committee. At the end of each semester, the CVM Curriculum Committee reviews and monitors GatorEval results. The data collected is used to determine if further formal review of course content, assessment, or instruction is necessary. At least 20% of the students in each course (or at least 5 students where course enrollment is less than 25 total students) will need to complete the GatorEvals for the data to be appropriately considered. According to CVM Curriculum Committee policies, courses with low GatorEval results will automatically be reviewed.
- Student evaluation of instruction is utilized by College and University administration for promotion, tenure, and salary decisions. Faculty evaluation is primarily the responsibility of the department chair, but participation in an evaluation by all the students has considerable impact.

Grades

Grades provide essential feedback to students on their performance in a course. Didactic courses may be letter grade (A – E) or Pass/Fail (S/U). All course instructors will provide their own course-specific syllabus and grading scale within their e-Learning site. Please view the course e-Learning site for the most up-to-date grading scale, instructor information and/or class schedules. Grades are assigned only by course coordinators. It is their responsibility to assign a grade that reflects the student's performance on all assigned tasks. There is no college standard for equating test scores to letter grades, so each coordinator is strongly encouraged to set a standard of performance for the course and to grade in comparison to that standard.

All clinical clerkships at UFCVM are graded based on a modified pass/fail grading scale:

- S+ = Honors Pass/Satisfactory (the student performed beyond expectations, considering their position in the clinical year)
- S = Pass/Satisfactory (the student performed at or above the expectations)
- MS = Marginally Satisfactory (the student performed below the expectations and only narrowly passed the rotation)
    - The MS grade is only used for internal purposes and will not appear on the official UF transcript. The transcript will note an "S" grade. ASA tracks the number of MS grades that are awarded. Students in clinic rotations who receive two or more MS (marginally satisfactory) grades during their clinical year, or one MS grade for students on active academic probation will attend a meeting with the Academic Advancement Committee (AAC).
- U = Unsatisfactory (the student failed the rotation, performing well below the standards considering their position in the clinical year)

- Receiving a U grade will result in a meeting with AAC

Clerkship grades are assigned as a result of consultation with all faculty, house officers, and staff that supervised a student during the clerkship. Each clerkship has its own evaluation form that addresses the unique aspects of the rotation. Because clerkship grades involve significant judgement of performance by experts, students are encouraged to request a progress report halfway through each clerkship for feedback on their progress. Documentation of Student Learning Opportunities (SLOs) in the Curriculum Map is required for each clerkship. A failure to document the SLOs in a timely fashion can result in an underestimation of your efforts during the clerkship and lower your grade. The grading rubric and expectations of the clinical service can be found in the course syllabus and/or on the clinic's e-Learning (Canvas) website.

Grade point averages are computed using only grades from letter graded courses (see Academic Advancement Section for GPA requirements). Meaning, S/U grades are not computed into GPAs. Students who are awarded a grade of S (or S+ or MS in clinics) have successfully completed the course and will receive academic credit toward the degree program. Such grades are included in the student's permanent academic record and are reflected on the transcript.

If a student believes their grade is incorrect, there are three steps that they may follow:

1. The student must collect the necessary information to demonstrate the error. They cannot depend merely upon recollection of a situation.
2. The student needs to discuss the situation directly with the instructor involved. Only the coordinator or service chief can change a grade. If satisfaction cannot be attained from the instructor, the student should confer with others responsible for the course. The usual order of responsibility is:
    a. Instructor
    b. Course Coordinator (if different than the instructor)
    c. Department Chairperson
3. If the student has spoken with each of the people responsible for their course, the Associate Dean of Students may be consulted with documentation of the response at each level.

Graduating with Honors

The College of Veterinary Medicine offers two levels of honors at graduation: cum laude and magna cum laude. The following information is provided as a guide. Students should check with their advisor or the staff at the Office for Academic and Student Affairs for complete details.

- GPA value is determined to the hundredths place and cannot be rounded (e.g., 3.495 = 3.49)
- Official honors designation is indicated on the university diploma and transcript
- DVM/MPH students will be eligible for honors as long as they meet the required overall GPA
- Cum laude distinction will be given to students with an overall GPA between 3.50 and 3.74
- Magna cum laude distinction will be given to students with an overall GPA of 3.75 and above

Testing

Testing is an integral part of the education process as it provides the necessary feedback on student accomplishment and on the effectiveness of the teaching. Each course coordinator is responsible for designing tests and for scheduling them at times appropriate to the course sequence. Instructors are free to choose the type of test that best fits their course and approach to teaching. These assessments types may include, but are not limited to, practical ("hands-on"), oral, and written (multiple choice, short answer, essay, etc.). The Office for Academic and Student Affairs coordinates scheduling of exams and will assist in administering written exams. The course coordinator is responsible for administering practical ("hands-on") and/or oral exams.

Exam Policy

Students are required to have access to a laptop computer to utilize the testing programs. It is the student's responsibility to ensure they have access to the technology necessary to complete their exams. Technology requirements are distributed to students at the start of the academic year, or more often if necessary. ASA will facilitate students completing exams on-campus in the computer lab when necessary (additional policy details below). UFCVM reserves the right to update exam policies in the event that changes are deemed necessary for the successful continuation of the program. Students will be notified of any changes in a timely manner.

These guidelines are meant to ensure exam security, maintain balanced expectations of all students, and encourage professional conduct while testing. They are consistent with all other UF Testing Facility guidelines. Students with testing accommodations will be expected to adhere to the policies below, unless their accommodations specify otherwise. If a student refuses to comply with these policies, the incident will be brought to the Associate Dean for Academic and Student Affairs and the course faculty.

On-campus Exam Policies

The following on-campus exam policies are in place to ensure exam security, and consistency with all other UF Testing Facilities. The Proctors have the right to verify the identity of any student, communicate absences to the Coordinator of Testing Services and to enforce testing protocols and housekeeping rules. If a student refuses to comply with the rules, the incident will be brought to the Associate Dean in ASA and course faculty.

Students must bring the following to on-campus exams:

- Student ID
- Testing Device and Power Cord
- Pencil or Pen

Arriving Late to an Exam Policy

1. Arrival Time and Grade Reduction:
    a. Students are expected to arrive on time for all exams.
    b. Students arriving more than 5 minutes late to an exam will incur a 5% reduction in their exam grade. Alexis Jenkins, Coordinator of Testing Services, can assist in facilitating grade reductions.
2. Repeat Offenders:
    a. Students who are consistently late to exams, demonstrating a pattern of tardiness, will be referred to the Academic Advancement Committee. Consistent tardiness is defined as three or more instances within a semester.
    b. The Academic Advancement Committee will review each case and may take appropriate actions, such as counseling, academic probation, or other measures deemed necessary.
3. Unapproved Absences and Time Extensions:
    c. Students must obtain prior approval through the Absence Request Form for any absence that may affect their exam attendance.
    d. An unapproved absence or tardy may result in an increase in the grade penalty, and shorter testing time.

No Show Policy

To maintain fairness and uphold academic integrity, the following policy applies to students who fail to attend a scheduled exam without prior approval or valid justification:

Definition of a No-Show

A "no-show" is defined as a student who:

- Fails to attend a scheduled exam session,
- Does not notify the Office for Academic and Student Affairs (ASA) in advance,
- And does not submit an approved **Absence Request Form** in accordance with college guidelines.

Penalty for No-Show

- A **20% deduction** will be applied to the student's exam grade for any unexcused absence.
- This penalty is **in addition to** any other academic consequences that may result from missing the exam.

Make-Up Exams

- Students with approved absences may take a make-up exam without penalty. Exams must be taken within 7 days. Please refer to the make-up exam schedule designated by ASA.

During the test:

- All personal belongings must be placed in the cubbies or along the testing room wall.
- All unauthorized electronic devices must be turned off and put away when entering the testing room (this includes, but is not limited to, ALL cellphones, watches, and calculators).

- Non-transmitting or wired noise-cancelling headphones are permitted during assessment sessions. Bluetooth enabled headphones are not permitted. Students may be required to show headphones to proctors prior the assessment session. Earplugs may be provided upon request.
- No food or open cups in the testing rooms without prior approval.
- Students may not be permitted to enter the room 15 minutes after the exam start time, or if another student has already completed the exam.
- Students may not re-enter the testing room without permission from the Instructor or Proctor if they leave after the exam has begun.
- No hats or hoods are permitted to be worn in the testing room.
- Seats may be assigned, or students asked to relocate when necessary.
- The Proctor will be present 15 minutes before the start of each exam session. All absences (whether excused or unexcused) will be noted and reported to the course coordinator and other appropriate staff.
- The Proctor will check the student's identification and upload confirmation screen before the student leaves the testing room. All scrap paper will be collected at that time as well.
- Talking between exam takers is not permitted. If the student has a question, they should raise their hand or approach the proctor for assistance.

* Students who have a medical need to access food, drinks or bathroom breaks during exams should register with the Disability Resource Center (DRC) and coordinate with ASA upon receiving accommodations.

Late Arrivals
Under normal circumstances, there is NO provision to give extra time to students who arrive late. Extensions or alternate testing times are possible for special situations, contact the Coordinator of Testing Services and your faculty member.

Disruptions
From time to time, a testing session may be disrupted by unforeseen events such as fire alarms and power failures. When this occurs, students are to turn off their testing device. This stops the clock and locks their testing station until the exam can resume. The Proctor will provide the students with a resume code to restart the exam.

Drop, Add, and Withdrawal Processes

Dropping and Adding Courses
The drop/add time period is designated by the Office for Academic and Student Affairs and will be communicated to students via the Class Forum. During this time, students can adjust their schedule in ONE.UF without penalty. After the drop/add period is over, adjustments will not be made unless extenuating circumstances are reviewed by the Associate Dean of Academic and Student Affairs and/or the Assistant Dean of Student Success.

A student may not add a course to their schedule after the drop/add period has passed; this includes changing from enrollment in a course to auditing or sitting in on a course without enrolling and then later requesting enrollment. The student schedule is considered complete after the drop/add time period closes. If a student experiences circumstances that result in the need to drop a single course after the drop/add time period, a meeting with the Associate Dean of Academic and Student Affairs and/or the Assistant Dean of Student Success is required and the adjustment to the schedule will result in fee liability and remarks on the official student transcript.

Withdrawing
There are instances where a student may feel that it is necessary to suspend participation in the DVM program or individual courses. Students who wish to withdraw must take the proper steps according to their individual situation so that the process may be handled appropriately. Before making your decision to withdraw, you must contact the Associate Dean of Students at the College of Veterinary Medicine.

Withdrawing from individual courses
Students wishing to withdraw from an individual course must consider the type of course in which they are enrolled. All courses for Phase I and II are required for continuation to the next step of the DVM program; therefore, withdrawal from one course in this part of the curriculum is not allowed. Students must meet with the Associate Dean of Students or their advisor to address difficulties in their course(s). Generally, withdrawal from an individual course in Phase III (after the

drop/add deadline has passed) will only be granted due to extenuating circumstances and must be discussed with the Associate Dean of Students. If the request for withdrawing from a course is approved, then the Office of Academic and Student Affairs will assist with the process.

Be aware, these instructions below are for students wishing to withdraw completely from the curriculum; if the student wishes to withdraw from an individual course, please see instructions above. If you are considering withdrawing from the DVM program, please contact the Office of Academic and Student Affairs for additional guidance.

Withdrawing from DVM program

Withdrawing for Medical Reasons (full semester withdrawal):

If the withdrawal is due to medical or psychological issues, personal or family crisis (including family illness or death), please contact the University Dean of Students Office for instructions on completing a Medical Withdrawal. The University Dean of Students Office may be contacted at 352-392-1261 and is located on the main campus at 202 Peabody Hall. Information can be found on their website: https://care.dso.ufl.edu/medical-petition-portal/ Main campus, and not the CVM, makes all decisions regarding tuition reimbursement for medical withdrawal. The deadline for medical withdrawal with tuition reimbursement is managed by main campus and will be within 6 months of the end of the main campus end-of-semester date (note this is NOT the CVM end of semester date). Applications after the 6-month deadline will not be considered for reimbursement.

Withdrawing for Non-Medical Reasons (full semester withdrawal):

If the withdrawal is due to non-medical reasons, please contact the Office of the University Registrar for instructions on completing the withdrawal process. The Registrar's Office may be contacted at 352-392-1374 and is located on the main campus at 222 Criser Hall. Information can be found on their website: https://registrar.ufl.edu/services/withdrawals

The process of withdrawing may be the right choice for some students, but it is a decision that should not be taken lightly. Once the process is complete, it cannot be reversed. If you must withdraw from the DVM program, but plan to return, you will not be eligible for enrollment in DVM courses (online or otherwise) or summer programs, until you resume participation and enrollment in the required curriculum. Your plan for returning to the DVM program should be outlined with the Associate Dean for Students.

IV. Certificate Programs

Certificate in Aquatic Animal Medicine

The University of Florida has a very active aquatic animal health program that is a collaborative effort between the College of Veterinary Medicine, the Whitney Laboratory for Marine Bioscience, the Program in Fisheries and Aquatic Sciences (School of Forest Resources and Conservation, College of Agriculture and Life Sciences) and the Biology Department (College of Liberal Arts and Sciences). Partnerships with federal and state agencies, and other public and private aquatic institutions throughout the state further enhance the scope of the program, including USDA-APHIS-Veterinary Services, the Florida Fish and Wildlife Research Institute, Disney's Animal Kingdom, SeaWorld, the Florida Aquarium, and commercial aquaculture facilities, just to name a few. Florida's unique and diverse ecosystems, and broad academic programs, create a unique opportunity for veterinary students to receive specialized and directed training within the veterinary curriculum. The purpose of this certificate program is to identify and recognize veterinary students with an interest in aquatic animal health and provide guidance to them during their veterinary studies to help them develop a knowledge base in this specialty.

Aquatic animal medicine is a rapidly expanding specialty of veterinary medicine within the American College of Zoological Medicine (ACZM). Aquatic animal medicine emerged as a veterinary discipline in 1968 when the International Association for Aquatic Animal Medicine had its organizational meeting in Menlo Park, California. Since then the discipline has expanded considerably and today includes aspects of food supply veterinary medicine through aquaculture practice, zoological medicine with aquatic display animals, companion animal and wildlife medicine. Some training in aquatic animal medicine has been available to veterinary students at the University of Florida since the College of Veterinary Medicine

accepted its first class in 1976. The program has experienced significant growth since 2000 when programs in marine mammal health, aquaculture and fish health were merged into a comprehensive aquatic animal health program. The certificate program described here is a broad educational program that gives veterinary students a unique opportunity to nurture their interest in this exciting and diverse field. This certificate program is the first of its kind and faculty members are anxious to work with motivated students to help them meet their career goals.
Students who successfully complete this program will receive a certificate that documents their concentrated training in aquatic animal medicine during their DVM curriculum. This certificate will identify the newly graduated veterinarian as an employment prospect for an entry level position in aquaculture, or a veterinary practitioner able to provide basic medical care to aquatic animals as part of a companion animal practice. Post-DVM training may include continued graduate education working towards a Masters or PhD degree, internships residencies or specialized clinical training in zoological medicine. Guidance from faculty can help veterinary students clarify career goals and pursue appropriate paths to achieve these goals.

The successful student in this program will be required to complete a total of 15 credits, which includes 9 credit hours of a core curriculum in aquatic animal medicine: Diseases of Warmwater Fish (VEM 5374, 3 credit hours), Sea Vet Clinical Training (VME 5378, 3 credit hours), Topics in Aquatic Animal Health (VEM 5931, 1credit hour) and an externship (VEM 5892, 2 credit hours). In addition, the student must complete 6 credit hours from a list of elective courses (included below). The student will be assigned a mentor from the aquatic animal health program faculty who will work with the student to select the elective courses most appropriate given the student's interests and career goals. Students who enter the veterinary program with undergraduate or graduate course work relevant to aquatic animal medicine may petition the faculty education committee within the program for up to 4 credits towards their certificate from some of their previous work. They may do so by submitting a formal letter to our program education committee, describing in detail the related work, any supporting information or letters of support, how it pertains to aquatic animal medicine and why these credits are needed to supplement course credits currently available through the program.

To participate in the aquatic animal medicine certificate program veterinary students must be in good academic standing and maintain a 3.0 GPA in the veterinary curriculum. If a student falls below a 3.0 GPA, his or her ability to participate in this program will be curtailed until the period of academic probation has been completed in a satisfactory manner. Applications for admission to the certificate program will be accepted no earlier than the spring semester of your first-year year in vet school, once fall grades of the previous semester have been released. Program applications can be found on our web page: http://aquatic.vetmed.ufl.edu/education/programs/aah-certificate/. You will also need to fill out the application on the UF applications site: https://admissions.ufl.edu/apply/certificates. Go down the page until you see the Certificate options and choose "Currently Enrolled App". Follow the prompts to fill out information. This will put you into the one.uf system.

The Core Curriculum in Aquatic Animal Medicine

The core curriculum consists of entry level courses in fish and marine mammal medicine. These are Diseases of Warmwater Fish (VEM 5374, 3 credit hours) offered online during the summer C term and Sea Vet Clinical Training (VEM 5378, 3 credit hours) offered during the summer each year. Students who enter the College of Veterinary Medicine as first-year in the fall will be able to take these courses at the end of their first year. Online courses, such as Diseases of Warmwater Fish, will also be accepted the summer prior to entering the veterinary curriculum. Topics in Aquatic Animal Health is required as part of the core curriculum to cover critical evaluation and review of scientific literature within the field and is offered each fall semester. In addition to this core course work, students will be expected to complete an externship (VEM 5892, 2 credit hours). An example template for completing course work is provided below.

Descriptions of Core Courses:
Diseases of Warmwater Fish (VEM 5374, 3 credit, letter grade) to be offered summer C, fully online and asynchronous. Diagnosis and management of diseases of warmwater fish. Emphasis on ornamental and display fish production with consideration of food and game fish, and fish health management within public aquaria. The course is intended for students in veterinary medicine and related disciplines as well as graduate veterinarians, aquaculturists, professional biologists and aquarists. It is excellent preparation for the American College of Zoological Medicine Day 1 examination in aquatic animal medicine.

SeaVet Clinical Training (VEM 5378, 3 credit, pass/fail; additional lab fees apply) offered in summer (best time is first summer between Fr. and So. yr), this is a training program in marine mammal science and medicine. The curriculum will

emphasize species native to Florida such as the manatee and small cetaceans. A segment on sea turtles, fish and sharks will also be included. The course is intended to serve as an introduction to aquatic animal medicine and husbandry, clinical techniques, and stranded animal management. Common health concerns of both free-ranging and captive populations will be discussed with emphasis on management and disease prevention. The course is intended for veterinary students and veterinarians with an interest in marine mammal medicine.

Topics in Aquatic Animal Health (VEM 5931, 1 credit, pass/fail; max 3 credits) Fall semesters (best time to schedule is Fall of Sr. yr), one hour a week, 15 weeks. Presentation/discussion by students of selected articles relating to aquatic animal health, including both vertebrates and invertebrates; plus a monthly one hour seminar.

Externships (VEM 5892, 2 credit, Pass/Fail; max 6 credits) Students spend a minimum of two weeks in a clinical or biomedical research experience at an approved aquatic animal facility. (best time to schedule is summer between Jr. & Sr. yr, and during 2 wk blocks within Jr. clinics May – Dec). If you have more than 2 weeks at an aquatics facility, the additional credits may counts towards your elective credits. If you are attending a zoological externship, where there is a mixed collection that includes terrestrial species, students will need to keep a journal of their time working on aquatics cases. Forty hours of aquatics case work is reflective of 1 academic credit. The journal must be signed by the mentoring veterinarian at the facility and submitted to the program Director.

Note that completing a research project (VEM 5991), publishing it and presenting it at a scientific meeting is STRONGLY RECOMMENDED for those students who may want to pursue a career in the zoo and public aquarium industry. The best time to do this work is during the first summer between first and second year.

Certificate Timeline:
There is plenty of flexibility in how the requirements can be fulfilled throughout the four years. The table below is just an example. Students are not allowed to take any electives during classes in the first and second year, fall and spring semesters. The summer between first and second year is the first opportunity to take elective courses that can count towards the AAM Certificate. The best time to take externships is from third year spring semester through fourth year fall semester.

Elective Classes in Aquatic Animal Medicine

A broad range of elective course work is available from within the College of Veterinary Medicine as well as from other units on campus. The student and his or her mentor should work together to identify elective classes that are consistent with the student's interests and career goals. A list of potential elective courses is provided below. Approval of aquatic animal health program faculty may be sought for relevant courses not on this list.

Descriptions of Potential Elective Classes:
PROFESSIONAL LEVEL (on campus)

Through the College of Veterinary Medicine, we offer: the courses listed below as well as some new ones that are currently under development. Veterinary students would not normally be required to pay additional tuition to participate in these courses.

Marine Mammal Medicine (VEM 5377, 1 credit, pass/fail) Fall of fourth year, to educate students in the basic science, husbandry, medicine and surgery of marine mammals. To understand the classification of mammals, special husbandry issues and management of species including medicine surgery and anesthesia. Course coordinator – Dr. Mike Walsh.

Individualized Investigation (VEM 5991, 2 credit, letter grade) Students individually prepare an oral and written report on an aquatic animal health related research or clinical topic. (best time to schedule is first summer between 1st and 2nd yr)

PROFESSIONAL LEVEL: (off campus/online)

Externships (VEM 5892, 2 credit, Pass/Fail; max 6 certificate credits) Students spend 2-6 weeks at an approved aquatic animal facility. A list of approved externships is available on the College of Veterinary Medicine web site. Approval of aquatic animal health faculty is required for the externship to count towards the certificate, and for students to apply for financial support from the aquatic animal health faculty.

Aquatic Animal Conservation Issues (VEM 5371, 2 credit, letter grade) - to be offered Fall semester annually, all on-line, asynchronous. The goals of this course are to introduce students to some of the controversial issues surrounding the conservation of aquatic animal species ranging from invertebrates to marine mammals, with some emphasis on marine mammals, but including sea turtles, fisheries and marine ecosystems. Format includes heavy reading, discussion, homework assignments, and review of a journal articles.

Aquatic Wildlife Health Issues (VEM5372, 2 credit, letter grade) – to be offered Spring term annually, all on-line, asynchronous. This course will introduce veterinary students to natural history, anatomy, physiology, behavior and health issues of aquatic wildlife, such as: marine mammals, sea turtles, crocodilians, fish and invertebrates. Students should be able to describe and differentiate between normal/unhealthy animals, and have a working knowledge of common health issues.

Manatee Health and Conservation (VEM5373, 2 credit, letter grade) - to be offered Summer C annually, all online, asynchronous. The focus is to introduce veterinary students to manatee natural history, anatomy, physiology, behavior, conservation and health issues. Students will be exposed to these topics, introduced to current experts in these fields, be able to evaluate and describe common health and mortality issues, and explain current management strategies.

Sea Turtle Medicine & Rehabilitation (VME6015, 3 credit, letter grade) to be offered Spring term annually, students will gain foundational knowledge in sea turtle biology, anatomy, and physiology and how these factor into the clinical care and management of sea turtles during rescue events and in rehabilitation settings. Relevant case studies will be used to supplement each learning module topic to provide students with real-world examples of clinical applications in sea turtle medicine.

Aquaculture I (FAS5015/VEM5912, 3 credit, pass/fail) to be offered Fall term annually, this course is an introductory course designed to provide an overview of the field of aquaculture and the common groups cultured in the United States. It is designed for students who want a foundation in aquaculture principles to (1) apply towards more advanced coursework in aquaculture or other aquatic sciences or (2) to prepare for graduate research or a career in aquaculture.

Introduction to Fish and Aquatic Invertebrate Histology (FAS6256/VME-request #, 3 credit, letter grade) to be offered Spring term of odd years (2025, 2027…), this course teaches basic interpretation of the normal histology (fixed tissue microanatomy and physiology) of fish, bivalves, and corals and introduces common histopathologic (disease) findings.

Scientific Conferences (max 2 credits) conference must be approved by the Aquatic Animal Health program education committee and include: International Association of Aquatic Animal Medicine (IAAAM), the Society for Marine Mammalogy Biennial Conference on the Biology of Marine Mammals, Eastern Fish Health Conference, Florida Marine Mammal Health Conference, etc… You may receive 1 certificate credit for attendance to a conference (15 hr lectures or more) for no more than two conferences or 2 certificate credits for attendance (15 hr lectures or more) and an oral or poster presentation at a conference. Ideally the timing of the conference should not overlap with any other DVM courses. However, if there is overlap the student must receive approval from all impacted course coordinators to miss class for conference attendance.

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if there is overlap the student must receive approval from all impacted course coordinators to miss class for conference attendance.

ADDITIONAL COURSES:
Students may apply for certificate credit for courses they have taken as an undergraduate or graduate that may be relevant to aquatic animal health. Students who enter the veterinary program with undergraduate or graduate course work relevant to aquatic animal medicine may petition the faculty education committee within the program for up to 4 credits towards their certificate from some of their previous work.

Other courses may be appropriate and students are encouraged to discuss their academic background and professional goals with Aquatic Animal Health faculty when selecting electives for this certificate program.

Contact Information:
Dr. Iske V. Larkin, Ph.D.
Lecturer & Education Coordinator
Aquatic Animal Health Program Director

Large Animal Clinical Sciences
University of Florida
2015 SW 16th Ave.
CVM - PO Box 100136
Gainesville, Fl 32610
Program Website: http://aquatic.vetmed.ufl.edu/

Phone (352) 294-4095
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Certificate in Food Animal Veterinary Medicine

Rationale: The Certificate in Food Animal Veterinary Medicine (FAVM) is offered to encourage the development of students capable of providing professional service to the area of food animal medicine upon graduation. The program is administered by the Food Animal Reproduction and Medicine Service in the Department of Large Animal Clinical Sciences. Students participating in the certificate program are mentored through didactic, clinical, and extracurricular activities that provide a strong entry level training in food supply veterinary medicine. The faculty mentors play a key role in helping students clarify and pursue their career goals and set the path for their completion of certificate requirements.

Mission: Students from all backgrounds and experience levels are encouraged to participate. This is an opportunity for students to fill in experiential deficits and provide early curricular exposure to FAVM. Students with rural backgrounds with experience with food-producing animals are particularly encouraged to participate. Students participating in other College programs, such as the Master of Public Health may find achievement of this certificate to be of additional benefit in their professional development.

Goal: Students who successfully complete the program will receive a University of Florida certificate and accompanying transcript annotation that documents their directed training in FAVM. The certificate will identify the new graduate veterinarian as capable and ready for an entry-level position in a food animal practice or a food systems profession. The certificate will provide students with an edge in employment readiness because of their dedication, work, and commitment to the certification process. They will be better prepared to provide leadership in the area of food systems veterinary medicine. This process will also pave the way for specialty training in an internship and (or) residency program and (or) advanced training in a graduate education (MS, PhD) program.

Extracurricular Activities
Extracurricular experiences provide early exposure to FAVM. This is accomplished primarily by participation in the Food Animal Club within the College. Students participate in and provide a leadership role to this student organization. Weekend and evening wet labs coordinated by the student club and the faculty mentors provide hands-on animal experience, discussion of food animal topics and, very importantly, contact with others of similar interest, i.e., students, food animal residents, interns, and faculty. Students become members of one or more of the food animal professional associations, i.e.,

the American Association of Bovine Practitioners (AABP), American Association of Small Ruminant Practitioners (AASRP), American Association of Swine Veterinarians (AASV), the Society for Theriogenology (SFT), or Academy of Veterinary Consultants (ACV). These associations strongly encourage student development within their respective professional organizations.

Within this support structure, students:

- Observe the benefits of a career in FAVM, specifically, the role in providing safe, wholesome production of animal source food and care of the animals providing that food (or fiber).
- Recognize the varied career opportunities of veterinarians involved in FAVM
- Observe how their veterinary medical knowledge can be applied to the benefit of a well-educated clientele, their population of animals and to the benefit of the public.
- Participate in seminars, tutorials, and experiences that will support the new graduate veterinarian in preparation to function in and (or) establish a food animal practice.
- Be educated in the proper handling of and working with large animals to overcome concerns about the physical aspects of a career in FAVM.
- Participate during the first years of the veterinary medical curriculum in courses and labs that cover the basic tenets of production animal medicine to provide early exposure for those that lack this experience.

Food Animal Club Wet Labs

Weekend and evening wet labs are organized through the fall and spring of each year in cooperation with the Food Animal Club and its faculty coordinator. Wet lab instruction is provided by food animal house officers and faculty mentors. The labs provide instruction in bovine palpation, toxic plants, small ruminants, necropsy/pathology, dehorning, nutrition, ultrasound utilization, embryo transfer, foot care, nursery pig care, breeding soundness evaluation of the bull, artificial insemination collection center (tour), grazing dairies, euthanasia, and other timely topics. Students receiving certificate credit for participation in wet labs are expected to earn 2 credits during the 4 years of professional training. Attendance at 8 labs is equal to 0.5 credit. It is suggested that those participating in the certificate program earn one certificate credit in their first year and the remaining credit over the next 3 years, including a half credit (8 labs) in their fourth year.

Individual Investigation

An important part of a student's academic and scientific development is the curiosity and critical evaluation associated with pondering a research question and developing and executing a research study. Students will carry out an individual investigation supervised by a food animal clinician or an approved scientific mentor. The mentor's role is crucial in helping to identify and develop a project that will help the student develop analytical skills and reach professional goals. The research will be conducted with a focus on addressing a food supply veterinary medicine question/problem. The study will be hypothesis driven, with specific objectives defined and evaluated. At the study's conclusion, the findings will be presented in an appropriate forum, i.e., Phi Zeta Research Emphasis Day, AABP or SFT student presentations, and publication of results is encouraged. This requirement can be met through the Individual Investigation course (VEM5991) or under the supervision of your scientific mentor.

Species Emphasis and Externships

As students prepare to enter clinics, they will select a Food Animal/Large Animal/Mixed Animal track emphasis. Because of this selection, their clinical assignments will permit early participation in the food animal clinical rotation and subsequent elective rotations. [On occasion, a student may select a Mixed Animal track; this should be discussed with your mentor]. Further, students will be ready early in clinical experience to participate in externships and receive external mentoring at locations that will provide strong and supportive opportunities under the guidance of practitioners and their faculty mentors. Upon return from each of at least 2 externships (2-weeks or the equivalent for each externship), the student is encouraged to prepare a written report of the experience. Students will be given an appropriate forum to briefly share their experiences in presentation format with other students.

Core and Didactic Curriculum

Students will be expected to demonstrate enthusiastic, leadership roles in the core, required food animal didactic and clinical courses, and additionally, will participate in the elective food animal didactic and clinical courses offered by the College. These core and elective courses are listed by name and by description below. Additional elective courses may be approved

by certificate administrators. These may include CVM graduate courses or didactic courses in other Colleges, i.e., ruminant nutrition, ag-economics, HACCP systems.
Core Didactic Curriculum (all students will participate in these)
VEM 5203 Clinical Skills & Patient Care III
VEM 5278L Theriogenology
VEM 5503 Veterinary Epidemiology
VEM 5504 Veterinary Preventive and Production Medicine
Core Clinical Rotation
VEM 5735 Core Food Animal Reproduction and Medicine Service Clerkship (FARMS)

Elective Courses (Students participate in these courses to meet credit certificate credit requirements)
VEM 5277 Bovine Reproduction
VEM 5352 Dairy Production Medicine
VEM 5355 Ruminant Medicine, required for food animal track**
VEM 5530 Advanced Beef Practice
VEM 5571 Emerging Diseases
VEM 5991 Individualized Investigation

Required, Clinical Courses
VEM 5835 Advanced Food Animal Reproduction and Medicine Service Clerkship (FARMS), or
VEM 5836 Food Animal Production Medicine Clerkship

Faculty Mentors
Faculty mentors are a key component of the certification process. Mentors act as student advisors to the certificate-seeking student. The mentor will provide guidance in attaining the best curricular and extracurricular experiences possible during the professional course. The mentor may provide direction with the individual investigation and externship experiences. They will also work with students to acquire funding for externships through established professional organization sources (AABP, AASRP, AASV, SFT, AVC). In some cases, employment or stipends may be available for extended summer externships. Current faculty mentors include, but are not limited to:

Rafael Bisinotto, DVM, PhD
Joao Bittar DVM, MS, PhD
Brittany Diehl DVM
Ricardo Chebel, DVM, MPVM
Klibs Galvão DVM, MPVM, PhD
Fiona Maunsell BVSc, PhD, DACVIM

To earn the certificate in FAVM a student must:
- Be enrolled as a DVM student and in good academic and professional standing.
- Maintain academic standing. [If a student is placed on academic probation, their ability to participate in this program will be interrupted until academic probation is resolved in a satisfactory manner].
- Complete 16 credit hours of approved labs, externships, and elective food animal academic course work.
- Select a food animal/large animal track emphasis for clinical and didactic course work (a mixed animal track may be selected in approved cases).
- Show a consistent, four-year participation in FAVM program functions and activities.
- Identify a faculty mentor who will provide guidance through elective course work, individual investigation, and externships.

Approved Academic Course work and Time Table:

	1st Year			2nd Year			3rd Year			4th Year				DVM	Certificate
	Cr	F	Sp	Su	F	Sp	Su	F	Sp	Su	F	Sp	Su	Credit	Credit
FA Club Wet Labs	0.5	R	E		E	E		E	E		E	R			2
VEM 5991- Ind. Investigation	2								R		[R]			2	2
VEM 5277- Reproduction	1								E					1	1
VEM 5352- Dairy Prod Med	1								E					1	1
VEM 5530- Beef Prod Med	1								E					1	1
VEM 5355- RumInternal Med	2								R					2	2
VEM 5501- Epidemiology	1										E			1	1
VEM 5506- Intern'l Med Seminar	1		E									E		2	2
VEM 5835- FARMS Clerkship	2											R		2	2
VEM 5836- Special FA Elective	2											E		2	2
VEM 5831- Externship*** (2)	2						R			[R]				4	4
*Other approved courses							E			[E]					2
Total credits														18	22

F=Fall, Sp=Spring, Su=Summer; R=Required, E=Elective; Cr=Credit
*Cornell Summer Dairy Institute, Master Hoof Care Program, Spanish for Veterinarians
**16 labs = 1 credit; AABP, SFT, AASRP, AVC, FAVMC Conferences = 1-5 labs;
2 credits, suggested 1 first year, do 0.5 fourth-year
***Competitive funding is available through AABP, AASRP, AASV, SFT,

Administration
Oversight of academic credits earned by student participants will be administered by the Associate Dean of Academic and Student Affairs. The tracking of certificate program elements and student progress therein will be supervised and administered by the Food Animal Reproduction and Medicine Service, i.e., the service chief and faculty mentors. The certificate will be awarded at the time the DVM degree is awarded. For further information, please contact the Food Animal Reproduction and Medicine Service at 352-294-4387.

Certificate in Shelter Medicine

Overview
Shelter Medicine is a specialty area of veterinary practice recognized by the American Veterinary Medical Association (AVMA) and credentialed by the American Board of Veterinary Practitioners (ABVP). There are approximately 3,500 animal shelters in the U.S., each of which desires the services of a veterinarian who is skilled and knowledgeable about this new area of veterinary practice.
Nationally, there is a shortage of veterinarians adequately trained in the clinical, managerial, and legal issues of Shelter Medicine. Similarly, there is a shortage of veterinarians skilled in high-quality high-volume spay/neuter, which is an essential component for reducing the number of unwanted pets. This is a transitional time for the animal welfare field as growing demand for animal-friendly solutions is challenging traditional sheltering paradigms, and skilled veterinarians are needed to lead this transition.
The Shelter Medicine Program at UF offers training designed to equip the veterinary leaders of tomorrow with the skills they need to make a difference in the lives of animals and communities.

The Certificate in Shelter Medicine provides students with an immersive experience resulting in veterinarians practice-ready to work in animal shelters. Students in the Certificate program learn how to care for animals as individuals and as a population. The educational curriculum encompasses all aspects of animal sheltering best practices including preventive medicine, population medicine, behavior assessments and modification, zoonotic and species-specific infectious disease control, facilities management, sanitation, animal welfare and cruelty response, ethics, cultural diversity, public policy, disaster response, and more. In addition, students become well versed in the standards of care for high-quality/high-volume spay-neuter practice, including selection of patients, anesthetic monitoring, surgical procedures, surgical record keeping, multimodal pain management, and post-operative recovery. Students also earn certification as a Fear Free practitioner and

Fear Free Shelters and practice application of these principles and skills During their hands-on rotations in clinics and shelters.

The Shelter Medicine Certificate is not just for students who plan for careers in animal shelters. Every private practitioner will see shelter pets in their practices when brought in by local shelters, nonprofit rescue groups, and new adopters. Shelter pets are one of the most common sources of new pets in the US, so having a collaborative relationship with the local shelter is a great practice builder. Students in the Shelter Medicine Certificate Program average more than 100 surgeries by the time of graduation, developing practice-ready surgical skills that exceed those of most new graduates.

Certificate Mission: To provide professional students with an immersive experience in Shelter Medicine that results in veterinarians who are practice-ready to work in animal shelters.

Certificate Curriculum Goal: To provide the specialized knowledge and skillset that prepares students for shelter practice

Certificate Learning Outcomes: After successful completion of this course, students will be able to:

1. Identify, understand, and practice the key roles of veterinarians in protecting the physical and behavioral health and well-being of dogs and cats in shelters.
2. Identify, analyze, adapt, and apply evidence-based guidelines for care of shelter animals, including for preventive healthcare, common medical conditions, common contagious diseases, and management and prevention of disease outbreaks.
3. Identify, diagnose, and treat behavior problems in shelter dogs and cats using environmental, social, training, psychopharmacological, and enrichment resources and achieve national certification in Fear Free Shelters.
4. Demonstrate proficiency in administering safe and effective anesthetic and analgesic protocols and performing high-quality/high-volume spay/neuter surgical techniques, including pediatric sterilization and community cat sterilization.

Core Curriculum:
The 15-credit Certificate program requires completion of **3** online courses (9 credits), **2** externships (4 credits), and **1** clinical clerkship rotation (2 credits).
Online Courses:

- VEM5321: Integrating Veterinary Medicine with Shelter Systems (3 credits)
- VEM5320: Shelter Animal Behavior and Welfare (3 credits)
- VEM5381: Shelter Animal Physical Health (3 credits)

Externships:

- VEM5892: Shelter Medicine (2 credits)
- VEM5892: Spay/Neuter (2 credits)

Clinical Clerkships:
Choose/rank one of the following:

- VEM5891: Veterinary Community Outreach Program (2 credits)
- VEM5890: Consultations in Shelter Animal Medicine (2 credits)

Certificate Completion Timeline
The ideal path for Certificate completion is shown in the table below. The schedule can be adapted for students who discover their passion for Shelter Medicine later in their curriculum. However, in order to complete all requirements before graduation you will need to begin our courses no later than the spring semester of your third year and this may require completion of rigorous online courses during externships or clinical rotations, which can be more challenging.

	Fall Semester	Spring Semester	Summer Semester

Year 1			VEM5321
Year 2		Rank clerkship* schedule with ASA	Clerkships
Year 3	Clerkships Begin arranging externships	VEM5320	Externships: VEM5892 - Shelter Medicine VEM5892 - Spay/Neuter
Year 4	VEM5381 Apply for Certificate	Clerkships	

*Students can choose from one of four qualifying clerkships to fulfill this 2-credit clinical requirement for the Certificate in Shelter Medicine during their clinical rotation periods.

In addition to these required courses, the Shelter Medicine Program also offers a robust selection of electives:

- VEM5051: Welfare and Wellness for Pets and People (1 credit)
- VEM5061: Introduction to Veterinary Disaster Response (1 credit)
- VEM5322: Shelter Medicine (1 credit)
- VEM5324: Veterinary Forensic Medicine (1 credit)
- VEM5342: Community Cat Management (1 credit)

Certificate Completion Procedure
Students enrolled in the DVM curriculum who maintain good academic and professional standing are eligible to complete the 15 credit hours of approved academic coursework and clinical activities.

Students should meet with the Shelter Medicine Educational Programs Manager to request access to class-specific listservs presented via e-Learning (Canvas) to stay up to date on Certificate requirements. Signing up is not a commitment to complete the Certificate, but an informal contact list that provides students with regular updates about opportunities and advances in the field of Shelter Medicine.

Although Certificate activities are completed throughout all four years of veterinary school, students must officially apply to receive the Certificate in Shelter Medicine with OASA during the fall semester of their fourth year. Students on track will receive detailed instructions during this semester.

Students completing the Certificate in Shelter Medicine are also required to evaluate the program via an Exit Survey during the spring of their fourth year.

The Shelter Medicine program will maintain a record of each student's progress toward the Certificate. Students will be recognized during the commencement ceremony and will receive official Certificates along with their DVM degree.

Fees and Financial Assistance:
The Professional Certificate in Shelter Medicine is made possible by generous donors who are passionate about the training of future veterinarians in animal welfare and sheltering.

Tuition: All of the courses required to complete the Certificate in Shelter Medicine are included in veterinary student block tuition.
Fear Free Certification: Certification fees are waived for UF veterinary students and veterinary technician students.
Association of Shelter Veterinarians: Students will pay a discounted $10 student membership fee when joining this professional association.
Externships/Travel: Funds to support student travel to externships are often available by application.
Scholarships: Several scholarships are awarded each year to students who demonstrate extraordinary commitment to the improvement of the lives of sheltered animals through the study and advancement of Shelter Medicine.

Certificate Program Contact Information	
Program Director: Cynda Crawford, DVM, PhD Clinical Assistant Professor crawfordc@ufl.edu	Shelter Medicine Program: https://sheltermedicine.vetmed.ufl.edu/ (352) 273-8660

Veterinary Business Management Certificate

The College of Veterinary Medicine offers a Veterinary Business Management Certificate to further the education of veterinary students with regards to business and personal finance, practice ownership, business and employee management and career path preparation.

This certificate is designed to prepare veterinary students to become business owners. Through courses and clinical experiences students will obtain significant understanding of accounting, finances, human resources, operation management, marketing, and communication skills.

Certificate Learning Outcomes: Veterinary students who complete the requirements for the Veterinary Business Management Certificate will:

1. Identify and interpret veterinary medicine industry trends, career opportunities and develop an action plan for a career path.
2. Describe, implement and assess the components of veterinary practice management that include finance, practice operations, human resources and marketing.
3. Demonstrate essential business skills to manage a profitable and successful veterinary practice.

Certificate Program Director:
Dr. Mia Su Cary
Email: miacary@ufl.edu
Office Phone: 352-294-4325

Application Procedures

Admission to the veterinary business management certificate is by application, completed by Fall of the third year. Good academic standing is required for enrollment and to remain in the certificate program. Students must be a member in good standing with the Veterinary Business Management Association. In order to apply for the business certificate program, pleas complete the following tasks:

- Review the certificate requirements on the CVM Business Certificate website.
- Complete the program application form electronically.
- Submit a photograph of yourself and a brief statement (100-200 words) about why you want to obtain a business certificate and what you hope this training will accomplish for you in your career.

Certificate Requirements

Students must complete 10 required credit hours by successfully completing the following courses, externship and clerkship with a passing grade (S) or receiving a grade of 80 or higher during their third and fourth years at the UF-College of Veterinary Medicine.

Courses

VEM 5894, Veterinary Practice Management Clerkship, 2 credits, Summer

Course Coordinator: Dr. M. Cary. Course will evaluate successful business behaviors and successful business disciplines. Students will build their observational and diagnostic skills by interviewing hospital owners and reviewing their business practices. This clerkship is offered during the summer semester and is open to fourth years only.

VEM 5730/VEM 5846, Practice Based Equine Clerkship/Small Animal Practice Based Clerkship, 2 credits, Variable
Course Coordinators: Dr. Sally DeNotta/Dr. Wendy Mandese. The purpose of these courses is to provide students with on-farm, primary care experience with horses in physical examinations, diagnosis, treatment, herd health, routine surgery and practice management. This clerkship is offered to third years in their summer or fall semesters and fourth years in the first rotation of their summer semester and throughout their spring semester.

VEM 5030, Entrepreneurship for Veterinarians, 2 credits, Spring, offered ONLINE
Course Coordinator: Dr. M. Cary. The goal of the course is to teach veterinary students the critical aspects of finance, operations, marketing and human resource management to prepare them for successful practice ownership.

VEM 5992, Special Projects, 2 credits, Fall, offered ONLINE
Course Coordinator: Dr. M Cary.This course will explore case studies in business management.

VEM 5032, Veterinary Business and Professional Development, 1 credit, Spring
Course Coordinator: Dr. M. Cary. The goals of this course are to explore how personal financial obligations relate to career path planning and preparation, identify communication skills for managing clients successfully and review the components of veterinary business finance.

VEM 5035, Veterinary Business Management, 1 credit, Fall
Course Coordinator: Dr. M. Cary. The goals of this course are to review employment contracts and interview strategies; identify communication skills for managing conflict, discussing medical errors and guiding clients through difficult decisions; review basic veterinary laws as they relate to the veterinary client patient relationship; describe marketing and social media for successful practice management; analyze the components of purchasing a practice.

V. Student Services

The Office for Academic and Student Affairs (ASA) has many functions. ASA maintains the academic records of all students. Staff members plan many of the major student activities, such as orientation programs, Freshmen Leadership Experience, wellness events, the White Coat Ceremony and Commencement. All members of the Office for Academic and Student Affairs are firmly committed to ensuring that students feel like valued members of an extended family. Our office exists precisely to be of service to you, and we welcome every opportunity to assist you in your career progression and professional development.

Academic Standards

Student performance will be evaluated by subjective and objective methods including examinations given by the various teaching units throughout the curriculum and subjective evaluations prepared by the members of the faculty. The following information will be collected or computed by the Associate Dean of Students for all students enrolled in the professional degree (DVM) program:

- Final grades for all courses
- Grade point average (both semester and overall)
- Clinical clerkship grades and evaluations upon completion of each clinical rotation
- Previous advancement and probation recommendations of the Academic Advancement Committee and actions of the Associate Dean.

At the conclusion of each semester, students meeting the following criteria will be advanced to the next semester or to the degree candidacy as appropriate in the curriculum:

- Successful completion of all required didactic courses and clerkship rotations to that point in the curriculum, including elective coursework, to achieve a minimum of 150 credits for advancement to degree candidacy
- Achieving a 2.0 or greater semester GPA and maintaining a 2.0 or greater cumulative GPA

Satisfactory demonstration of professionalism is considered part of our academic standards and is required for successful performance in the veterinary curriculum. Examples include, but are not limited to, the following:

- Adherence to academic honesty policies and honor code
- Appropriate interpersonal relations and communication skills
- Completion of Student Learning Outcome documentation in a timely manner
- Respectful behavior and conduct with animals, clients, faculty, students, and staff – both in and outside of the CVM
- Adherence to the provisions of the Veterinary Medical Practice Act of the state of Florida as set forth by the Department of Business and Professional Regulations
- Adhering to the veterinary oath, beginning with matriculation into the CVM

  Veterinarian's 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.

Students in clinic rotations who receive a grade of "Below Expectations" in the category of "Professionalism/Professional Maturity/Ethical Behavior" three times will be expected to meet with the Academic Advancement Committee (additional details below). Similar action may be taken for students in the didactic portion of the curriculum who conduct themselves unprofessionally.

Students in clinic rotations who receive a grade of "Needs Remediation" in one specific category 3 or more times, across multiple clinic rotations, will be directed to the Academic Advancement Committee (additional details below).

Academic Advancement Committee

The Academic Advancement Committee is a group of UFCVM faculty and clinicians who strive to uphold academic standards and assist students who are struggling academically. After each semester (or more often when necessary), the AAC will review the academic performance of students displaying one or more of the following:

- Failure in any course or clerkship in the veterinary curriculum
- Failure in any course in the veterinary curriculum that has not been rectified by successful completion for the prescribed plan for remediation
- Semester and/or overall CVM GPA below 2.0
- Currently on probation or required to fulfill a prescribed plan for reinstatement
- Students in clinic rotations receiving two or more MS (marginally satisfactory) grades during their clinical year, or one MS grade for students on active academic probation.
- Students who fail to attend at least 85% of required activities in the curriculum in a single semester (regardless of whether absences were excused or unexcused) may be asked to meet with AAC.
- Students in clinic rotations who receive a grade of "Below Expectations" in the category of "Professionalism/Professional Maturity/Ethical Behavior" three times
- Referred to the AAC by administration for unprofessional behavior or other similar issues

The committee will meet with the student and appropriate faculty. They will decide an action (such as course remediation, continuation in program without probation, continuation with probation, non-advancement, or dismissal), and it will communicate the decision to the student. In cases of academic dishonesty, students will be referred to the University Dean of Students and Vice President of Student Affairs. Please see Honor Code section below.

Notification of Unsatisfactory Performance

After each semester (or more often when necessary), any student whose record indicates unsatisfactory performance based on the above list will be notified of the deficiencies by the Associate Dean of Students prior to the Academic Advancement Committee's review of the student's performance. The student will be given the opportunity to correct any clerical errors in their record or append explanations for reported unsatisfactory evaluation entered in their record. The student will still be required to meet with the AAC to review their performance and discuss explanations for unsatisfactory performance and/or clerical errors.

Academic Advancement Committee Decisions

The committee will decide an appropriate action for the student:

- Remediation of course
- Continuation without probation
- Continuation with probation
- Repeat an entire semester or year under probationary conditions as set by the AAC
- Non-advancement
- Dismissal

When the committee has decided on continuation with probation or non-advancement, the committee will also include a plan of action for the student to return to good academic standing within the degree program.

- Since grade authority rests solely with the instructor of the course, the initial phase for appeals for grade changes must be directed to the instructor. If the student is dissatisfied with the outcome, they may append explanations for unsatisfactory performance entered in their record. The Academic Advancement Committee will take this information into account when deciding a course of action; however, the committee may not initiate procedures that include course grade changes.
- In making its decision, the committee will consider the severity of the student's academic and/or behavioral shortfalls, the effort required to correct the deficiencies or change the behavior and the probability, based on previous performances of the student, of successful correction of the deficiency. Consideration of the availability of resources (class space, tutors, etc.) must also be taken into account when formulating a plan to resolve academic deficiencies.
    - Course or clerkship remediation

        - The committee may recommend that a student be allowed to remediate a failed course(s), however, in all cases of remediation, the course coordinator must agree to remediate the student and a grade of D- will be used to replace the failing grade after successful completion of remediation. Should remediation be denied in cases of failed elective courses, the failing grade will remain on the transcript and no credit will be awarded.
        - Course remediation may only be recommended for the entire course in question; a single section/portion of a course may not be remediated.
    - Repeating a semester or year
        - The committee may decide that a student should repeat an entire semester or year based upon a failed course(s) and/or cumulative GPA less than 2.0. In such instances, the grades obtained upon repeating the semester or year will supersede previously earned grades in calculating the student's GPA within the College of Veterinary Medicine. In these cases, it should be noted the college GPA will be internally calculated and will differ from the GPA calculated by the Office of the Registrar at the University of Florida. The University of Florida has an official policy regarding repeated coursework; transcripts will contain all grades from all courses taken while enrolled as a student at the University of Florida.
- Decisions that contain a plan for remediation will be specific in terms of the end-point for successful completion, including time limits and method of verification of completion.
- Academic probationary status of each student on probation will be reviewed at the end of each Fall and Spring semester. Probation is lifted after all the requirements of the remediation plan set forth by the AAC committee are met. In most cases, this means the student has a semester and overall GPA of 2.0 or better and that all evaluation criteria in the clinical year are in considered satisfactory. Elective courses taken during the summer semester are not taken into account in regards to probationary status, only a full load of coursework, which includes courses required for graduation, will be taken into account.
- When necessary in defining the plan for remediation, the committee will use experts in the area of the student's deficiency.
- Students with exceptional reasons that might lead to failure to complete a course (e.g. illness or death in the family) may be given an incomplete grade for which the instructor will prescribe the procedure for fulfilling the course requirements. Students must inform the Associate Dean and course coordinators of circumstances that might justify the assignment of Incomplete rather than failure of a course. Informing the Associate Dean and course coordinator of such circumstances must occur as the circumstances develop and not after a course has been failed. A decision to assign an Incomplete in a clerkship or didactic course will be a joint decision made by the course/clerkship coordinator and the Associate Dean of Students with consultation from the Academic Advancement Committee and the student's advisor if deemed necessary. Medical leave can only be granted by University level officials. The procedures for requesting medical leave can be provided by the ASA but the responsibility for completing the process rests with the student.
- The Academic Advancement Committee will make decisions and inform the student of the decision in writing, including the plan for remediation where appropriate. The student may appeal the committee's decision by submitting a written request to the dean for review within 14 days after receiving written notification. The request should explain the student's position and any possible justification for a different course of action. The decision of the dean is final on all matters involving academic performance or academic progress.

Student Advisors and Advisees

CVM students will be assigned a faculty advisor by the beginning of their first semester, first year. The advisor will serve in this capacity for all 4 years, beginning with the class of 2023. A faculty advisor should assume a role of a caring mentor. The emphasis for the faculty advisor is to maintain an interactive attitude characterized by open communication, support, and compassionate listening. The advisor serves as the student advocate at the academic advancement committee should issues arise. If an advisee has problems requiring professional intervention or referral assistance, the advisor should refer the student to ASA and/or our counseling services.

<u>Recommendations for Faculty Advisors:</u>

- Meet and communicate with your Advisee
    - Contact all advisees at the beginning of the semester via email, phone call, or personal note.

- Invite advisees to meet with you, preferably once a semester.
- For first-year students, the first meeting should be early in the Fall to help them become familiar with their faculty advisor.
- Provide availability to meet with advisees informally as needed if problems or questions arise.
- Monitor students' progress and show interest in their development and academic performance.
- Discuss any academic difficulties that students are experiencing and make appropriate referrals.

- Support
  - Meet with advisees who are on academic warning, academic probation, or out of curriculum sequence due to withdrawal.
  - Be familiar with the College requirements for graduation, academic performance standards, the honor code, and other general requirements. Refer to the Student Handbook for all academic policies and guidelines.
  - Refer students to the Office for Academic and Student Affairs (ASA) for further counseling.
    - ASA has academic advisors, Melissa Pett and Sabrina Barot, who can advise on curriculum policies, academic progress, fill out enrollment verification/hours extension forms, etc. Email them at studentaffairs@vetmed.ufl.edu.
- Career Guidance
  - Discuss career opportunities in veterinary medicine with advisees.
- Confidentiality and Reporting
  - Advisors must maintain confidentiality regarding student records and discussions.
  - Advisors are required to report sexual harassment disclosures, concerns about illegal activities, or self-harm.
  - When referring a student to someone else, advisors should inform the student about how the situation will be handled.
- Appointment Updates
  - Inform the Office of Academic and Student Affairs (OASA) and advisees if your appointment at the College of Veterinary Medicine (CVM) is ending.

Recommendations for Student Advisees:

- Meet and communicate with your Advisor
  - Meet with your faculty advisor as needed, preferably at least once per semester, even if you have satisfactory academic standing. Be mindful of their time, as many advisors have multiple roles at the university.
  - Arrange meetings in advance and communicate promptly when needed
  - Keep your advisor informed about your academic progress, interests, career goals, and any challenges you're facing. Also, share good news with them! Advisors are genuinely interested in your well-being.
  - Don't hesitate to ask questions during your meetings. Even if your advisor needs to refer you to other sources of information, it's essential to seek clarification and guidance.
  - Remember that faculty advisors are here to help answer questions and provide guidance as you move through the CVM. They are devoting their time to help you make the most of your experience here. Be considerate of their busy schedules. Many have commitments to other advisees, students in coursework, interns, residents, clients, patients, and departmental responsibilities. Arrange meetings ahead of time when possible, and do not hesitate to communicate by phone or email or contact OASA if you need more immediate assistance.
- Confidentiality and Reporting
  - Be honest with your advisor, and let them know if some discussions are confidential. Remember that there are limits to confidentiality (e.g., reporting sexual harassment incidents to the appropriate administrator).
- Take Responsibility
  - Take ownership of your academic journey. Be proactive, responsible, and engaged in your studies.

- Familiarize yourself with the Student Handbook. Understand the college requirements for graduation, expectations for behavior, academic standards, honor codes, and other general opportunities offered.

Example introductory email from advisor to advisee, used with permission from Dr. Szivek:

Hello (Student name),

I am a small animal clinical faculty in oncology here at UF, and have been assigned as your faculty advisor. I was hoping we could sit down tomorrow afternoon depending on your availability.

This will allow me to get to know you a little bit, your current goals and how I can help you to achieve them. I am clinical faculty so I am in the hospital most weeks and can be available to you as needed most of the time pending the clinic schedule.

So you have a little information on me - I am from the desert of Arizona and did my vet school training at Kansas state (graduated 2006) and my residency at UCDavis in California. I have traveled quite a bit and feel that every place has offered me unique opportunities and allowed me to grow and see different perspectives. I am still adjusting to the swampy humidity of Florida but have been truly impressed with the caliber of students, staff and faculty here as well as the strong sense of community and desire to constantly improve and grow.

I am here to help and most of all make your vet school experience as beneficial as it can be to you and your future career.

Let me know your availability so we can connect tomorrow if possible! Anna Szivek, DVM, DACVIM (Oncology)

Example email from student to faculty advisor:

Dear Dr. ABC,

I hope you're doing well. I am reaching out as you are listed as my faculty advisor, and I wanted to schedule a time when we could discuss "fill in the blank." I'm sure your schedule is quite busy, so I thought it would be helpful to provide you with a few options when I am available to meet:

"fill in the blank."

I look forward to chatting with you! If none of those times work, I'd appreciate additional options for us to communicate.

Sincerely,

"Veterinary student"

Student Cell Phone Requirements

Students entering clinical rotations must have a cell phone to use for communicating with faculty and staff.

- The cell phone must be capable of receiving and sending calls in the hospitals as well as accepting text messages and voicemail. There should be capacity for at least 1000 contacts.
- The student is responsible for ensuring their phone has adequate reception in the CVM hospitals before beginning clinical rotations.
- The college maintains a faculty/staff/student cell phone database. Students must provide their cell phone numbers for publication in the address book.

Career Services

The UF College of Veterinary Medicine has an in-house Career Coach to work with students determining career goals and preparing for these goals. Rachel Koepsel is the Director for CVM Careers here at the college, serving both UFCVM students and employers interested in career development and recruiting. All students are encouraged to visit and utilize their career coach early and often to assist in their career development.

CVM Careers are helpful in exploring and determining future long-term career goals and steps, short-term summer, volunteer, and research opportunities, applying for internships, residencies, full-time jobs, part-time positions, reviewing cover letters, resumes, CVs, letters of interest, application materials, mock interviews, and more! CVM Careers can also

review contracts and coach students through the contract negotiation process. CVM Careers hosts various events throughout the year in addition to individual appointments that are held in the Office for Academic and Student Affairs suite. To schedule an appointment click here, email careers@vetmed.ufl.edu, or call 352-294-8504. You can also visit the UFCVM Careers website for more information.

Wellness Center and Counseling Services

http://www.counseling.ufl.edu/cwc/

Professional students often experience degrees of stress not previously encountered in undergraduate programs. It is important to recognize the effects of stress and to seek help from a support network. Students are strongly encouraged to seek assistance from CVM Counselors (listed below), the Wellness Center, or to contact the Associate Dean for Academic and Student Affairs, Assistant Dean of Student Affairs or any ASA staff member if they want to discuss available resources, need help accessing resources, or wish to report concerns regarding personal distress or classmates in distress. Students in immediate need of counselling or other support services are strongly encouraged to contact the Wellness Center, Associate Dean of Student Affairs or ASA staff members.

Emergency Contacts
Emergency Services: 911
UF Police Department: 352-392-1111
CVM Security: 352-294-4444

Mental Health & Counseling Resources
CVM Counselors

Dr. Jamie Stahl
Phone: 352-294-4430
Email: jam22@ufl.edu
Appointments can be made by contacting Dr. Stahl by email.

Kristen McCallum, LMHC
Phone: 352-273-9708
Email: klmccal@ufl.edu
Appointments can be made by contacting Kristen by email.

UF Counseling and Wellness Center
Phone: 352-392-1575
Address: 3190 Radio Road
Website: counseling.ufl.edu

Crisis Support
National Suicide Prevention Hotline: 1-800-784-2433

Suicide & Crisis Lifeline (24/7): Call or text 988

Crisis Text Line: Text "hello" to 741-741
24/7 support for any type of crisis, including suicidal ideation, depression, anxiety, eating disorders, abuse, and relationship problems.

Alachua County Support Hotline, Phone: 352-264-6789

Health Services
Student Health Care Center
Phone: 352-392-1161
Website: https://shcc.ufl.edu/contact/

Academic & Student Affairs
Dr. Amanda House

Associate Dean for Academic and Student Affairs
Phone: 352-294-4380
Email: studentaffairs@vetmed.ufl.edu

Dr. Ashley Allen-Durrance
Assistant Dean of Admissions and Student Success
Email: studentaffairs@vetmed.ufl.edu

Dean's Office / Academic & Student Affairs Front Desk
Phone: 352-294-4201

UF Community Support

U Matter, We Care
Umbrella initiative for care-related programs and resources for students and employees.
Phone: 352-392-1261
Email: umatter@ufl.edu
Website: umatter.ufl.edu

UF Mindfulness Initiative
Website: ufmindfulness.org
Facebook: UF Mindfulness
Email: mindfulness@ad.ufl.edu

UF Employee Resources

Employee Assistance Program (EAP)
Website: eap.ufl.edu
Phone: 833-306-0103
TTY: 800-697-0353
24/7 access to licensed counselors for UF employees and household members.
You will be asked for your name, employer name, address, phone number, and date of birth.

Financial Aid

All students receiving financial aid are responsible for keeping track of their aid through One.UF, which includes providing any updated information that may affect their aid. Use the "Aid Status" page to find out if your financial aid file is complete or if you have outstanding requirements that will prevent the disbursement of aid. Financial aid must be used only for expenses directly related to your education. The CVM specific student budget includes tuition fees, books and supplies, computer/cell phone costs, housing and meals, transportation, clothing such as polos and scrubs, health insurance and other CVM-specific requirements such as rabies titers, NAVLE and Florida licensure fees. For specific information on the UFCVM cost and financial aid, please see the website: https://education.vetmed.ufl.edu/admissions/financial-aid-information/. For more information on how the budget is calculated, you may visit the Student Financial Affairs webpage.

The primary source of financial aid for veterinary students is Federal Direct Stafford Loans. Students applying for financial aid complete the Free Application for Federal Student Aid (FAFSA) each year before any financial aid award can be confirmed.

Should you have questions pertaining to financial aid, loans, scholarship awards, or debt counseling, please email the Vet Med Financial Aid Coordinator at sfa-vet@mail.ufl.edu.

Guidelines for Pregnant Veterinary Medical Students

The potential for injury during the education of veterinary students increases during pregnancy. Exposure to toxic drugs, infectious agents, inhalation anesthetics, radiation, and other agents or activities present real hazards to unborn children, particularly during the first trimester of pregnancy. In addition to chemical, infectious, and radiation dangers, physical accidents incurred while working with animals may also lead to serious injuries for mother and child.

It is in the best interests of pregnant students to maintain regular contact with their physician and to take appropriate steps to minimize exposure to hazards inherent in veterinary medical education. Please remember that the university cannot

fundamentally alter its established curriculum or academic program. It may be necessary to make the decision to take a semester or even a year off to accommodate the birth of a child. Pregnant students may wish to inform the Associate Dean of Students as early as possible to facilitate communication and to take advantage of all available options. We are supportive of the needs of pregnant students and new mothers. A lactation room is available for those that have a need. Please do not hesitate to seek advice.

Rights and Responsibilities

- It is recognized that pregnant students maintain their established student rights.
- Pregnant students are expected to complete each and every requirement of the veterinary curriculum. If the risks of completing certain components or specific assignments in the DVM curriculum are deemed unacceptable, pregnant students will develop, in consultation with and after approval by faculty, an alternate equivalent plan or schedule deemed acceptable by the University, the student, and their attending physician. Copies of all documents pertaining to revised assignments of pregnant students will be kept on file in the office of the Associate Dean of Students.

Curriculum Concerns

- Laboratories
    - Formalin exposure in anatomy laboratories.
    - Anesthetic gas exposure in surgery laboratories.
- Clinical Clerkships: long duty hours, exposure to sometimes unruly small and large animals, exposure to toxic drugs, and exposure to infectious diseases.
    - Radiology Clerkship
        - Exposure to x-rays
    - Pathology Clerkship
        - Physical labor of lifting heavy animals, slippery floors, zoonotic diseases (e.g., toxoplasmosis, cryptosporidiosis, brucellosis, salmonella, etc.), exposure to formalin, exposure to DMSO
    - Food Animal & Reproduction Medicine Clerkship
        - Exposure to prostaglandins, parasiticides (i.e., organophosphates, etc.), infectious organisms (*Cryptosporidia, Brucella, Salmonella, Chlamydia, etc*.), environmental conditions of hot, humid, and sometimes dusty conditions with much standing and walking required, exposure to large and sometimes unruly animals.
    - Anesthesiology and Surgery Clerkships
        - Exposure to anesthetic gases.
    - Large Animal Clerkships
        - Being pushed, pulled, kicked or otherwise put in physically harmful situations.

Available Options

1. Students may opt to continue regular student enrollment with selected schedule and assignment changes. This option has risks, and it will likely delay completion of the DVM program. It is dependent upon multiple factors:
    - The student's ability to participate in the revised educational program;
    - The ability of the college to make changes in the student's schedule of clinical assignments in advance; and
    - Availability and willingness of classmates to exchange scheduled clerkship assignments with the pregnant student.
2. Students in good academic standing may submit a written request to withdraw from the DVM program, for a period of time up to one academic year, to the Associate Dean of Students. Students who are allowed to withdraw may be readmitted upon application approved by the Associate Dean of Students and permitted to graduate with a subsequent class. This option minimizes health hazards and risks associated with attempting to continue a veterinary medical education while maintaining a pregnancy. This option also allows time to be with the new baby and make arrangements for childcare.

Legal Name Changes

The record correction form from the Office of University Registrar must be completed for students to make a name change.

- Complete Record Correction Request and upload via the Registrar's Secure Upload page located at https://registrar.ufl.edu/forms
- Include copies of your name change documentation (marriage license, divorce decree, court documents, etc) and one of the following documents with your new name: (1) Social Security card AND Driver's License or State Issued ID Card or (2) passport or (3) Certificate of Naturalization. A handwritten signature is required.
- Notify ASA (studentaffairs@vetmed.ufl.edu) of the change so that internal records can be updated.

International Student Visas and Externships

International students are responsible for maintaining their student visa status throughout their time at the University of Florida, College of Veterinary Medicine. Any questions about the student visa status should be directed to the UF International Center (UFIC) at 352-273-1541. The Office for Academic and Student Affairs will assist in every way possible, but it is the responsibility of the student to educate themselves on the requirements, processes and limitations of the visa they hold.

There may be additional documentation required for international students participating in clinical rotations and/or attending externships away from UFCVM campus. Students should coordinate with their advisor at UFIC for guidance. ASA advises international students to connect with the UFIC on requirements for clinical rotations and/or externships during the beginning of the spring semester of their second year to ensure timely compliance with requirements.

Health Center Library

Students of the College of Veterinary Medicine are members of the Health Science Center and therefore have access to the Health Center Library (in the Communicore building of the Health Center), which contains an extensive collection of books, journals, and audiovisual- auto tutorial units. Study space and photocopying equipment are available. http://library.health.ufl.edu/

Students may also benefit from classes and tutorials within these facilities. Ms. Hannah Norton is the Health Science Center Librarian who provides college-specific courses on using library resources and strategies for research. Drop-in sessions are available to Vet students, faculty and staff (http://library.health.ufl.edu/services/library-classes-and-tutorials/) and a Vet Medicine subject guide is available (http://guides.uflib.ufl.edu/vetmed). Hannah Norton can be reached at 352-273-8412 or nortonh@ufl.edu

Education Center

A branch reading room of the Health Center Library is located in the Veterinary Academic Building (VAB) called the Education Center. The Education Center provides places to study that include computer workstations, group study rooms and a quiet room. Adjacent to the Education Center is a computer lab designed for team-based learning. When class is not in session, students are welcome to use the computer lab for homework and studying.

The Education Center is open to CVM students 24 hours per day, 7 days per week. However, an ID badge is required to enter the Veterinary Academic Building and the Computer Lab. The Education Center central space is not a "quiet" area but voices should be kept low and consideration for others is expected. No pets are allowed in the Education Center.

UF VPN

The UF Virtual Private Network (VPN) allows students to access sensitive information related to their schoolwork while away from campus. The VPN is utilized to ensure security for client files, course notes or college databases while students are accessing these tools while off campus. The VPN can be accessed through any laptop, tablet or smartphone device as long as an internet connection is available. The UF VPN client is supported on all major computer and mobile operating systems.

Click the link for full instructions on connecting to the VPN.
Should you have connectivity issues, please contact the UF Health IT office: 352-265-0526

North American Veterinary Licensing Examination

https://www.icva.net/navle

The North American Veterinary Licensing Examination (NAVLE) is required for licensure to practice veterinary medicine in North America. Also known as the national boards, the NAVLE is developed and managed by the International Counsel for Veterinary Assessment (ICVA), formerly known as NBVME, National Board of Veterinary Medical Examiners. ASA notifies the ICVA of eligible UFCVM fourth year students prior to the registration window.

State Licensure

http://www.myfloridalicense.com/DBPR/veterinary-medicine/

The practice of veterinary medicine is controlled by a central agency in each state. In Florida, it is the Florida Board of Veterinary Medicine, which is under the jurisdiction of the Florida Department of Business & Professional Regulation. The State of Florida does require candidates to have passed the National Board of Veterinary Medical Examiners prior to state licensure. The website above provides the most up to date information regarding application procedures, review materials, fees, testing center contacts and other details for the state of Florida. The State of Florida offers the candidate the opportunity to schedule the state licensure examination at various computer testing locations at the candidate's convenience, once an application has been approved. For details on other state licensing boards please review details here: https://www.aavsb.org/OurServices/look-up-a-license

USDA Accreditation

https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/nvap

Veterinary students may participate in a validation procedure that enables the practicing veterinarian to participate in state and federal disease control eradication programs and to issue health certificates. For our students' convenience, we will schedule a day for USDA accreditation at the college on the fall semester of their fourth year.

DEA Registration

https://www.deadiversion.usdoj.gov/drugreg/index.html

To ensure compliance with the Drug Enforcement Administration, veterinarians should register with the DEA (details at the link above). The AVMA has resources available specifically concerning veterinarian compliance with the Controlled Substance Act and the DEA: https://www.avma.org/KB/Resources/Reference/Pages/dea-registration.aspx

VI. Student Honor and Conduct Code

CVM and UF Honor Code

The College of Veterinary Medicine expects students to be honest in all their coursework and communications. As part of the online orientation process, all students entering the program will review the Student Honor and Conduct Code Module explaining the philosophy, expectations, scope, rules and procedures of the UF Student Honor and Conduct Code. The Code can be accessed via this link: https://sccr.dso.ufl.edu/students/student-conduct-code/

In addition, each student must electronically submit a signed Honor Code Pledge that reads as follows:

> *I have read the University of Florida Honor Code and understand its scope, definitions, and expectations. I understand the University Of Florida College Of Veterinary Medicine expects its students to be honest in their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action, up to and including expulsion from the College. I, furthermore, understand that cases of academic dishonesty may be resolved by a conference between instructor and student but that all violations are still reported to the Student Conduct and Conflict Resolution Office. If the issue is not resolved between the faculty member and the student, the faculty member will forward a charge letter to the Student Conduct and Conflict Resolution Office and a hearing will be scheduled with the Health Science Student Conduct Committee. I am aware that the Health Center Student Conduct Committee is the appropriate Body for considering cases and that all cases of academic dishonesty fall under the jurisdiction of the University Dean of Students and Vice President of Student Affairs.*

In 1995 the UF student body enacted an honor code and voluntarily committed itself to the highest standards of honesty and integrity. When students enroll at the university, they commit themselves to the standard drafted and enacted by students.

Preamble

In adopting this honor code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the university community. Students who enroll at the university commit to holding themselves and their peers to the high standard of honor required by the honor code. Any individual who becomes aware of a violation of the honor code is bound by honor to take corrective action. The quality of a University of Florida education is dependent upon community acceptance and enforcement of the honor code.

The Honor Pledge

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

On all work submitted for credit by students at the university, the following pledge is either required or implied: ***On my honor, I have neither given nor received unauthorized aid in doing this assignment.***

The university requires all members of its community to be honest in all endeavors. A fundamental principle is that the whole process of learning and pursuit of knowledge is diminished by cheating, plagiarism and other acts of academic dishonesty. In addition, every dishonest act in the academic environment affects other students adversely, from the skewing of the grading curve to giving unfair advantage for honors or for professional or graduate school admission. Therefore, the university will take severe action against dishonest students. Similarly, measures will be taken against faculty, staff and administrators who practice dishonest or demeaning behavior.

Student Responsibility

Students should report any condition that facilitates dishonesty to the instructor, department chair, college dean, Student Honor Council or to the office of Student Conduct and Conflict Resolution in the University Dean of Students Office.

Faculty Responsibility

Faculty members have a duty to promote honest behavior and to avoid practices and environments that foster cheating in their classes. Teachers should encourage students to bring negative conditions or incidents of dishonesty to their attention. In their own work, teachers should practice the same high standards they expect from their students.

Administration Responsibility

As highly visible members of our academic community, administrators should be ever vigilant to promote academic honesty and conduct their lives in an ethically exemplary manner.

Standards of Professional Behavior and Conduct

Professionalism is a belief system built on a set of personal and social behaviors that represent the values of an individual, our college, and our profession. These behaviors promote and enable positive interactions between personnel at all levels regardless of roles or positions, and are anchored on values such honesty, altruism, proper communication, personal beliefs, good decision making, empathy, and technical competence; while acknowledging the need for continual improvement that shape our interpersonal and professional conduct. UFCVM students should uphold the veterinarian's oath from the time of matriculation into the CVM program:

Veterinarian's 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.

We believe that all stake holders including administrators, faculty, house officers, staff, students, patients and clients will benefit if we:

- Raise awareness of the importance of professionalism at all levels
- Create a culture where everyone embraces positive behaviors, while feeling safe addressing those that do not
- Raise awareness of the role that we all play as role models

The College of Veterinary Medicine expects all students to be professional in their interactions with patients, colleagues, faculty, and staff and to exhibit caring and compassionate attitudes, both on and off the veterinary campus. Professional expectations at UFCVM include but are not limited to appropriately dressing, demonstrating respect for others time in class and in the hospital, participating in required activities, engaging in inclusive and polite communications, avoiding judgement and negative commentaries about colleagues.

The College and Hospitals will have a zero tolerance for all personnel on behaviors that include, lying, cheating or plagiarism, racism, bigotry and bullying, sexual abuse or discrimination. Such issues will be dealt with by following the appropriate UF code of conduct process including the involvement of appropriate college and campus human resources and Title IX coordinators.

Students in Veterinary Medicine and other health professions curricula are held to standards of conduct that both differ from and exceed those usually expected of university students. Consequently, DVM students are required to demonstrate clinical competency, including reasonable skill, safe practice, and professional behavior at all times. Students may be removed from program experiences at any time for unsafe or unprofessional behavior. Students can be removed from the veterinary curriculum and/or any college sponsored programs or organizations based on violation of professional conduct. Professional conduct is required whether on campus or off campus.

Everyone at the college should feel comfortable reporting or discussing issues and behaviors that impact others without the fear of retaliation. However, the appropriate time and space should be used to discuss concerns using the highest discretion rules. The UFCVM Professionalism and Mistreatment policies are further outlined on the webpage: https://education.vetmed.ufl.edu/dvm-curriculum/policies-and-procedures/ Individuals may report mistreatment or a lapse in professionalism using the online form.

The University has procedures in order to deal with the zero tolerance issues described above. Student issues related to unprofessional behavior may be referred to the Health Science Center Conduct Committee and/or the University Dean of Student's Office, as well as the AAC. https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/

Unprofessionalism by a faculty member would be reported to Faculty's immediate superior and the department head where the issue will be documented in writing and addressed in a timely manner. This responsibility will supersede any personal relationship.

Unprofessionalism by a House Officer or staff will be reported to the service chief first who would be obligated to address the issue in a timely manner and inform the Associate Dean for Clinical Service. This responsibility will supersede any personal relationship.

This University of Florida has an office of the Ombudsman which provides additional resources for students, staff and faculty to help and advice on conflict resolution. This office:

- Provides a confidential environment to listen to questions and concerns
- Help identify alternative options and appropriate resource
- Explain University policies and procedures, including informal resolution and grievance options
- Offers an impartial perspective
- Assists with early strategizing to solve problems and minimize the potential escalation of conflict
- Identifies patterns of emerging issues and, as needed, recommend university policy review based on these patterns.

Faculty - https://faculty.ombuds.ufl.edu/
Student - https://ombuds.ufl.edu/student/
Staff - https://ombuds.ufl.edu/staff/

Contact - https://ombuds.ufl.edu/contacts/

Academic Honesty and Conduct Violations

As mentioned above, The University of Florida and the College of Veterinary Medicine require students to conduct themselves according to the Honor Code. Academic honesty is required by all members of the educational community; students, faculty and administration all must work together to promote an environment of respect, integrity and truthfulness.

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

- Plagiarism
- Unauthorized use of materials or resources ("cheating")
- Prohibited collaboration or consultation
- False or misleading statement relating to an honor code violation or for the purpose of procuring an academic or personal advantage
- Use of fabricated or falsified information, interference or sabotage of academic activity (Student Honor Code and Student Conduct Code: Scope and Violations 4.041).

Students who are accused of academic dishonesty or conduct violations will be referred to the Health Science Center Conduct Committee and/or the University Dean of Student's Office. https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/.

If the accused student is actively on conduct probation, or has other previous offences on their student record, they will be required attend a hearing at the Health Science Center Student Conduct Committee.

Health Science Center Student Conduct Committee

Cases of alleged academic dishonesty from veterinary students fall under jurisdiction of the Health Science Center Student Conduct Committee. Violations of the conduct code that may result in expulsion or a lesser sanction include but are not limited to:

- Academic dishonesty;
- Furnishing false information to the university;
- Unauthorized use of or destruction of university property; and
- Disruption of the orderly operation of the university.

The Health Science Center Student Conduct Committee is comprised of Health Science Center faculty members and 5-8 student members from each of the Health Center colleges. Cases of academic dishonesty that occur in the health center colleges are referred by faculty member to the director of student judicial affairs, who serves as advisor and nonvoting executive secretary to the committee. If it is determined that a hearing is necessary to resolve the allegations against the student, a subcommittee is convened as follows: four faculty members and one student member from the college of the accused student and two faculty members and one student from another health center college. Five members of the committee, including at least one member from another college, must be present for a hearing.

Prior to the hearing, the student will be advised of rights and privileges under the code of student conduct by the director of student judicial affairs. After a hearing by the Health Science Center Student Conduct Committee, if the student is adjudicated responsible, the committee will recommend one or more sanctions to the University Dean of Students Office, P202 Peabody Hall, who will take final action. Sanctions can range from reprimand and a grade reduction in the course to expulsion from the university (University of Florida Rule 6C1-4.0211).

Student Conduct Guidelines

Purpose: To serve as a reminder that students are now part of the veterinary medical profession and have a responsibility to show respect and consideration to both their colleagues and their instructors.

- **Interpersonal Interactions:** Students are expected to respect one another and to be sensitive to differences in race, religion, ethnic origin, gender, sexual orientation, age and disability within the UF/CVM community.

- **Hygiene and Personal Grooming:** Students are expected to come to class wearing clean clothes, to have an odor-free body, and to adhere to the student dress code.
- **Classroom Tardiness:** Students are expected to be on time for class. In the rare case when extenuating circumstances make lateness unavoidable, students are expected to enter quietly from an interior door and take the closest available seat.
- **Classroom Conduct:** Students are expected to treat all instructors with respect and courtesy and to attend to the classroom activity. Sign-up sheets for extracurricular activities should be passed around between lecture classes or posted in the labs. Students must be aware that talking and other noisy behavior are disruptive to the instructor and to other students during class.
- **Leaving Class Early:** Students are expected to stay in class for the entire period except when unusual extenuating circumstances require them to leave early. In these cases, professional courtesy dictates that advance notice is given to the instructor whenever possible.
- **Attending Class:** Students are held responsible for all information and material given in class, and they will not receive individual instruction for missed classes except in documented cases of illness or other unusual extenuating circumstance.
- **Examinations:** Individual students may not reschedule examinations except in the case of documented medical or family need or unusual extenuating circumstances. The Associate Dean is to be advised of each instance an examination is rescheduled. Students that are ill or have family emergencies are required to complete the absence request form or contact the Associate Dean at the first opportunity and prior to the scheduled exam, if possible.

VII. College of Veterinary Medicine Policies

Technical Standards

UF CVM actively collaborates with students to develop innovative ways to ensure accessibility and creates a respectful, accountable culture through our specialized disability support. We are committed to excellence in accessibility and encourage students with disabilities to seek accommodations. Candidates for the DVM degree must be able to adequately perform fully all essential functions in each of the following categories of skills: observation, communication, motor, intellectual, behavioral/social, and ethics/professionalism. In addition the candidate must be able to work in environments with animals and the types of environments where animals live such as barns that may contain allergens. The college recognizes that degrees of ability vary widely among individuals and individuals with a disability are encouraged to discuss their condition with the College of Veterinary Medicine Assistant Dean of Admissions so that jointly, they may consider technological and other facilitating mechanisms necessary to train and function effectively as a veterinarian. The UF College of Veterinary Medicine is committed to being flexible, innovative and creative in trying to accommodate the special needs of students accepted into the program to enable them to complete the course of study leading to the veterinary medical degree. However, the integrity of the curriculum must be maintained and those elements deemed essential to the education of a veterinarian must be required and completed satisfactorily as required by the faculty and expected by the public. The accommodations required by one individual cannot interfere with or be disruptive of the educational experience of the other students.

Observation

The student must be able to observe demonstrations and procedures in the basic and clinical sciences, including but not limited to physiologic and pharmacologic demonstrations in animals, evaluation of microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. Students should be able to assess a patient and evaluate findings accurately, detect changes in patient behavior, physical and mental status to provide appropriate veterinary care. These skills require the use of vision, hearing, and touch or the functional equivalent.

Communication

A student must be able to communicate effectively and sensitively with colleagues and clients. Students should be able to communicate with clients and all members of the health care team, to establish effective professional relationships in order to elicit and provide information. Students should be able to communicate effectively and sensitively, both in person and in writing.

Motor

Students must have sufficient motor function to safely elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers and procedures. A student must be able to execute motor movements reasonably required to provide general care and emergency treatments to patients, including small and large animal species and wildlife. Students should, after a reasonable period of time, possess the capacity to directly perform physical examinations, and preventative, diagnostic, medical, surgical, and emergency procedures. Such actions require coordination of both gross and fine muscular movements, balance, and equilibrium.

Intellectual-Conceptual, Integrative, and Quantitative Abilities

Students should be able to comprehend, retain, and apply detailed and complex information and engage in problem solving in both the pre-clinical and clinical coursework. Students are expected to possess the ability to accurately measure, calculate, reason, analyze, synthesize, and communicate information. In addition, after a reasonable amount of instruction, students should be able to comprehend spatial and three-dimensional relationships of structures, for example, the anatomical structure of an animal. Students should also be able to adapt to different learning environments and modalities.

Behavioral and Social Attributes

Students should possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibility's attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with clients, fellow students, faculty, staff, and the entire health care team. They should be able to fully attend the curriculum, which requires active engagement in educational and clinical activities. They should display flexibility and adaptability and function in a fast-paced, changing environment with the uncertainties

and stressors inherent in the clinical problems of many of their patients. Students must also be able to receive, comprehend, and act on informal and formal constructive feedback. Compassion, integrity, concern for others, interpersonal skills, professionalism, interest, motivation, punctuality, and consistent attendance are all personal qualities expected during the education process.

Ethics and Professionalism
Students should maintain and display ethical and professional behaviors commensurate with the role of a veterinarian in all their interactions with clients, patients, faculty, staff, fellow students, the entire health care team, and the public. After a reasonable period of time, students should also be able to demonstrate realistic self-assessment of knowledge and skills and engage in personal reflective practice to achieve the competencies of the program and of the profession. The student is expected to understand the legal and ethical aspects of the practice of veterinary medicine and function within the law and ethical standards of the profession.

The technical standards delineated above must be met with or without reasonable accommodation. After reviewing the technical standards, students who determine that they should require reasonable accommodation to fully engage in the program should contact the UF Disability Resource Center (DRC) to discuss their accommodation needs privately. Accommodation information, not diagnoses, is shared with appropriate administrative and teaching staff and faculty on a need-to-know basis related to the timely implementation of accommodation. Given the clinical nature of our programs, time may be needed to create and implement the accommodations. Accommodations are never retroactive; therefore, timely requests are essential and encouraged.

Fitness for Duty

This University of Florida (UF), College of Veterinary Medicine (UFCVM) policy outlines the process for ensuring a veterinary student's (student) fitness for duty (FFD) meets the standards of practice as outlined by the College of Veterinary Medicine Technical Standards found in the UFCVM Student Handbook (available at https://education.vetmed.ufl.edu/dvm-curriculum/student-handbook/). The goal of this policy is to address the need to assess a student's mental/physical state in preparation for and during clinical care activities or when returning to veterinary school and/or clinical care environment for the safety of the students and patients under the student's care. The policy also defines the procedures to be followed to ensure the student receives effective treatment with the intention to continue or return to clinical duties. This policy does not supersede or replace any applicable law or regulation.

UFCVM is required to comply with the Americans with Disabilities Act (ADA) of 1990. In general, the ADA prohibits (1) schools from requiring a student to submit to a medical examination; and (2) school inquiries into whether an individual has a disability. However, the protections afforded by the ADA are not without limits. Federal law permits UFCVM to require a medical examination of a student if the requirement for the examination is performance-related, consistent with business necessity, and if UFCVM has a reasonable belief that:

1. The student's ability to perform essential functions may be impaired by a health condition; or
2. The student may pose a direct threat to the health and safety of others.[1] A "direct threat" means a significant risk of substantial harm to the health or safety of the student or others that cannot be eliminated or reduced by reasonable accommodation. UFCVM's determination that the student poses a "direct threat" shall be based on an individualized assessment of the student's present ability to safely perform the functions of the job, considering a reasonable medical judgment relying on the most current medical knowledge and/or the best available objective evidence. To determine whether a student poses a direct threat, factors to be considered include: (1) duration of the risk; (2) nature and severity of the potential harm; (3) likelihood that the potential harm will occur; and (4) imminence of the potential harm.

Policy
UF and UFCVM are committed to the promotion of a safe and healthy environment for our students, patients, and staff. In order for appropriate learning and care of patients to occur, each student must be able to perform one's responsibilities in a

[1] For a student who poses a significant danger of serious harm to the health or safety of others, UF may, at its sole discretion, invoke UF Regulation 4.036 for Involuntary Medical Withdrawal. This FFD policy does not limit, supersede, or supplant UF Regulation 4.036.

safe and effective manner. Those students who are not fit for duty may present a safety risk to themselves, patients, or others and may adversely affect learning in the classroom and/or clinical setting, as well as patient care. With the safety of the student and patient in mind, it is important that individuals with a medical condition that affects their ability to perform in a safe manner receive ongoing care and support. The UFCVM Associate Dean for Academic and Student Affairs encourages students to register with the Disability Resource Center to receive reasonable accommodations. The Associate Dean may also be able to provide additional information on resources and is available to meet with a student to discuss support services available within the college. All students must meet minimal technical standards, with or without reasonable accommodations, for UFCVM admission, progress during the period of studies, and graduation.

A FFD evaluation may be appropriate if UFCVM (1) knows about a student's medical condition, has observed performance problems, and reasonably can attribute the problems to the medical condition; (2) UFCVM observes symptoms indicating that a student may have a medical condition that will impair their ability to perform essential job functions or will pose a direct threat; or (3) UFCVM receives reliable information by a credible third party that an employee has a medical condition.

Faculty and Clinical Supervisors are responsible for the safety of students and the patients whom they treat. Whether on or off-campus, it is important to communicate observations of behavior that may affect the safety of others. During normal business hours, reporting supervisors, faculty, staff, or students should notify the Associate Dean for Academic and Student Affairs, or the Assistant Dean of Admissions and Student Success, who will assess the immediate concern, take appropriate action and refer the matter to the Academic Advancement Committee (AAC). The AAC will follow the standard protocol for determining whether additional action is required which may include an extended medical leave of absence. Should an incident occur outside normal business hours, individuals are strongly encouraged to call 911, the Counseling and Wellness Center (CWC) crisis hotline (352-392-1575), or go to the nearest emergency room if concerned about the safety and well-being of themselves or another student.

In order to ensure an individual is ready to return to their academic and clinical duties, UFCVM may request an individual to provide evidence of receiving an evaluation that confirms their fitness for duty from a provider who is trained in FFD evaluations.

If the student's fitness for duty is not confirmed, they will be relieved of their clinical/educational responsibilities until it is determined that they are fit to return to their clinical/educational responsibilities within a reasonable time frame. Participation in a treatment or rehabilitation program does not guarantee continued enrollment and may not necessarily prevent disciplinary action for violation of any UFCVM policies. A student must comply with all treatment recommendations resulting from a FFD evaluation before they are permitted to return to school. The Associate Dean for Academic and Student Affairs will oversee the evaluation process of the student, as well as plan the return to one's studies.

If the student requires a FFD evaluation, a list of providers who have expertise in FFD evaluations will be provided to the student. The student may select from one of these providers. Every effort will be made to find providers from within and outside of the UF Health system to allow for reasonable choices. The student is responsible for the cost of the FFD evaluation(s). To the extent required by law or UF regulations, UFCVM shall protect the confidentiality of the evaluation and the results.

Non-compliance with a request for a fitness for duty evaluation shall be cause for academic sanctions, up to and including dismissal from veterinary school. If a student is dismissed, then the student may appeal the decision to the Dean per the student handbook.[2]

Referral Process

Step One: Incidents should be reported to the Associate or Assistant Dean. Self-referral by a student is also appropriate. *Contact Phone: (352) 294-4380*

[2] If, following an FFD, a student is involuntarily withdrawn from UFCVM because the student poses a significant danger of serious harm to the health or safety of others (as distinct from failure to comply with the FFD recommendations) and refuses to voluntarily take a leave of absence, then such student shall be accorded (a) written notice of UFCVM's decision stating the reasons for dismissal; (b) the opportunity to respond to the Dean of Students or designee; and (c) the opportunity to appeal the decision to the Vice President for Student Affairs or designee within ten (10) days in accordance with UF Regulation 4.036.

Step Two: The Academic Leadership from the Office for Academic and Student Affairs will meet with the student to determine the next course of action, which may include a medical leave of absence and/or referral to the AAC. The AAC must approve a leave of absence greater than 6 weeks and may refer the student for evaluation as set out below.

- Students in need of mental health evaluation will be referred for a FFD evaluation prior to readmission.
- Students in need of evaluation for substance abuse or dependence, psychiatric or physical illness may be referred to a medical professional who will provide a FFD prior to readmission.
- Students in need of a medical evaluation will be referred to the appropriate physician, and if deemed appropriate, will be referred for a FFD prior to readmission.

Step Three: The Associate Dean for Academic and Student Affairs will be the referring contact for the evaluations. In order for the Associate Dean for Academic and Student Affairs to be allowed to review the recommendations provided by the evaluators as well as an executive summary of any completed initial evaluations, the student will need to sign and submit a waiver to the appropriate provider. *The individual student is responsible for any cost associated with evaluation.*

Step Four: Prior to readmission, a summary of the FFD evaluation will be reviewed by the AAC with input from the Associate Dean. Any academic leaves or adjustments will be addressed as necessary with the AAC. *Failure to submit proper documentation may delay return to veterinary education.*

After the FFD evaluation, the decision options are:

- Return to full duty
- Return to full duty with recommendations for follow up
- Return to part time duty with recommendations for follow up
- Not allowed to return to duty.

The student and the Associate Dean will work with the appropriate entities to apply for recommended reasonable accommodations to ensure student compliance and success with the recommendations. Any such recommended reasonable accommodations must not require a fundamental alteration of the program.

Continued matriculation shall be contingent upon compliance with recommendations provided by the formal evaluation. This may include participation in medical treatment programs, periodic drug screen testing, and/or professional counseling. Failure to comply with the recommendations or agreed upon reasonable accommodations may result in disciplinary action up to and including dismissal from UFCVM. The AAC will determine resolution in cases where students are not compliant with recommendations. The UFCVM Student Handbook describes the academic advancement process and the appeal process for students.

Confidentiality/Privacy of Fitness for Duty Evaluations:
UF ensures the confidentiality of education and treatment records in accordance with the provisions of various federal, state, and University regulations, including the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, also known as the Buckley Amendment.

FFD evaluations shall be treated as confidential education and treatment records protected by FERPA and shall be maintained by the Office of Student and Academic Affairs. These records may be shared only as permitted by law.

Probation

Probation can result from poor academic performance and/or professionalism violations.

Probation indicates the following:

- Student is NOT in good academic standing
- Student should not hold leadership positions in extracurriculars

- Decelerated student may not enroll in elective summer coursework
- Student must not fail any course or clerkship while on probation
- Student may not have any lapses in professionalism or honor code violations while on probation
- Cumulative and semester GPA must remain above 2.0

Duration and Removal from Probation:

- Probation will extend for a minimum of one semester beyond the point in time when remediation is satisfactorily completed.
- The criteria for successfully completing remediation include passing all courses and clerkships, without any lapses in professionalism.
- Students on probation may be dismissed if they receive a failing grade/unsatisfactory in any course during their time on probation, or if the student is found guilty of honor code violations.

Dismissal

When dismissed, a student is no longer able to continue in the DVM program at the University of Florida College of Veterinary Medicine.

Such dismissal does not prohibit the student from enrolling in other programs or colleges if they meet the requirements for those programs.

Dismissal from the College may occur after any of the following:

- Failure to clear probation after one academic year
- Unsatisfactory grade on two or more clinical clerkship rotations
- Exceeding six (6) years to meet all degree requirements
- Multiple instances of unprofessional behavior and/or honor code violations
- Some types of behavior may be so egregious as to justify immediate dismissal of a student. Such behavior might include criminal acts, persistent substance abuse, blatant disregard for patient safety, or flagrant academic dishonesty.

Students who are dismissed from the College for any of these reasons may reapply to the College through VMCAS.

Appeal Process

The appeal process provides a structured avenue for students contesting adverse academic actions. Criteria for filing an appeal are limited to lack of compliance with policies, inaccurate data, and/or new relevant information.

Types of appeals:

- Lack of advancement/Repeat course/Delayed graduation
- Academic Dismissal
- Conduct Suspension or Expulsion

Procedure:

1. Students receiving adverse action from the Academic Advancement Committee (AAC) (e.g., lack of advancement/repeat course/delayed graduation, dismissal) will be contacted by the chair of the AAC (or designee) and advised of the next steps.

2. All appeals must be in writing and submitted to the CVM Dean within 14 days of the date of the decision letter.

3. A properly submitted appeal includes a written statement by the student including clear specifications of the committee's decision and reason for appeal.

The UF Office of the Ombuds is another resource for students with a university related problem and/or concern.

Probation for students who successfully appeal dismissal

Students who successfully appeal for a dismissal, and who are permitted to remediate deficiencies, will be placed on probation for *one academic year*.

The student may be removed from probation upon successful remediation.

Students will automatically be dismissed if they receive a failing or unsatisfactory grade in any course or have any lapses in professional behavior during their time on probation.

Policy for Students on Leave

Students on leave (medical, personal, etc.) must ensure eligibility to return to the DVM curriculum, maintaining satisfactory performance.

If the student does not return or secure an extension in writing at the end of the leave, they will be considered withdrawn and may reapply through the College's admissions process.

Readmission after University suspension:

1. Students who have been suspended from the University for disciplinary reasons may reapply for admission through the Associate and Assistant Dean. Additional readmission applications may be necessary through the University.

2. Previous grades earned in the professional veterinary medical curriculum will remain part of the academic record.

Repeating Student Policy

As a general rule, a student will only be allowed to repeat one year of the four-year curriculum because of poor academic performance.

Any student who has a cumulative **and** semester GPA below 2.0 will be required to repeat the affected semester to progress in the program.

Social Media or Online Posting Policy

All students, including UFCVM students, students from offshore veterinary schools, and visiting students, must recognize and respect the importance of maintaining the privacy and confidentiality of any information pertaining to patients or clients of the University of Florida Veterinary Hospitals (UFVH). In order to protect the privacy of our hospital clients and their pets, students are prohibited from disseminating any type of patient-related or client-related information to any individual(s) outside the UFVH, unless they are given prior written approval by the Associate Dean for Clinical Services. Students should note that all client-related and patient-related information (including UFCVM teaching and research animals) is the property of the UFVH and that posting of such information on social networking websites, such as Facebook, Instagram, and Twitter, is prohibited. Examples of restricted information include, but are not limited to, patient images or videos, patient records, information from or about referring veterinarians, pictures of animals in surgery/anatomy/teaching labs, and similar protected information. Violations of this policy are considered unprofessional behavior and are a serious infraction of UFCVM and UFVH policies and violators will be referred to the Academic Advancement Committee for investigation and appropriate disciplinary action.

The administration of the College of Veterinary Medicine recognizes that social networking websites and applications, including but not limited to Facebook, Instagram, and Twitter, are an important and timely means of communication.

However, students who use these websites and other applications must be aware of the critical importance of privatizing their web sites so that only trustworthy users have access to the websites/applications. They must also be aware that posting certain information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions that range from a letter of reprimand to probation to dismissal from school. Prohibitions include the following:

- In your professional role as a veterinary care provider, you may not present the personal identifying information of clients or information regarding client animals under your care or the same type of information regarding a referring veterinarian. Removal of an individual's name or animal name does not constitute proper de-identification of protected personal information. Inclusion of client data such as age, gender, race, or geographic origin (home) is strictly prohibited. Information regarding the patient to include but not limited the species, breed, age, or diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical imaging (such as a photograph, X-ray or other medical image) of a patient may still allow the reader to recognize the identity of a specific animal, owner or referring veterinarian. Veterinary patients, as we know, include a wide range of species and include those owned by private persons, businesses, zoological collections or other entities that can often lead to identification of a particular patient with limited information. You are legally bound not disclose any information that might identify the client, patient or referring veterinarian.
- You may not report private (protected) academic information of another student or trainee. Such information might include, but is not limited to: course or clerkship grades, narrative evaluations, examination scores, or adverse academic actions.
- You may not present yourself as an official representative or spokesperson for the University of Florida College of Veterinary Medicine when posting information on social networking sites.
- You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions listed above and below.
- You may not utilize websites and/or applications in a manner that interferes with your official work commitments. That is, do not tie up a hospital or clinic computer with personal business when others need access to the computer for patient-related matters. Moreover, do not delay completion of assigned clinical responsibilities in order to engage in social networking.

In addition to the absolute prohibitions listed above, the actions listed below are strongly discouraged. Violations of these suggested guidelines may be considered unprofessional behavior and may be the basis for disciplinary action.

- Display of vulgar language.
- Display of language or photographs that imply disrespect for any animal, individual or group because of age, race, gender, ethnicity, or sexual orientation.
- Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Posting of potentially inflammatory or unflattering material on another individual's website.

Additional Guidelines for Use of Class Facebook Pages and Group Social Media (Instagram, GroupMe, Snapchat, X, etc.)

- UFCVM is an inclusive community and respects all individuals. We encourage professional language and content use in all personal social media. UFCVM supports freedom of speech and will not censor personal social media content unless personal content references UFCVM and would be considered in violation of the policy regarding online posting of material (see above). Use of images of client/patient/teaching and research animals on social media is prohibited.
- Class Facebook pages are created to connect UFCVM students, and provide helpful information about housing, organizational meetings, social events, and links to study materials that others may find helpful.
- Please use professional language in posts.
- Be respectful of others' posts, even if you do not agree with them.
- Try to avoid negative comments/messages and potentially offensive jokes or photos.
- Remember, there is no such thing as a "private" social media site. Search engines can find posts and pictures years after the publication date and comments can be forwarded or copied. If you would not want to see it in a newspaper publication ten years from now, reconsider posting it on social media.
- Please do not post any picture or video of a UFCVM faculty, staff member, or fellow students without their knowledge of the image and permission to post.

- If you have concerns about UFCVM related content in a post, cyberbullying, or other inappropriate content, please contact Dr. House in the Office for Academic and Student Affairs (ASA).
- Failure to comply with these guidelines on group pages will be addressed on a case-by-case basis, and may result in the individual being removed from the class page and/or group accounts

When using these social networking websites/applications, students and residents are strongly encouraged to use a personal e-mail address, rather than their ufl.edu address. Individuals also should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should always be civil and respectful. Please be aware that no privatization measure is perfect and that undesignated persons may still gain access to your networking site. A site such as YouTube, of course, is completely open to the public. Future employers (residency or internship program directors, department chairs, or private practice partners) often review these network sites when considering potential candidates for employment. Finally, although once-posted information can be removed from the original social networking site, exported information cannot be recovered. Any digital exposure can "live on" beyond its removal from the original website and continue to circulate in other venues. Therefore, think carefully before you post any information on a website or application. Always be modest, respectful, and professional in your actions.

Email Policy

At the College of Veterinary Medicine, email serves as the primary means of communication among faculty, administration, staff, and students. To ensure efficient and timely information exchange, it is mandatory for students to check their email at least once daily. To facilitate official correspondence, every student must have a Gatorlink (ufl.edu) email address, which will be the exclusive address used for sending official emails. Please note that this email address will also be displayed in the hospital when students are in clinics.

Policies on Acceptable Use may be found on the UF Information Technology site: UF Acceptable Use Policy.

Policy for Children and Guests in the UF Veterinary Hospital

Guests (adults or children) at the UFVH must be accompanied by a responsible faculty member, house officer, student or staff member at all times when they are in any non-public area(s). Guests should not be present during animal care or treatment procedures and are not allowed in the barns, wards, ICU or isolation areas of the UFVH. In addition, guests may not be present at hospital activities where their presence could cause distraction or disruption of clinical operations.

Use of Mobile Phones in Classroom and Patient Care Areas

Students are expected to act appropriately and professionally in all classroom and clinical settings. The use of mobile devices may be appropriate if respect for colleagues, faculty, and patients is observed. During lectures, conferences, or engaged in patient care activities in the hospital and clinics students should:

1. Turn all electronic devices including cell phones to silent/vibrate.
2. Refrain from text messaging, checking email, talking on the phone or using the internet for non-patient care/educational activities

AI Use at UF CVM

Artificial Intelligence (AI) Seminars will be scheduled for all DVM students in didactic coursework semesters. Students are required to attend, and presentations will be provided by various individuals with expertise in the area. The purpose is to increase awareness of AI and how AI is impacting veterinary medicine (in academics, careers, research, etc.) so that students are prepared to enter their chosen area of work after graduation.

Wearable smart devices (such as AI glasses) are prohibited in areas of the college where students interact with clients and patients, during examinations, and laboratory sessions. Patient/client privacy and academic integrity are protected, and students may not record in the educational environment with video or audio without explicit consent from administration.

Students in clinical rotations may be able to utilize ScribbleVet while on certain clinical services. This AI scribe tool may be incorporated into the workflow of some clinical services, and students may elect to take part in the program's use.

Students must be sure to follow service-specific guidelines when using the program and maintain adherence to all college and university policies.

Student Dress Code

We present our knowledge, clinical competence, concern for the feelings of people and their animals, and general professionalism through the way we act, speak, write, and dress.
To ensure professionalism and to address health and safety issues, a dress code is enforced for all students involved in college activities (on campus and off campus). Please note that the dress code differs according to the activity.

- Students should always be professional in appearance.
- Jewelry and piercings should not be safety hazards.
- Tattoos that contain offensive material (e.g., profanity, nudity) should be covered.
- No strongly scented perfumes, colognes, lotions, and aftershaves.
- Students should wear their identification badges.
- No advertisements on clothing unless advertisements are affiliated with the college, university, organized veterinary medicine (e.g. SAVMA), and/or class year
- Footwear should be comfortable and protective. Flip flops are unacceptable.
    - Closed toe shoes are required when working with animals and in laboratories
    - Students working with large animals should wear hard-toed shoes

Exceptions to the Dress Code

- Dress code does not apply to sporting activities or to social and club events organized by the college
- Students may arrive at the college in casual clothes and change into suitable clothing upon arrival
- Provided the student does not intend to visit or be on duty in the large or small animal hospitals, the dress code does not apply to weekends or after hours (5:00 p.m. - 6:00 a.m.)
- Exception to the code may be made by instructors when activities requiring a different type of dress are necessary or appropriate

Instructors have the authority to enforce the dress code. If the standard of dress interferes with patient or student safety, a student may be asked to meet the set guidelines before being allowed to participate further in classroom or clinic activities. Any absence due to non-conformance should be made up. Class officers and the student faculty communications committee are available to assist students in the interpretation of the dress code and will consult with the Associate Dean of Students when necessary.

Dress Code for Students in Class

All students may select from the following dress options:

- Professional tops, clean and neat slacks, knee-length shorts or skirts, denim
- Dress shirt, polo, collared or button-down shirt, professional collar-less shirt, T-shirts that adhere to guidelines above regarding messaging
- Professional, solid color scrubs
- Footwear should be clean, neat, and appropriate to the dress style selected. Professional open toed shoes are permitted according to the activity. Flip flops are not permitted.
- Gym attire and pajamas are not acceptable.

Dress Code for Students on Clinical Rotations and Laboratory/Field Situations

Small Animal Hospital – white clinic jacket embroidered with UF logo, student name, and "class of" required

- Individual clerkship orientation documents will provide specific dress code requirements
- Professional attire should be worn regardless of whether it is a receiving or non-receiving day
- Clean and neat slacks, dress shirts, professional tops, dresses, skirts.
- Scrubs may be worn when deemed appropriate by the service.

- Students are required to wear hunter/forest green color scrubs while on clinical rotations
- Blue jeans, T-shirts, tank tops, and shorts are unacceptable.

- Footwear should be comfortable and protective
  - Sandals and open toe footwear are unacceptable
- White coats must be clean

Large Animal Hospital – large animal polo with UF logo (embroidered) and name badge required

- Individual clerkship orientation documents will provide specific dress code requirements
- Students should always wear pants and uniform shirt with their name tag
  - Pants may be colored black, tan, khaki, grey, brown, etc.
  - No jeans or shorts are permitted
  - Pants may not be leggings or athleisure-style thin material
- Protective footwear, such as leather boots/hard-toed boots, is recommended
  - No sandals or tennis shoes are allowed. Crocs may be worn in the operating rooms, but not in the barn or recovery.
- Surgery scrubs will be worn in Large Animal Surgery only and should be covered by a lab coat between entrances into the surgical suite.
  - Scrubs should be hunter/forest green in color

FARMS – clean coveralls

- Students are expected to wear coveralls. A shirt and pants may be worn underneath.
- Protective footwear (washable leather or rubber boots must be available when recommended by clinician.)
- Rain and cold weather clothing may be worn when appropriate.

Anatomic Pathology

- Necropsy Facilities:
  - Students must provide their own surgical scrubs or coveralls, and calf-high waterproof boots for necropsy. Aprons and gloves will be provided by the Anatomic Pathology Service, and are to be worn when on the necropsy floor to perform necropsies. Scrubs or coveralls will be laundered by Anatomic Pathology.
- Other (clean) Areas of Anatomic Pathology Section:
  - Dress code as applicable for the Small Animal Hospital

Externships

- The above dress code, as appropriate to the activity, will apply to students on externships. The practice or institution hosting the student may have a more stringent or specific dress code, which must be observed.

Student Injury or Animal Bites

If the injury is life-threatening, 911 should be called and emergency medical care should be sought. CVM Security (294-4444) is available 24/7 and must be contacted anytime 911 is called for an injury or bite. If the injury is non-life threatening, students may seek medical care at the Student Health Care Center or their personal provider.

It is the responsibility of the student's immediate supervisor at the time of injury to complete the Injury form (located on all desktop computers at UFCVM, under the icon "Injury and Bite Overview Process"). This process must be completed for any injury that occurs. If the injury is an animal bite, an additional form will be completed (also available at the link described above) and turned into the Florida Department of Health in order to track occurrences in the instance of a rabies outbreak. ASA is automatically notified of all injury reports involving a student.

As students are required to maintain medical health insurance, the student is responsible for any costs associated with injury or accident while a student. Students should seek treatment and evaluation of the bite wound at the Student Healthcare Center or health care provider of their choice.

CVM Student Organization Policies

To maintain status as a UFCVM academic club, as well as to reserve space for a club event at the UFCVM the following practices should be upheld via executive members and advisors.

Club Formation

1. For an organization to be recognized as a UFCVM club, it must have a minimum of 10 active members (810.2 - UF SGI 800 Codes).
2. UFCVM clubs must have an approved advisor.
3. All UFCVM clubs must register with the UF Department of Student Activities and Involvement via GatorConnect.
    a. Organizations must renew registration and complete eligibility requirements by the designated SAI deadline(s)
    b. Officers (specifically the President, Vice President, and Treasurer) must complete student Organization Officer Training via myTrainings and the Hazing Prevention 101 Course as well as update their organization's info in Gator Connect.
    c. If an organization would like to receive funding from main campus, please visit the Students Government website for policies and procedures in regards to placing funding requests
4. Clubs receiving funds from main campus cannot charge membership fees (810.20-UF SGI 800 Codes) if they have approved main campus funding.

Meeting Requirements

1. At least one executive meeting must be held at the beginning of each semester, and have a club advisor in attendance.
2. Any general membership meeting, wet lab or event that a UFCVM club sponsors must document attendance. a. Wet labs must have an IACUC approved protocol if animals or samples are involved. b. Wet labs must have a budget for cadaver disposal costs.
3. A minimum of two general membership meetings, wet labs or events should be hosted by a UFCVM club per semester.
4. Planning for an event:
    a. If your event is a basic meeting, with or without food and takes place during normal working hours, you do need to submit an event application form and submit through the CVM Event Portal. The event form can be found here: CVM Event form for download to the portal to submit your event can be found at the top of the form or here: Event Portal. It is recommended you seek a reservation far enough in advance to ensure space availability.
    b. For all after hour and weekend events, or for events that require additional resources, such as VM Security services with parking, signage, or other coordination, please complete the CVM Event Application form, and submit through the Event Portal one month in advance of your planned event. Please ensure you obtain your department chair (SACS, LACS, IDI, CDPM, of Physio) or student club advisor digital signature before submitting. An incomplete event application form cannot be accepted.
    c. If your event includes the serving of alcohol in addition to completing and submitting the college event application form, you will need to vet your alcohol permit request through GatorConnect before you advertise your event or are given approval to hold your event. You will need to email your approved permit to Debora Bell djbell67@ufl.edu for final CVM Event approval.
5. UFCVM clubs cannot advertise wet lab events to the public, wet labs can only be attended by UFCVM students.

Club Funds

1. A new organization may not apply for funding from main campus until they have been registered with the Department of Student Activities and Involvement and in existence for at least one academic year (810.20-UF SGI 800 Codes) however, SAVMA may be able to provide interim funding.
2. All clubs must submit a budget to Bobby Lee during the spring semester of every year.
3. UFCVM clubs are allowed to fundraise. Clubs should try to be considerate if the items they would like to sell are the same or similar to items being sold by a different club, but UFCVM will not dictate that specific items can only be sold by certain clubs.
4. UFCVM clubs are allowed to accept donations. Clubs accepting a substantial amount (over $1,000) in donations (cash or 'In-kind') shall report amounts received to the College Director's Office so the donor can be appropriately recognized by the foundation.

Club Fundraisers (shirts, mugs, decals, etc)

1. All T-shirts, slogans, and items designed for fundraisers should be approved via the Merchandise Logo/Design Approval Request form prior to advertising.
2. In general, please avoid content that may be considered unprofessional. Sexual, religious, and political messages/slang are not permitted. Please avoid offensive language.
3. Guest speakers at UFCVM club events should not sell merchandise at CVM club CE meetings.

Club Executive Positions

1. All UFCVM clubs need to have a club constitution that is accessible via GatorConnect.
2. All UFCVM clubs need to have documented Standard Operating Procedures (SOPs) for each officer position in their club. These SOPs must be handed down to the new officers by April every spring semester.
3. A UFCVM student can only hold a maximum of three executive positions across all clubs.
4. UFCVM club executive elections must be held before the end of March of each year.

Club Advisors

1. Will attend one executive meeting at the beginning of each semester.
2. Will review and sign the club budget annually.
3. Will approve meeting topics and speakers in advance.
4. Will sign appropriate CVM event forms for room reservations.
5. Will be in attendance at CVM Club Wet Labs unless another CVM faculty designee will be present.
6. Due to the busy workload of our CVM faculty, it is not recommended that they advise more than two clubs per year.

Website Content

If any content pertaining to class officers or student clubs on the following pages requires updating, please contact ASA for assistance: Student Handbook, Class Officers or Student Clubs

Student Organizations

Club Executive Positions

1. All UFCVM clubs need to have a club constitution that is accessible via GatorConnect.
2. All UFCVM clubs need to have documented Standard Operating Procedures (SOPs) for each officer position in their club. These SOPs must be handed down to the new officers by May every spring semester.
3. A UFCVM student can only hold a maximum of three executive positions across all clubs.
4. UFCVM club executive elections must be held before the end of April of each year.

Per UF policy, all student organizations are subject to the rules of the University of Florida, as well as national, state and local laws. Any violation may result in disciplinary sanctions against the organization and may include suspension or revocation of its registration, or use of CVM facilities. Officers failing to conduct business in a professional way may be removed from their club position. Please see the following website for University of Florida regulations and procedures for forming a new club or maintaining an existing club: studentinvolvement.ufl.edu | UF Student Involvement

In addition, the CVM requires all clubs to provide ASA with a list of current officers and their contact information. Elections for officers must be held by April 30th of each year and the new contacts submitted to ASA. Each club that has any monetary transactions must also submit an annual financial statement to the College. The Director's Office will solicit a form requesting information from each Student Organization and it is the responsibility of the officers to complete this task. The document for financial statements can be found here.

Creating CVM Merchandise

Clubs and student organizations often create merchandise (e.g. t-shirts, hats, etc.) for fundraising and awareness. Please consider the following guidelines and then submit this form for merchandise approval. Merchandise should not include any profanity or suggestive language and should reflect the UFCVM's professionalism standards. More information for General Registered Student Organizations, including branding guidelines, is available here: https://brandcenter.ufl.edu/student-organization-trademark-use/. Additionally, to purchase UF merchandise, you must use a licensed vendor.

At times clubs and orgs have certain logos/designs that have been passed down from other classes or organizations; however, please do not assume previous designs will be approved, as UF branding guidelines can fluctuate. UFCVM does not monitor these designs; please work with executive board members on understanding these nuances.

UFCVM is not available to help with the design process and does not interfere with club merchandise sales or vendors. We are here to attempt to ensure the college and your club is protected from legal ramifications in regards to branding and logo use. For questions, please contact the CVM communications team at communications@vetmed.ufl.edu.

Student Participation on College Committees

Several college committees include students to increase student input into the decision making process. Students are unique resources for views and ideas, which can improve the college. Each class elects two delegates to the Curriculum Committee. The dean will appoint one of these students as a full voting committee member. Each class elects two delegates to meet with the Student Faculty Communications Committee. All student officers and representatives are held to a high degree of professionalism in their conduct and communications.

Guidelines for Class Officers

The following is a suggested general outline concerning class officers, procedures and organization:

Class Officers

- President and Vice President
  - To preside over all meetings and to be a member of all standing and temporary committees
  - Time commitment: considerable
- Treasurer
  - To open and sustain a class account, to collect dues and to pay all bills
  - Time commitment: moderate
- Secretary:
  - To keep minutes of class meetings, facilitating communications between class members
  - Time commitment: moderate
- SAVMA representative
  - To act as a liaison person between classes, SAVMA and the college and to serve on SAVMA Executive Board; to collect membership dues and collect money for and distribute class notes, ophthalmoscopes, and to keep the Office for Academic and Student Affairs informed of SAVMA activities and actions that concern the college, etc.
  - Time commitment: moderate to considerable
- Student Faculty Communications and Wellness Committee representatives (2)
  - To serve as members of the Student Faculty Communications and Wellness Committee, which is concerned with problems affecting the student body as a whole. Additionally, class representatives act as liaisons between the class and teaching faculty and administration on problems pertinent to the class.
  - Time commitment: moderate
- Curriculum Committee representatives (2)
  - To attend and participate in meetings of the College Curriculum Committee as non-voting members. The dean designates one student representative, usually a fourth-year student, as a voting member.
  - Time commitment: considerable

Elections: *Report all elected officers to the Office for Academic and Student Affairs

- There will be two elections held by the first-year class:
  - The first election should be held during the first week of the fall semester.
  - A second election should be held at the last meeting of the fall semester. Officers elected at this time will serve until the first day of classes in the second-year.
- Elections for the second, third and fourth-year class officers should be held at the last meeting of the preceding spring semester.

Length of term

- Terms for second, third and fourth-year officers will be for one year, beginning the first day of class in the fall semester and will extend until the first day of class in the following year.

Social Committee

- The social committee is appointed by the president.

Class meetings

- The class meetings are held at a date and time as determined by the president.

Voting

- All class issues will be decided by a simple majority vote of those attending.
- If class officers decide that the issue is of sufficient importance, a two-thirds majority vote by all class members present will be needed.

Dues

- Dues are to be decided at the first meeting by a two-thirds majority of class members present.

CVM Congregators

"Congregators" are UFCVM's Student Ambassadors. They are responsible for representing the college at events, college tours, conferences, marketing, and student panels. 10 students are selected from each class year. Congregators must maintain a GPA of 2.0 or higher and participate in at least three events per semester. They are required to maintain professionalism and enthusiasm while serving as ambassadors.

Requirements for Students Serving as Teaching Assistants

Students in Phase III of the DVM curriculum may elect to serve as a TA (teaching assistant) to the Clinical Skills and/or Anatomy courses. Student TAs are essential to the successful delivery of these courses. Students who enroll as TAs will receive academic credit for their work; the TA course (VEM5902) is an elective and credits earned as a TA will count towards the credits required to complete the DVM degree.

In order to be eligible to be a TA, students must:

- Be in good academic standing
- Conduct themselves in a professional manner
- Expect to attend and assist with ALL labs and/or exams as outlined by the course coordinator. Absences due to course scheduling conflicts must be previously approved by the course coordinator.
- Meet the requirements for being a TA in the course selected (details below)
- Poor academic performance or unprofessional behavior may result in removal of the student from a TA position.

Individual Course Requirements for TAs:

Small Animal Anatomy (VEM 5101)

- Receive an A- or higher in Small Animal Anatomy
- Demonstrate an interest in having a career in small animal surgery
- Availability for anatomy refresher sessions, labs, and quiz/exam set ups
- If additional students are required that do not meet the criteria above, students with a B+ in Small Animal Anatomy may be considered

Large Animal Anatomy (VEM 5112K)

- Receive an A- or higher in Large Animal Anatomy (90% or higher)
- Demonstrate an interest in having a career in equine/bovine surgery or medicine
- Availability for labs and quiz/exam set ups
- If additional students are required that do not meet the criteria above, students with a B or B+ in Large Animal Anatomy may be considered.
- If interested, contact Dr. Aguirre for an interview

Clinical Skills (VEM 5200, 5202, 5203, 5204)

- Receive an S in VEM 5200, 5202, 5203 and 5204
- Demonstrate an interest in student or client education as part of career path

- Attend and assist with labs and/or exams as outlined by the course coordinator/lab director. Absences due to course scheduling conflicts must be approved by the course coordinator/lab director.

Guidelines for UFCVM Students Who Serve as On-Campus Representatives for Corporations and Vendors

The University of Florida, College of Veterinary Medicine (UFCVM) recognizes the importance of collaborative ties with corporate, private, public and non-profit sectors of the veterinary industry. Financial and material support provided to the college through these external vendors provide opportunities for enhanced educational activities that would otherwise be impossible to provide. A key feature of the collaborative ties between the college and external vendors are veterinary student representatives who serve as liaisons between the parties. UFCVM students who serve as company representatives have a unique opportunity to learn about key industries that serve the veterinary profession. The overarching goal of this collaborative relationship is to enhance student education.

As college liaisons for these corporate vendors, students must recognize the importance of maintaining an appropriate balance between their obligations to the vendor and their responsibilities as members of the UFCVM and UF communities. Through the course of their duties, students may be asked by the vendor they represent to perform different tasks and duties, which on occasion could result in real or potential conflicts of interest. As veterinary students, their primary responsibilities are to maintain a good academic standing and a professional and balanced relationship between the college and the vendor. The purpose of this document is to provide vendors and student representatives the guidelines that will set the expectations for student representatives and the vendors; so that both can simultaneously maintain a professional relationship that is devoid of conflicts of interest for the college, student representatives and the vendors with which the college establishes such a relationship.

General Expectations for Student Representatives and Vendors:

All STUDENT REPRESENTATIVES, will provide on a yearly basis to the Associate Dean of Students and Academic Affairs or the Assistant Dean of Student Success information regarding the vendor they represent, including contact information for key individual(s) with whom they interact routinely.

VENDORS who wish to establish a new relationship with the college are responsible for marketing and recruiting a student representative like any other outside employment. VENDORS may utilize professional opportunity posting resources offered through the college (UFCVM Careers Job Board, UFCVM Careers Bi-weekly email submission, UFCVM Careers Facebook page) and established student representatives, if available, to market and promote student representative opportunities. In no case shall VENDORS circumvent this process by sending or posting an announcement of their search directly to students. The college has the right to refuse the establishment of an agreement with a new vendor.

VENDORS are responsible for ensuring the nature of the student representative position and activities are continuing education focused, relate to the veterinary medicine industry, and benefit the student representative and college. It is imperative that the VENDOR provide a brief description of their expectations of duties and responsibilities to be carried out by the student representative, an estimate of the time required along with any special characteristics or experiences that would enhance the suitability of the representative.

VENDORS must appreciate that their on-campus representatives are full-time students of UFCVM and as such should not request that student representatives undertake duties or schedule activities that interfere or otherwise present any conflict with regular curricular activities, including lectures, labs, or clinical duties. VENDORS must verify the selected student representative is aware of the corporate engagement policies and operating within those policies. Should student representatives operate outside of the corporate engagement policies, the college has the right to suspend, ban, and/or refuse on-campus engagement on behalf of the vendor and student representative.

REPRESENTATIVES are responsible for all aspects of vendor-sponsored events or activities, including notification, scheduling, coordination, marketing, hosting and clean up. REPRESENTATIVES must be present for all such activities in order to ensure that all college and university policies, rules and regulations are followed.

VENDORS must understand that the ability to have a student representative is a privilege and that failure to abide by the guidelines provided herein are grounds for suspension, banning, and/or refusal regarding on-campus engagement on behalf of the vendor and student representative.

Regulated Activities for Student Representatives:

- REPRESENTATIVES are not permitted to provide the VENDOR with contact information for groups of college personnel, including but not limited to UFCVM faculty members, staff or students. Included within this restricted information are names, telephone numbers (office, home or cell phone), physical addresses or e-mail addresses. The purpose of this regulation is to prevent unwanted contacts of college personnel by the vendor or its representatives and protect UFCVM students under FERPA (Family Educational Rights and Privacy Act).
- UFCVM reserves the right to monitor policy compliance through review and oversight of REPRESENTATIVE on-campus activities and engagement.
- REPRESENTATIVES are not permitted to make appointments for the VENDOR with college UFCVM faculty members without prior consent of the UFCVM faculty member member.
- REPRESENTATIVES should not distribute VENDOR materials to college UFCVM faculty members via electronic or printed copies unless specifically approved by a UFCVM faculty member or administrator in the Office of Academic and Student Affairs (ASA).
- REPRESENTATIVES are not allowed to be excused from normal curricular activities, including classes, laboratories or examinations, to attend events sponsored by or related to the VENDOR.
- REPRESENTATIVES are not permitted to distribute over-the-counter medications on behalf of the VENDOR to students, staff or UFCVM faculty members unless approved in advance by the Associate Dean for Academic & Student Affairs.
- REPRESENTATIVES are not permitted to distribute prescription medications on behalf of the VENDOR under any circumstances.
- REPRESENTATIVES are not permitted to engage in recruitment activities or recruiting on behalf of the corporation including receiving incentives in exchange for recruitment or hirings.
- REPRESENTATIVES should not use the college or university email systems to advertise vendor products or to announce any promotional information on behalf of the vendor. Representatives are permitted to announce vendor-sponsored events via email through two emails per semester or similar means.
- VENDORS may provide invited speakers for club or other continuing education (CE) events. REPRESENTATIVES must be present for the entire event and abide by policy guidelines. Speaker presentations should have a near-complete focus on professional education or CE (approximately 95% of the presentation). Marketing or promotion of specific products, employment opportunities, recruitment, or corporate propaganda is strictly prohibited.

REPRESENTATIVES must have presentations reviewed in advance by a UFCVM faculty member or administrator from the Office of Academic and Student Affairs (ASA) to ensure policy compliance and continuing education focus.

UFCVM Tutoring Program

The UFCVM has a tutoring program for first and second year veterinary students having academic difficulty. Tutors are available on a limited basis. Although it is not guaranteed for any student, we will try to have UFCVM tutors available for those students in need. Students interested in being tutors or receiving tutoring should contact Dr. Amanda House, the program coordinator, or Dr. Ashley Allen-Durrance, the Assistant Dean of Admissions and Student Success.

To serve as a tutor you must:

- Be a third or fourth year veterinary student in good academic standing or be a graduate student in the CVM and have approval from major professor
- Have a cumulative GPA of 3.5 or higher or demonstrated excellence in the course that you are tutoring
- Send an email to ASA expressing interest in tutoring
- Have filed appropriate documentation with HR

Tutors will be compensated at the rate of $15.00 per hour and will be allowed a maximum of 10 hours per week while maintaining current good academic standing. Graduate students need to meet with HR to determine their eligibility for an additional FTE assignment. Tutoring hours must be reported by HR hour reporting guidelines. Payment for tutoring services occurs approximately every two weeks in coordination with established UF payment schedules.

To be eligible to receive tutoring, you must meet or speak with the Associate Dean of Academic and Student Affairs. In general, the criteria for tutoring include one of the following:

- Be on academic probation
- Be repeating a year and having academic difficulty
- Have a cumulative or semester GPA of ≤ 2.25
- Be at risk of failing a course as demonstrated by exam/assignment scores

Although we will do our best, the ASA office cannot guarantee tutor availability, nor can we guarantee that students can receive tutoring for more than one subject or at exact times requested. Additionally, having a tutor in a previous semester does not automatically guarantee you will receive a tutor in future semesters. At times, a tutor may assist more than one student at a time.

XI. University of Florida Policies

The University of Florida policies apply to all students, faculty, and staff. Specific UF policies can be found at the following links.

Health Insurance Portability and Accountability Act (HIPAA)

To improve the privacy of personal health information, individuals working with patients and their health information are required to take a training course and sign a confidentiality agreement. See here for additional information.

The Family Education Records and Privacy Act (FERPA)

The U.S. Department of Education summarizes the rights afforded to students by FERPA as:

- The right to inspect and review educational records within a reasonable period of time and no more than 45 days after the institution has received the request
- The right to request to amend inaccuracies in educational records
- The right to limit disclosure of some personally identifiable information
- The right to file a complaint if the students feel that FERPA rights have been violated.

Additional information about FERPA is located on the UF Privacy website, here.

Sexual Harassment

In accordance with federal and state law, the university prohibits discrimination on the basis of sex, including sexual harassment. A definition of sexual harassment, reporting advice, sex discrimination, sexual harassment, and harassment brochure, and frequently asked questions about sexual harassment is located on the UF Office for Accessibility and Gender Equity website, https://titleix.ufl.edu/report/. Faculty, students and staff are required to complete an online training module (https://titleix.ufl.edu/training/student-training/) about prevention of sexual harassment. Students exposed to situations that are deemed uncomfortable due to possible sexual harassment should report the circumstances to the Dean of Students or other authority figure. No retaliation for seeking advice or reporting a potential incident will be allowed.

Policy on Religious Holidays

The College of Veterinary Medicine respects students' observance of major religious holidays. If an instructor has an attendance policy limiting the number of absences, reasonable alternative means shall be established by the instructor to satisfy the attendance policy and accommodate the religious obligations of the student.

Student Grievance Procedure

The College of Veterinary Medicine is committed to a policy of treating all members of the college community fairly in regard to their personal and professional concerns. To help students understand the steps to take when addressing a concern, the University of Florida provides the following procedure: Grievance Procedure (Reference FAC6C1-4.12).

Student Healthcare Center

The Student Health Care Center provides a variety of services, including primary medical care, health education, health screening programs and mental health consultation and counseling. It is housed in the Infirmary, which is located on the main campus. The student health fee, which is paid by registered students, covers many professional services, but it does not cover hospitalization, laboratory tests, x-rays, drugs, etc.

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 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 individual insurance coverage for the expenses associated with any required medical care, including emergency care, as the college will not cover these expenses for students.

Mandatory Health Insurance

Effective Summer B 2014 (June 30, 2014 and beyond), all newly admitted or re-admitted University of Florida students who are enrolled at least half time in a degree-seeking program and are attending any campus of the University of Florida are required to show proof of adequate health insurance as a condition of enrollment. The program allows students and their families to retain the freedom to purchase insurance in the marketplace or through the University-sponsored plan.

This requirement also applies to existing students who complete a degree and move to a new degree-seeking program (e.g. from bachelor's to master's). More information including insurance coverage guidelines, frequently asked questions, how to submit one's insurance information and more, can be found at https://healthcompliance.shcc.ufl.edu/.

You must submit your health insurance policy information to the University via https://healthcompliance.shcc.ufl.edu/. If you do not have health insurance information submitted by the deadline, then you will be automatically enrolled in a UF sponsored health insurance program.

Students have the option to purchase additional coverage at the beginning of the Fall semester of their first year and at the end of Spring semester of fourth year for two weeks.

Financial aid impacts

If you select the UF insurance program or are added by default, your insurance fees (prorated by registered semester) will be added to your charges due account. You must select the correct box on your FAFSA stating ALL fees (not just tuition) will be deducted from your aid amount. If you do not do this, then any additional fees assessed by the University WILL NOT be automatically deducted from your aid disbursement.

This is problematic if you forget or don't pay your fees, as you will not be allowed to register for future courses and holds will be added to your student record. This can disrupt your access to transcripts and other records with the student services system One.UF. https://one.uf.edu/

X. College Information

Organization of the College

The College of Veterinary Medicine is one of six colleges in the Health Science Center (HSC) of the University of Florida. It is also associated with the University of Florida Institute of Flood and Agricultural Sciences (IFAS). The college is organized to carry out its responsibilities of instruction, research, service, and extension. Physically, it is primarily located in three areas of the university campus. There are three main areas of the College of Veterinary Medicine:

- The Veterinary Hospitals (UFVH) and the Veterinary Academic Building (VAB) house the clinical teaching hospital, the college administration, and several other departments.
- The Basic Science Building (BSB), which is located adjacent to the Health Center complex, houses the Department of Physiological Sciences.
- The College of Veterinary Medicine IFAS Animal Research Facility houses part of one department and some of the research animal space.

Administration

The college administration is headed by the dean, who is closely assisted by the executive associate dean. Three offices function under the dean to administer specific responsibilities. These are the Office for Academic and Student Affairs, the office for Clinical Services and the Office of Research and Graduate Studies.

- The Office for Academic and Student Affairs is responsible for professional student admissions, student advancement, financial aid, and registration. It coordinates the professional curriculum and assists faculty in their instruction. It is headed by the Associate Dean for Academic and Student Affairs and the Assistant Dean for Academic and Student Affairs.
- The Office for Clinical Services is responsible for oversight and management of the UF Veterinary Hospitals. It ensures effective delivery of outstanding patient/client-centered care, meets the needs for clinical training of professional students and provides an effective environment for clinical research. This office is headed by the Associate Dean for Clinical Services and the Chief Medical Officer.
- The Office of Research and Graduate Studies handles the administration of extramural research grants and contracts awarded to faculty, residents, graduate students, and veterinary students. The Office of Research and Graduate Studies also conducts intramural grant competitions for funding proposals from faculty, residents, and veterinary students, and it assists the departments in the administration of college graduate programs. Both the MS and PhD degrees in the College of Veterinary Medicine are offered. This office is headed by the Associate Dean for Research and Graduate Studies.

Committees and Councils

A variety of groups, including councils and committees, have been established to increase input into the decision-making process. The faculty at the College of Veterinary Medicine makes up one group. The faculty elects the Faculty Council with two members from each academic department. The dean, associate deans, and department chairmen constitute the Administrative Council. The dean also appoints standing and ad hoc committees that advise the dean on specific areas of responsibility.

Several college committees include students to increase student input into the decision-making process. Students are unique resources for views and ideas that can improve the college. Each class elects two delegates to the Curriculum Committee. The dean will appoint one of these students as a full voting committee member. Each class elects two delegates to meet with the Student Faculty Communications Committee.

Departments

- Department of Comparative, Diagnostic and Population Medicine (CDPM)
- Department of Infectious Diseases and Immunology (IDI)
- Department of Large Animal Clinical Sciences (LACS)
- Department of Physiological Sciences (PS)
- Department of Small Animal Clinical Sciences (SACS)

Hospital

The veterinary hospitals are administered under the Dean by the Associate Dean for Clinical Services and Chief Medical Officer. This individual is responsible for the professional services of the teaching hospital. Fiscal services are administered by the director of medical health administration. Each service in the hospital is headed by a service chief that is responsible for the service and teaching functions of the service.

Hospital Services

- Anesthesiology
- Neurology
- Anatomic Pathology
- Oncology
- Cardiology
- Ophthalmology
- Clinical Pathology
- Primary Care and Dentistry
- Dermatology
- Radiology
- Emergency Medicine – Gainesville
- Emergency Medicine - Ocala
- Practice Based Equine Medicine
- Equine Theriogenology
- Veterinary Community Outreach
- Food Animal Reproduction and Medicine Services (FARMS)
- Small Animal Medicine
- Integrated Medicine
- Small Animal Practice Based Medicine
- Large Animal Medicine
- Small Animal Surgery
- Large Animal Surgery
- Zoological Medicine

Officers of the College

College Administration

Role	Administrator
Dean	Dr. Dana Zimmel
Executive Associate Dean	Dr. Chris Adin
Associate Dean for Academic and Student Affairs	Dr. Amanda House
Associate Dean for Clinical Services for Large Animal Operations	Dr. Chris Sanchez
Associate Dean for Clinical Services for Small Animal Operations	Dr. Darcy Adin
Chief Medical Officer, Assistant Dean of Small Animal Hospitals	Dr. Travis Lanaux
Associate Dean for Research and Graduate Studies	Dr. Janet Robishaw
Assistant Dean for Academic and Student Affairs	Dr. Ashley Allen-Durrance
Executive Director	Bobby Lee

Academic Department Chairs

Department	Chair
Comparative, Diagnostic, and Population Medicine	Dr. Subhashinie Kariyawasam
Infectious Diseases and Immunology	Dr. Clayton Matthews
Large Animal Clinical Sciences	Dr. Dianne McFarlane
Physiological Sciences	Dr. Jada Lewis
Small Animal Clinical Sciences	Dr. Charles Vite