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**OSU CCVM Policy for Academic Standards  
January 9, 2019**

This policy applies to all students enrolled in the DVM curriculum at Oregon State University Carlson College of Veterinary Medicine.

**I. GPA**

Any student who has a GPA below 2.25 at the end of a term will be placed on Academic Probation for 3 consecutive terms.

**II. ACADEMIC REVIEW**

At the conclusion of each term, the Dean's Office will inform the Student Progress Committee (SPC) of:

- any student who received a D, F or I (Incomplete) grade in that term;
- any student who is on Academic Probation;
- any student who has a GPA below 2.25 for that term.

The SPC shall examine the information provided within a reasonable time following receipt and issue decisions regarding the future enrollment status of each affected student. The decisions of the SPC, including eligibility for continued enrollment in the DVM program, shall be made in accordance with this Policy for Academic Standards.

**III. ACADEMIC PROBATION**

Academic Probation is a period of three consecutive terms that follows:

- any term in the first three years of the veterinary curriculum in which a student receives a grade of D;
- any term in which a student has a GPA below 2.25;
- reinstatement of a student after dismissal.

In addition to more specific requirements that may be communicated to a student on Academic Probation, Academic Probation shall include the following restrictions:

- A student on Academic Probation is not permitted to serve as an elected or appointed officer of any student organization.
- A student on Academic Probation is required to earn a grade of C- or better in each course or rotation and to pass each elective taken for academic credit in order to advance in the program.
  - A first-year student who receives D grades in one course while on Academic Probation will be required to repeat the core course offered in the term in which the D grade(s) was/were received prior to advancing in the program.

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- A second-year student who receives D grades in one course while on Academic Probation will be required to repeat the course(s) in which the D grade(s) was/were received prior to advancing in the program.
- A third-year student who receives D grades in one course while on Academic Probation will be required to repeat the course(s) in which the D grade(s) was/were received.
- A fourth-year student who receives a D grade in one required rotation while on Academic Probation will be required to repeat the rotation.
- A fourth-year student who receives D grades in more than one required rotation while on Academic Probation will be dismissed from the program.
- A student on Academic Probation is ineligible to take Remediation Examinations.

#### IV. REPEATED COURSES AND ROTATIONS

Successful completion of repeated courses and rotations is defined as attaining a letter grade of C- or better in the course or rotation. Failure to attain a grade of C- or better in any repeated course or rotation shall result in dismissal from the program.

If a student is required to repeat a course or rotation that will not be offered within the next academic year, an alternative course or rotation, which must be approved in advance by the SPC, may be substituted to fulfill academic requirements.

#### V. F GRADES

Any student receiving one or more F grades in any term or rotation shall be dismissed from the program. The student may request reinstatement through petition of the SPC.

A **first-year student** who is granted reinstatement shall be placed on Academic Probation and required to repeat the core courses offered in the term in which the F grade was received.

A **second- or third-year student** who is granted reinstatement shall be placed on Academic Probation and required to repeat each course in which an F grade was received.

A **fourth-year student** who is granted reinstatement shall be required to repeat each rotation in which an F grade was received.

#### VI. D GRADES

##### *Year 1 Students*

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A first-year student **not** on Academic Probation who receives one or two D grades shall be required to pass a Remediation Examination in each course in which a D grade was received (see Section VII. Advancement by Remediation Examination).

- If the student receives a grade of C- or better on the Remediation Examination, he/she will be placed on Academic Probation (see Section III. Academic Probation).
- If the student receives a grade of less than C- on the Remediation Examination, he/she will be placed on Academic Probation and required to repeat the core courses offered in the term in which the D grade was received prior to advancing in the program.

A first-year student on Academic Probation who receives one D grade shall be required to repeat the core courses offered in the term in which the D grade(s) was/were received prior to advancing in the program. The student will continue on Academic Probation for three additional terms.

A first-year student on Academic Probation receiving two or more D grades in a term will be dismissed from the program.

A first-year student **not** on Academic Probation receiving more than two D grades in a term will be dismissed from the program.

### ***Year 2 Students***

A second-year student **not** on Academic Probation who receives one or two D grades shall be required to pass a Remediation Examination in each course in which a D grade was received (see Section VII. Advancement by Remediation Examination).

- If the student receives a grade of C- or better on the Remediation Examination, he/she will be placed on Academic Probation (see Section III. Academic Probation).
- If the student receives a grade of less than C- on the Remediation Examination, he/she will be placed on Academic Probation and required to repeat each course in which a D grade was received during that term prior to advancing in the program.

A second-year student on Academic Probation who receives one D grade shall be required to repeat each course in which a D grade was received during that term prior to advancing in the program. The student will continue on Academic Probation for three additional terms.

A second-year student on Academic Probation receiving two or more D grades in a term will be dismissed from the program. A second-year student **not** on Academic Probation receiving more than two D grades in a term will be dismissed from the program.

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### *Year 3 Students*

A third-year student **not** on Academic Probation who receives one or two D grades shall be required to pass a Remediation Examination in each course in which a D grade was received (see Section VII. Advancement by Remediation Examination).

- If the student receives a grade of C- or better on the Remediation Examination, he/she will be placed on Academic Probation (see Section III. Academic Probation).
- If the student receives a grade of less than C- on the Remediation Examination, he/she will be placed on Academic Probation and required to repeat each course in which a D grade was received during that term. Students having one unsuccessful remediation examination will be allowed to advance in the program, but will not be allowed to take fourth year rotations directly applicable to the course (as determined by the SPC) in which the D was received until successful course completion. Students having unsuccessful remediation examinations in more than one course will not be allowed to advance in the program until successful course completion.

A third-year student on Academic Probation who receives one D grade shall be required to repeat each course in which a D grade was received during that term. The student will continue on Academic Probation for three additional terms and will be allowed to advance in the program, but will not be allowed to take fourth year rotations directly applicable to the course (as determined by the SPC) in which the D was received until successful course completion.

A third-year student on Academic Probation receiving two or more D grades in a term will be dismissed from the program.

A third-year student **not** on Academic Probation receiving more than two D grades in a term will be dismissed from the program.

### *Year 4 Students*

A fourth-year student who receives a D grade in a rotation shall be required to repeat the rotation.

A fourth-year student **not** on Academic Probation receiving more than two D grades in required rotations will be dismissed from the program.

A fourth-year student on Academic Probation receiving more than one D grade in required rotations while on Academic Probation will be dismissed from the program.

A maximum of two D grades are allowed in required rotations during the fourth year (all terms). If more than two D grades are received in required rotations during the fourth year, the student will be dismissed from the program. If a student is reinstated

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following dismissal from the program, no further D grades are allowed in the fourth year. Any subsequent D grades following reinstatement would result in permanent dismissal from the program.

## VII. ADVANCEMENT BY REMEDIATION EXAMINATION

### *Purpose*

A Remediation Examination provides an eligible student who has received a D grade with an additional opportunity to demonstrate competency in the relevant course material. The Remediation Examination is not a substitute for repeating courses in which the student's performance is clearly deficient, and no Remediation Examinations will be offered to a student who has received an F grade.

### *Eligibility*

Eligibility to take a Remediation Examination, as determined by the SPC, is contingent on the following:

- The student allowed to take the Remediation Examination has not received more than two D grades in any of the letter-graded courses during the current term.
- The student has received no F grades for the current term.
- The student is not on Academic Probation.

A student who is eligible for a Remediation Examination must take a Remediation Examination for each course in which a D grade was received.

### *Administration of the Remediation Examination*

The decision to allow a student the opportunity to take a Remediation Examination shall be made by the SPC, which shall report the decision to the Dean. The Dean's Office shall then contact the course instructor or coordinator and the student to inform them of the recommendation for the Remediation Examination. The course instructor or course coordinator shall be responsible for preparing and grading the Remediation Examination and reporting results to the Associate Dean for Student and Academic Affairs (ADSAA). The Remediation Examination shall be comprehensive and cover appropriate material from the course. The student's preparation for the Remediation Examination shall be self-study based on material provided during the course. A passing grade on the Remediation Examination shall be a score at or above the C-level, as stated in the course syllabus. The Remediation Examination only provides an examination score and does not change the D grade on the student's transcript.

The Remediation Examination will be administered by each course instructor/coordinator and shall take place no less than one (1) week after the last final examination scheduled for that term but no later than Friday of the first week of the following term. The Remediation Examination will be scheduled at a specific time and place to be arranged in conjunction with the course instructor/coordinator and the student. The course instructor/coordinator shall report the Remediation

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Examination results by the tenth day of the following term to the ADSAA or before the last date to cancel enrollment for the following enrollment period. Students approved to take Remediation Examinations will be allowed to enroll conditionally in courses offered in the following term, pending the outcome of the Remediation Examinations.

#### ***Outcomes of the Remediation Exam***

If a student passes a Remediation Examination with a grade of C- or better, he/she will be placed on Academic Probation and allowed to progress in the curriculum. The D grade(s) will remain on the student's transcript and will be used for calculation of the student's GPA.

If a **first-year student** receives a grade of less than C- on the Remediation Examination, he/she will be placed on Academic Probation and required to repeat the core courses offered in the term in which the D grade was received prior to advancing in the program.

If a **second-year student** receives a grade of less than C- on the Remediation Examination, he/she will be on placed on Academic Probation and required to repeat the course in which the D grade was received prior to advancing in the program.

If a **third-year student** receives a grade of less than C- on the Remediation Examination, he/she will be on placed on Academic Probation and required to repeat the course in which the D grade was received. Students having one unsuccessful remediation examination will be allowed to advance in the program, but will not be allowed to take fourth year rotations directly applicable to the course (as determined by the SPC) in which the D was received until successful course completion. Students having unsuccessful remediation examinations in more than one course will not be allowed to advance in the program until successful course completion.

#### **VIII. REINSTATEMENT OF STUDENTS AFTER DISMISSAL FROM THE PROGRAM**

A student who has been dismissed from the program may submit a formal request to the SPC for reinstatement, within the time specified by the letter from the College communicating the dismissal. This request for reinstatement may be accompanied by transcripts of any academic work completed after dismissal, a report of any work experience since dismissal, and any other documentation deemed appropriate by either the student or the SPC. Reinstatement will require approval from the SPC. A student may be reinstated only once, and a second dismissal will be permanent.

#### **IX. MEDICAL LEAVE OF ABSENCE**

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A student in good academic standing may request a leave of absence for medical or personal reasons not to exceed a period of one academic year. The request should be in writing and include the reason for the request and any appropriate supporting documentation including certifications from qualified medical practitioners. The request will be reviewed by the ADSAA, which will issue a decision either granting or denying the leave request.

## X. APPEAL PROCESS

### *Appeals of Student Progress Committee Decisions*

A student who believes a decision by the SPC to be unfair may file a formal appeal, in writing, to the Dean within five working days of notification. If the Dean deems the basis for the appeal to be substantive, the Dean will review all applicable documentation and information, as identified by the student appealing and the SPC. The Dean will issue a decision based on this review within a reasonable time following receipt of the appeal. The Dean will provide a summary report to the SPC detailing the basis for the final action regarding the appeal.

### *Grade Appeals*

A student must submit challenges to grading decisions in writing to the relevant course instructor within seven (7) calendar days after the applicable examinations or assignments have been graded and made available for review, which is typically the day the student's grades are posted. Instructors will provide a timely academic decision in response to any student's challenges.

Any student unsatisfied with an instructor's academic decision must challenge the decision no later than seven (7) calendar days after issuance of the course instructor's decision by submitting a written description of the appeal and the reason for filing the appeal to the ADSAA. The ADSAA will refer the matter to the SPC, which will not meet with students in person before issuing a decision. The SPC will attempt to address grade appeals in a timely manner. The ADSAA will notify affected students of the SPC's decisions by mail or e-mail.

## XI. INCOMPLETE (I) GRADES

### *Requesting an Incomplete*

A student may request that an incomplete (for a course that has not been completed) be granted by an instructor, if the reasons for the incomplete are acceptable to the instructor, and so long as the student is passing the course at the time the request was made. It is recommended that at the time an agreement is made to issue an incomplete that the instructor and student complete a *Contract for Completion of I Grade* (available at <http://oregonstate.edu/registrar/incomplete-grade-policy>) to define the terms under which the incomplete will be completed.

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***The incomplete/alternate grade***

The incomplete that is filed by the instructor at the end of the term must include an alternate/default grade to which the incomplete grade defaults, if the student does not make an effort to resolve the incomplete course work within one year of recording the incomplete. OSU's policy on incompletes is available at <http://oregonstate.edu/registrar/incomplete-grade-policy>.

**XII. MID-ROTATION PERFORMANCE EVALUATION**

A student who is not performing at a satisfactory level by the end of the first half of a clinical rotation must receive a written mid-rotation performance evaluation. The evaluation should include the reasons the student's performance does not meet stated expectations and the improvements that must be made in order to pass the rotation. A student who does not perform satisfactorily in the second half of a rotation can still fail the rotation even though a mid-rotation assessment was not given.

This policy was originally proposed by Dr. Susan Tornquist and approved at the CVM Faculty meeting on June 18, 2009. On the advice of OSU Legal Counsel, amendments were approved by faculty ballot on September 14, 2009. On February 17, 2010 CVM Faculty approved an amendment to Section III, Academic Probation. Revisions to this policy were proposed by the Student Progress Committee and approved by electronic faculty ballot on October 5, 2012. Revisions to the policy were made on November 18, 2014. Revisions to this policy were proposed by the Student Progress Committee and approved by faculty vote on January 16, 2019.

Approved: 

Dr. Susan J. Tornquist  
Lois Bates Acheson Dean

Date: January 9, 2019