



**SOUTH DAKOTA  
STATE UNIVERSITY**

---

***Professional Program  
in Veterinary Medicine***

---

**STUDENT MANUAL**

***2022-2023***

**PROFESSIONAL PROGRAM IN VETERINARY MEDICINE STUDENT HANDBOOK**  
**Table of Contents**

Introduction.....	1
About the Professional Program in Veterinary Medicine.....	1
Mission And Goals of the PPVM.....	2
A Commitment to Diversity, Equity, And Inclusion.....	2
Mission And Goals of SDSU.....	2
Student Learning Objectives in The SDSU PPVM and UMN CVM Programs.....	3
PPVM Coursework.....	4
About the Master of Science Degree.....	5
Policies and Information	
I. <u>ATTENDANCE</u>	
A. SDSU Policy 2.5 Class Attendance.....	7
B. Extended Absence Statement.....	7
II. <u>ACADEMICS AND COURSEWORK</u>	
A. Academic Standing and Dismissal.....	8
B. Transfer Policy.....	9
C. Student Promotions Committee.....	10
III. <u>ACADEMIC AND STUDENT SUPPORT RESOURCES</u>	
A. Office of Disability Services.....	10
B. H.M. Briggs Library.....	10
C. Academic Assistance.....	11
IV. <u>STUDENT CODE OF CONDUCT AND PROFESSIONALISM</u>	
A. PPVM Honor and Behavioral Conduct Code.....	12
B. SDSU PPVM Honor Board.....	12
C. Academic Dishonesty.....	12
D. SDSU Student Conduct Code – Policy 3:1.....	13
E. Student Conflict Prevention & Conflict Management.....	13
F. Technical Standards.....	13
G. Dress Code.....	13
V. <u>SOCIAL MEDIA POLICIES</u>	
A. Social Media Guidelines.....	14
B. Confidentiality Policy.....	15
VI. <u>PERSONAL INFORMATION</u>	
A. Family Education Rights and Privacy Act.....	16
B. Updating your Information.....	16
VII. <u>STUDENT HEALTH</u>	
A. Health Insurance.....	16
B. Student Health Clinic and Counseling Services.....	16
C. Rabies Vaccination Policy.....	17
D. SDBOR & South Dakota State Health Department Mandatory Immunization....	17
E. Pregnancy Risk Management Policy.....	17

	F. Smoking and Tobacco Free Campus.....	18
VIII.	<u>STUDENT WELLNESS</u>	
	A. Miller Wellness Center.....	19
	B. Nutritional Counseling and Wellness Coaching.....	19
	C. Jacks Cupboard.....	19
	D. Well Being Resource Guide.....	19
	E. You at SDSU.....	19
	F. Jacks for Jacks.....	19
	G. Wellbeing Handbook.....	19
IX.	<u>STUDENT SAFETY</u>	
	A. Campus Alerts.....	20
	B. Non-Discrimination Policy.....	20
	C. Harassment and Title IX.....	21
	D. Rabbit Ride.....	21
	E. University Police Department Safety Escort.....	21
X.	<u>OTHER IMPORTANT INFORMATION</u>	
	A. Classroom Space.....	21
	B. Guest Speakers in Classroom.....	21
	C. Email.....	22
	D. Duo Security.....	22
	E. University Identification Card.....	22
	F. Parking.....	22
	G. Travel.....	22
	H. Pets.....	22
	I. Keys.....	22
	J. Lockers.....	22
	K. Institutional Animal Care and Use Committee (IACUC).....	22
	L. Conflict of Interest.....	23
	M. Intellectual Property.....	23
	N. Financial Resources.....	23
	O. Events.....	23
XI.	<u>SDSU PPVM STUDENT MANUAL ACKNOWLEDGEMENT SIGNATURE</u>	
	<u>PAGE</u>	

## Introduction

Welcome to South Dakota State University, the Department of Veterinary and Biomedical Sciences, and the Professional Program in Veterinary Medicine (PPVM). This handbook contains important information on policies and resources for PPVM students. This will include policies on multiple levels from the University in general, the Graduate Program, the Department, and the PPVM program. This document is intended to supplement and summarize, but not replace, those stated policies.

Many of the individual policies can be found on the PPVM Current Students website at <https://www.sdstate.edu/professional-dvm-program-veterinary-medicine/current-students>. A copy of this handbook is also available at the same site.

The [University Policy and Procedures Manual](#) and the SDSU [Student Handbook](#) is the definitive source for the most current South Dakota State University policies. Policies printed in this handbook and website may not be the most current version. All policies printed in the official, University Policy and Procedures Manual, supersede policies located in this handbook or elsewhere. South Dakota State University is governed by state and federal law, administrative regulations and policies of the South Dakota Board or Regents (SDBOR) and the State of South Dakota.

## About the Professional Program in Veterinary Medicine

The Professional Program in Veterinary Medicine (PPVM) is a 2+2 DVM program in collaboration with the University of Minnesota. The PPVM is housed within the Veterinary and Biomedical Sciences Department (VBSD) and is within the College of Agriculture, Food and Environmental Sciences (CAFES). In addition to the PPVM, the VBSD also includes the Animal Disease Research and Diagnostic Laboratory (ADRDL) which is South Dakota's only accredited animal health laboratory.

The PPVM is made possible through a formal cooperative agreement, whereby each year a cohort of 20 students will begin the professional curriculum and complete the first two years of their veterinary medical education at South Dakota State University. Following the first two years, students will transfer to the [University of Minnesota's College of Veterinary Medicine](#) (UMN CVM) for the final two years of the DVM program.

While at SDSU, students will have a rigorous, yet enriched learning experience because class sizes are intended to be small (about 20 students). The small class size was designed to provide the opportunity for students to have supportive learning communities and more hands-on rural and regional practice experience with food and companion animals, as well as making it possible to work closely in a world-class diagnostic facility with dedicated faculty and scientific researchers.

## **Mission and Goals of the PPVM:**

The mission of the PPVM is to strengthen South Dakota's rural economy and regional agricultural systems by educating future veterinarians and scientists to serve the region by providing them with knowledge and competencies in the fundamental and clinical veterinary sciences. These professionals will acquire life-long learning habits, enhanced critical thinking abilities, foundational veterinary medical values and concepts, as well as basic clinical skills, so they are well-prepared to complete advanced veterinary education and training in partnership with the University of Minnesota College of Veterinary Medicine and upon graduation, begin their professional career as a Doctor of Veterinary Medicine (DVM).

## **A Commitment to Diversity, Equity, and Inclusion**

The nation's growing demographic diversity and the increasing impact of globalization underscores the need to prepare future companion animal veterinarians, food animal veterinarians, public health veterinarians, and veterinary researchers, educators, and scientists with the knowledge, skill, and cultural sensitivity to productively engage this complex emerging environment. The Professional Program in Veterinary Medicine seeks to admit and educate a diverse student body to enrich the students' educational experience and prepare them to meet the veterinary needs of a multicultural society. We aim to satisfy the current and future needs of the profession while building on our programmatic strengths.

The Professional Program in Veterinary Medicine shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

Student body characteristics that will enhance diversity in the school include a demonstrated commitment to historically underserved communities, a record of community or public service, first-generation college students, disability, or LGBTQ communities, and representing a variety of diverse racial and ethnic backgrounds.

## **Mission and Goals of SDSU**

South Dakota State University is the state's largest, most comprehensive higher-education institution. A public, land-grant institution, SDSU was founded in 1881, authorized by the Dakota Territorial Legislature, and is governed by the South Dakota Board of Regents.

### **Mission:**

South Dakota State University offers a rich academic experience in an environment of inclusion and access through inspired, student-centered education, creative activities and research, innovation and engagement that improve the quality of life in South Dakota, the region, the nation and the world.

### **Vision:**

South Dakota State University will be a premier land-grant university recognized for high value, innovation, and bold impact.

**Core Values:**

**People-Centered:** We recognize leadership is derived from service to others. We are committed to creating a culture where all thrive and are supported on their own personal and professional paths toward lifelong learning, growth, and leadership.

**Creativity:** Creativity is our cornerstone to expand knowledge, develop human understanding and enrich the quality of life. We believe that education and research/scholarship/creative activity reinforce one another, and the best academic programs bring innovative teaching and rigorous research together.

**Integrity:** We act with organizational and personal integrity through honest interactions, professionalism, transparent and accountable decision-making, and respect for others.

**Diversity:** We are committed to diversity of community and ideas. We believe in a supportive, inclusive, collaborative, and cohesive environment with a focus on access. We actively seek collaboration, and we respect individuals with differing perspectives, backgrounds, and areas of expertise.

**Excellence:** Excellence is achieved through continuous improvement, assessment, and accountability. We embrace bold action and adapt to an ever-changing environment. Individually, we are experts at what we do. Collectively, our impact is even greater.

**Student Learning Objectives in the SDSU PPVM and UMN DVM Programs**

Upon completion of the veterinary professional (DVM) program, successful students will be able to:

- A. Demonstrate understanding of central biological principles and mechanisms that underlie animal health and disease from the molecular to histologic to gross levels and for individuals and populations
- B. Demonstrate knowledge of normal function and behavior, pathophysiology, clinical manifestations, diagnosis, treatment, and management or control of important domestic and foreign animal diseases
- C. Perform basic technical and surgical procedures in a variety of species
- D. Demonstrate understanding of food safety, zoonotic disease, and public health issues
- E. Retrieve and integrate information from medical records and the veterinary literature
- F. Demonstrate professional and ethical behavior and leadership toward their professional and nonprofessional colleagues and their clients
- G. Display ability and interest in life-long learning
- H. Provide adequate patient care, demonstrating ability and desire to minimize animal pain and suffering
- I. Demonstrate professional entry-level problem-solving ability and critical thinking skills
- J. Demonstrate a professional level of oral and written communication skills
- K. Demonstrate basic knowledge of business management and legal issues in veterinary medicine

The PPVM curriculum at SDSU is designed to build competence in students toward these objectives by recognition of the following overall objectives in the first two years of the curriculum:

**Year 1:** At the completion of year 1 of the PPVM program, successful students will demonstrate knowledge of normal animal form and function, demonstrate technical competence in handling and restraint, and basic physical examination of small animal and large animal species.

**Year 2:** At the completion of year 2 of the PPVM program, successful students will demonstrate knowledge of normal and abnormal animal form and function, and demonstrate technical competence in handling and restraint, physical and specialty examinations, and core technical skills in small animal and large animal species.

## PPVM Coursework

The following courses will be completed as part of the PPVM curriculum, which correspond to the coursework offered by the University of Minnesota College of Veterinary Medicine during the first two years.

### Year 1 Fall

Course Title	Course #	# Credits
Jackrabbit Orientation and Leadership Experience I	VET 600	2
Microscopic Anatomy I	VET 601	2
Integrated Biochemistry and Physiology	VET 602	7
Anatomy I	VET 603	4
Clinical Skills I	VET 604	1
Professional Development I	VET 605	1
Critical Scientific Reading	VET 606	1
Immunology	VET 607	2
Preventative Medicine	VET 627	4

### Year 1 Spring

Course Title	Course #	# Credits
Jackrabbit Orientation and Leadership Experience II	VET 620	2
Professional Development II	VET 621	2
Anatomy II	VET 622	3
Clinical Skills II	VET 623	1
Physiology II	VET 624	4
Basic Pathology	VET 625	2
Agents of Disease I	VET 626	4
Microscopic Anatomy II	VET 628	2
Clinical Correlations I	VET 629	1
Veterinary Genetics and Genomics	VET 630	1
Non-Traditional Pets	VET 631	1
Thrive Thru Life	VET 671	4

## Year 2 Fall

Course Title	Course #	# Credits
Agents of Disease II	VET 640	5
Pharmacology I	VET 641	2
Systemic Pathology	VET 642	5
Clinical Pathology I	VET 643	3
Clinical Skills III	VET 644	2
Clinical Epidemiology	VET 645	2
Public Health	VET 646	2
Small Animal Medicine I	VET 647	2
Diagnostic Laboratory	VET 648	2
Large Animal Medicine	VET 649	2
Professional Development III	VET 650	1

## Year 2 Spring

Course Title	Course #	# Credits
Small Animal Medicine II	VET 660	5
Small Animal Surgery I	VET 661	3
Large Animal Surgery I	VET 662	3
Veterinary Imaging I	VET 663	4
Pharmacology II	VET 664	2
Clinical Skills IV	VET 665	5
Clinical Pathology II	VET 666	2
Avian Core	VET 667	2
Large Animal Medicine II	VET 668	3
Dermatology	VET 669	2
Clinical Correlations II	VET 670	1

## About the Master of Science Degree

Students who are admitted to the PPVM will be allowed to dual-enroll in the Biological Sciences (M.S.) - Veterinary Medicine Specialization. The dual enrollment allows students the opportunity to simultaneously earn an M.S. degree while completing the PPVM coursework before transitioning to the University of Minnesota for the final two years of the DVM degree. The SDSU Graduate School requires that a student must have earned a baccalaureate degree from an accredited institution of higher education in the U.S., or equivalent, before a M.S. degree can be conferred ([SDSU Policy 2:26](#)). PPVM students who have not earned a bachelor's degree should consult with their advisor. A bachelor's degree is not required for admittance to the PPVM, nor is the M.S. degree required for students to transfer to the University of Minnesota for the third year.



## Student Learning Outcomes for the M.S. Degree

Students will:

- Demonstrate understanding of central biological principles and mechanisms that underlie animal health and disease from the molecular to histologic to gross levels.
- Demonstrate knowledge of normal function and behavior, pathophysiology, clinical manifestations, diagnosis, treatment, and management or control of important domestic and foreign animal diseases.
- Demonstrate understanding of food safety, zoonotic disease, and public health issues.
- Retrieve and integrate information from the veterinary literature.
- Ability to understand and interpret research related to mechanisms of disease, diagnostic technology, and treatments.

## Available Options for Graduate Degrees

- M.S. in Biological Sciences – Veterinary Medicine Specialization (Plan A – Thesis)
- M.S. in Biological Sciences – Veterinary Medicine Specialization (Plan B – Research Paper)

This program is targeted at the Plan B – Research Paper option. Students may wish to pursue the Plan A program with the consent of the Director of the PPVM and the thesis advisor. Students typically register for VET788 – Master’s Research Problems/Projects credits over several semesters.

## Minimum Credit Hour Requirements and Mandatory Coursework for the M.S.

(A) Thesis; (B) Research Paper

Master’s Program	A	B
Total hours	30	32
BIOS 798-Thesis	5-10	NA
VET 788-Master’s Research Problems/Projects	NA	3
VET 606 – Critical Scientific Reading*	1	1
VET 645 - Clinical Epidemiology*	2	2
VET 646 – Public Health*	2	2
VET Electives Credits*	15-20	24

\*VET Credits met through required courses in the PPVM curriculum

## Requirements for Passing a Graduate Course

The student must maintain a cumulative “B” average (GPA of 3.0) for all courses in the graduate program. No credit is given toward a graduate degree for any grade below “C” in graduate-level courses. [SDSU Policy 2:26](#)

## Qualifications to Receive the M.S. Degree

Only students accepted into the PPVM program and who have an earned bachelor’s degree by the end of the second year in the PPVM will be eligible for the Biological Sciences (M.S.) - Veterinary Medicine Specialization.

## Thesis (Option A) Completion

Students following MS Option A must complete a final oral exam. The student arranges with his/her advisory committee the time and location for the final oral examination. The student will

submit [final oral exam form](#) to the Graduate School no less than two (2) weeks prior to the examination date. A final oral examination will be administered by the advisory committee, covering the student's plan of study and thesis. The graduate faculty representative and all but one (1) of the graduate committee must vote to pass the student. The final oral exam must be completed three (3) weeks prior to the end of the semester in order to graduate.

### **Research Paper (Option B) Completion**

Students following MS Option B must complete at least 2-3 credits for a Research Problem and present a written research paper. The content, style, and format of the paper must meet the requirements of the Department of Veterinary and Biomedical Sciences. The Research paper must be approved by the Advisory Committee and filed in the major department. A copy of the paper should be provided to each committee member, including the Graduate Faculty Representative, at least 10 working days prior to the final oral examination.

### **Forms**

The Assessment Form, Master of Science Option A Thesis Defense Examination Assessment Form, and Master of Science Plan B Examination Assessment Form, can be found in the Forms section of the Department of Veterinary and Biomedical Sciences Graduate Student Manual.

## **Policies and Information**

### **I. Attendance**

#### **A. [SDSU Policy 2.5 Class Attendance](#)**

Teaching and learning is a reciprocal process involving faculty and students. Faculty members have an obligation of holding classes on a regular basis and students have an expectation to attend and participate in classes on a regular basis. Faculty members determine the specific attendance policy for courses under their direct supervision and instruction. Attendance procedures must be stated in written form, in the course syllabus, and distributed or posted electronically to students at the beginning of each course. If attendance is required and will impact grading, this expectation shall be included in the syllabus.

#### **B. Extended Absence Statement**

The PPVM curriculum is organized in a sequential and complementary manner, making it imperative that the proper sequence and timing of courses be maintained. Situations arise that require students to leave the PPVM program for extended periods to deal with family, health, and other life obligations. To facilitate the decision-making process, a student should begin the process of exploring a leave request by discussing his/her situation with the PPVM Director.

A student requesting a leave from the PPVM program should provide a written leave request to the Program Director's office that includes reason for the leave request, estimation of duration of leave, and any other relevant information. If approved, the Director will provide the student with a letter summarizing the details of leave, including duration, required timetable for communication, point of reentry into the curriculum, etc.

Two signed copies of this letter will be maintained: one by the Program and one by the student.

Any student who is out of the veterinary curriculum for more than 4 semesters because of academic progress or personal reasons may be required to restart the program or repeat coursework to ensure the student has the appropriate knowledge levels to continue in the program.

Readmission to the program may only be considered for students who were granted a readmission option at time of withdrawal. Readmission is subject to seat availability, successful completion of any stipulations for readmission, and the approval of the Program Director.

## **II. Academics and Coursework**

### **A. Academic Standing and Dismissal**

It is expected that students will pass (S) all of their classes, maintain a GPA of at least 2.5, and all grades C or above to be in good academic standing in the PPVM program. D, F, and U (Unsatisfactory) grades do not represent a minimum level of performance needed to develop skills, abilities, and knowledge of a practicing veterinarian. All courses must be taken in the sequence listed in the PPVM Coursework section of the Student Handbook. All year 1 and 2 PPVM courses are used in the determination of academic standing.

#### **i. Probationary Academic Standing:**

Any student that meets any of the following criteria is considered to be on probation:

- A cumulative GPA below 2.50

If a student is placed on academic probation, the student:

- Must develop a written improvement plan with a proposal to resolve reasons for being placed on probation
- Must attend regularly scheduled updated meetings with the assigned staff/faculty member
- May not hold elected office in any student clubs or committees

Students will stay on probation until they have a cumulative GPA at or above 2.50. A cumulative GPA below 2.5 for any two semesters during the curriculum will result in dismissal.

#### **ii. Grounds for Academic Dismissal:**

If any of the following apply, the result for the student is dismissal:

- A grade of D, F, or U in any veterinary course required for the PPVM curriculum
- A cumulative GPA below 2.5 for any two semesters during the curriculum will result in dismissal

## **B. Transfer Policy**

The PPVM will consider applicants for transfer on a space available basis as seats become available. The application window is late March to late April for a Fall program start date. Other criteria for transfer applicants include:

- Applicant must be a US citizen or eligible for appropriate visas;
- Transfer applicant must be from a DVM program accredited by the [American Veterinary Association](#);
- The applicant must have completed one full year in a DVM program, must have achieved a cumulative 3.0 GPA, and must be in good standing at his/her current program as documented by a letter from the Dean, Program Director or equivalent;
- The applicant must have met the pre-veterinary requirements of the PPVM;
- The applicant must have a pre-veterinary GPA that would have been competitive with the other students who were admitted into that class;
- The applicant must submit certified transcripts for all college coursework taken during undergraduate, graduate school, and professional programs;
- Eligible applicants will be required to participate in an admissions interview;

Placement into the PPVM as a transfer student is contingent on DVM coursework already completed and coursework needing completion according to the SDSU PPVM curriculum. Accepted applicants will be placed in the year or semester of the curriculum deemed appropriate after analysis and equivalency of the required courses involved has been verified. Applicants will be accepted and placed only on a space-available basis.

The Director of the Program and the Chair of the Admissions Committee will grant final approval of transferability.

## **C. Student Promotions Committee.**

The SDSU PPVM Student Promotions Committee (SPC) will consist of faculty, staff and an elected PPVM student from the 2<sup>nd</sup> year class. The SPC will meet to discuss and make decisions on the various topics that fall under their jurisdiction. These topics will consist of:

- Policy issues
- Student academic deficiency

## **III. Academic and Student Support Resources**

As you transition into the PPVM Program you should be aware of resources to support your success. Being a student in a professional program is different from undergraduate life.

Most students will encounter at least one period of time in vet school where extra support might be needed. Asking for help when it is warranted, and following through with appropriate resources, are important success skills for any professional.

**A. Office of Disability Services**

Students with disabilities are encouraged to contact the Office of Disability Services as well as their instructors prior to the start of each class to discuss their individual needs for accommodations. If you encounter any accessibility issues, you are encourage to immediately contact the instructor of the course and the Office of Disability Services (Phone: 605-688-4504; Fax: 605-688-4987; E-mail: [Nancy.Crooks@sdstate.edu](mailto:Nancy.Crooks@sdstate.edu) or [SDSU.Disabilityservices@sdstate.edu](mailto:SDSU.Disabilityservices@sdstate.edu); Address: Room 271, Box 2815, University Student Union, Brookings, South Dakota 57007)

**B. H.M. Briggs Library**

The H.M. Briggs Library offers students a variety of resources including access to journal articles, books, and course materials listed on the Veterinary & Biomedical Sciences database. Students have the ability to reserve study rooms and use computers and printers. Nancy Marshall is the Veterinary & Biomedical Sciences subject librarian.

**C. Academic Assistance**

**i. Writing Center**

The SDSU Writing Center serves all students enrolled in the university, both graduate and undergraduate. Students can chat about a research paper, a job application letter, or any type of writing that they have concerns about. Consultations take place during any stage of the writing process.

**ii. Study Hub**

Looking for a study space on campus? Want tips for test anxiety? There are so many resources available to SDSU students! Study Hub puts all of the information about academic resources in one place so you know the options available to you.

**iii. Wintrode Student Success and Opportunity Center**

**IV. Student Code of Conduct and Professionalism**

**A. PPVM Honor and Behavioral Conduct Code**

As future veterinarians, students in the PPVM are expected to act professionally and ethically in all aspects of their future professional and academic careers. Honesty and integrity are essential to building successful relationships among colleagues and with the public and to uphold the reputation of the veterinary profession. Therefore, these values are foundational to the veterinary professional education and this responsibility lies with each student. Each veterinarian is expected to adhere to the Principles of Veterinary Medical Ethics (PVME) set by the American Veterinary Medical Association (AVMA).

The PVME consist of Principles, Supporting Annotations, and Useful Terms. SDSU PPVM students are also expected to adhere to the PVME and all that it entails. The Principles of the PVME are as follows:

1. A veterinarian shall be influenced only by the welfare of the patient, the needs of the client, the safety of the public, and the need to uphold the public trust vested in the veterinary profession, and shall avoid conflicts of interest or the appearance thereof.
2. A veterinarian shall provide competent veterinary medical clinical care under the terms of a veterinarian-client-patient relationship (VCPR), with compassion and respect for animal welfare and human health.
3. A veterinarian shall uphold the standards of professionalism, be honest in all professional interactions, and report veterinarians who are deficient in character or competence to the appropriate entities.
4. A veterinarian shall respect the law and also recognize a responsibility to seek changes to laws and regulations which are contrary to the best interests of the patient and public health.
5. A veterinarian shall respect the rights of clients, colleagues, and other health professionals, and shall safeguard medical information within the confines of the law.
6. A veterinarian shall continue to study, apply, and advance scientific knowledge, maintain a commitment to veterinary medical education, make relevant information available to clients, colleagues, the public, and obtain consultation or referral when indicated.
7. A veterinarian shall, in the provision of appropriate patient care, except in emergencies, be free to choose whom to serve, with whom to associate, and the environment in which to provide veterinary medical care.
8. A veterinarian shall recognize a responsibility to participate in activities contributing to the improvement of the community and the betterment of public health.
9. A veterinarian should view, evaluate, and treat all persons in any professional activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.

Students will address suspected violations of the Honor and Behavioral Code by reporting suspected violations to a Student Honor Committee member or to any faculty or staff member. Often a student is not completely certain a violation has occurred. The student is obligated to report observations if he/she has a reasonable, good faith basis to believe that a violation may have occurred.

Students will adhere to the ideals represented above through a signed statement upon entering the program. Allegations of minor professional behavior violations will be reviewed initially by the Student Honor Committee. All other alleged violations will be referred to the Director of the PPVM.

#### **B. SDSU PPVM Honor Board**

The SDSU PPVM Honor Board will consist of 4 student members, two elected members from each class, 2 students from year 1 and 2 students from year 2, and the Director of the PPVM will appoint a Faculty Advisor who is *ex officio* member.

Student representatives will be elected by the class to serve a 1-year term. PPVM. The PPVM Honor Board will meet on a case-by-case basis to address accusations that fall under the responsibility of the committee. The following accusations are the responsibility of the PPVM Honor Board:

- Professional, behavioral, and ethical violations
- Dress code violations

### **C. Academic Dishonesty**

No student shall attempt to advance their own academic status or advance or retard another person's academic status unfairly. Faculty are required to state in writing whether an examination, paper, or other graded activity is to be completed independently or as a group and whether reference materials may be accessed. The PPVM prohibits all misconduct described in [SDSU Policy 2:4](#) including the following:

The PPVM follows University Policy 2:4 to address first, how academic misconduct will be handled by the Faculty Member and University, and secondly, how Students may appeal a grade or academic decision when they believe the decision or grade is unfair or inaccurate.

### **D. [SDSU Student Conduct Code – Policy 3:1](#)**

The PPVM program holds the highest professional standards. In addition to the Honor and Behavioral Conduct Code described above, South Dakota State University is committed to creating and maintaining a productive living-and-learning community that fosters the intellectual, personal, cultural, and ethical development of its students. Self-discipline and respect for the rights and privileges of others are essential to the educational process and to good citizenship. All students enrolled in the University, including the PPVM, accept compliance with all University policies including the Student Code and its standards of behavior. Harmful, unethical, illegal, and unprofessional behavior are prohibited at SDSU including, but not limited to, harassment, threat of harm, hazing, stalking, invasion of privacy, theft, academic dishonesty and discrimination. Allegations of misconduct can be made to the Director of the PPVM who will refer them to the Student Conduct Officer. The process for review is described in detail in Policy 3:1 and in Policy 2:4.

### **E. [Student Conflict Prevention & Conflict Management](#)**

The Office of Student Conduct and Conflict Prevention staff works with campus partners to uphold an environment of safety, encouragement, and equality. This office assists with case management for conflict prevention and management.

### **F. [Technical Standards](#)**

Technical standards are non-academic criteria for admissions, continuing enrollment, and graduation that are essential for participation in a program of study. Primary purposes for technical standards are:

- To provide a baseline for all students to know and understand the skills, knowledge, and abilities necessary for full participation in the program

- To provide students with disabilities an awareness of the technical standards that must be met with or without reasonable accommodations
- To provide a consistent framework for remediation for students enrolled in the program who are struggling with non-academic issues.

### **G. Dress Code**

As future veterinarians, students in the PPVM are expected to adhere to the PPVM Dress Code. The PPVM Dress Code was developed based on the appropriate dress for practicing veterinarians. The dress code is required for class or field trips.

#### **PPVM Dress Code includes:**

- Long pants such as jeans or khakis that are free of rips or holes
- A t-shirt, a collared shirt such as a polo, or blouse
- Dresses/skirts (no shorter than 3 inches above the knee)
- Scrubs
- Hats should be removed in offices and for indoor classrooms/labs.
- Clean shoes or boots,

#### **Laboratory attire:**

Laboratory attire will be specified by the appropriate instructor/syllabus. At a minimum, long pants and closed toed shoes are standard for any lab.

#### **Unacceptable Attire Includes:**

- Pajamas, slippers, sweatpants, exercise attire, leggings, and spandex
- Spaghetti straps, halter tops, tube tops, backless clothing, low cut tops, and tops showing the midriff.
- Visible undergarments
- Clothing with rips or holes
- Dresses/skirts shorter than 3 inches above the knee
- Shorts
- Open toed shoes

#### **Exceptions:**

- Personal accommodations may be requested through the Program Director or course instructor

Faith-based head/face coverings are always permitted

#### **Enforcement**

The Dress Code will be enforced by PPVM faculty and staff. Students found in violation of the Dress Code will be given a warning to adjust. If students are repeat offenders of the Dress Code, the topic will be addressed by the Honor Board.

#### **Special Event Dress Code**

PPVM students may be expected to attend events where the dress code varies from the PPVM dress code for class and field trips. This Special Event Dress Code will be enforced for the Blue



Coat Ceremony and other events. If events required the Special Event Dress Code, students will be notified prior to the event of this expectation.

Special Event Dress Code Includes:

- Dress slacks, khakis, or a skirt or dress (no shorter than 3 inches above the knee)
- Dress shirt, blouse, or collared shirt
- Closed toed dress shoes

## V. Social Media Policies

### A. Social Media Guidelines

PPVM Students are expected to maintain a professional media presence and to follow all applicable University policies ([Policy 7:1](#)).

Students must be cognizant of what they post and how it reflects themselves, their classmates, the Program, the University, and the veterinary medicine profession. This includes being respectful and professional to fellow employees, students, partners, competitors, and clients.

#### **When using social media:**

- Students should only post content that reflects positively on them, the PPVM, and SDSU.

#### **Students are prohibited from posting the following information on social media:**

- Course materials. Course materials are considered intellectual property of South Dakota State University and are protected under copyright law.
- Work/education-related information that may compromise patient privacy or security.
- Pictures containing cadavers, research subjects, patients, or volunteers without specific written permission.
- Medical advice about individual cases.
- Engaging in any form of harassment, including derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference, or health condition.
- Violating intellectual property, copyrighted or trademarked information.

Where a connection to the SDSU PPVM is apparent, it must be made clear that you are speaking for yourself and not on behalf of the Program, Department or University. For any personal online activity, use a personal email address (not your sdstate.edu email address) as your primary means of identification. Do not promote personal projects or endorse other products or brands on behalf of the University/Department/Program.

The PPVM program will not monitor student's online social media pages, but when a staff/faculty member becomes aware of online information deemed unprofessional, they will follow the same policies and procedures outlines in the "Student Code of Conduct and Professionalism" in the PPVM Student Handbook. It is also important for students to remember that unprofessional use of social media may reflect poorly on themselves, the program, and the veterinary medicine profession. Inappropriate social media use may also affect potential employment opportunities.

## **B. Confidentiality policy**

A PPVM student may find themselves working with patients/clients and be exposed to private and sensitive information. As a student in the program, you have an ethical and legal responsibility to protect and safeguard client, patient, and business information. As a general rule, do not access any information beyond what is necessary to complete your task, and do not disclose that information beyond what is necessary. Do not make, use, publish, or photograph private information for any reason (social media, slide shows, internet sites, pamphlets, etc.) without written permission. You must also guard against inadvertent disclosure of confidential information by exercising discretion when conducting specific conversations in public spaces and protecting/restricting access to private information on paper and digital documentations.

## **VI. Personal Information**

### **A. Family Education Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) regulate the sharing of information and student records privacy at the University.

### **B. Updating your Information**

Student records are maintained under the name provided on the Application for Admission. Thereafter, a change of name or address on official academic records is made only when an accepted request for name change and supporting documentation is received by the Registrar's Office.

## **VII. Student Health**

### **A. Health Insurance**

It is highly recommended by the South Dakota Board of Regents that students purchase some form of health insurance coverage. Under South Dakota law, students who do not have health insurance will not be covered under the county's indigent coverage, should the need for medical assistance arise. Choosing not to purchase health insurance may negatively impact students and their financial future.

The South Dakota Board of Regents (SDBOR) does not offer a student health insurance plan. The health insurance marketplace website, [www.healthcare.gov](http://www.healthcare.gov), has interactive tools that will assist you in finding an insurance plan that meets your coverage needs and will help you determine if your income level qualifies you for a subsidy. The state of

South Dakota has three providers available in the health insurance marketplace, including: Avera Health Plans, Sanford Health Plan and DakotaCare.

The South Dakota Board of Regents [Policy 3:14 – Student Health Insurance](#) outlines health insurance-related requirements for the following populations:

- Foreign National Students
- Student Athletes
- J-1 & J-2 Scholars/Students
- Students, Faculty and Staff Participating in University Affiliated International Activities

#### **B. [Student Health Clinic and Counseling Services](#)**

The Student Health Clinic is located in the Miller Wellness Center at South Dakota State University. Appointments can be made by calling 605-688-4157. Additionally, two Masters students in Counseling are housed in the PPVM to provide programmatic and student support and can address wellness and wellbeing needs.

**For URGENT after Hours Mental Health needs, these contacts may help you:  
Brookings contacts:**

1. **UPD:** 605-688-5117
2. **UPD from campus phone:** 111
  - a. UPD can reach an on-call counselor after hours during the academic year.
3. **Brookings Police Department:** 605-692-2113
4. **Brookings Sheriff's Department:** 605-696-8300
5. **Brookings Health System (Hospital):** 605-696-9000
6. **East Central Mental Health Center:** 605-697-2850

**Sioux Falls Contacts:**

7. **Avera Behavioral Confidential Assessment Line:** 800-691-4336  
or 605-322-4065

**National Suicide Hotline:**

1-800-784-2433 (suicide)  
1-800-273-8255 (talk)  
TTY: 1-800-799-4889

#### **C. [Rabies Vaccination Policy](#)**

In concert with University of Minnesota requirements, the SDSU PPVM requires veterinary students to be vaccinated against rabies during their first fall semester. This will ensure students are able to participate fully in all future hands-on learning activities.

Students not previously vaccinated can schedule an appointment at the Avera Medical Clinic in Brookings by calling 605-697-5910.

Students previously vaccinated against rabies can submit proof of vaccination to the SDSU PPVM coordinator.

#### **D. SDBOR & South Dakota State Health Department Mandatory Immunization**

SDBOR Policy 2.3 requires students to submit an official immunization record documenting the receipt of two immunizations or immune titers for measles (rubeola), mumps, and rubella. Immunization records can be sent to the [SDSU Student Health Clinic & Counseling Services](#).

#### **E. Pregnancy Risk Management Policy**

Through the veterinary curriculum, veterinary students are potentially exposed infectious agents, drugs, chemicals, inhaled anesthetics, radiation, other agents, and incidents that may cause harm to pregnant woman and their unborn child. It is policy of SDSU PPVM to reasonably accommodate students consistent with state and federal law and all applicable policies. The SDSU PPVM will not discriminate against a student based on their pregnancy status. However, pregnant students are still expected to complete each and every requirement of the veterinary curriculum. The SDSU PPVM will strive to provide equal opportunity for all students who are academically qualified and to ensure that all students are accommodated. It is the responsibility of the pregnant student to initiate the requests for accommodations and to assist with the arrangement of these accommodations.

Students who are pregnant or who are actively trying to become pregnant should:

1. Consult with the Director of the PPVM to discuss and receive information about specific potential hazards within the curriculum
2. Consult with their primary physician to obtain any additional precautions to limit potential exposures and to develop a plan for any necessary accommodations.
  - i. If accommodations are recommended by the primary physician, these accommodations should be communicated to the Director of the PPVM as early as possible so steps may be taken to assist with the implementation of these accommodations.

Students who are pregnant have several options for continuing through the veterinary curriculum. Options for consideration include:

1. Continue as a student with no schedule or assignment changes if no significant reproductive hazardous exposures are anticipated. The student acknowledges that possible hazards exist and assumes any and all of the risks involved.

2. Continue as a student with some schedule and assignment changes to minimize certain potential exposures as outlined by the student's health care provider. The flexibility of scheduled changes under this option is dependent on the scheduled assignments and the availability of the instructor and willingness of classmates to exchange assignments with the affected student.

3. Leave of absence for a time period deemed necessary by her physician. The student would be responsible for making up assignments or courses missed during the leave of absence.

4. Withdrawal as a student. The student may then request readmission into the next class. This could mean a student would need to be on leave for one full year as the classes are lock stepped.

No matter the option chose, the student has primary responsibility for self-protection during animal contact using adequate personal hygiene and personal protective equipment where appropriate. All other rules and requirements of the PPVM remain in effect. Students who believe this policy has been misapplied may appeal through either academic appeals policies or through applicable non-discrimination policies and procedures depending on the nature of their appeal.

**F. Smoking and Tobacco Free Campus**

The use of tobacco products (cigarettes, e-cigarettes, cigars, pipe tobacco, smokeless tobacco, vapor-based products, etc.) is not permitted on any University property, including, all campus grounds inside and out, parking areas, vehicles and student housing. The policy applies to university students, faculty, staff, as well as visitors and vendors to all university property, regardless of location.

## **VIII. Student Wellness**

**A. Miller Wellness Center**

The Miller Wellness Center houses state of the art fitness equipment, a variety of recreational and intramural programs, effective wellness education, and a student health clinic and counseling services.

**B. Nutritional Counseling and Wellness Coaching**

The Miller Wellness Center offers nutrition counseling & wellness coaching conducted by a registered dietitian nutritionist. The dietitian is licensed to conduct medical nutrition therapy for lifelong wellness and behavior change.

**C. Jacks Cupboard**

Jacks Cupboard provides food, toiletries, and winter clothing to students that struggle financially. Any student can visit Jacks Cupboard with a Student ID.

**D. Well Being Resource Guide**

A resource guide for dealing with anxiety, family concerns, medical issues, financial stress, and other wellness related issues.

**E. You at SDSU**

Find tips and tools for everything from your mental and physical health, to friendships and finding balance.

**F. Jacks for Jacks**

The one-stop reference list for University services including computer help, legal advice,

transcript requests, veterans services, and much more.

#### **G. [Wellbeing Handbook](#)**

The Student Well-Being Handbook is a resource to help students restore and maintain a sense of well-being when confronted with academic challenges, financial, physical or emotional stress or health issues, and sudden developments in our personal lives that may threaten happiness, success, or well-being.

### **IX. Student Safety**

Safety and Security is important to campus and the community. We will do everything possible to ensure that you have a safe and enjoyable experience at SDState.

#### **A. [Campus Alerts](#)**

By updating or adding your phone number to the Campus Emergency Notification System, you will receive information from the University's emergency communications system, which sends out notifications through landline phone, cell phone, text messages, email and message boards to inform you about campus-wide emergencies, natural disasters and closings for inclement weather. Students, faculty and staff can easily update this information at the [Campus Alert System website](#).

#### **B. Non-Discrimination Policy**

The University offers equal opportunities in employment and for access to and participation in education, extension, and other services at the University to all persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other University service, without discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religions, age, disability, genetic information, veteran status, or any other status that may become protected under law against discrimination.

The University, in conjunction with state and federal law and applicable SDBOR and University policies, is committed to the objectives of equal opportunity, nondiscrimination, and affirmative action. Redress for alleged violations of those laws may be pursued at law, or through the procedures established in University Policy 4:6 through the University Director of Equal Opportunity and Title IX Coordinator.

[Michelle Johnson](#), Ed.D., Director of Equal Opportunity and Title IX Coordinator & Affirmative Action Officer

South Dakota State University  
Human Resources, Morrill Hall Room 100  
Brookings, SD 57007  
605-688-4128

SDSU has adopted a Compliance Hotline that offers two additional ways to report concerns, including the option to report anonymously, call 1-844-880-0004 or visit the [web reporting website](#).

For more information on the policies established to promote equal opportunity and eliminate discrimination and harassment at SDSU visit the [website](#).

### **C. Harassment and Title IX**

Harassment on any grounds, directed against individuals, is prohibited at the University. The SDSU PPVM follows SDBOR Policy 1:17. The Title IX Office responds to reports, concerns and inquiries about harassment, discrimination and sexual misconduct, which includes sexual harassment, sexual assault, rape, domestic violence, dating violence and stalking. They assist students, employees, program participants and campus visitors, regardless of where the misconduct took place.

### **D. [Rabbit Ride](#)**

Rabbit Ride is a safe method of transportation for SDState students, Brookings community members and visitors. Rabbit Ride operates during the academic year on Friday and Saturday evening from 9PM until approximately 2:30AM. Rabbit Ride utilizes the “TapRide” app for on demand ride requests. You can reserve a ride by downloading “TapRide” in the Apple or Google Play stores. Once downloaded, open the app and select “South Dakota State University”. To request a ride, log into the app using your Single Sign On (SSO).

### **E. [University Police Department Safety Escort](#)**

The SDSU Police Department is available around the clock and will be able to provide a Student Patrol Officer or Patrol Officer to ensure students, faculty or staff can get across campus safely. You do not have to walk after dark alone. Just call 605-688-5117 and we can pick you up at your car, residence hall, library or any place on campus or the adjacent surrounding area.

## **X. Other Important Information**

### **A. Classroom Space**

SDSU PPVM lectures will take place in a shared classroom space. Classroom spaces are reserved during the school day for classes. It is important to understand that the classrooms are also frequently used by others for activities such as meetings, presentations, and student groups. It is your responsibility to keep the classrooms clean and free of personal objects. Student lockers and lounges are available for storing personal belongings. Lockers are assigned at Orientation for first year veterinary students.

PPVM student(s) or student groups wishing to use classroom spaces before class, over the lunch hour, after 5 pm, or on the weekends must reserve the space on the calendars provided outside each classroom

### **B. Guest Speakers in Classroom**

Students wanting to bring in guest speakers to speak with PPVM students and use PPVM students must request permission from their class faculty advisor. If approved by the faculty advisor, then the faculty advisor must complete the South Dakota State University



Campus Speaker Registration & Reporting Form. Once the request is approved and the form has been successfully submitted, then students may reserve classroom space for the speaker.

**C. Email**

E-mail constitutes the official form of communication between University students and University units (e.g., colleges, academic units, and student services units). It is the student's responsibility and obligation to access official University e-mail messages in a timely manner.

**D. Duo Security**

Passwords are increasingly easy to compromise. They can often be stolen, guessed, or hacked without you even knowing someone is accessing your account. Duo's two-factor authentication adds a second layer of security to your online accounts.

**E. University Identification Card**

The Card Services Office issues the MyJacks card, which is the official identification and access card for students, faculty and staff at South Dakota State University. Your MyJacks card provides access to the library, Miller Wellness Center, academic buildings, sporting events, and campus museums.

**F. Parking**

Students who wish to park on campus must purchase an SDSU Parking Pass. Parking passes may be purchased through the SDSU parking portal.

**G. Travel**

Students are responsible for their own transportation to class, labs, and field trips for class purposes, unless otherwise stated by the instructor.

**H. Pets**

Student pets are not allowed in the building unless previous permission has been granted by an instructor. If pets are allowed, they are only permitted in BSL I areas.

**I. Keys**

Building and laboratory keys are leased from the Department of Veterinary and Biomedical Sciences main office in Veterinary Science Building.

**J. Lockers**

Lockers are leased to students from the Department of Veterinary and Biomedical Sciences.

**K. Institutional Animal Care and Use Committee (IACUC)**

Doing research with animals requires specific consideration on procedures and oversight of approvals. The SDSU IACUC committee approves the protocols for animal use, all animal science courses, and research that uses animals. Students will complete Citi training "Working with IACUC". This is an online course with eight modules. This will



provide the students with the basic understanding of IACUC and additional information on animal well-being.

**L. Conflict of Interest**

Students within the SDSU PPVM “may not solicit or accept for personal use, or for the use of others, any gift, favor, loan, gratuity, reward, promise of future employment or any other thing of monetary value that might influence or appear to influence the judgment or conduct of the student in matters involving institutional business activities. This includes but is not limited to: pens, coffee mugs, free services, or items with the name or logo of the business entity. However, gifts offered at widely attended off-site education events or professional conferences, where acceptance of the gift is optional and offered to all attendees, is an exception and may be accepted.

Students may accept honoraria or an award given in recognition of merit, excellence, or a particular accomplishment.

**M. Intellectual Property**

The South Dakota Board of Regents will own intellectual property that institutional employees and students create in sponsored or faculty-directed research if the properties were developed with the use of institutional funds or resources.

**N. Financial Resources**

The SDSU Office of Financial Aid the UMN College of Veterinary Medicine have compiled a list of resources regarding general money management, loan repayment options, scholarships, grants, and other funding opportunities.

[SDSU Office of Financial Aid](#)

[UMN CVM Resources](#)

**O. Events**

1. Blue Coat Ceremony

First year PPVM students participating in the Blue Coat Ceremony are required to wear business casual attire. The ceremony will be held during the fall semester. Each student will receive a blue Carhartt jacket sponsored by a South Dakota veterinarian.



**SOUTH DAKOTA STATE UNIVERSITY**

*Professional Program in Veterinary Medicine*

## **SDSU PPVM STUDENT MANUAL ACKNOWLEDGEMENT**

I \_\_\_\_\_ have reviewed the SDSU  
Professional Program in Veterinary Medicine Student Manual in its entirety and hereby  
understand and agree to the policies and procedures outlined therein.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date