Table of Contents

Overview . . . 3
Program and clinical placement disclaimers . . . 4
Section I: DVM Program at XUSOVM . . . 5
Introduction . . . 5
Message from the President . . . 5
Message from the Chief Academic Officer and Dean . . . 6
Mission and vision of the DVM program . . . 6
DVM program competencies and learning outcomes . . . 7
School Contact Information . . . 10
The Academic Calendar . . . 11
Honor code and professional attributes . . . 11
Section II: Starting Veterinary School . . . 14
Language Policy . . . 14
Technical Standards . . . 14
Admissions policies and procedures . . . 16
Policy on Transfer Credits . . . 17
Policy on Readmission . . . 18
Policy for Diversity and Inclusiveness . . . 19
Positive learning environment and student mistreatment . . . 20
International students and clinical placement documentation . . . 25
DVM Program Graduation Requirements - Cloned . . . 25
Health Insurance . . . 26
Immunization requirements . . . 28
Emergency preparedness and contacts . . . 31
Attendance and participation . . . 35
Photography media and publicity consent . . . 38
Student Email . . . 39
Student Portal . . . 39
Dress code and student identification . . . 40
Damages to University Property . . . 43
Non Discrimination Policy and Procedures . . . 43
Section III: Curriculum . . . 46
DVM curriculum and course sequence . . . 46
Examination Policies and Procedures . . . 51
Section IV: Registration records leave and conduct . . . 56
Registration and withdrawal . . . 56
Leave of Absence . . . 58
Access to Student Educational Records . . . 59
Transcripts . . . 61
Blood borne pathogens and student health . . . 62
Drug and Alcohol Policy . . . 64
Section V: Financial Requirements and Services . . . 67
Acceptable Methods of Payment . . . 67
Tuition payment plans . . . 68
Student Loans . . . 70
Financial Obligation . . . 71
Late Payment Fees . . . 71
Refund Policy . . . 72
Jurisdiction of Financial Matters . . . 75
Student records privacy and disclosure . . . 75
Administrative and Financial Management . . . 76
Student Finance contacts . . . 76
Section VI: Student Resources . . . 77
Student Support Strategy . . . 77
Academic support services . . . 79
Academic support during leave . . . 86
Student wellbeing and counseling . . . 86
Library resources and borrowing . . . 92
Information technology and acceptable network use . . . 95
Laboratory facilities and safety . . . 98
Parking and restricted areas . . . 102
Healthcare services in Aruba . . . 103
Student Organizations . . . 105
Veterinary certification and licensure pathways . . . 108
Section VII: Committees and academic policies . . . 111
Admissions Committee . . . 111
Curriculum Committee . . . 115
Grievances Committee . . . 119
Research Committee . . . 124
Promotion and academic progress review . . . 129
Policy on Promotion and Progress Review of the Students - Cloned . . . 133
DVM Program Graduation Requirements Policy - Cloned . . . 136
Extramural electives and externships . . . 138
Academic integrity and professional conduct . . . 142
Continuous quality improvement . . . 146
Infectious and environmental exposure safety . . . 150
Social Media Policy . . . 157
Section VIII: Appendices . . . 165
Appendix A Harassment and discrimination complaint form . . . 165
Appendix B Suicide prevention and crisis response . . . 166
Appendix C Student Government Association bylaws . . . 171

Overview

Welcome to the Xavier University School of Veterinary Medicine (XUSOVM), Aruba.

This Student Handbook has been developed to provide students with essential information regarding academic policies, student services, professional expectations, institutional procedures, and resources available throughout the Doctor of Veterinary Medicine (DVM) program. The handbook serves as an important reference guide and is designed to support students in successfully navigating their veterinary medical education.

All students are strongly encouraged to read this handbook in its entirety upon matriculation and to refer to it regularly throughout their studies. Familiarity with the policies, procedures, and expectations outlined herein is an important component of professional responsibility and academic success.

To facilitate ease of use, the handbook is organized into the following sections:

Section I DVM Program at XUSOVM

This section provides an overview of Xavier University School of Veterinary Medicine, including its mission, vision, values, Program Educational Objectives (PEOs), competency-based curriculum framework, accreditation pathway, and the overall structure of the Doctor of Veterinary Medicine (DVM) program.

Section II Starting Veterinary School

This section outlines requirements prior to matriculation and arrival in Aruba, including admissions requirements, transfer credits, technical standards, health and immunization requirements, housing information, orientation, registration procedures, and other information necessary for a successful transition into veterinary school.

Section III Curriculum

This section presents the structure of the DVM curriculum, course sequence, grading system, assessment policies, academic standards, promotion requirements, progression policies, remediation procedures, clinical training requirements, and graduation requirements.

Section IV Registration, Leave of Absence, Transcripts, and Code of Conduct

This section provides information regarding registration procedures, leave of absence policies, withdrawal and readmission procedures, student records, transcript requests, professionalism expectations, student conduct standards, academic integrity, information technology policies, and institutional regulations.

Section V Financial Requirements and Services

This section addresses tuition and fees, payment plans, refunds, financial obligations, health insurance requirements, financial services, student accounts, and other administrative matters related to enrollment and financial standing.

Section VI Student Resources

This section describes the academic, personal, and professional support services available to students, including academic advising, mentoring, tutoring, counseling services, student wellness initiatives, library resources, learning resources, student organizations, leadership opportunities, campus facilities, healthcare services, and community engagement activities.

Section VII University Committees, Policies Affecting Students, and Related Procedures
This section outlines the University committees that oversee student affairs and academic governance, including the Admissions Committee, Curriculum Committee, Promotions and Progress Review Committee, Grievances Committee, Research Committee, Institutional Review Board, and other policies and procedures that directly affect students.

Section VIII Appendices
This section contains supporting documents, forms, reference materials, templates, contact information, technical standards, reporting forms, and other resources relevant to students throughout their enrollment.

The policies and procedures contained in this handbook are subject to periodic review and revision. Students are responsible for remaining informed of any updates communicated by the University. Questions regarding any aspect of this handbook should be directed to the appropriate University office.

We are pleased to welcome you to the XUSOVM community and look forward to supporting your development as a compassionate, competent, and ethical veterinary professional dedicated to advancing animal health, public health, and One Health principles worldwide.

Program and clinical placement disclaimers

The XUSOVM Doctor of Veterinary Medicine (DVM) program is structured to provide an education that meets the faculty's standards for the attainment of the DVM degree and equips students with the knowledge, competencies, and professional skills required to perform effectively as entry-level veterinarians.

Completion of the DVM program does not guarantee professional licensure, certification, employment, or approval for clinical placement in a particular country. Students must meet the requirements of the relevant licensing authorities, credentialing programs, clinical affiliates, and immigration authorities.

Section I: DVM Program at XUSOVM

Introduction

The Student Academic Policies and Procedures Handbook is copyrighted and published by Xavier University School of Veterinary Medicine, Aruba (XUSOVM).

Xavier University School of Veterinary Medicine reserves the right to revise tuition, adjust fees, establish additional charges, and modify academic or administrative policies whenever such actions are deemed necessary by the University. The rules and regulations outlined in this handbook are binding upon and must be followed by all XUSOVM students, including students on a leave of absence. All students enrolled in programs offered by XUSOVM are required to comply with the policies set forth in this handbook, as well as the laws and regulations of Aruba.

The University's rules, regulations, policies, and procedures are reviewed and updated periodically. Students are responsible for remaining informed of and complying with any changes, amendments, revisions, additions, or deletions to XUSOVM policies, procedures, curriculum requirements, grading systems, or other institutional regulations. While the University intends to notify students of significant changes whenever reasonably possible, XUSOVM reserves the right to implement such changes at any time, including prior to the publication of an updated edition of this handbook, when deemed to be in the best interests of the institution and its students.

Once approved and issued by the University, this edition supersedes previous XUSOVM student handbook provisions on the same subjects. Subsequent approved updates will be communicated through official University channels.

Nothing contained in this handbook shall be construed as creating a contractual relationship between the University and any student. The University reserves the right to interpret and apply its policies and procedures at its discretion, consistent with applicable laws, accreditation requirements, and institutional policies.

Accreditation information

Caribbean Accreditation Authority for Education in Medicine and other Health Professions (CAAM-HP) lists Xavier University School of Veterinary Medicine with Candidacy status. Candidacy is distinct from full accreditation. Accreditation of another Xavier program or a clinical affiliate does not establish accreditation of the Doctor of Veterinary Medicine (DVM) program.

Students should consult current official accreditation notices and the certification and licensure section of this handbook when planning their professional pathway.

Official sources: https://caam-hp.org/programs/ and https://xusovm.com/accreditations/ (reviewed October 1, 2026).

Message from the President

Welcome to the Doctor of Veterinary Medicine (DVM) Program at Xavier University School of Veterinary Medicine, Aruba. Our program is designed to develop 21st-century veterinarians who are knowledgeable, clinically skilled, compassionate, and committed to advancing animal, public, and environmental health through a One Health approach.

The veterinary curriculum at Xavier University School of Veterinary Medicine is integrated, competency-based, and student-centered, combining foundational sciences with clinical and professional training to prepare

graduates for the evolving demands of modern veterinary medicine. Our goal is to equip you with the scientific knowledge, practical competencies, ethical values, and professional confidence necessary to succeed in a dynamic global veterinary profession.

The path you have chosen is both challenging and rewarding. Veterinary medicine demands dedication, resilience, discipline, and lifelong learning. At XUSOVM, we are committed to supporting you throughout this journey by providing meaningful learning opportunities, individualized mentorship, hands-on clinical skills training, and access to experienced faculty and collaborative partners. Through continuous assessment and constructive feedback, you will progressively build the competence and confidence required of an entry-level veterinarian.

You have joined XUSOVM at an exciting and transformative stage in the growth of our institution. Xavier University continues to expand its academic programs, partnerships, and educational resources while strengthening its commitment to excellence in veterinary education, research, and One Health initiatives. Our focus remains on developing globally competent veterinary professionals prepared to contribute meaningfully to animal welfare, food safety, public health, biodiversity conservation, and community service.

We are committed to providing you with the guidance, resources, and educational environment necessary to help you realize your professional aspirations and serve society with integrity, compassion, and excellence.

Message from the Chief Academic Officer and Dean

You are embarking on a profession with a long, respected, and meaningful history. The education you receive at Xavier University School of Veterinary Medicine (XUSOVM) represents only the beginning of your journey as a veterinarian. Veterinary medicine is a lifelong commitment to learning, growth, and service. Throughout your career, you will continually expand your knowledge, refine your clinical skills, and adapt your approaches based on evolving scientific evidence, professional experience, and the needs of animals, clients, and society.

Always remember that you are a healthcare professional and an important member of the broader One Health team. At times, you may lead clinical decision-making and patient care; at other times, you will work collaboratively with fellow veterinarians, physicians, researchers, public health professionals, technicians, and community stakeholders. In every circumstance, professionalism, teamwork, compassion, communication, and mutual respect are essential.

We stand ready to support and guide you throughout this demanding yet rewarding journey. However, as with every meaningful achievement, your success ultimately depends on your dedication, discipline, integrity, and commitment to excellence. Work diligently, embrace the responsibilities of the profession, and strive each day to become the best veterinarian you can be.

Arun Dubey, Doctor of Medicine (MD)
Chief Academic Officer

Ravindra P. Veeranna, BVSc, MVSc, PhD
Dean, Xavier University School of Veterinary Medicine

Mission and vision of the DVM program

Mission

Xavier University School of Veterinary Medicine Aruba will prepare veterinary physicians & surgeons to practice medicine to the highest contemporary standards. The Xavier-trained veterinary professional will possess excellent clinical skills, and shall be an advocate for animal and public health, safety, and environmental health

wherever they practice. They will be trained as clinician scientists who can identify, analyze and propose solutions to fundamental questions in the prevention and treatment of disease, as well as the social and economic consequences of the veterinary health care decisions that are made.

Vision

Our vision is to establish a premier veterinary medical school in Aruba that provides future DVM professionals with modern, transformative education and training.

DVM program competencies and learning outcomes

The Doctor of Veterinary Medicine (DVM) Program at Xavier University School of Veterinary Medicine (XUSOVM) is designed to prepare graduates with the knowledge, clinical competencies, professional behaviors, and leadership skills required for entry-level veterinary practice and lifelong professional development.

The following ten institutional competency domains and program learning outcomes guide curriculum development, teaching, assessment, and continuous improvement. They address evidence-based veterinary practice, One Health, animal welfare, public health, and professional responsibility.

Through an integrated and competency-based curriculum, students are expected to progressively develop proficiency in scientific knowledge, clinical reasoning, communication, collaboration, professionalism, population health, public health, practice management, scholarship, and lifelong learning. Collectively, these competencies prepare graduates to serve animals, clients, communities, and society with compassion, integrity, and excellence in diverse veterinary and One Health settings.

1 The Science and Practice of Veterinary Medicine

The graduate applies scientific principles and multidisciplinary knowledge to veterinary medical practice, disease prevention, diagnosis, treatment, and evidence-based clinical decision-making.

Sub-Competency Code	Program Learning Outcomes (PLOs)	Illustrative Examples
SPVM1	Apply scientific principles and a multidisciplinary body of scientific knowledge to the diagnosis, management and prevention of clinical epidemiologic and behavioral problems in animal health	a. Applies foundational biomedical sciences to clinical problem solving b. Integrates epidemiologic principles in disease prevention and control c. Applies behavioral science concepts to animal management and welfare d. Utilizes multidisciplinary approaches in diagnosis and treatment planning
SPVM2	Recognize the variation in the expression of animal health and diseases through critical evaluation of the scientific literature	a. Evaluates variability in disease presentation among species and populations b. Interprets current scientific literature relevant to animal health and disease c. Applies evidence-based information to clinical reasoning and decision-making
SPVM3	Apply knowledge of study design and statistical methods to the appraisal of clinical studies and other information for diagnostic and therapeutic effectiveness	a. Interprets study design and statistical outcomes in veterinary research b. Critically appraises clinical and scientific literature c. Evaluates evidence for diagnostic

Sub-Competency Code	Program Learning Outcomes (PLOs)	Illustrative Examples
		and therapeutic interventions d. Applies evidence-based medicine principles to veterinary practice

2 Clinical Reasoning and Decision making

The graduate demonstrates critical thinking and problem solving to arrive at evidence-based decisions that consider animal and client needs, available resources, and social context.

Sub-Competency Code	Program Learning Outcomes (PLOs)	Illustrative Examples
CRD1	Gathers and assimilates relevant information about animals	a. Collects history b. Performs physical examination c. Interprets diagnostic test results d. Performs necropsy examination
CRD2	Synthesizes and prioritizes problems to arrive at differential diagnoses	a. Identifies problems b. Creates refined problem list c. Prioritizes differential diagnoses
CRD3	Creates and adjusts a diagnostic and/or treatment plan based on available evidence	a. Appraises available clinical information and acts accordingly despite uncertainty b. Explains justification for plan c. Re-evaluates animal or population in a timely manner to adjust plan d. Uses critical thinking to determine appropriate action when unexpected outcomes occur

3 Individual Animal Care and Management

The graduate performs preventive, diagnostic, medical and surgical procedures for the health, wellness and treatment of animals, appropriate to the context and life stage.

Sub-Competency Code	Program Learning Outcomes (PLOs)	Illustrative Examples
ACM1	Performs veterinary procedures and post-procedural care	a. Performs elective procedures b. Performs routine therapeutic procedures c. Performs emergency procedures d. Provides analgesia and postoperative care e. Anesthetizes and recovers patients f. Manages patient comfort
ACM2	Promotes comprehensive wellness and preventive care	a. Recommends disease prevention measures b. Provides nutritional counseling c. Advises clients regarding routine dental care d. Educates clients on prevention of common behavioral problems e. Counsels clients about husbandry and welfare needs

4 Animal Population Care and Management

The graduate designs and implements programs in herd/flock health, disease prevention and control to improve the health, welfare and productivity of animal populations.

Sub-Competency Code	Program Learning Outcomes (PLOs)	Illustrative Examples
PCM1	Applies population management principles in compliance with legal regulations and economic realities	a. Recommends disease prevention measures b. Advises on nutritional management c. Recommends housing and husbandry protocols d. Designs therapeutic plans for disease management
PCM2	Recommends and evaluates protocols for biosecurity	a. Develops isolation protocols b. Selects disinfection protocols c. Recommends protocols for animal movement

5 Public Health One Health

The graduate responds to issues at the interface of animals, humans, and the environment, utilizing a global perspective and sensitivity to local cultures.

Sub-Competency Code	Program Learning Outcomes (PLOs)	Illustrative Examples
POH1	Recognizes zoonotic diseases and responds accordingly	a. Identifies zoonotic diseases and transmission potential b. Responds through owner education, reporting, quarantine, and disinfection
POH2	Promotes the health and safety of people and the environment	a. Makes recommendations for waste management b. Implements safety and infection control practices c. Advises on emergency preparedness d. Practices responsible antimicrobial use e. Describes the role of the veterinarian in food safety

6 Communication

The graduate communicates effectively with diverse clients, colleagues, other healthcare professionals and the public to promote animal, human and environmental health and wellbeing.

Sub-Competency Code	Program Learning Outcomes (PLOs)	Illustrative Examples
COM1	Listens attentively and communicates professionally	a. Communicates with diverse audiences b. Utilizes communication platforms
COM2	Adapts communication style to colleagues and clients	a. Demonstrates client-centered communication b. Elicits client goals and expectations c. Engages clients in difficult conversations

7 Collaboration

The graduate collaborates with diverse colleagues, clients and other stakeholders and demonstrates skills as a leader and inter-professional team member to improve outcomes and reduce error.

Sub-Competency Code	Program Learning Outcomes (PLOs)	Illustrative Examples
COL1	Solicits, respects and integrates contributions from others	a. Invites input from others b. Incorporates input into plans c. Leverages roles to achieve goals
COL2	Functions as leader or team member based on experience, skills and context	a. Applies teamwork principles b. Bases action on collaborative input c. Manages conflict

8 Professionalism and Professional Identity

The graduate demonstrates behaviors expected of the veterinarian, including ethical reasoning, reflective practice, self-regulation, professional development, and personal wellbeing.

Sub-Competency Code	Program Learning Outcomes (PLOs)	Illustrative Examples
PPI1	Adopts an ethical approach to meeting professional obligations	a. Applies ethical decision-making b. Recognizes and responds to neglect and abuse
PPI2	Practices time management	a. Recognizes impact of time management b. Prioritizes tasks appropriately

9 Financial and Practice Management

The graduate utilizes business acumen to manage professional and personal decisions, complies with legal and regulatory requirements and ensures safety of the workplace.

Sub-Competency Code	Program Learning Outcomes (PLOs)	Illustrative Examples
FPM1	Weighs economic factors in personal and business decision-making	a. Applies financial principles b. Explains work-related insurance c. Describes revenue and compensation relationships
FPM2	Delivers veterinary services compliant with legal and regulatory requirements	a. Acts in accordance with professional practice codes b. Complies with legal requirements c. Selects drugs in accordance with regulations

10 Scholarship and Lifelong Learning

The graduate demonstrates the systematic identification, evaluation, integration and adaptation of evidence and experience to formulate questions and solutions, and educate others.

Sub-Competency Code	Program Learning Outcomes (PLOs)	Illustrative Examples
SLL1	Evaluates health-related information	a. Retrieves and evaluates information based on research principles b. Analyzes information for accuracy, reliability, validity and applicability
SLL2	Integrates, adapts and applies knowledge and skills	a. Formulates questions and customizes solutions b. Applies literature to solve clinical or scientific problems c. Applies creativity to develop innovative solutions
SLL3	Disseminates knowledge and practices to stakeholders	a. Develops and disseminates educational material b. Explains evidence-based recommendations

School Contact Information

Administrative services

Xavier Admissions LLC

Administrative Services Representative for Xavier University School of Veterinary Medicine

1000 Woodbury Road, Suite 109
Woodbury, New York 11797, USA

Telephone: +1 516-333-2224
Fax: +1 516-921-1070

Toll-free: +1 877-592-8437
Email: info@xusom.com
Website: https://xusovm.com

Aruba Campus and Administrative Office

Xavier University School of Veterinary Medicine , Aruba

Santa Helenastraat #23
Oranjestad, Aruba
Dutch Caribbean

Telephone: +297-588-7766
Fax: +297-588-6222

Jurisdiction

Unless otherwise specified in a separate written agreement or policy, all legal matters, disputes, and proceedings arising from enrollment, attendance, academic policies, financial obligations, or participation in programs offered by Xavier University School of Veterinary Medicine shall be governed by the laws of Aruba and subject to the jurisdiction of the appropriate courts and authorities of Aruba.

The Academic Calendar

The academic calendar, including registration dates, academic schedules, examination periods, holidays, and other important academic deadlines, is published on the XUSOVM websites at www.xusovm.com and www.xusomstudents.com.

Students and faculty are responsible for reviewing the academic calendar regularly and remaining informed of any updates or changes.

Xavier University School of Veterinary Medicine reserves the right to revise, amend, or modify the academic calendar as necessary. Any such revisions will be communicated through official University channels and posted on the official XUSOVM websites at www.xusovm.com and www.xusomstudents.com.

Honor code and professional attributes

Student honor code

Xavier University School of Veterinary Medicine (XUSOVM) believes that maintaining the highest standards of professional conduct, integrity, and ethical behavior is a shared responsibility of both students and faculty. In partnership with the Student Government Association (SGA), XUSOVM promotes a culture of honesty, accountability, professionalism, and mutual respect.

The Student Honor Code serves as a guiding framework for student conduct and reflects the values and expectations of the veterinary profession. All students are expected to uphold the Honor Code throughout their enrollment at XUSOVM and throughout their professional careers.

XUSOVM Student Honor Code

"Upon my honor, I will uphold the ideals and ethical standards of the veterinary profession and protect the reputation and integrity of Xavier University School of Veterinary Medicine throughout my academic and professional career. Continuing the tradition of excellence, professionalism, and service, I pledge to leave the institution stronger than I found it and encourage others to do the same."

All students will be required to affirm the following statement:

"I pledge, on my honor, to uphold the Honor Code of Xavier University School of Veterinary Medicine and to conduct myself with integrity, professionalism, honesty, and respect."

Veterinary medical student pledge of professional conduct

Being admitted to the study of veterinary medicine, I solemnly pledge to use my knowledge, skills, and judgment for the benefit of animals, society, and the veterinary profession 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 One Health principles;
- The advancement of veterinary medical knowledge; and
- Service to my community and society.

I will practice my profession conscientiously, with compassion, integrity, dignity, and respect for all living beings.

I will uphold the principles of veterinary medical ethics and accept as a lifelong responsibility the continual improvement of my professional knowledge, skills, and competence.

Professional attributes of a xusovm student

The following professional attributes are expected of all XUSOVM students and are considered essential components of professional development and academic progression.

Reflective Skills

Students should:

- Demonstrate self-awareness and recognize personal limitations.
- Accept responsibility for errors, omissions, and areas requiring improvement.
- Seek, accept, and appropriately respond to constructive feedback.
- Demonstrate resilience and maintain composure in challenging situations.
- Engage in self-directed learning and continuous improvement.

Professional Relationship Skills

Students should:

- Listen actively and communicate respectfully.
- Demonstrate respect toward faculty, staff, classmates, clients, animal owners, patients, and community members.
- Advocate appropriately for animal welfare and client interests.
- Maintain professional boundaries with clients, animal owners, faculty, staff, and peers.
- Demonstrate empathy, compassion, and cultural sensitivity.

Interprofessional Skills

Students should:

- Work effectively as members of healthcare and veterinary teams.
- Maintain professional appearance and demeanor.
- Respect confidentiality and privacy requirements.
- Identify and address gaps in knowledge, skills, and professional behavior.
- Communicate professionally and avoid disrespectful, discriminatory, or derogatory language.
- Demonstrate integrity in all academic and professional interactions.

Time Management and Professional Responsibility

Students should:

- Arrive on time and be prepared for all academic and clinical activities.
- Meet deadlines and complete assigned responsibilities in a timely manner.
- Demonstrate reliability, accountability, and dependability.
- Be available and responsive to faculty, peers, clients, and clinical supervisors as appropriate.
- Manage competing responsibilities effectively while maintaining professional standards.

Professionalism is a core competency of the Doctor of Veterinary Medicine (DVM) program. Failure to demonstrate appropriate professional behavior may result in academic remediation, disciplinary action, referral to the Promotions and Progress Review Committee, or other actions deemed appropriate by the University.

Section II: Starting Veterinary School

Language Policy

All courses, laboratories, assessments, clinical skills activities, and clinical training experiences at Xavier University School of Veterinary Medicine (XUSOVM), Aruba, are conducted and assessed exclusively in the English language.

Students are expected to demonstrate proficiency in written and spoken English sufficient to successfully participate in all academic, laboratory, and clinical activities of the Doctor of Veterinary Medicine (DVM) program.

Students must be able to communicate professionally in English with faculty, clinical supervisors, and the veterinary healthcare team. When clients or animal owners use another language, students must follow the supervising clinician's arrangements for accurate communication and interpretation.

All examinations, assignments, presentations, reports, medical records, and official University communications must be completed in English unless otherwise authorized by the University.

Technical Standards

Applicants and enrolled veterinary medical students must possess the general physical and mental health necessary to perform the duties of a student and veterinary physician/surgeon in training without endangering the health, safety, or welfare of clients, patients, colleagues, faculty, staff, or members of the public with whom they may come into contact.

Candidates for the Doctor of Veterinary Medicine (DVM) degree must possess adequate somatic sensation, functional use of the senses of vision and hearing, sufficient sensory and motor function, and the intellectual and interpersonal skills necessary to carry out the activities described in the sections that follow. Candidates must be able to integrate consistently, quickly, and accurately all information received through the senses and must possess the intellectual ability to learn, integrate, analyze, synthesize, and apply information appropriately.

A candidate for the DVM degree must demonstrate abilities and skills in five areas: observation, communication, motor function, intellectual abilities (conceptual, integrative, and quantitative), and behavioral and social attributes. Reasonable accommodations and technological assistance may be available for certain disabilities in accordance with applicable laws and University policies; however, candidates must be able to perform in a reasonably independent manner. The use of a trained intermediary, or any individual performing essential functions on behalf of the candidate, is not permitted where such assistance would substitute for the candidate's own judgment, observation, or performance of essential functions.

Observation

The candidate must be able to observe and participate in required demonstrations, laboratory exercises, and experiments in the basic and clinical sciences, including but not limited to anatomical dissections, microscopic studies, diagnostic procedures, and clinical demonstrations. The candidate must be able to observe animal patients accurately, both at a distance and at close range. Observation requires the functional use of vision, hearing, and somatic sensation.

Communication

The candidate must be able to communicate effectively with clients, animal owners, faculty, staff, fellow students, and members of the veterinary healthcare team. The candidate must be able to speak, hear, observe, read, and write in English sufficiently to obtain and convey information accurately and efficiently.

The candidate must be able to communicate effectively and sensitively with clients and animal owners, obtain relevant histories, explain findings and recommendations, document clinical information accurately, and collaborate effectively with members of the veterinary healthcare team.

Motor Function

The candidate must possess sufficient motor function to perform essential laboratory and clinical tasks, including the use of microscopes, diagnostic equipment, and laboratory instruments. The candidate must be able to obtain information through palpation, auscultation, percussion, and other diagnostic procedures and must possess sufficient motor skills to perform physical examinations and basic clinical procedures.

The candidate must be able to execute the motor movements reasonably required to provide veterinary care and emergency treatment to animal patients. Examples include cardiopulmonary resuscitation, administration of medications, venipuncture, wound management, restraint of animals, surgical procedures, obstetrical procedures, and other clinical interventions involving a variety of animal species.

These activities require coordination, balance, and appropriate sensory and motor abilities, with reasonable accommodations where approved. Required clinical competencies are defined in the curriculum and course syllabi.

Intellectual Abilities

Problem-solving is a critical skill required of veterinarians. Candidates must be able to learn, retrieve, analyze, organize, synthesize, integrate, and apply information efficiently and effectively. Candidates must also be able to reason appropriately, make sound clinical judgments, measure and calculate accurately, understand three-dimensional relationships, and appreciate the spatial relationships of anatomical structures.

Behavioral and Social Attributes

Candidates must possess the emotional health and maturity necessary for the full utilization of their intellectual abilities, the exercise of sound judgment, the timely completion of responsibilities associated with veterinary medical education, and the development of mature, sensitive, and effective relationships with clients, animal owners, faculty, staff, colleagues, and members of the public.

Candidates must be able to work effectively as members of a healthcare team, tolerate physically and emotionally demanding workloads, and function effectively under stress. They must be able to adapt to changing environments, demonstrate resilience and flexibility, and function effectively in the face of uncertainty inherent in veterinary medical practice.

Compassion, integrity, professionalism, concern for others, interpersonal skills, collegiality, motivation, and a commitment to lifelong learning are personal qualities considered essential for the successful veterinary physician/surgeon.

Admissions policies and procedures

Introduction

XUSOVM employs a holistic approach in the selection of students for the Doctor of Veterinary Medicine (DVM) program. Holistic review is a flexible and individualized admissions process that provides balanced consideration of an applicant's academic achievements, experiences, personal attributes, competencies, and potential for success in veterinary medicine.

The admissions process seeks to identify candidates who demonstrate academic preparedness, professionalism, integrity, compassion, leadership potential, communication skills, and a commitment to service and lifelong learning as future veterinary professionals.

General Criteria for Selection

XUSOVM uses the following criteria to balance academic achievement, relevant experience, and personal qualities in support of its mission and educational goals.

Academic Background

(e.g., major, grade point average and grade trends, science background, academic achievements, other academic interests, enthusiasm of recommenders, quality of the undergraduate institution, quality of the personal statement or essay, rigor of undergraduate coursework, and academic course load).

Personal Attributes

(e.g., culture, socioeconomic background, geographic origin, rural or urban experiences, race/ethnicity, sex, gender identity, sexual orientation, faith, family status, national origin, individual interests, values and beliefs, maturity, leadership, multilingual abilities, and other characteristics that contribute to a diverse learning environment).

Personal Experiences

(e.g., overcoming hardship, employment history, community service, veterinary or healthcare experience, research experience, success in prior careers, leadership activities, and other life experiences that demonstrate resilience, commitment, and personal growth).

Key Elements of Admissions Committee Criteria

- Admissions criteria are aligned with the mission, vision, and goals of the School of Veterinary Medicine.
- Admissions criteria are approved by the faculty.
- Admissions criteria balance academic accomplishments and personal factors to support mission-related goals.
- Enrollment outcomes are continuously evaluated to assess the effectiveness of the admissions process. Measures may include program completion rates, attrition rates, professionalism concerns, performance on standardized examinations, achievement of Day One competencies, and career outcomes in clinical practice, research, academia, industry, public health, and other veterinary professions.

Publication

The admissions policies, procedures, and technical standards are included in the Admissions Bulletin distributed to all applicants and are also published on the school's website.

Policy on Transfer Credits

Purpose

Transfer credit refers to academic credit earned for coursework completed at another veterinary medical school that is accepted by Xavier University School of Veterinary Medicine (XUSOVM) toward meeting the requirements for the Doctor of Veterinary Medicine (DVM) degree.

Policy

XUSOVM may award transfer credit to qualified applicants who have completed coursework at another recognized veterinary medical institution. Transfer credits are evaluated on an individual basis and must be equivalent in content, rigor, and learning outcomes to courses offered within the XUSOVM DVM curriculum.

To be eligible for consideration, transfer credits must meet all of the following criteria:

- Credits must be earned from a veterinary medical school recognized by the appropriate national or international accrediting or regulatory authority.
- Courses must have been successfully completed with a passing grade according to the grading policies of the originating institution.
- The content, learning outcomes, contact hours, and level of instruction must be substantially equivalent to the corresponding XUSOVM course.
- Official transcripts and supporting documentation must be submitted directly from the originating institution.
- Credits awarded through examination, experiential learning, or other non-traditional methods may be subject to additional review.

Transfer credit decisions are made at the sole discretion of XUSOVM and are based on a comprehensive review of the applicant's academic record.

Procedure

- Applicants seeking transfer credit must submit a standard application for admission through the Office of Admissions.
- Applicants must provide:
- Official transcripts from all previously attended veterinary medical schools and colleges.
- Course descriptions and syllabi, if requested.
- Any additional documentation required for evaluation of equivalency.
- Students who have not completed coursework substantially equivalent to XUSOVM requirements, or who have failed comparable courses at another institution, may be required to complete or repeat those courses at XUSOVM.
- Transfer credit may be granted only for courses that satisfy XUSOVM curricular requirements and competency expectations.
- Placement within the DVM curriculum will be determined following a comprehensive review of prior academic performance, course equivalency, and progression within the veterinary curriculum.
- Transfer students may be required to complete a minimum period of study and clinical training at XUSOVM in order to qualify for graduation.
- Transfer students will not normally be admitted directly into the final clinical year of the DVM program except under exceptional circumstances and with approval from the Dean.
- All applications for transfer credit will be reviewed by the Admissions Committee in consultation with the Dean and relevant faculty members. Decisions regarding transfer credit, advanced standing, and placement within the curriculum are made on a case-by-case basis.
- The decision of XUSOVM regarding transfer credit and advanced standing is final.

Publication
Transfer credit policies and procedures are published in the Student Handbook, Admissions Bulletin, and on the University website.

Policy Contact
Chair, Admissions Committee

Policy on Readmission

Policy

Any student who has voluntarily withdrawn, been administratively withdrawn, or been academically dismissed from Xavier University School of Veterinary Medicine (XUSOVM) and wishes to resume studies in the Doctor of Veterinary Medicine (DVM) program must apply for readmission in accordance with this policy.

Readmission is not automatic and is subject to review, approval, and seat availability.

Procedures

Applications for readmission shall be submitted to the Office of the Dean and reviewed by the Promotions and Progress Review Committee (PPRC).

The Committee will review the application and determine whether readmission is appropriate. The Committee may approve, deny, or conditionally approve readmission and may impose specific requirements that must be satisfied before or after re-enrollment.

Required Documentation
Applicants seeking readmission must submit the following:

1 Cover Letter
A written statement explaining:

- The circumstances that led to the withdrawal or dismissal;
- The reasons for seeking readmission;
- Activities undertaken during the period of absence;
- A detailed plan for future academic success; and
- A remediation plan if previous academic difficulties, attendance concerns, professionalism issues, or other deficiencies contributed to the withdrawal or dismissal.

2 Academic Records
Official transcripts and supporting documentation from:

- Remedial coursework;
- Additional academic studies;
- Professional training programs; or
- Other educational activities completed since withdrawal.

3 Supporting Documentation
Additional documentation may be requested by the Committee, including but not limited to:

- Professional references;
- Medical clearance, where applicable;
- Documentation of counseling or rehabilitation programs; or

- Evidence demonstrating readiness to return to the DVM curriculum.

Evaluation Criteria

The Committee may consider:

- Previous academic performance at XUSOVM;
- Professionalism and conduct record;
- Attendance history;
- Length of absence from the program;
- Academic or professional activities completed during the absence;
- Evidence of remediation and preparedness for successful completion of the curriculum; and
- Availability of space within the program.

Conditional Readmission

Readmission may be granted with specific conditions, including but not limited to:

- Academic probation;
- Mandatory mentoring or advising;
- Participation in academic support programs;
- Completion of designated coursework or assessments; and/or
- Compliance with attendance, professionalism, or performance requirements.

Failure to comply with any conditions of readmission may result in cancellation of readmission status, dismissal from the program, or denial of future readmission requests.

Appeals

Applicants denied readmission may appeal to the Grievances Committee within five (5) working days of written notification. Further review follows the Grievances Committee procedures in Section VII.

Fees

Approved applicants shall be responsible for payment of any applicable readmission fees, tuition, and other institutional charges as determined by Student Finance.

Policy Contact

Chair, Promotions and Progress Review Committee

Policy for Diversity and Inclusiveness

XUSOVM acknowledges that it operates within a diverse community representing multiple nationalities, ethnicities, cultures, socioeconomic backgrounds, and religions. In valuing the diversity of its faculty, students, and staff, the University is committed to promoting equality of opportunity in recruitment, access to resources, academic advancement, and professional development.

XUSOVM strives to provide a learning and working environment that is free from discrimination, harassment, and retaliation. The University is committed to fostering a culture of mutual respect, inclusiveness, and professionalism, and recognizes the value that diversity brings to veterinary medical education and the profession.

The University respects and supports diversity in thought, experience, identity, and perspective, including differences related to gender, culture, ethnicity, race, religion, socioeconomic status, disability, age, sexual

orientation, gender identity, national origin, and geographic background. XUSOVM is dedicated to ensuring that all members of the University community are treated fairly, respectfully, and with dignity, and are provided equal opportunities to achieve their academic and professional potential.

Positive learning environment and student mistreatment

Policy Statement

Xavier University School of Veterinary Medicine (XUSOVM), Aruba, is committed to providing and maintaining a safe, respectful, inclusive, and effective learning environment in which students, faculty, clinical instructors, staff, administrators, and veterinary healthcare personnel work together to support learning, professional development, and excellence in veterinary patient care.

As an institution dedicated to educating future veterinarians, XUSOVM expects all members of its community to uphold the highest standards of professionalism, integrity, ethical conduct, mutual respect, and accountability. The learning environment must foster intellectual inquiry, professional growth, and collaboration and must be free from mistreatment, discrimination, harassment, bullying, intimidation, exploitation, retaliation, and other behaviors that interfere with learning or professional development.

It is unacceptable for any teacher, faculty member, resident, intern, clinical preceptor, administrator, staff member, or individual acting in an educational or supervisory role to engage in discrimination, harassment, retaliation, or mistreatment of students, or to fail to adhere to University policies and standards governing professionalism, conduct, and ethical behavior.

All members of the veterinary medical education community share responsibility for maintaining a positive learning environment, protecting the dignity of others, promoting professional conduct, and reporting situations that compromise the educational environment.

Scope

This policy applies to:

- All students enrolled in the Doctor of Veterinary Medicine (DVM) program;
- Faculty members;
- Clinical instructors and preceptors;
- Residents and interns involved in teaching activities;
- Administrative and support staff;
- Visiting faculty and lecturers; and
- All individuals participating in educational activities conducted under the authority of XUSOVM, including affiliated clinical training sites.

Characteristics of a Positive Learning Environment

The veterinary medical education program shall maintain a learning environment that promotes the development of professional competencies, ethical conduct, respect, accountability, and lifelong learning.

All members of the educational community shall be treated with dignity, fairness, civility, and respect, regardless of position or status.

A positive learning environment is characterized by:

- Mutual respect and professionalism;
- Open and respectful communication;
- Fair and objective evaluation processes;
- Freedom from discrimination, harassment, intimidation, and retaliation;

- Recognition of diversity and inclusion;
- Psychological safety to ask questions and seek assistance; and
- Shared commitment to academic excellence and veterinary patient care.

As such, XUSOVM recognizes that each member of the learning community should be accepted as an autonomous individual and treated civilly and respectfully.

Role of Teachers

The role of teachers is to create an environment that facilitates learning by:

a. Ensuring responsibility and accountability;

b. Demonstrating respect for students as individuals and adhering to their proper roles as educators, mentors, advisors, and professional role models;

c. Making every reasonable effort to foster honest academic and professional conduct;

d. Ensuring that evaluations accurately reflect each student's knowledge, skills, competencies, and professional behaviors;

e. Respecting appropriate boundaries within the teacher-student relationship; and

f. Avoiding exploitation, discrimination, harassment, retaliation, or mistreatment of students.

Role of Students

Students share responsibility for creating and maintaining a positive learning environment by:

- Complying with all applicable policies, procedures, and standards of professionalism;
- Attending, preparing for, and participating in all required academic and clinical learning activities;
- Respecting faculty, staff, fellow students, clients, patients, and members of the community;
- Seeking, accepting, and learning from constructive feedback;
- Understanding and adhering to standards of professional conduct;
- Reporting incidents of mistreatment, discrimination, harassment, or unprofessional conduct; and
- Contributing positively to the educational community.

Student Mistreatment

Certain behaviors are inherently destructive to the teacher-learner relationship and are strictly prohibited.

These include, but are not limited to:

Physical Mistreatment

- Physical assault;
- Hitting, slapping, pushing, kicking, or throwing objects;
- Threats of physical violence.

Verbal Abuse

- Public humiliation;
- Insulting, hostile, or degrading language;
- Habitual demeaning or derogatory remarks;
- Intimidation or bullying.

Discrimination and Harassment

- Discrimination based on race, ethnicity, religion, sex, gender identity, sexual orientation, disability, age, national origin, socioeconomic background, or any protected status;
- Sexual harassment;
- Harassment based on protected characteristics;
- Offensive jokes, slurs, comments, cartoons, images, or other conduct creating a hostile environment.

Academic Mistreatment

- Assigning tasks intended solely to humiliate or intimidate;
- Requiring personal services unrelated to educational objectives;
- Using grades or evaluations as punishment;
- Deliberately withholding learning opportunities;
- Arbitrary or capricious evaluations.

Professional Misconduct

- Disregard for student safety;
- Retaliation against students who report concerns;
- Abuse of authority or supervisory power.

Constructive criticism and corrective feedback are essential components of professional education and do not constitute mistreatment when delivered respectfully and for legitimate educational purposes.

Reporting Mistreatment and Learning Environment Concerns

All students, faculty, staff, and clinical instructors have a professional responsibility to report concerns regarding mistreatment, discrimination, harassment, retaliation, or other behaviors that compromise the learning environment.

Report concerns as soon as possible, preferably within ninety (90) calendar days of the incident. Reports submitted later may still be considered under the Non Discrimination Policy and Procedures.

Individuals making good-faith reports shall be protected from retaliation.

Anonymous reports may be submitted; however, anonymous reporting may limit the University's ability to investigate and resolve concerns.

Informal Resolution Pathway

1 Direct Communication

When appropriate and safe, the student may address the concern directly with the individual involved.

2 Counseling and Guidance

Students may seek guidance from:

- Faculty Mentor
- Course Chair
- Dean of Student Affairs
- Dean of Veterinary Medicine

Informal resolutions require agreement from all involved parties.

3 Consultation with the Dean of Student Affairs
Where direct communication is unsuccessful or inappropriate, concerns may be referred to the Dean of Student Affairs for mediation or informal resolution.

Formal Resolution Process

Filing a Complaint
Formal complaints may be submitted in writing to the Dean of Veterinary Medicine or Dean of Student Affairs. Harassment and discrimination complaints follow the specific procedures and timelines in the Non Discrimination Policy and Procedures. Direct contact with the person concerned is not required when it would be unsafe or inappropriate.

The complaint should include:

- Description of the incident;
- Names of involved individuals;
- Dates, times, and locations;
- Supporting documentation or evidence;
- Desired resolution.

Initial Inquiry
Upon receipt of a complaint:

- The Dean shall notify the respondent;
- An Inquiry Officer shall be appointed within two (2) weeks;
- The Inquiry Officer shall have no conflict of interest;
- The Inquiry Officer shall gather evidence and conduct interviews.

The Inquiry Officer shall submit a written report within thirty (30) calendar days whenever feasible.

The report shall include:

- Evidence reviewed;
- Relevant findings;
- Recommendations regarding further investigation.

The preliminary inquiry process should ordinarily be completed within sixty (60) calendar days.

Formal Investigation
If warranted, a formal investigation shall be initiated.

The Dean may:

- Proceed with a formal investigation;
- Take corrective action;
- Dismiss the complaint if unsupported.

The complainant and respondent shall be informed of all decisions.

Clinical Affiliate Sites

When complaints involve affiliated clinical training sites:

- The Dean shall notify the appropriate educational administrator at the affiliate institution;

- Investigations shall be conducted according to the affiliate site's policies;
- XUSOVM shall monitor outcomes to ensure student welfare and educational quality.

Protection Against Retaliation

Retaliation against any individual who:

- Reports concerns;
- Participates in an investigation;
- Provides information in good faith;

is strictly prohibited.

Violations may result in disciplinary action.

False Complaints

Knowingly filing a false complaint constitutes misconduct and may result in disciplinary action.

This provision does not apply to complaints made in good faith, even if allegations are not substantiated.

Education and Prevention

XUSOVM shall provide ongoing education regarding:

- Professionalism;
- Respectful learning environments;
- Harassment prevention;
- Discrimination prevention;
- Reporting mechanisms;
- Professional conduct expectations.

Students

- Included in the Student Handbook;
- Covered during orientation;
- Reinforced throughout the curriculum.

Faculty, Staff, and Clinical Instructors

- Annual dissemination by the Dean's Office;
- Faculty development programs;
- Departmental and clinical site orientation activities.

Monitoring and Assessment

The Curriculum Committee shall monitor the learning environment through:

- Course evaluations;
- Clinical rotation evaluations;
- Student surveys;
- Focus groups;
- Reports from students, faculty, and staff.

The Committee shall identify trends, recommend interventions, and evaluate the effectiveness of corrective actions.

Recommendations shall be reported to the Faculty Senate, Dean, and Chief Academic Officer.

Records Retention

Records associated with complaints, investigations, and resolutions shall be maintained by the Office of the Dean for a minimum of ten (10) years, subject to applicable legal requirements.

Policy Contact

Dean of Student Affairs

Chair, Curriculum Committee

Xavier University School of Veterinary Medicine

International students and clinical placement documentation

Students must obtain the travel, residence, and study documentation required for their enrollment in Aruba and for any clinical placement abroad. Admissions and Student Affairs provide the applicable documentation checklist and submission instructions. Students must keep passports, permits, contact details, and insurance documentation current and report changes promptly.

US visa and alternative placement disclaimer

Xavier University School of Veterinary Medicine (XUSOVM) does not guarantee the approval or issuance of a U.S. visa and is not responsible for the denial, revocation, expiration, or renewal of any U.S. visa held by a student.

In the event that a student encounters U.S. visa-related challenges that may affect participation in clinical training, the University will make reasonable efforts to assist the student in identifying alternative clinical rotation opportunities at affiliated institutions or approved training sites in other countries, subject to availability, institutional requirements, and applicable regulations.

The University cannot guarantee the availability of alternative clinical placements and remains subject to the policies and requirements of the respective clinical training institutions and host countries.

DVM Program Graduation Requirements - Cloned

DVM Program Graduation Requirements

To qualify for the award of the Doctor of Veterinary Medicine (DVM) degree from Xavier University School of Veterinary Medicine (XUSOVM), a student must:

1. **Successfully complete all required coursework and clinical training** approved by the Curriculum Committee and Faculty Senate for the DVM program.
2. **Meet all academic requirements** and achieve the minimum standards established by the University for graduation.
3. **Maintain financial good standing** with the University and satisfy all outstanding financial obligations, including tuition, fees, fines, and other charges.
4. **Demonstrate professionalism and professional conduct** consistent with the Professional Attributes and Code of Conduct expected of an XUSOVM student and future veterinarian.
5. **Satisfy all clinical competency requirements**, including successful completion of required clinical rotations, assessments, and graduation competencies.

6. **Have no unresolved findings of professional misconduct, disciplinary action, or academic integrity violations** that would preclude graduation.
7. **Comply with all University policies, procedures, and graduation requirements** in effect at the time of graduation.

The Faculty Senate reserves the authority to recommend the awarding of the DVM degree only to those students who have satisfactorily fulfilled all academic, professional, clinical, and administrative requirements of the program.

Health Insurance
Health Insurance

Health Insurance Requirements

All students enrolled at Xavier University School of Veterinary Medicine (XUSOVM) and studying in Aruba are required to maintain health insurance coverage throughout their enrollment.

Students must complete the residence and registration procedures required by Aruba and apply to Algemene Ziektekosten Verzekering (AZV), Aruba's general health insurance scheme for coverage where eligible. A residence permit alone does not establish that coverage is active; students must obtain confirmation from AZV.

In addition, all students studying in Aruba are required to participate in the University's designated student health insurance plan, currently the International Medical Group (IMG) Student Health Advantage Plan or its successor plan as determined by the University.

The cost of the University-designated health insurance plan is based on the student's age and will be billed directly to the student's account as part of the semester charges.

Participation in the University-designated health insurance plan is mandatory. Students may not waive, opt out of, or substitute alternative insurance coverage, regardless of any other insurance policies they may possess.

The University-designated plan is intended to serve as secondary coverage to AZV and any other personal insurance coverage maintained by the student. Students are strongly encouraged to maintain health insurance coverage from their home country and to keep all insurance policy documents and identification cards readily available at all times.

Students are responsible for reviewing their insurance policy documents and understanding the benefits, limitations, exclusions, deductibles, co-payments, and claims procedures associated with their coverage.

Limitation of University Liability

Xavier University School of Veterinary Medicine and Xavier Admissions LLC are not insurance providers and do not underwrite, administer, adjudicate, or guarantee insurance benefits.

Accordingly, neither XUSOVM nor Xavier Admissions LLC shall be responsible or liable for:

- Denial of any insurance claim;
- Partial payment of any insurance claim;
- Coverage exclusions or limitations;
- Deductibles, co-payments, or uncovered medical expenses;
- Delays in claim processing;
- Decisions made by insurance carriers or third-party administrators; or

- Any act, omission, error, or negligence of an insurance provider.

Enrollment in the University-designated insurance plan does not create any obligation or liability on the part of XUSOVM or Xavier Admissions LLC for medical expenses, insurance determinations, or healthcare services.

Automatic Enrollment and Termination of Coverage

Eligible students will be enrolled in the required University-designated health insurance plan after applicable enrollment and payment requirements have been met. Students must confirm their coverage dates with Student Finance and the insurer.

Coverage during active enrollment is subject to the insurance contract and eligibility requirements. Enrollment normally concludes after:

- The student has successfully completed all required academic and clinical rotation requirements;
- The University has officially verified completion of all graduation requirements; and
- The student's enrollment status has been formally concluded.

Leave of absence, withdrawal, delayed rotations, and other interruptions may affect coverage. Students must obtain written confirmation of their insurance status and coverage dates before an interruption and arrange any necessary alternative coverage. An interruption does not automatically entitle a student to a refund of insurance fees.

Pricing and Coverage Changes

Insurance premiums, coverage limits, administrative fees, service charges, and related costs are subject to change without prior guarantee and may be adjusted periodically by the University and/or the insurance provider.

The University will make reasonable efforts to notify students of significant changes to insurance-related fees or coverage requirements.

Continued enrollment at XUSOVM constitutes acceptance of any approved changes to insurance coverage requirements and associated fees.

Institutional Authority

The University reserves the right to:

- Change insurance providers;
- Modify required insurance coverage levels;
- Adjust premiums, administrative fees, and service charges;
- Establish additional insurance requirements;
- Revise enrollment and eligibility requirements; and
- Amend this policy as necessary to comply with accreditation standards, clinical affiliation requirements, governmental regulations, risk management obligations, or institutional needs.

All determinations regarding insurance compliance, enrollment, billing, coverage requirements, exemptions, and policy enforcement shall be made at the sole discretion of the University.

Policy Contact

Student Finance Office
Email: studentfinance@xusom.com

Office of Student Affairs
Xavier University School of Veterinary Medicine, Aruba

Immunization requirements

Purpose

Xavier University School of Veterinary Medicine (XUSOVM) is committed to protecting the health and safety of its students, faculty, staff, clients, patients, and the public. Because veterinary medical students may be exposed to infectious diseases during laboratory exercises, animal handling, clinical training, and community outreach activities, all students are required to maintain appropriate immunization status throughout their enrollment.

Policy

All students must provide documentation of required immunizations and vaccinations before matriculation and maintain compliance throughout their enrollment in the DVM program.

Students are responsible for all costs associated with vaccinations, serologic testing, boosters, and related medical documentation.

Failure to comply with immunization requirements may result in restrictions from laboratory activities, clinical experiences, externships, clinical rotations, or other educational activities.

Required Immunizations

Students must provide evidence of immunity, vaccination records, or appropriate medical documentation for the following:

1 Measles, Mumps, and Rubella

Students must provide:

- Documentation of two doses of measles, mumps, and rubella (MMR) vaccine; or
- Laboratory evidence of immunity.

2 Varicella

Students must provide:

- Documentation of two doses of varicella vaccine; or
- Laboratory evidence of immunity; or
- Documentation of previous physician-confirmed disease.

3 Tetanus, Diphtheria, and Pertussis

Students must have:

- One documented adult Tdap vaccination; and
- A Td or Tdap booster within the previous ten (10) years.

4 Hepatitis B

Students must provide:

- Documentation of a completed Hepatitis B vaccination series; and
- Evidence of protective Hepatitis B surface antibody titers, when required.

5 Rabies Vaccination

Because of occupational exposure risks associated with veterinary medicine, all students are required to comply with XUSOVM's Rabies Vaccination Policy.

Students must:

- Complete a Centers for Disease Control and Prevention (CDC)-recommended pre-exposure rabies vaccination series; and
- Meet the titer-monitoring and booster requirements appropriate to their exposure risk, as determined by a qualified healthcare provider and required by XUSOVM or the clinical affiliate.

Rabies pre-exposure vaccination does not remove the need for urgent medical assessment after a possible exposure. Follow the incident-response procedures in Section VII.

Clinical reference: CDC Rabies Pre-exposure Prophylaxis Guidance, https://www.cdc.gov/rabies/hcp/clinical-care/pre-exposure-prophylaxis.html; CDC Yellow Book Rabies, https://www.cdc.gov/yellow-book/hcp/travel-associated-infections-diseases/rabies.html.

6 COVID 19 Vaccination

Students must comply with current XUSOVM vaccination requirements and any vaccination requirements established by affiliated clinical institutions, externship sites, or governmental authorities.

7 Influenza

Students are strongly encouraged and may be required by certain clinical affiliates to receive annual influenza vaccination.

Recommended Immunizations

Students are strongly encouraged to maintain current immunizations in accordance with CDC recommendations, including:

- Hepatitis A
- Meningococcal Vaccination (MenACWY and/or MenB)
- Human Papillomavirus (HPV)
- Pneumococcal Vaccination (when indicated)
- Herpes Zoster (Shingles) Vaccination (when indicated)
- Polio Vaccination
- Haemophilus influenzae type b (Hib) Vaccination (when indicated)
- Other vaccines recommended by healthcare providers based on age, health status, travel plans, or occupational risk.

Clinical Affiliate Requirements

Clinical affiliates, teaching hospitals, externship sites, and other training locations may establish additional immunization, screening, testing, or booster requirements.

Students are responsible for complying with all site-specific requirements before participating in educational activities at those locations.

Documentation Requirements

Students must submit copies of all immunization records and supporting medical documentation to the Office of Student Affairs or designated University office prior to matriculation and whenever updates are required.

The University reserves the right to request additional documentation, serologic testing, or proof of immunity at any time.

Medical Exemptions

Students seeking exemption from specific vaccination requirements due to documented medical contraindications must submit a written request and supporting medical documentation to the Dean of Student Affairs.

Approval of any exemption is at the sole discretion of the University and may be subject to restrictions on participation in certain educational activities.

Religious or Personal Requests

Requests for exemption based on religious or personal beliefs must be submitted in writing to the Grievances Committee for review.

The Committee may request supporting documentation and will evaluate requests on a case-by-case basis.

The Grievances Committee will communicate its determination in writing. Any further appeal follows the applicable procedures in Section VII.

Compliance

Failure to maintain required immunization status may result in:

- Restricted access to laboratories, clinical skills facilities, and animal handling activities;
- Ineligibility to participate in clinical rotations or externships;
- Administrative holds on registration; and/or
- Other actions deemed necessary to protect public health and meet accreditation or affiliate requirements.

References

Current immunization recommendations are available through:

Centers for Disease Control and Prevention (CDC)

https://www.cdc.gov/vaccines

Adult Immunization Schedule

https://www.cdc.gov/vaccines/schedules

Coronavirus disease 2019 (COVID-19) Vaccination Information

https://www.cdc.gov/covid/vaccines

Policy Contact

Dean of Student Affairs
Xavier University School of Veterinary Medicine

Emergency preparedness and contacts

Purpose

Xavier University School of Veterinary Medicine (XUSOVM) is committed to providing a safe and secure environment for students, faculty, staff, and visitors. This policy establishes procedures for emergency preparedness, first aid, infectious disease management, disaster response, evacuation, and emergency communications.

The policy is designed to ensure the health, safety, and wellbeing of the university community and to facilitate timely and coordinated responses to emergencies occurring on or off campus.

First Aid and Emergency Medical Response

First aid services are available to students, faculty, staff, and visitors while on campus.

Designated faculty and staff receive training in cardiopulmonary resuscitation (CPR), automated external defibrillator (AED) use, and first aid. Students must activate emergency services promptly; campus assistance does not replace professional emergency medical care.

Faculty and staff receive periodic training regarding emergency response procedures, including:

- Cardiopulmonary resuscitation (CPR)
- Automated External Defibrillator (AED) use
- Asthma emergencies
- Allergic reactions and anaphylaxis
- Epileptic seizures
- Heat-related illnesses
- Trauma and injury management
- Infectious disease precautions

Emergency Equipment

XUSOVM maintains emergency medical supplies and equipment throughout campus, including but not limited to:

- First aid kits
- Automated External Defibrillators (AEDs)
- Epinephrine auto-injectors (where permitted by law)
- Emergency oxygen supplies (if available)
- Asthma rescue inhalers (where permitted by law)
- Personal protective equipment (PPE)
- Emergency communication devices

The locations of emergency equipment are communicated to students and employees during orientation and emergency preparedness training sessions.

Infectious Disease Management

Students, faculty, and staff who suspect that they may have contracted a communicable or infectious disease that could pose a risk to others must promptly notify:

- Dean of Student Affairs (students)
- Immediate supervisor (faculty or staff)

- Dean of Veterinary Medicine, when appropriate

The University will cooperate with local public health authorities and comply with all applicable public health reporting requirements.

When necessary, suspected or confirmed cases may be temporarily isolated in designated facilities or managed according to public health guidance until appropriate medical evaluation and follow-up occur.

The University maintains access to qualified healthcare professionals and subject matter experts who assist in:

- Infectious disease prevention
- Outbreak preparedness
- Public health education
- Epidemiological surveillance
- Emergency response planning

XUSOVM reserves the right to modify protocols and procedures in accordance with recommendations issued by governmental authorities, public health agencies, and accreditation bodies.

Natural Disaster Preparedness

Because Aruba may experience severe weather events and other natural disasters, XUSOVM maintains a comprehensive emergency preparedness and disaster response plan.

In the event of:

- Hurricanes
- Tropical storms
- Flooding
- Earthquakes
- Utility failures
- Public health emergencies
- Civil emergencies
- Other disasters

The University may suspend academic activities and activate emergency response procedures.

Students, faculty, and staff will receive instructions regarding:

- Shelter-in-place procedures
- Evacuation procedures
- Campus closures
- Temporary relocation arrangements
- Resumption of academic activities

The University will make reasonable efforts to provide:

- Safe shelter
- Transportation assistance
- Food and water
- Emergency medical support
- Ongoing communication during emergencies

Emergency Communications

The University utilizes multiple communication methods during emergencies, including:

- University email
- Student Information System notifications
- University website
- Social media platforms
- Emergency text messaging systems
- Telephone communication
- Other available communication channels

Students are responsible for maintaining current contact information with the University.

Emergency Contact Information

XUSOVM Aruba Campus

Main Telephone:
+297 588 7766

Campus Emergency Line:
+297 597 7770

Campus Security:
+297 582 7252

Aruba Emergency Services

Emergency:
911

Police:
100 or +297 582 4000

Fire Department:
911 or +297 529 1108

Ambulance:
911 or +297 582 5573

Information Services:
118

Local Hospital

Dr. Horacio Oduber Hospital
Dr. Horacio Oduber Boulevard #1
Oranjestad, Aruba

Telephone:
+297 527 4000

Emergency numbers: Government of Aruba, https://www.gobierno.aw/number-di-emergencia-911. Students should save current campus and placement-site contacts in their phones.

Medical Emergencies

In the event of a medical emergency:

- Call 911 immediately.
- Notify campus security or the Campus Emergency Line.
- Seek immediate medical attention at the nearest healthcare facility.
- Notify the Office of Student Affairs as soon as reasonably possible.

Students requiring emergency medical evacuation should contact their insurance provider immediately and notify the University.

Weather-Related Emergencies

Students should monitor:

- Local radio stations
- Local television broadcasts
- Official government advisories
- University communications

During severe weather events, students may be directed to:

- Report to a designated campus assembly area;
- Shelter in place; or
- Relocate to an approved emergency shelter.

Students unable to reach campus must notify the University regarding their status and location.

Emergency Preparedness Recommendations

Students are encouraged to maintain an emergency preparedness kit containing:

- Bottled water
- Non-perishable food
- First aid supplies
- Prescription medications
- Flashlights
- Extra batteries
- Portable phone chargers
- Important personal documents
- Emergency cash
- Personal hygiene items
- Weather-appropriate clothing

Students should ensure passports, immigration documents, identification cards, and insurance information are stored in secure waterproof containers.

Health Insurance and Emergency Medical Care

All students are required to maintain health insurance coverage as required by University policy.

Students residing in Aruba are expected to maintain eligibility for the Aruban National Health Insurance Program (AZV) and comply with all University health insurance requirements.

Students should carry their health insurance identification cards at all times.

Responsibilities

Students, faculty, and staff are expected to:

- Participate in emergency preparedness training when required.
- Follow emergency instructions issued by the University.
- Report hazards, injuries, and emergencies promptly.
- Maintain current emergency contact information.
- Cooperate with emergency response personnel.

Policy Review

This policy shall be reviewed periodically and updated as necessary to ensure compliance with applicable laws, public health guidance, accreditation standards, and institutional needs.

Policy Contact

Dean of Student Affairs

Xavier University School of Veterinary Medicine
Aruba

Attendance and participation

Purpose

Regular attendance and active participation are essential components of professional veterinary medical education. The Doctor of Veterinary Medicine (DVM) curriculum at Xavier University School of Veterinary Medicine (XUSOVM) is designed to promote the acquisition of knowledge, clinical reasoning, professional behaviors, communication skills, and hands-on competencies that cannot be fully replicated through independent study.

Attendance at scheduled educational activities reflects professionalism and is expected of all students.

Attendance Requirements

Attendance at all required educational activities is mandatory unless otherwise specified. Required educational activities include, but are not limited to:

- Orientation programs
- Lectures
- Laboratories
- Clinical skills sessions
- Small-group learning activities
- Case-based learning sessions
- Tutorials
- Examinations
- Workshops
- Field visits
- Community outreach activities
- Other educational experiences designated by the University

Attendance requirements apply to activities conducted both on-campus and off-campus.

Minimum Attendance Requirement

Students must maintain at least 90% attendance in each course. Approval of an absence does not, by itself, waive the course attendance or competency requirements; any make-up work or exception must be confirmed by the Course Director and Dean.

Students whose attendance falls below 90% in any course may be:

- Prohibited from sitting for the final examination;
- Required to complete additional remediation activities; and/or
- Assigned a failing grade ("F") for the course.

The final determination shall be made by the Course Director in consultation with the Dean and the Promotions and Progress Review Committee.

Students who fail a course due to inadequate attendance may be required to repeat the entire course and satisfy all attendance requirements during the repeat offering.

Excused Absences

The University recognizes that circumstances may occasionally prevent attendance.

Excused absences may be granted for:

- Personal illness or medical emergencies
- Family emergencies
- Bereavement
- Jury duty or legal obligations
- Religious observances
- Approved University activities
- Other exceptional circumstances approved by the Dean

Students must notify the appropriate faculty member and the Office of Student Affairs as soon as reasonably possible and provide supporting documentation when requested.

Granting of excused absences remains at the discretion of the University.

Orientation Attendance

Attendance officially begins on the first day of Orientation.

Students who fail to register and participate in Orientation activities without prior approval may be recorded as absent.

Students are responsible for completing all required registration procedures before attending classes.

Responsibility for Attendance Monitoring

Students are responsible for monitoring their own attendance and ensuring compliance with attendance requirements.

Attendance records maintained by the University are considered the official record.

Students may request verification of attendance records through the Registrar's Office.

Attendance information may be released to governmental agencies, licensing bodies, accreditation agencies, and other authorized organizations when required.

Tardiness

Students are expected to arrive on time for all educational activities.

A student arriving more than ten (10) minutes late may be marked tardy or absent at the discretion of the faculty member.

Repeated tardiness may be considered unprofessional behavior and may result in referral to the Office of Student Affairs or the Promotions and Progress Review Committee.

Students must be present for all required portions of scheduled instructional activities to receive attendance credit.

Attendance Integrity

Students must accurately represent their own attendance.

The following behaviors are prohibited:

- Signing attendance for another student
- Requesting another student to sign attendance on one's behalf
- Falsifying attendance records
- Any attempt to misrepresent attendance

Such actions constitute professionalism violations and may result in disciplinary action.

Classroom Conduct and Technology Use

The use of personal electronic devices, including laptops and tablets, is permitted for educational purposes unless otherwise restricted by the instructor.

Students must ensure that device usage does not disrupt teaching activities or interfere with the learning environment.

Faculty members may restrict or prohibit electronic device usage when deemed necessary for educational purposes.

Food and beverages may be restricted in classrooms, laboratories, and clinical skills facilities based on safety and operational requirements.

Recording of Educational Activities

Video recording, photography, screen capture, or distribution of instructional materials is prohibited unless prior written permission is obtained from the instructor and the University.

Audio recording may be permitted at the discretion of the instructor.

Unauthorized distribution, publication, posting, sharing, or commercial use of recorded educational content is prohibited and may result in disciplinary action.

Student Feedback and Faculty Evaluation

Students are expected to participate in course and faculty evaluations.

Faculty evaluations are confidential and anonymous and provide an important mechanism for constructive feedback, quality improvement, and continuous enhancement of the educational program.

Concerns regarding teaching quality, professionalism, or the learning environment should be communicated through established University processes.

Clinical Year Attendance

Students participating in fourth-year clinical rotations must comply with the attendance policies and requirements of the affiliated clinical institution.

Students must follow both XUSOVM and affiliate requirements. If requirements appear incompatible, the student must obtain written guidance from the Clinical Year Coordinator before proceeding.

Failure to comply with clinical attendance requirements may result in remediation, failure of the rotation, delay in graduation, or other academic actions.

Professional Responsibility

Attendance is considered a component of professional conduct.

Repeated absences, tardiness, failure to communicate appropriately regarding absences, or disregard for attendance policies may be considered professionalism concerns and may be reviewed by the Promotions and Progress Review Committee.

Policy Contact

Dean of Student Affairs

Xavier University School of Veterinary Medicine

Photography media and publicity consent

As part of their enrollment at Xavier University School of Veterinary Medicine (XUSOVM), students acknowledge that the University may photograph, video record, or otherwise capture images and likenesses of students while participating in academic, clinical, extracurricular, ceremonial, community outreach, or University-sponsored activities.

Students grant the University permission to use, reproduce, publish, distribute, and display such photographs, video recordings, names, academic achievements, awards, testimonials, and other non-confidential information for legitimate educational, promotional, marketing, recruitment, accreditation, alumni relations, fundraising, and institutional purposes in print, electronic, digital, social media, website, and other communication formats.

The University will make reasonable efforts to ensure that such materials are used in a professional and respectful manner consistent with the mission and values of the institution.

The University shall not disclose confidential educational records, protected health information, or other information protected by applicable privacy laws without appropriate authorization, except as otherwise permitted by law.

Students who wish to restrict the use of their image or likeness for promotional purposes may submit a written request to the Office of Student Affairs. The University will make reasonable efforts to honor such requests; however, the University reserves the right to use photographs or recordings taken during public events, ceremonies, and group activities where obtaining individual consent may not be practical.

This authorization shall remain in effect throughout the student's enrollment and after graduation unless otherwise prohibited by applicable law.

Student Email

Each student will be assigned an official XUSOVM email account upon enrollment. This email account serves as the University's primary and official means of communication with students.

Students are required to use their official XUSOVM email account when communicating with faculty, staff, administrators, and University offices regarding academic, administrative, financial, clinical, or student affairs matters.

Faculty and staff are not obligated to read, respond to, or act upon communications received from non-XUSOVM email accounts, except under exceptional circumstances approved by the University.

Students are responsible for checking their official XUSOVM email account daily and for responding promptly to communications when required. Failure to review University communications sent to the student's official email account shall not excuse a student from compliance with deadlines, policies, procedures, academic requirements, financial obligations, or other official notices.

Official communications from the University, including but not limited to academic announcements, registration information, examination schedules, financial notices, policy updates, student affairs communications, emergency notifications, and other important information, will be transmitted to the student's official XUSOVM email account.

Students are responsible for maintaining the security and confidentiality of their email credentials and should not share their account information with any other individual.

The University reserves the right to communicate exclusively through official University email systems and may consider communications delivered to a student's official XUSOVM email address as having been officially received.

Student Portal

Each student will be provided with unique login credentials to access the XUSOVM Student Portal and Student Management Systems. The official student portal is available at www.xavierstudent.com or any successor platform designated by the University.

The Student Portal serves as the primary repository for official academic and administrative information, including but not limited to:

- Course syllabi
- Lecture notes and presentations
- Academic calendars
- Examination schedules
- Library resources
- Policies and procedures
- Student records
- Announcements and notices
- Other educational materials and University communications

Students are responsible for accessing the Student Portal regularly and reviewing all information posted therein. Any information, notice, policy, schedule, or communication published through the Student Portal shall be considered an official communication from the University.

Access to the Student Portal is provided solely for the educational use of the enrolled student. Login credentials are confidential and must not be shared with any other person.

All materials contained within the Student Portal, including but not limited to course content, lectures, presentations, videos, recordings, examinations, assessment materials, library resources, and other educational content, are the intellectual property of Xavier University School of Veterinary Medicine, its faculty, licensors, or content providers, unless otherwise stated.

Students may not:

- Share login credentials with any individual;
- Permit unauthorized access to University systems;
- Copy, reproduce, distribute, publish, sell, transmit, or otherwise disseminate University materials without prior written authorization;
- Upload University materials to public websites, social media platforms, file-sharing services, artificial intelligence platforms, or other third-party systems without authorization;
- Use University materials for commercial purposes; or
- Violate copyright, intellectual property, licensing, or confidentiality requirements.

Students who are not in good academic, financial, or administrative standing may have access to certain University systems restricted or suspended in accordance with University policies.

Any unauthorized access, sharing, reproduction, distribution, misuse of University resources, or breach of confidentiality may result in disciplinary action, including suspension, dismissal, legal action, financial liability, and any other remedies available to the University under applicable laws and University policies.

Policy Contact

Office of Information Technology

Xavier University School of Veterinary Medicine

Dress code and student identification

Purpose

The purpose of this policy is to establish professional dress and identification standards that promote safety, professionalism, institutional identity, and public confidence in Xavier University School of Veterinary Medicine (XUSOVM) students.

Standard Student Uniform

The prescribed student uniform is:

Male Students

- Official XUSOVM polo shirt
- Khaki pants
- Closed-toe professional footwear

Female Students

- Official XUSOVM polo shirt
- Khaki pants or khaki skirt no shorter than knee length
- Closed-toe professional footwear

The University reserves the right to approve alternative uniform options that meet professional, cultural, religious, or medical requirements.

Laboratory Attire

Scrub suits may only be worn during scheduled laboratory sessions, clinical skills laboratories, anatomy laboratories, or other educational activities specifically requiring such attire.

Additional personal protective equipment (PPE) may be required depending upon the nature of the activity and may include:

- Laboratory coats
- Gloves
- Protective eyewear
- Boots
- Coveralls
- Masks or respirators
- Other safety equipment as directed by faculty

Clinical and Field Activities

For all hospital visits, clinical experiences, ambulatory activities, field visits, community outreach events, and other professional activities, students must:

- Wear the prescribed University uniform unless otherwise instructed;
- Wear a laboratory coat when required;
- Display a valid student identification card;
- Comply with all site-specific dress code and PPE requirements.

Additional attire and safety requirements may be imposed by the supervising faculty member, clinical instructor, or affiliated institution.

Footwear Requirements

Open-toe shoes, sandals, flip-flops, or similar footwear are prohibited during all academic, laboratory, clinical, and University-sponsored activities.

Footwear must be professional, safe, and appropriate for the educational environment.

Student Identification Cards

Students will be issued official XUSOVM identification cards.

Student identification cards must be carried at all times and visibly displayed whenever required by the University, affiliated institutions, or security personnel.

Failure to present a valid student identification card upon request may result in denial of access to University facilities, laboratories, clinical activities, examinations, or other University-sponsored events.

Uniform Hours

The standard uniform policy applies during normal academic hours, generally between 8:00 a.m. and 5:00 p.m., Monday through Friday, unless otherwise directed by the University.

Students attending scheduled educational activities outside these hours must comply with any dress requirements applicable to those activities.

Professional Attire Outside Uniform Hours

After normal academic hours, students may wear casual professional attire while on campus.

All students must continue to maintain standards of professionalism, cleanliness, and appropriate appearance while representing the University.

Security personnel may deny access to University facilities to individuals who cannot provide valid identification or whose attire is deemed inappropriate.

Prohibited Attire

The following are prohibited within University academic facilities unless specifically authorized for religious, cultural, safety, or medical reasons:

- Clothing displaying offensive, discriminatory, or inappropriate language or images
- Attire that compromises safety or professionalism
- Excessively revealing clothing
- Hats, caps, bandanas, skull caps, or similar head coverings, except when worn for religious, cultural, medical, or approved institutional purposes

Professional Appearance Standards

Students are expected to maintain a neat, clean, and professional appearance at all times.

The University reserves the right to determine whether attire, grooming, or appearance is inconsistent with professional standards expected of veterinary medical students.

Library Dress Code

During Academic Hours

Students utilizing the library are required to:

- Wear the prescribed University uniform; and
- Carry or display a valid student identification card.

After Academic Hours

Students may utilize the library while wearing casual professional attire but must continue to carry a valid student identification card.

Students are expected to maintain professional standards of appearance while using library facilities.

Non Compliance

Students who fail to comply with this policy may be subject to:

- Counseling;
- Requests to correct attire deficiencies;

- Removal from educational activities;
- Referral to the Office of Student Affairs; and/or
- Other disciplinary actions consistent with University policies.

Requests for Exceptions

Students seeking an accommodation or exception to this policy based on religious beliefs, cultural practices, disability, medical conditions, or other legitimate circumstances should submit a written request to the Dean of Student Affairs or the Chief Academic Officer.

Requests will be reviewed on an individual basis and reasonable accommodations will be considered where appropriate.

Policy Contact

Dean of Student Affairs

Xavier University School of Veterinary Medicine

Damages to University Property

Students responsible for damage to University property, including accidental damage, must meet the cost of repair or replacement in accordance with University procedures. Students must return borrowed materials in the condition in which they were received and leave facilities in good order. These responsibilities also apply to the misuse of institutional intellectual property and access privileges.

Non Discrimination Policy and Procedures

Policy Statement

Xavier University School of Veterinary Medicine, Aruba, is firmly committed to maintaining an environment free from discrimination. Discrimination on the basis of race, color, sex, gender identity, sexual orientation, religion, creed, national origin, age, ancestry, disability unrelated to educational or employment requirements, genetic information, military service, or any other legally protected characteristic is prohibited.

Reason for Policy

To provide a learning and working environment that is free from all forms of harassment and discrimination and that supports the right of all individuals to be treated with respect and dignity.

Entities Affected by this Policy

This policy and the associated procedures for resolution apply to all employees, students, and individuals authorized to conduct business with and/or perform services on behalf of the University who believe they may have been subjected to harassment or discrimination on the basis of race, color, creed, religion, sex (including pregnancy, childbirth, or related medical conditions), age, sexual orientation, gender identity or expression, genetic information, national origin, disability, ancestry, military status, or any other characteristic protected by law.

Scope

Xavier University has designated the Office of the Dean of Student Affairs and the Grievances Committee as having primary responsibility for receiving, investigating, and resolving complaints of harassment and discrimination through both informal and formal processes.

Responsibilities

Complainant Responsibilities

A formal complaint should be filed as soon as possible following the occurrence(s) of the alleged harassment or discrimination. Prompt filing within ninety (90) days of the incident or the last occurrence is strongly encouraged. However, Xavier University reserves the right to review complaints filed beyond the recommended time period.

Office of the Dean of Student Affairs and Grievances Committee Responsibilities

A representative of the Office of the Dean of Student Affairs or the Grievances Committee shall initiate an investigation within ten (10) working days of receipt of a formal written complaint or within a reasonable timeframe following the filing of an informal complaint.

Documents relevant to the investigation shall be maintained in a confidential case file. Information will be shared only on a need-to-know basis during the investigation process.

The Dean of Student Affairs, his or her designee, or the Chair of the Grievances Committee will inform the individual against whom the complaint has been filed that a harassment or discrimination complaint has been made. Appropriate supervisors, administrators, or managers may also be informed on a need-to-know basis.

Upon completion of the investigation, the Chair will review the findings with the appropriate parties. Every effort will be made to complete the review within forty-five (45) working days after the complaint is filed.

If the Chair determines that the allegations are substantiated, appropriate disciplinary action will be recommended. Disciplinary action, which may include probation, suspension, expulsion, termination, or other sanctions, will be commensurate with the nature and severity of the offense. The complainant will be notified verbally or in writing of the disposition of the complaint. The respondent will be notified verbally or in writing of the findings and any sanctions imposed, where permitted by applicable policies and laws.

Procedures

Any individual (complainant) who believes that he or she has been subjected to harassment or discrimination should initiate a complaint immediately by contacting the Office of the Dean of Student Affairs to arrange an appointment as soon as possible.

The longer the period between the alleged incident and the filing of a complaint, the more difficult it may be to investigate and reconstruct the circumstances surrounding the event. Therefore, a complaint should be filed as soon as possible following the occurrence(s), and filing within ninety (90) days of the last occurrence is strongly encouraged. However, the University reserves the right to review complaints filed beyond this recommended timeframe.

The presence or involvement of legal counsel is not permitted during the harassment or discrimination complaint process. However, individuals may be accompanied by a support person or representative. Such representatives are not participants in the proceedings and may not speak on behalf of the complainant or respondent.

All parties involved in an investigation are required to maintain the confidentiality of information related to the complaint and investigation process.

Types of Complaints

Informal Complaint

During the informal complaint process, a complainant may discuss concerns with the Office of the Dean of Student Affairs, the Chair of the Grievances Committee, or a designated committee member. The University representative may suggest methods for resolving the matter through an informal, non-adversarial process that is satisfactory to all parties involved.

When filing an informal complaint, the complainant should provide:

- The name of the complainant;
- The specific nature of the actions or behaviors leading to the allegation;
- The date(s), time(s), and location(s) of the occurrence(s);
- A detailed description of the alleged harassment or discrimination;
- The name(s) of the individual(s) against whom the complaint is being made;
- The names of any witnesses or individuals with relevant knowledge of the incident(s); and
- The remedy or relief being sought.

Formal Complaint

If the complainant believes that the informal process is unsatisfactory, or if the nature of the allegation warrants immediate formal review, the complainant may elect to file a formal complaint.

Formal complaints may be submitted in writing to:

appeals@xusom.com

The individual(s) against whom the complaint has been filed will be provided with a copy of the complaint and afforded an opportunity to respond to the allegations. Appropriate administrators will be informed on a need-to-know basis.

Retaliation

Retaliation against any individual for filing a complaint of harassment or discrimination, participating in an investigation, serving as a witness, or otherwise cooperating in the complaint process is strictly prohibited and may constitute a violation of University policy and applicable law.

Any act of retaliation will be investigated and may result in disciplinary action independent of the outcome of the original complaint.

Appendix

Formal Complaint Form for Harassment and Discrimination

Section III: Curriculum

DVM curriculum and course sequence

Xavier University School of Veterinary Medicine (XUSOVM) has adopted an upward-spiral, systems-based, competency-driven, innovative, and dynamic curriculum designed to educate highly competent entry-level veterinarians prepared to meet the evolving needs of animal health, public health, and society.

The Doctor of Veterinary Medicine (DVM) program is structured to provide students with a strong foundation in the biomedical, veterinary, clinical, and professional sciences while fostering the development of critical thinking, clinical reasoning, communication, leadership, and lifelong learning skills.

The curriculum is designed to ensure progressive acquisition of knowledge, skills, attitudes, and professional behaviors through a combination of classroom instruction, laboratory experiences, simulation-based learning, clinical skills training, and supervised clinical experiences.

The total duration of the DVM program is four (4) years. Students complete the first three years of pre-clinical veterinary education on the Aruba campus, followed by a fourth year of supervised clinical training at affiliated veterinary teaching hospitals and clinical training sites.

The curriculum integrates foundational sciences with clinical applications from the beginning of the program, ensuring that students develop clinical competence in parallel with scientific understanding.

Curriculum Design Principles

The DVM curriculum is aligned with the University's Mission, Vision, Program Educational Objectives (PEOs), and competency-based veterinary education framework.

Key features of the curriculum include:

Upward Spiral Curriculum

Core concepts are introduced early and revisited at progressively higher levels of complexity throughout the program, promoting retention, integration, and mastery.

Competency Based Veterinary Education

The curriculum is structured around clearly defined competencies and learning outcomes that prepare graduates for entry-level veterinary practice.

Vertical Integration

Foundational biomedical sciences, clinical sciences, population health, and professional skills are integrated throughout the curriculum, linking pre-clinical and clinical learning from the first semester onward.

Horizontal Integration

Disciplines within each phase of the curriculum are coordinated to promote interdisciplinary learning and reduce unnecessary redundancy.

Early Clinical Exposure

Students develop clinical examination, communication, diagnostic reasoning, and professional skills throughout the pre-clinical years through laboratory exercises, clinical skills sessions, simulations, and case-based learning.

Clinical Skills Training

Students receive structured instruction and assessment in clinical and procedural skills using simulation models, standardized scenarios, laboratory exercises, and supervised clinical experiences.

Objective Structured Clinical Examinations

Objective Structured Clinical Examinations (OSCEs) are utilized throughout the curriculum to assess clinical competence, communication skills, clinical reasoning, professionalism, and procedural skills in a standardized manner.

Program Structure

The Doctor of Veterinary Medicine (DVM) program is completed over four academic years:

Phase	Location	Description
Years 1-3	Aruba Campus	Pre-clinical veterinary education including biomedical sciences, veterinary sciences, clinical skills, professional skills, and introductory clinical experiences
Year 4	Affiliated Veterinary Teaching Hospitals and Clinical Sites	Supervised clinical rotations providing hands-on training in core veterinary disciplines

Clinical Training

Clinical training is conducted at approved affiliated veterinary teaching hospitals, specialty referral centers, and clinical training sites that provide students with diverse clinical experiences across companion animal, large animal, equine, food animal, public health, and specialty practice settings.

Clinical placements are selected to ensure that students achieve the competencies and educational outcomes required for graduation.

Courses and Credits

The following course sequence and credit allocations describe the DVM curriculum. Detailed descriptions, learning outcomes, contact hours, and competency mappings are maintained in the DVM Curriculum Handbook and approved course syllabi. Students must follow the course sequence and any cohort-specific changes formally communicated by the University.

The course tables total 126 preclinical credits and 50 clinical credits, for 176 credits across the four-year program.

Semester 1

Course No	Course Title	Credits
VAN-I	Veterinary Anatomy-I	6
VPY-I	Veterinary Physiology-I	4
VPH	Veterinary Public Health	1
EVS-I	Essential Veterinary Skills-I	1
AWF	Marine Mammal and Pocket Pets Biology and Welfare	1
VEH	Veterinary Embryology and Histology	1
TOTAL		14

Semester 2

Course No	Course Title	Credits
VAN-II	Veterinary Anatomy-II	4
VPY-II	Veterinary Physiology-II	3
VIM-I	Veterinary Immunology	1

Course No	Course Title	Credits
VEP	Veterinary Epidemiology	1
VCN-I	Veterinary Clinical Nutrition-I	1
EVS-II	Essential Veterinary Skills-II	1
VVY-I	Veterinary Virology-I	1
VBM-I	Veterinary Bacteriology and Mycology-I	1
TOTAL		13

Semester 3

Course No	Course Title	Credits
VPT-I	Veterinary Pharmacology and Toxicology-I	4
VBM-II	Veterinary Bacteriology and Mycology-II	1
VIM-II	Veterinary Immunology-II	1
VPP-I	Veterinary Pathology-I	4
VCN-II	Veterinary Clinical Nutrition-II	1
VCR-I	Veterinary Clinical Reasoning-I	1
EVS-III	Essential Veterinary Skills-III	1
VVY-II	Veterinary Virology-II	1
TOTAL		14

Semester 4

Course No	Course Title	Credits
VPT-II	Veterinary Pharmacology and Toxicology-II	4
VPP-II	Veterinary Pathology-II	4
VPR-I	Veterinary Parasitology-I	3
VCR-II	Veterinary Clinical Reasoning-II	1
OHC	One Health and Climate Change	1
EVS-IV	Essential Veterinary Skills-IV	1
TOTAL		14

Semester 5

Course No	Course Title	Credits
VRY	Veterinary Radiology	3
VPR-II	Veterinary Parasitology-II	1
VAS	Veterinary Anesthesiology	2
SAM-I	Small Animal Medicine-I	5
CASL-I	Critical Appraisal of Scientific Literature-I	1
VCR-III	Veterinary Clinical Reasoning-III	1
EVS-V	Essential Veterinary Skills-V	1
TOTAL		14

Semester 6

Course No	Course Title	Credits
SAS-I	Small Animal Surgery-I	5
SAM-II	Small Animal Medicine-II	5
VEJ	Veterinary Ethics/Jurisprudence	1
CASL-II	Critical Appraisal of Scientific Literature-II	1
VCR-IV	Veterinary Clinical Reasoning-IV	1
EVS-VI	Essential Veterinary Skills-VI	1
TOTAL		14

Semester 7

Course No	Course Title	Credits
LAM-I	Large Animal Medicine-I	5
AEM-I	Avian and Exotic Animal Medicine-I	2
VOG	Veterinary Obstetrics and Gynecology	3
PCC-I	Professionalism and Cultural Competencies-I	1
EVS-VII	Essential Veterinary Skills-VII	1
SAS-II	Small Animal Surgery-II	3
TOTAL		15

Semester 8

Course No	Course Title	Credits
LAM-II	Large Animal Medicine-II	5
LAS	Large Animal Surgery	5
AEM-II	Avian and Exotic Medicine-II	2
PCC-II	Professionalism and Cultural Competencies-II	1
EVS-VIII	Essential Veterinary Skills-VIII	1
TOTAL		14

Semester 9

Course No	Course Title	Credits
RES	Research	12
Board Exam	Exam Preparation	2
TOTAL		14

Clinical rotations

Component	Duration	Credits
Core Rotations	28 Weeks	28
Electives	14 Weeks	14
Externships	8 Weeks	8
TOTAL		50

Examination Policies and Procedures

Examination Format and General Policies

- Written examinations are normally computer based and held in the designated Test Center. Practical, clinical skills, and other performance assessments are conducted in the settings specified in the course syllabus.
- The standard time allocation for written examination questions is 80 seconds per question, except where an approved accommodation or a published assessment-specific format applies.
- All examinations must be taken by students on the date and time scheduled by the School and published in the academic calendar.
- Examination preparation periods, where provided, will be identified in the published academic calendar or examination schedule.
- Examinations during DVM Years 1-3 include Integrated Quiz 1 (IQ1), Integrated Quiz 2 (IQ2), Semester Ending Examination (SEE), and Essential Veterinary Skills (EVS) examinations for each semester.

a. Each examination shall reflect the course learning objectives covered during the corresponding period of instruction.

b. The three examinations for each course (IQ1, IQ2, and SEE) will contain questions derived from the respective subjects and course content delivered during the semester.

c. Integrated Quizzes (IQs) are conducted once every five weeks in each course. These quizzes are unit-based and are not cumulative. The duration of an Integrated Quiz shall not exceed three (3) hours.

Examination Procedures to be Followed at the Test Center

- Test Center examinations are proctored and may be monitored and recorded through security cameras in accordance with University procedures.
- Students will receive their assigned seat-terminal number fifteen (15) minutes before the start of the examination.
- During examinations, students must place their bags and personal belongings in the designated area at the front or back of the examination room as directed by the proctor.
- Unauthorized electronic devices, including personal laptops, tablets, smartwatches, and mobile phones, are prohibited. Only equipment expressly authorized for the examination or an approved accommodation may be used.
- Students will receive an examination access sheet containing a username and password. These credentials must be used to log in and access the examination.
- Examinations will be proctored by faculty members appointed by the Dean.
- Students arriving more than five (5) minutes after the commencement of the examination will not be permitted to take the examination.
- Students may not leave the examination room without the proctor’s permission. A student who leaves without permission may not re-enter. Approved supervised breaks are governed by the break procedure below.

- Communication between students is strictly prohibited during an examination.
- Suspected unauthorized communication will be documented and referred for review under the Academic Integrity Policy. The proctor may end the student's examination when necessary to protect examination integrity. Findings, sanctions, and appeals follow the procedures in Section VII.
- Food and beverages are not permitted inside the Test Center. Students requiring special accommodations must obtain prior approval from the Promotions and Progress Review Committee.
- Students requiring a break during an examination must obtain prior permission. During any approved break, the integrity of the examination must be maintained. Students found discussing the examination, accessing study materials, electronic devices, or otherwise compromising examination security will not be permitted to re-enter the examination.
- At the conclusion of the examination, all examination-related materials must be submitted to the proctor in charge.

Examination Rescheduling Policies

- Examination dates may be changed due to circumstances including, but not limited to, logistical issues, scheduling requirements involving other student cohorts, technical difficulties within the Test Center, or other institutional considerations.
- Students will not be permitted to take any examination earlier than the scheduled date and time under any circumstances.
- Decisions regarding examination rescheduling shall be made by a team consisting of the appropriate coordinator (e.g., Course Chair, EVS Director, etc.), the Chair of the Curriculum Committee, and the Dean of Student Affairs. Such decisions shall be final and binding upon students. However, the Dean and Chief Academic Officer (CAO) reserve the authority to review and revoke a rescheduling decision when deemed necessary.

Examination Schedule

The DVM program utilizes a continuous assessment model designed to evaluate student learning and competency development throughout the semester.

Assessment	Scheduled Week
Integrated Quiz 1 (IQ1)	Week 5
Integrated Quiz 2 (IQ2)	Week 10
Semester Ending Examination (SEE)	Week 15

Assessment weights

The final course grade is determined using the following assessment components and weights:

Assessment Component	Weight
Integrated Quiz 1 (IQ1)	25%
Integrated Quiz 2 (IQ2)	25%
Semester Ending Examination (SEE)	40%
Assignment/Participation (Interactive Assessment During Lectures)	10%
Total	100%

Students are expected to participate actively in all learning activities and complete all assessments as scheduled. The Assignment/Participation component may include classroom discussions, case-based learning activities, presentations, quizzes, reflective exercises, and other interactive learning activities conducted during lectures.

POLICIES FOR RELEASE OF GRADES (For all semesters):

- Grades from integrated and semester-ending examinations in the DVM program will be made available to students by the Course Chair as soon as the evaluations are completed.
- The minimum passing grade for each course is 70%.
- At the conclusion of each final examination in the DVM program, consolidated results will be forwarded to the Registrar and will be released within four (4) days of the end of the examination period. Results will be made available only through the Student Management System (SMS).
- Students will be able to access their final examination results on the SMS only after completing the course feedback questionnaire.

EXAMINATION REMAKE POLICIES (for all semesters):

Missed examinations and re examinations

- A missed examination is recorded as a failed examination unless an authorized make-up examination is approved under this policy. An approved absence and a failed examination are reviewed according to their respective circumstances.
- The Dean of Student Affairs may arrange a make-up or re-examination, subject to the eligibility rules of the Promotions and Progress Review Committee (PPRC), when a student:

a. Is eligible for reassessment following a failed examination or course.
b. Has prior permission to miss an examination from the Dean of Student Affairs, Dean of Veterinary Medicine, or Chief Academic Officer.
c. Misses an examination because of a genuine, unavoidable emergency accepted by one of those officials.
d. Has a scheduling conflict between approved re-examinations.
e. Has been nominated by the University to attend a professional event that conflicts with an examination.
f. Has University permission to pursue another degree and an approved conflict involving that program.

Prior Permission for Missing an Examination

Requests for prior permission to miss an examination must be submitted in writing to the Dean, Student Affairs, clearly stating the reasons. The decision to approve or reject the request lies solely with the Dean, Student Affairs and shall be final and binding.

Reporting Missed Examinations

Any missed examination without prior approval must be reported to the Dean, Student Affairs within 12 hours of the scheduled examination time.

- Students requesting a make-up or re-examination must submit a written request with supporting documentation promptly. An appeal of a refusal may be submitted through the Grievances Committee process. Permission to sit a re-examination remains subject to the academic progression rules in Section VII.

Scheduling of Remake Examinations

Remake examinations will be scheduled only during the first week of the following semester. Students must appear for the remake on the scheduled date. Failure to do so will result in the requirement to repeat the course.

Rescheduling of Remake Examinations

Requests to miss or reschedule a remake examination will not be entertained, except in cases where there are scheduling conflicts due to multiple remake examinations.

- A make-up or re-examination uses different questions while assessing the relevant learning outcomes. The approved assessment criteria and examination security requirements continue to apply.

Year 4 Clinical Year

Evaluations during the fourth (clinical) year are conducted by the respective affiliated institutions in accordance with their accredited assessment methods.

Xavier University School of Veterinary Medicine maintains academic oversight of the fourth-year program delivered through its clinical affiliates to ensure alignment with institutional standards and program objectives.

Academic progression

The PPRC reviews course results, attendance, clinical skills, competency achievement, and professionalism before progression. Students must clear failed courses and meet the requirements in Section VII before advancing. Clinical registration also requires the documentation and financial clearance described in Section IV.

Graduation requirements

Policy Statement

The awarding of the Doctor of Veterinary Medicine (DVM) degree by Xavier University School of Veterinary Medicine (XUSOVM) is contingent upon a student meeting all academic, clinical, professional, and institutional requirements established by the Faculty Senate, Curriculum Committee, and Promotions and Progress Review Committee (PPRC).

Students must demonstrate the knowledge, clinical skills, professional behaviors, ethical conduct, and competencies expected of an entry-level veterinarian and must satisfy all graduation requirements of the DVM program.

The University maintains a common standard for graduation irrespective of the country in which the graduate intends to pursue licensure, postgraduate training, or professional practice.

Graduation Requirements

To be eligible for the award of the Doctor of Veterinary Medicine (DVM) degree, students must:

- Successfully complete all required pre-clinical coursework within the DVM curriculum.
- Successfully complete all required clinical rotations and experiential learning activities.
- Achieve all Program Educational Objectives (PEOs), Program Learning Outcomes (PLOs), and Competency-Based Veterinary Education (CBVE) competencies established by the DVM program.
- Successfully complete all required assessments, examinations, practical evaluations, clinical competency assessments, and other graduation requirements established by the Curriculum Committee.
- Satisfy all Essential Veterinary Skills requirements and demonstrate competency in the required clinical and professional skills.
- Demonstrate professional conduct, ethical behavior, integrity, and adherence to the standards of the veterinary profession throughout the program.
- Be in good academic standing and meet all progression requirements established by the Promotions and Progress Review Committee.
- Satisfy all financial obligations to the University.
- Comply with all institutional policies, procedures, and regulations.

Assessment of Graduation Competencies

The determination of graduation eligibility shall be based upon multiple assessment methods, including but not limited to:

- Course examinations and assessments
- Integrated Quizzes (IQs)

- Semester Ending Examinations (SEEs)
- Laboratory and practical assessments
- Clinical performance evaluations
- Essential Veterinary Skills assessments
- Professionalism evaluations
- Competency-based assessments
- Portfolio and experiential learning documentation, where applicable
- Other standardized assessments approved by the Curriculum Committee

The University may utilize additional standardized examinations or competency assessments to evaluate readiness for graduation and entry-level veterinary practice.

Professionalism Requirement

Professionalism is an essential requirement for graduation.

No student with an unresolved professionalism concern, disciplinary sanction, academic integrity violation, ethical misconduct finding, or other unremediated professional behavior concern shall be eligible for the award of the DVM degree.

The Promotions and Progress Review Committee shall review such matters and determine whether the student has satisfactorily demonstrated the professional attributes expected of a graduate veterinarian.

Certification for Graduation

The Promotions and Progress Review Committee shall certify that all graduation requirements have been met and shall recommend eligible students for the award of the Doctor of Veterinary Medicine degree.

Final approval for graduation shall be granted in accordance with University governance procedures.

Policy Contact

Chair, Promotions and Progress Review Committee

Dean of Veterinary Medicine

Section IV: Registration records leave and conduct

Registration and withdrawal

Registration Information

Preclinical Years

All students are required to officially register for preclinical courses online through the Student Management System (SMS). Students who register after the designated registration period will be subject to a late registration fee.

It is important that students possess all required identification and supporting documents at the time of registration. Submission of all official transcripts is required for continued enrollment at Xavier University School of Veterinary Medicine (XUSOVM). Failure to submit outstanding documents may result in Administrative Withdrawal.

Students should refer to the University website for specific registration dates. Questions regarding registration should be directed to the Office of the Registrar.

XUSOVM identification cards are distributed during registration. Students are required to carry their identification card at all times while on campus and during clinical or field-related educational activities. Students must present their identification card upon request by authorized XUSOVM personnel.

Students must be officially registered for the semester before they will be permitted to attend classes.

Please Note: Official financial clearance from Student Finance must be obtained prior to beginning the registration process. Students are strongly advised to settle all University charges well in advance of registration.

Financial clearance is required before registration. Preclinical tuition and fees are due on the first day of the month preceding the semester, unless an approved payment plan applies. See Section V for payment terms and late fees.

Clinical Year

Information regarding fourth-year registration is communicated through the student's XUSOVM email account. Each clinical-year student will be contacted by the assigned Clinical Year Coordinator regarding clinical rotation placements and registration requirements.

To be eligible for registration in the Clinical Year, the following requirements must be met:

- All required documents must be submitted to and received by the Clinical Year Coordinator.
- The required student documentation checklist is provided in the Clinical Year Course Catalog and communicated to students through official correspondence from the appropriate clinical affiliate institution.
- All XUSOVM tuition accounts must be current and fully settled.
- Clinical tuition is due twenty-eight (28) days before the scheduled clinical rotation block, as stated in Section V.
- Participation in all mandatory Clinical Year Orientation Programs conducted online is required.

Students who fail to satisfy the above requirements may experience delays in registration, clinical placement, or commencement of clinical rotations.

Course Withdrawal

Students who wish to withdraw from one or more courses for which they are registered during a given semester must complete a Course Withdrawal Request Form. Request forms are available from the Office of the Registrar, and completed forms must be submitted to the Registrar for processing. The Registrar will forward the completed request to the appropriate Dean for review and approval.

Students who withdraw from a course will be required to retake the course during the next offering. Students should be aware that withdrawing from a course may affect their ability to enroll in subsequent courses that have prerequisite requirements.

A grade of "W" (Withdrawn) will be recorded on the student's academic record for an approved course withdrawal.

Students may request to withdraw from a course at any time during the semester prior to the final examination. Until official approval has been granted, students are required to continue attending classes, laboratories, clinical activities, and examinations.

Failure to attend the required number of classes or academic activities for a course may result in a failing grade being recorded on the student's transcript unless permission to withdraw (W) from the course has been officially approved.

Withdrawal from XUSOVM

Students who wish to withdraw from Xavier University School of Veterinary Medicine must contact the Office of the Registrar.

Students will be required to complete a Program Withdrawal Form, and a copy of the completed form will be retained in the student's academic file.

Based on eligibility, tuition refunds may be granted in accordance with the University's Refund Policy.

Students will only be officially withdrawn from the School if they are in good financial standing with the University.

Official transcripts may be released to other institutions upon request and only after all outstanding financial obligations to the University have been satisfied.

Students who withdraw from XUSOVM and subsequently wish to return to the Doctor of Veterinary Medicine (DVM) Program must reapply for admission through the readmission process. Students who are readmitted will be subject to the academic policies, procedures, curriculum requirements, and graduation requirements in effect at the time of readmission, which may differ from those in place when the student originally matriculated.

The official date and time of withdrawal shall be the date and time on which the completed withdrawal request is formally submitted to the University.

Important Notice
All withdrawal requests must be submitted online.

Students are strongly encouraged to retain a printed or electronic copy of all submitted withdrawal documentation for their personal records.

For additional information regarding tuition adjustments and eligibility for refunds, please refer to the University's Refund Policy.

Leave of Absence

Leave of Absence from the Academic Program

Xavier University School of Veterinary Medicine (XUSOVM) is a full-time veterinary medical program. Students are required to submit a Leave of Absence (LOA) request form if they wish to take time away from their studies after enrollment in the DVM program.

Students should be aware that any interruption in their education, including an approved Leave of Absence, may need to be explained to licensing authorities, credentialing organizations, and other regulatory bodies.

Students may apply for a Leave of Absence from the academic program for one of the following reasons, provided they are in good financial standing with XUSOVM:

- Illness or injury of the student that affects the student's ability to participate in academic activities.
- Illness or injury of a dependent or immediate family member that affects the student's ability to continue academic studies.

Approval of a Leave of Absence does not waive any associated fees. Students are responsible for all fees applicable to the approved leave category.

Preclinical Leave of Absence

The In-School Leave of Absence applies to students enrolled in DVM Years 1-3.

The In-School LOA allows a student to take one semester away from academic studies while maintaining active student status with XUSOVM and, where applicable, maintaining student immigration status.

Conditions and Requirements

- The In-School LOA fee is USD $3,200 per semester. Payment must be received prior to the beginning of the leave semester.
- Students may not take consecutive semesters of In-School Leave of Absence.
- All requests for In-School LOA must be submitted in writing and approved by the appropriate Dean.
- Unapproved leaves will result in Administrative Withdrawal from the University and will require readmission before returning to the program.
- Approved LOAs with unpaid fees will result in Administrative Withdrawal from the University and will require readmission.
- Unapproved leaves may result in the loss of student immigration status, where applicable.
- Students must obtain written confirmation from Student Finance and the insurer of whether University-sponsored coverage continues during an In-School LOA. Students remain responsible for arranging continuous coverage and any uncovered medical expenses.
- Students on an In-School LOA will not be permitted to access campus facilities unless specifically authorized by the University.
- Extraordinary circumstances, including documented medical conditions or the death of an immediate family member, may be reviewed individually by the appropriate Dean.

Clinical leave and return to training

Clinical-year leave requires written approval coordinated through the Dean of Veterinary Medicine and Clinical Year Coordinator. Students must notify the affiliate and Registrar and obtain written instructions on return dates, missed rotations, competency requirements, insurance, and any applicable charges. Students may not assume that a leave preserves a particular placement or completion date.

Financial Obligations During Leave of Absence

- All Leave of Absence invoices and associated charges must be paid in full before a student is permitted to resume academic studies or continue with clinical rotations.
- Failure to satisfy Leave of Absence financial obligations may result in dismissal from the University.

Important Notice

Students considering a Leave of Absence are strongly encouraged to consult with the Dean of Student Affairs, Registrar, and Student Finance Office to fully understand the academic, financial, immigration, and graduation implications of taking a leave from the DVM program.

Access to Student Educational Records

Purpose

Each student has the right to access his or her educational records, with the exception of confidential letters of recommendation and the financial records of the student's parents.

These rights include:

- The right to inspect educational records.
- The right to limit disclosures of personally identifiable information, subject to the disclosure exceptions described in this policy and applicable law.
- The right to request correction of educational records.

Policy and Procedures

XUSOVM applies the access, correction, consent, and confidentiality protections described in this policy and in Section V, subject to applicable law. These protections reflect Family Educational Rights and Privacy Act (FERPA) principles; references to FERPA do not determine its legal applicability to an individual record or location.

Student Access to Educational Records

Students have the right to inspect and review their educational records within forty-five (45) days of the University's receipt of a written request for access.

Students must submit a written request to the appropriate Dean identifying the records they wish to inspect. The Dean will notify the student of the time and location where the records may be reviewed.

Requests for Amendment of Educational Records

Students have the right to request correction or amendment of educational records that they believe are inaccurate.

Students should submit a written request to the appropriate Dean identifying the portion of the record to be corrected and specifying the reason the information is believed to be inaccurate.

If the University determines not to amend the record as requested, the student will be notified of the decision and informed of the right to request a hearing. Information regarding hearing procedures will be provided at that time.

Disclosure of Educational Records

Students may consent to disclosure of personally identifiable information in their educational records. Disclosure without consent is limited to the exceptions described in this handbook and permitted by applicable law.

One exception permits disclosure to school officials with legitimate educational interests.

A school official may include:

- A person employed by the University in an administrative, supervisory, academic, research, student services, or support position;
- Health services personnel;
- Campus security personnel;
- Contractors, consultants, attorneys, auditors, collection agents, or other individuals performing services on behalf of the University;
- Members of the Board of Trustees;
- Students serving on official committees such as the Promotions and Progress Review Committee, Grievance Committee, or similar committees; or
- Individuals assisting school officials in carrying out their professional responsibilities.

A school official has a legitimate educational interest if access to the educational record is necessary to fulfill professional responsibilities.

Upon request, the University may disclose educational records to officials of another institution in which a student seeks or intends to enroll.

Directory Information

The University may disclose the following directory information without prior student consent:

- Name
- Address
- Telephone number
- Date and place of birth
- Dates of attendance
- Honors and awards received

Students who do not wish to have directory information disclosed must submit written notification to the Registrar's Office.

A written restriction request must be filed with the Registrar using the designated record restriction form.

Scope

This policy applies to:

- Veterinary Medical Students
- Dean of Veterinary Medicine
- Dean of Student Affairs
- Registrar

- Course Chairs
- Faculty Members

Policy Contact
Dean of Student Affairs

Transcripts
Xavier University School of Veterinary Medicine will provide official transcripts upon formal request for students who are currently enrolled or who were previously enrolled and who have satisfied all financial obligations to the University.

The transcript serves as the official record of a student's academic performance while enrolled at XUSOVM.

Information Included on Official Transcripts
Official transcripts contain the following information:

- Date transcript issued
- Student name
- Student date of birth
- Initial matriculation date
- Courses completed and grades earned
- Date of degree conferral
- Transfer credits and originating institution(s)
- Degree awarded
- Signature and official seal of the Registrar, Xavier University School of Veterinary Medicine

Transcript Grade Designations
The following transcript grade designations are used:

Grade	Description
H	Honors
P	Pass
F	Fail
TC	Transfer Credit
I	Incomplete
W	Official Withdrawal
CR	Credit by Examination
CPR	Failed Course Credit by Re-Examination
IP	In Progress

Transcript Requests
Students may request official transcripts to be sent to educational institutions, licensing boards, credentialing agencies, and professional organizations, including but not limited to:

- Program for the Assessment of Veterinary Education Equivalence (PAVE)
- Educational Commission for Foreign Veterinary Graduates (ECFVG)
- North American Veterinary Licensing Examination (NAVLE)
- Other authorized institutions and agencies

Students should refer to the current University Catalog and Student Finance information for applicable transcript fees.

Students in good financial standing may access unofficial transcripts through the Student Management System (SMS).

To obtain an official transcript, students must complete a Student Transcript Request Form available through the Student Management System (SMS).

Provided all academic, administrative, and financial obligations have been satisfied, official transcripts will generally be issued within two (2) weeks following receipt of the completed request form and applicable payment.

For student confidentiality purposes, all transcript requests must be submitted directly by the student.

The current transcript processing fee is USD $100, payable through approved payment methods.

Additional fees may apply for:

- ECFVG verification requests
- Credential verification services
- Expedited processing
- Special handling requests

Requests for official transcripts cannot be processed if:

- Required administrative documents are missing; or
- The student has outstanding financial obligations to the University.

Upon receipt of the completed request form and payment, the Registrar will process the request within the normal business processing period.

For transcript requests sent internationally, students are responsible for any applicable international shipping or courier charges.

Students may obtain unofficial copies of their transcripts through the Student Management System (SMS).

Confidentiality of Educational Records

XUSOVM maintains, uses, and discloses educational records in accordance with its student-record policies and applicable law.

Blood borne pathogens and student health

Student Policy on human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), and Other Blood-Borne Pathogens

Policy Statement

All students will be provided with a copy of Xavier University School of Veterinary Medicine (XUSOVM), Aruba's official policy regarding Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and other blood-borne pathogens.

XUSOVM recognizes HIV infection, hepatitis B, hepatitis C, and other blood-borne infections as important public health concerns and is committed to an informed, evidence-based, and compassionate response.

In furtherance of this commitment, XUSOVM has established policies and procedures designed to:

- Prevent the transmission of blood-borne pathogens;
- Protect the health and safety of students, faculty, staff, and clients;
- Safeguard the rights, dignity, privacy, and wellbeing of individuals who may be infected with HIV, HBV, HCV, or other blood-borne pathogens; and
- Ensure compliance with applicable occupational health and safety regulations.

Occupational Exposure and Infection Control

Activities that may expose students or employees to human blood-borne pathogens must follow the University's exposure-control procedures, applicable local requirements, and the standards required by the training site. Veterinary activities must also address animal-associated and zoonotic hazards.

XUSOVM maintains an Exposure Control Plan designed to reduce occupational exposure to blood-borne pathogens and to provide appropriate evaluation, treatment, counseling, and follow-up for individuals who may experience occupational exposure.

The Exposure Control Plan applies to all students, faculty, and staff who may reasonably anticipate contact with blood or other potentially infectious materials during the course of their educational, clinical, laboratory, research, or employment activities.

Potentially Infectious Materials

Potentially infectious materials include, but are not limited to:

- Blood and blood products;
- Semen and vaginal secretions;
- Cerebrospinal fluid;
- Synovial fluid;
- Pleural fluid;
- Peritoneal fluid;
- Pericardial fluid;
- Amniotic fluid;
- Any body fluid visibly contaminated with blood;
- Saliva associated with dental procedures;
- Any body fluid in situations where differentiation between body fluids is difficult;
- Unfixed human tissues and organs (other than intact skin);
- Human cell lines and other materials designated as potentially infectious under applicable health and safety regulations.

Students are expected to follow all infection control procedures, biosafety practices, personal protective equipment (PPE) requirements, and exposure prevention protocols established by the University and affiliated clinical training sites.

Non Discrimination and Equal Opportunity

XUSOVM is committed to reasonable accommodation, nondiscrimination, and equal educational opportunity in accordance with its policies and applicable law.

Individuals living with HIV/AIDS, HBV, HCV, or other qualifying medical conditions are entitled to protection from unlawful discrimination, provided they are otherwise able to meet the academic, technical, professional, and safety requirements of the DVM program.

No student shall be denied admission, participation in educational activities, access to services, or other educational opportunities solely on the basis of HIV status, HBV status, HCV status, or other protected medical conditions, except where restrictions are required by law or where an individual's condition poses a significant risk that cannot be mitigated through reasonable accommodations and established safety practices.

Confidentiality

Medical information regarding a student's HIV, HBV, HCV, or other health status shall be treated as confidential and maintained in accordance with applicable privacy laws, University policies, and professional standards.

Disclosure of medical information will occur only when authorized by the student, required by law, necessary to protect public health and safety, or otherwise permitted under applicable regulations.

Student Responsibilities

Students are responsible for:

- Complying with all infection prevention and biosafety policies;
- Following Universal Precautions and Standard Precautions in all laboratory, clinical, and research settings;
- Reporting occupational exposures promptly through established University procedures;
- Participating in required training related to blood-borne pathogens and infection control;
- Maintaining required immunizations and health clearances as specified by the University and affiliated clinical training sites.

Policy on Service Animals

Service animals are not permitted within campus facilities, student housing, or any other premises of Xavier University.

Policy Contact

Dean of Student Affairs.

Drug and Alcohol Policy

Purpose

The purpose of this policy is to establish procedures that support a safe, healthy, professional, and productive learning environment for all students of Xavier University School of Veterinary Medicine (XUSOVM), free from the effects of alcohol misuse and substance abuse.

The reasons for this policy include:

- The use of controlled substances prohibited under the laws of Aruba is unlawful.
- The use of controlled substances and the misuse of alcohol increase the risk of accidents, compromise the safety of the learning environment, and adversely affect an individual's health, judgment, academic performance, and personal wellbeing.
- Substance abuse may impair professional judgment and decision-making, creating risks to animal health, public health, client safety, and student safety.
- Substance abuse is inconsistent with the professional standards and ethical responsibilities expected of veterinary medical students.

Scope

This policy applies to all students enrolled at Xavier University School of Veterinary Medicine.

For implementation of this policy, XUSOVM may utilize qualified occupational health providers, medical review officers (MROs), testing laboratories, or other designated healthcare professionals.

Students may be subject to substance testing whenever deemed necessary by the University in accordance with this policy.

For purposes of this policy:

- A controlled substance means any substance whose possession or use is prohibited under applicable laws of Aruba.
- A specimen may include saliva, urine, blood, hair, breath, or any other biological sample collected for testing.
- The presence of controlled substances shall be determined through appropriate laboratory testing and confirmation procedures.
- Evidence of alcohol use may be determined through breath, saliva, urine, blood, or other approved testing methods.

Prescription Medications

Students prescribed medications by a licensed healthcare provider are responsible for determining whether such medications may impair their physical or cognitive abilities.

If a prescribed medication may affect academic performance, laboratory participation, clinical activities, driving, or other professional responsibilities, the student must provide appropriate documentation from the prescribing healthcare provider to the Dean of Student Affairs.

To protect privacy, the documentation does not need to identify the medication but should specify any restrictions and their expected duration.

Types of Testing

XUSOVM may conduct the following forms of testing:

1 Pre Admission Testing

Drug screening may be required before admission or as part of the admissions process.

2 Post Accident Testing

Students involved in accidents occurring during University-sponsored activities, laboratories, clinical experiences, or other educational activities may be required to undergo testing.

3 Random Testing

Students may be selected for random testing throughout the academic year.

4 Reasonable Suspicion Testing

Testing may be required when there is reasonable suspicion that a student may be under the influence of alcohol or controlled substances.

5 Comprehensive Testing

The University may require testing of all students when deemed necessary to protect the safety and integrity of the educational environment.

Refusal to Test

Refusal to participate in any required testing procedure shall be considered equivalent to a positive test result.

Examples include:

- Failure to appear for testing;
- Failure to provide an adequate specimen;
- Failure to cooperate with testing procedures;
- Tampering with or adulterating a specimen;
- Leaving the testing facility before completion of testing;
- Failure to sign required testing documentation.

Positive Test Results

For purposes of this policy, refusal to test shall be considered a positive result.

Students who voluntarily disclose a dependency on drugs or alcohol and seek assistance prior to disciplinary action may be permitted to withdraw temporarily from the academic program and pursue rehabilitation at their own expense.

Re-entry into the program may be considered following successful completion of treatment and appropriate medical documentation.

Students found to have violated this policy may be subject to disciplinary action, including probation, suspension, dismissal from the University, mandatory counseling, or other sanctions deemed appropriate by the Promotions and Progress Review Committee and Dean.

Failure to disclose prior disciplinary actions, substance abuse violations, or rehabilitation history during the admissions process may result in dismissal from the University.

Policy Contact

Dean of Student Affairs

Section V: Financial Requirements and Services

Acceptable Methods of Payment

Tuition deadlines and financial clearance

Preclinical tuition and applicable fees are due on the first day of the month preceding the semester, unless an approved payment plan specifies otherwise. Clinical tuition is due twenty-eight (28) days before the scheduled rotation block. Financial clearance is required before registration or clinical participation.

All amounts in this section are in United States dollars (USD). Students must verify current tuition, fees, and payment instructions with Student Finance before making payment. Specific written agreements govern where this handbook expressly provides for them.

Wire Transfer:

Wire Transfer Payment Information is available at:

https://xusom.com/wire-transfer/

Note: Wire transfer information is subject to change. Students are responsible for verifying the most current banking information prior to initiating a transfer.

Personal Check, Bank Draft, or Money Order:

Checks, bank drafts, and money orders must be made payable to:

Xavier Admissions LLC

Mail payments to:

Xavier Admissions LLC
1000 Woodbury Road, Suite 109
Woodbury, New York 11797
USA

All major credit cards:
All major credit cards are accepted. The following conditions apply to credit card payments:

- All credit card payments must be made online.
- Telephone payments will not be accepted.
- Students may make payments directly through the Student Management System (SMS).
- Credit card payments are subject to a 4% surcharge fee.
- Students waive the right to dispute payments made to the University.
- Any disputed payment may result in disciplinary action, including dismissal from the University.
- Students who have previously disputed a payment will not be permitted to use a credit card for future payments.

Payment Restrictions for Withdrawn or Dismissed Students
Students who have withdrawn from or been dismissed from Xavier University School of Veterinary Medicine are not permitted to make payments by credit card or personal check.

Payments from withdrawn or dismissed students will only be accepted in the form of:

- Wire Transfer; or
- Certified Check

The University reserves the right to refuse any form of payment not specifically authorized under this policy.

Tuition payment plans

Purpose
Xavier University School of Veterinary Medicine (XUSOVM) recognizes that some students may require financial flexibility to meet their educational expenses. The Tuition Payment Plan Program provides eligible students with an opportunity to spread approved educational costs over a defined payment period while maintaining their academic enrollment.

Application Process
Students wishing to participate in a payment plan must submit an application to the Student Finance Department and provide all required supporting documentation.

Payment plans are awarded based on:

- Demonstrated financial need;
- Determination of the student's ability to meet payment obligations under the proposed payment schedule.

Note: Approval of a payment plan is at the sole discretion of the Student Finance Department and is not guaranteed.

Semester Based Approval
Payment plans are approved on a semester-by-semester basis.

- Students must reapply for a payment plan each semester.
- Applications must be submitted at least forty-five (45) days prior to the start of the semester.
- Approval of a payment plan for one semester does not guarantee approval for future semesters.

Eligibility and Coverage
Payment plans are available only for the following charges:

- Tuition
- Housing

Eligible Programs
- Pre-Health Program
- Doctor of Veterinary Medicine (DVM) Program Years 1-3

Not Eligible for Payment Plans
Payment plans are not available for:

- Clinical Year (DVM Year 4) tuition and fees
- Administrative fees
- Insurance fees
- Student permit servicing fees
- Any charges other than tuition and housing

Excluded Fees

The following fees must be paid in full at the beginning of each semester and may not be included in a payment plan:

- Administrative and Facility Fee
- Student Permit Servicing Fee
- Insurance Fee
- Any other semester fees not specifically identified as eligible under this policy

Payment Plan Structure

The following fees apply to approved payment plans:

Payment Plan Option	Additional Fee
Enrollment in Payment Plan	$500
30-Day Extension	Additional $500
60-Day Extension	Additional $1,000

Final Payment Requirement

All approved payment plan balances must be paid in full no later than the end of the first month of the semester unless an approved extension has been granted.

Late Payment Fees

Students who fail to make scheduled payment plan installments on time will be assessed the following late fees:

Days Past Due	Late Fee
1-10 Days	$150
11-20 Days	$300
21-30 Days	$500

Late fees are cumulative and may be applied in addition to any other financial penalties authorized by University policy.

Non Compliance and Consequences

Students who fail to comply with the terms and conditions of an approved payment plan, or who maintain an outstanding balance with the University, may be subject to the following actions:

- Ineligibility to register for future semesters;
- Ineligibility to participate in clinical rotations;
- Ineligibility to receive official transcripts, enrollment verifications, or other academic records;
- Ineligibility to apply for future payment plans;
- Administrative holds on student accounts;
- Referral of delinquent accounts for collection activities in accordance with University policy.

Students are encouraged to communicate with the Student Finance Department immediately if circumstances arise that may affect their ability to meet payment obligations.

Policy Contact

Student Finance Department
Xavier University School of Veterinary Medicine

Student Loans

Xavier University School of Veterinary Medicine (XUSOVM) is not responsible for the availability, approval, denial, discontinuation, or withdrawal of any student loan, scholarship, sponsorship, or other third-party funding source.

Students remain fully responsible for the timely payment of all tuition, fees, insurance premiums, and other financial obligations owed to the University, regardless of the status of any loan or financial aid application.

Debt Counseling
XUSOVM provides financial and debt counseling services to assist students in understanding their financial obligations and managing educational expenses.

Students may contact the Student Finance Department during normal business hours:

Telephone 1 516 333 2224

Email studentfinance@xusom.com

Student Financial Responsibility

Students are obligated to repay all educational debt and financial obligations incurred during enrollment at XUSOVM.

Financial obligations remain the responsibility of the student regardless of:

- Enrollment status;
- Academic standing;
- Leave of absence status;
- Withdrawal from the University;
- Graduation status;
- Internship, externship, or clinical placement status;
- Licensure examination outcomes; or
- Employment status following graduation.

Failure to satisfy financial obligations may result in administrative holds, denial of registration, withholding of transcripts and other official documents, referral to collection agencies, and other actions permitted under University policy and applicable law.

Financial Obligation

Students are required to acknowledge and agree to the following Financial Obligation Statement as part of the registration process:

I understand and agree to make full payment for all amounts owed to Xavier University School of Veterinary Medicine (XUSOVM) in connection with my enrollment in and completion of the Doctor of Veterinary Medicine (DVM) program, including but not limited to tuition, fees, insurance, housing charges, and other miscellaneous expenses that may become due.

I understand that student loans, scholarships, sponsorships, and other forms of financial assistance are not guaranteed by XUSOVM and may be reduced, suspended, withdrawn, or cancelled at any time without prior notice. I acknowledge that the availability of financial aid does not relieve me of my responsibility to satisfy all financial obligations owed to the University.

I understand that failure to make full payment may jeopardize my ability to continue attending classes, laboratories, clinical activities, or clinical rotations, and may result in late payment fees and other penalties being added to my account.

I further understand and agree that if I withdraw from XUSOVM, I remain responsible for any unpaid balance. Continued non-payment may result in my account being referred to a collection agency, and all reasonable collection costs, including attorney fees, court costs, and other related expenses, shall become due and payable by me.

I understand that XUSOVM will not release official transcripts, enrollment verifications, diplomas, letters of good standing, or other official academic records while any outstanding balance remains unpaid.

I understand and agree that all disputes arising from tuition, fees, payments, collections, or other financial matters shall be governed by and subject to the laws and jurisdiction of Aruba.

I understand that issuing a non-sufficient funds (NSF) check, providing an invalid credit card, disputing a valid credit card charge, or otherwise interfering with payment processing may result in the forfeiture of any scholarships or financial awards previously granted and may render me ineligible for future scholarships or institutional financial assistance.

I understand that until my account balance has been paid in full, or I have been granted an approved payment plan and remain in compliance with its terms, I may not be eligible for University-sponsored health insurance coverage. I accept full responsibility for any medical expenses incurred during periods in which I am not covered by health insurance.

I understand that health insurance coverage, when applicable, will become effective only after all required payments and enrollment requirements have been satisfied.

Late Payment Fees

Students are responsible for ensuring that all tuition and fees are paid by the published due dates. Failure to make payment by the required deadline will result in the assessment of late payment fees.

The due date remains unchanged regardless of the date on which an invoice is generated or delivered.

Preclinical Years Late Payment Fees

Preclinical tuition and applicable fees are due on the first day of the month preceding the start of the semester, unless a written payment plan has been approved.

The following late fees will be assessed for overdue balances:

Days Past Due	Late Fee
1-10 days	$250
11-19 days	$500
20-29 days	$750
30 days or more	$1,000

The regular late-fee schedule applies to overdue balances outside an approved payment plan. Overdue installments under an approved payment plan follow that plan's written terms and the Payment Plan Policy.

Clinical Year Late Payment Fees

Tuition for clinical rotations must be paid twenty-eight (28) days prior to the scheduled start date of each clinical rotation block.

Clinical tuition paid after the due date is subject to a late fee of up to USD 1,000 under the University's approved schedule. Student Finance must confirm the applicable fee and due date in writing. Students must obtain financial clearance before beginning the rotation.

Failure to satisfy tuition obligations may result in delays to clinical placement, registration holds, or inability to begin scheduled clinical rotations.

Clinical Leave of Absence

Students approved for a Clinical Leave of Absence (Clinical LOA) remain responsible for all applicable Clinical LOA fees.

Clinical LOA charges are separate from and in addition to any late payment fees assessed under this policy.

Payment of a late fee does not waive, reduce, or replace Clinical LOA charges.

Students requesting clinical leave must consult the Dean, Clinical Year Coordinator, Registrar, and Student Finance before interrupting training. The approval must state the dates, return requirements, insurance arrangements, and any applicable charges in writing.

Policy Contact

Student Finance Department
Xavier University School of Veterinary Medicine

Refund Policy

Eligibility

Refunds apply only to tuition for students enrolled in the preclinical years of the Doctor of Veterinary Medicine (DVM) program (DVM Years 1-3) and only when a student officially withdraws from the University.

Students who withdraw while enrolled in the Clinical Year (DVM Year 4), on an approved Leave of Absence (LOA), or during clinical rotations are not eligible for tuition refunds.

Refund Process

To be eligible for a refund, a student must complete and submit an official Withdrawal Form to the Office of the Registrar.

The official date and time of withdrawal shall be the date and time the completed withdrawal request is received by the University.

Tuition Refund Schedule

100% Tuition Refund

Students are eligible for a 100% refund of tuition only if official withdrawal occurs prior to the first day of registration.

50% Tuition Refund

Students are eligible for a 50% refund of tuition only if official withdrawal occurs after registration begins but before the published withdrawal deadline.

To qualify, the withdrawal request must be submitted no later than 4:00 PM Aruba Time on the withdrawal deadline date published in the academic calendar.

No Tuition Refund

No tuition refund will be granted after the withdrawal deadline.

Housing Refund Policy

Students Who Have Not Moved Into Housing

Students who withdraw and have not moved into their assigned housing unit may be eligible for a partial housing refund, subject to the following charges:

Housing Termination Fee $1,000

Storage Fee $1,500

Any remaining eligible housing charges may be refunded.

Students Who Have Moved Into Housing

Once a student has used their assigned key card to access their housing unit, the student is considered to have officially moved in.

After move-in has occurred, housing fees become non-refundable, regardless of:

- Length of occupancy;
- Withdrawal from the University;
- Leave of absence status;
- Personal circumstances; or
- Early departure from University housing.

Definition of Move In

A student is considered to have moved into University housing upon the first recorded use of their assigned key card to access their assigned room or housing unit.

Students are encouraged to review all housing agreements and clarify any questions before activating their housing access credentials.

Student Housing Storage Fees During Semester Breaks

Students who leave personal belongings in University housing during semester breaks will be assessed a storage fee of $1,500.

Non-Refundable Charges

The following charges are non-refundable:

- Semester seat deposit ($1,000 USD)
- Immigration and permit servicing fees
- Registration fees
- Insurance fees
- Examination fees
- Leave of Absence (LOA) fees
- Administrative and facility fees
- Laboratory fees
- Meal plan fees
- Housing fees after move-in
- Clinical Year (DVM Year 4) tuition
- Clinical rotation fees
- Academic Support Program (ASP) fees
- Any other fees not specifically identified as refundable under this policy

Academic supplies are refundable only if the student withdraws prior to the first day of registration.

Special Agreements

Any specific written agreement regarding tuition, fees, housing, refunds, scholarships, sponsorships, payment plans, or other financial arrangements entered into between the student and the University shall govern and take precedence over this general refund policy.

Students should obtain written confirmation of any cohort-specific or individually agreed refund terms before withdrawing.

Refund Processing Fee

All approved refunds shall be subject to a 15% processing fee.

Refund Timeline and Application of Credits

Approved refunds will generally be processed within forty-five (45) days from the official date of withdrawal.

Any refundable amount remaining after deduction of the applicable processing fee will first be applied toward any outstanding balances or unpaid invoices owed by the student to the University.

Only the remaining credit balance, if any, will be disbursed to the student.

Student Loan Refunds

If tuition or other eligible charges were paid through a student loan, sponsorship, or other third-party funding source, any refund due may be returned directly to the lender or funding organization in accordance with applicable regulations and contractual obligations.

Policy Contact

Student Finance Department
Office of the Registrar

Jurisdiction of Financial Matters

All disputes, claims, legal actions, and other matters arising from or relating to tuition, fees, payments, refunds, collections, financial obligations, or any other financial transactions with Xavier University School of Veterinary Medicine (XUSOVM) shall be governed by and subject to the laws of Aruba.

Students agree that the courts and competent authorities of Aruba shall have exclusive jurisdiction over any dispute or legal matter relating to financial obligations owed to Xavier University School of Veterinary Medicine, Aruba.

Student records privacy and disclosure

Policy Statement

Xavier University School of Veterinary Medicine (XUSOVM) maintains the confidentiality and security of student records in accordance with the laws of Aruba and University policies governing the protection of educational records and personal information.

The University will not disclose academic, financial, disciplinary, health, or other educational records to third parties, including parents, guardians, spouses, sponsors, employers, or other individuals, without the student's written authorization, except as required by law or as necessary for legitimate academic, administrative, accreditation, licensing, regulatory, health and safety, or legal purposes.

Authorization for Release of Information

Students who wish to authorize the release of information from their educational records must submit a Voluntary Record Release Form to the Office of the Registrar.

The authorization must clearly specify:

- The information that may be disclosed;
- The individual(s), organization(s), or entity(ies) to whom the information may be disclosed;
- The purpose of the disclosure, if applicable; and
- The period during which the authorization will remain valid.

Revocation of Authorization

Authorization for the release of information is voluntary and may be revoked by the student at any time through written notification to the Office of the Registrar.

Revocation shall apply prospectively and shall not affect disclosures made prior to the University's receipt of the written revocation.

Exceptions to Student Authorization

The University may disclose educational records without prior student consent when disclosure is:

- Required by applicable law or court order;
- Necessary to protect the health or safety of the student or others;
- Required for accreditation, licensing, certification, or regulatory review;
- Required for financial aid administration, collections, or payment verification;

- Necessary for internal academic, administrative, disciplinary, or student support functions;
- Required by affiliated clinical training institutions for educational or credentialing purposes; or
- Otherwise permitted under University policy and applicable law.

Policy Contact
Office of the Registrar

Dean of Student Affairs

Administrative and Financial Management
Xavier Admissions LLC is the designated and authorized management company for Xavier University School of Veterinary Medicine (XUSOVM), Aruba (the "University").

Xavier Admissions LLC operates solely as an administrative and financial services entity on behalf of the University and may provide support services including, but not limited to:

- Admissions processing;
- Student recruitment and enrollment support;
- Billing and tuition collection;
- Student account management;
- Financial record administration; and
- Other administrative services as authorized by the University.

While affiliated with the University for operational purposes, Xavier Admissions LLC is a separate legal entity and does not grant academic credit, confer academic degrees, determine academic standing, or exercise educational authority.

All matters relating to academic governance, admissions decisions, curriculum development, assessment, student promotion, academic policies, faculty appointments, accreditation, degree conferral, and educational oversight remain exclusively under the authority and jurisdiction of Xavier University School of Veterinary Medicine, Aruba.

Nothing in this policy shall be construed as transferring academic authority, accreditation responsibilities, or institutional governance from Xavier University School of Veterinary Medicine to Xavier Admissions LLC.

Student Finance contacts
Questions regarding tuition, fees, payment plans, refunds, financial obligations, student accounts, and other financial matters should be directed to the Student Finance Department.

Email studentfinance@xusom.com

Phone +1 333 2224

Students are encouraged to contact the Student Finance Department promptly regarding any concerns related to billing, payment arrangements, outstanding balances, financial holds, or refund eligibility.

Section VI: Student Resources

Student Support Strategy

Introduction

The Xavier University School of Veterinary Medicine (XUSOVM) Doctor of Veterinary Medicine (DVM) Program is committed to delivering impactful student support that is fully integrated with the educational experience. The University seeks not only to assist students during times of need but also to inspire, motivate, and empower them throughout their veterinary education.

From a broader perspective, XUSOVM aims to equip students with the personal, academic, professional, and wellness resources necessary for success during veterinary school and throughout their careers as veterinary professionals.

The mission of the Office of Student Affairs is to support students in both their academic and non-academic needs. The Office serves as a source of information, guidance, advocacy, and support, helping students make the most of their experience at XUSOVM.

The Office of Student Affairs also emphasizes the importance of maintaining a healthy study-life balance and promotes the overall wellbeing of students throughout their educational journey.

The support services provided by the Office of Student Affairs include:

1 Care and Support

Personal Mentoring

Every student is assigned a faculty mentor who serves as a trusted advisor and resource for both academic and non-academic matters. Faculty mentors provide guidance, encouragement, and support throughout the student's progression in the DVM program.

Acclimatization to Island Life

Recognizing that many students relocate from different countries and cultures, XUSOVM provides support to help students transition successfully to life in Aruba. Assistance begins upon arrival and continues throughout the student's adjustment period.

Accommodation Support

XUSOVM provides student housing equipped with modern amenities and offers support services to assist students with housing-related concerns.

Students who prefer independent housing arrangements may receive assistance from the University in identifying suitable apartments and accommodations within the local community.

Student Wellbeing

XUSOVM is committed to promoting the physical, emotional, social, and professional wellbeing of its students. Wellness initiatives are designed to support student success and resilience throughout the veterinary curriculum.

Additional information is available in the Student Wellbeing section of this handbook.

2 Academic Support

The Office of Student Affairs works collaboratively with Course Chairs, faculty members, academic advisors, and student support personnel to provide academic guidance and assistance.

Academic support services include:

- Academic advising and mentoring;
- Identification of students who may be academically at risk;
- Referral to appropriate support services;
- Assistance with study skills and time management strategies;
- Coordination of remedial academic or clinical training when appropriate; and
- Guidance regarding academic policies and procedures.

Student support and confidential health services must be separated from academic evaluation as described below. Staff who provide confidential counseling must not participate in assessment or progression decisions concerning the student receiving that care.

Additional information is available in the Academic Support Services section of this handbook.

3 Community Engagement

XUSOVM seeks to build strong partnerships with the local Aruban community and professional organizations to create a supportive and inclusive educational environment.

The University promotes community engagement through:

- Student volunteer activities;
- Community outreach programs;
- One Health initiatives;
- Professional networking opportunities;
- Service-learning experiences; and
- Scholarships and educational opportunities for qualified Aruban students.

These initiatives contribute to the University's commitment to animal health, public health, environmental stewardship, and community service.

Values

The Student Support Strategy reflects the core values of Xavier University School of Veterinary Medicine.

1 Excellence

The pursuit of excellence through the delivery of comprehensive, evidence-based student support services that reflect best practices in veterinary medical education.

2 Innovation and Independent Thinking

Supporting students in developing their own aspirations, career goals, and strategies for success while encouraging creativity, critical thinking, and lifelong learning.

3 Integrity and Accountability

Promoting honest and constructive conversations regarding student needs and maintaining accountability for delivering effective support services and evaluating their outcomes.

4 Respect, Diversity, and Inclusion
Fostering a culture of mutual respect, inclusiveness, cultural awareness, and appreciation for the diverse backgrounds, experiences, and needs of all students.

5 Supporting Our People
Providing the infrastructure, resources, educational opportunities, and professional support necessary to promote student success, wellbeing, and professional growth.

Policy Contact
Office of Student Affairs
Xavier University School of Veterinary Medicine (XUSOVM)

Academic support services
Introduction
The Doctor of Veterinary Medicine (DVM) Program at Xavier University School of Veterinary Medicine (XUSOVM) strives to be recognized for excellence in veterinary medical education and the success of its graduates. The program seeks to provide comprehensive academic support that enables students to become competent veterinary professionals, critical thinkers, and lifelong learners committed to advancing animal health, public health, and environmental health through a One Health approach.

XUSOVM recognizes that the rigor, breadth, and pace of the veterinary curriculum can present challenges for many students. Success in veterinary school often requires adaptation to new learning strategies, effective time management, personal resilience, and professional growth.

To help students achieve their full potential, XUSOVM is committed to providing academic support services throughout the educational journey. These services are designed to assist students in achieving academic success, maintaining personal wellbeing, and developing the skills necessary for a successful veterinary career.

The academic support services provided under the Office of Student Affairs include:

A. Support for Students on Campus

1 Academic Counseling and Advising
XUSOVM has adopted a proactive approach to student support through its Faculty Mentoring Program.

Key Features
- Each student is assigned a faculty mentor at the beginning of each semester.
- Faculty mentors provide guidance, support, and academic advising throughout the semester.
- Mentor assignments may change from semester to semester.
- Students are required to meet with their faculty mentor a minimum of two (2) times per month, including:
- Meetings should include review before an Integrated Quiz (IQ), when one is scheduled; and
- Follow-up after assessment results are available, with other meetings focused on progress and study planning.

Topics Commonly Discussed
Students may discuss a variety of academic and non-academic matters, including:

- Study strategies and learning techniques;
- Time management and organization;
- Attendance and academic performance;

- Examination preparation;
- Academic progression;
- Career planning and professional development;
- Wellness and work-life balance;
- Adjustment to veterinary school;
- Research opportunities;
- Leadership and extracurricular involvement; and
- Challenges affecting academic success.

Students are encouraged to discuss any issues related to living, learning, or studying at XUSOVM that may directly or indirectly impact their educational experience.

Documentation of mentoring sessions, attendance, academic progress, action plans, and outcomes will be maintained in accordance with University policies.

Students who prefer to discuss concerns with someone other than their assigned mentor may contact the Dean of Student Affairs or Dean of Veterinary Medicine.

2 Academic Enhancement Program

The Academic Enhancement Program (AEP) provides additional academic assistance through peer tutoring and student-led support initiatives.

Key Features

- Peer tutors are students who have successfully completed a course and demonstrated mastery of the subject matter through exceptional academic performance.
- Peer tutors provide assistance in courses for which they have been approved.
- Support may include:
- Conceptual learning;
- Study skills development;
- Time management;
- Examination preparation;
- Group discussions;
- Accountability and study planning; and
- Academic mentoring.

The duration, type, and outcomes of tutoring sessions may be documented for quality assurance and program evaluation purposes.

Students may request additional tutoring support as needed.

Selection of Peer Tutors

Students interested in serving as peer tutors must submit an application to the Office of Student Affairs.

Peer tutor appointments are based on:

- Academic performance;
- Subject matter competency;
- Communication skills;
- Professionalism; and
- Faculty recommendations.

3 Academic Probation Support Program

Students who experience academic difficulty or fail to meet academic progression requirements may be placed on Academic Probation.

The purpose of Academic Probation is to provide structured support and remediation to facilitate student success.

Students placed on Academic Probation may be required to:

- Meet with their faculty mentor or academic advisor at least twice monthly;
- Meet regularly with course instructors;
- Develop and submit a written remediation plan outlining strategies for academic improvement;
- Participate in tutoring or academic support programs;
- Attend required remediation activities;
- Maintain a minimum attendance requirement as specified by University policy; and
- Demonstrate satisfactory academic progress.

At the conclusion of the probationary period, students may be required to submit a written request for removal from Academic Probation, demonstrating fulfillment of the prescribed remediation requirements.

Student progress is closely monitored throughout the probationary period, and additional interventions may be implemented when appropriate.

4 Personal Counseling and Psychological Support

XUSOVM recognizes that personal, emotional, psychological, and social challenges may affect student wellbeing and academic performance.

Students have access to confidential counseling services provided by qualified mental health professionals.

Services may include:

- Individual counseling;
- Stress management;
- Anxiety and depression support;
- Crisis intervention;
- Adjustment counseling;
- Relationship and family concerns;
- Wellness coaching; and
- Professional development support.

When clinically appropriate, students may be referred to external healthcare professionals, including psychiatrists and other specialists.

All counseling services are confidential. Information disclosed during counseling sessions will not be shared with the University except where required by law or authorized by the student.

Additional information is available in the Student Wellbeing section of this handbook.

5 Policy on Separation of Student Health Services and Academic Evaluation

Policy Statement

Xavier University School of Veterinary Medicine (XUSOVM) is committed to ensuring that all students have access to confidential health, psychological, and counseling services without fear of academic disadvantage or conflicts of interest.

All sensitive health services, including but not limited to:

- Psychological counseling;
- Mental health services;
- Psychiatric care;
- Substance use support;
- Personal health counseling; and
- Wellness services

shall be provided by licensed healthcare professionals who operate independently from the University's academic evaluation and decision-making processes.

Confidentiality and Independence

To maintain confidentiality and eliminate conflicts of interest:

- Healthcare professionals providing sensitive services shall not participate in student assessment, grading, clinical evaluations, competency assessments, or academic reviews.
- Such providers shall not serve on committees responsible for student promotion, remediation, disciplinary action, dismissal, or graduation decisions.
- Faculty members, evaluators, and academic administrators shall not have access to confidential health or counseling records unless disclosure is required by law or authorized by the student in writing.
- Student health information shall be maintained exclusively by the healthcare provider in accordance with applicable professional and legal standards.

Non Retaliation and Academic Protection

Students may access health and counseling services directly or through referral by the Office of Student Affairs.

Seeking or receiving health, counseling, psychiatric, or wellness services shall not adversely affect a student's:

- Academic standing;
- Academic evaluation;
- Promotion status;
- Participation in educational activities; or
- Progression toward graduation.

XUSOVM encourages students to seek assistance whenever needed and is committed to fostering a supportive environment that prioritizes student wellbeing and success.

Policy Contact

Dean of Student Affairs

Dean of Veterinary Medicine

B. Support to Students Off-Campus

Support for Students on Leave of Absence and Students Preparing for Clinical Rotations

Xavier University School of Veterinary Medicine (XUSOVM) recognizes that mastering the breadth and depth of veterinary medical knowledge can be challenging, particularly for students who are on an approved Leave of Absence (LOA), preparing to return to the curriculum, or transitioning into clinical training.

To support student success, XUSOVM provides structured academic mentoring and advising services to students who are temporarily away from campus. Each student is assigned a faculty mentor who serves as the primary point of contact for academic guidance and support.

Faculty mentors may be subject matter experts, academic advisors, or faculty members with expertise in veterinary education and student success. Mentors may provide assistance through webinars, virtual meetings, individualized review sessions, and academic coaching.

Students are expected to maintain regular communication with their assigned mentor and respond to communications from the University in a timely manner.

Academic Support Services for Off Campus Students

1. Learning Strategies

Students may receive guidance on:

- Effective study techniques;
- Evidence-based learning strategies;
- Selection and use of appropriate learning resources;
- Effective use of question banks and self-assessment tools;
- Active learning approaches; and
- Long-term retention strategies.

2. Time Management

Students may receive assistance with:

- Creating realistic and individualized study plans;
- Prioritizing learning activities;
- Balancing review and active learning;
- Goal setting and progress monitoring; and
- Preparation for examinations and competency assessments.

3. Examination Preparation and Test-Taking Skills

Support may include:

- Examination preparation strategies;
- Practice examination reviews;
- Interpretation of assessment results;
- Test-taking techniques; and
- Feedback on academic performance.

4. Maintaining Wellness

Students may receive support related to:

- Stress management;

- Performance anxiety;
- Concentration and focus;
- Motivation and accountability;
- Work-life balance; and
- Prevention of academic burnout.

Individualized Academic Support

Based on academic performance, examination outcomes, faculty recommendations, or self-referral, students may request:

- One-on-one review sessions;
- Small-group tutoring sessions;
- Faculty-led webinars;
- Individualized study plans;
- Academic remediation plans;
- Assessment of readiness for return to studies; and
- Guidance regarding preparation for clinical training.

Virtual support may be provided through email, telephone, video conferencing, or other approved communication platforms.

Following Up with Students Off Campus

Students who are away from campus remain members of the XUSOVM community and are expected to maintain communication with the University.

Follow Up Procedures

- Faculty mentors and student support personnel will communicate with students regularly.
- Communication is generally initiated through University email.
- Students who do not respond to email communications may be contacted by telephone.
- If direct contact cannot be established, voicemail messages or other approved communication methods may be utilized.

Students are expected to respond promptly to communications from University faculty and staff regarding academic progress, registration, advising, or other important matters.

C. Support for Clinical Year Students

XUSOVM Peer Mentoring Program for Clinical Rotations

The Peer Mentoring Program for Clinical Rotations is designed to support students transitioning into the Clinical Year (DVM Year 4) by connecting them with experienced senior students who have successfully completed clinical rotations.

This is a peer-support initiative based on a "students helping students" model and is intended to facilitate a smooth transition into clinical training.

Purpose

The program provides incoming clinical students with practical guidance, mentorship, and support from students who have recently completed similar clinical experiences.

How the Program Works

Students entering the Clinical Year may:

- Select a clinical mentor; or
- Be assigned a mentor based on clinical rotation location, hospital, specialty service, or training site.

The goal is to provide students with relevant information and practical advice that can contribute to success during clinical rotations.

Criteria for Clinical Mentors

To serve as a Peer Mentor for Clinical Rotations, a student must:

- Have successfully completed all required core clinical rotations;
- Be in good academic and professional standing;
- Be willing to dedicate a minimum of two (2) hours per month to mentoring activities;
- Demonstrate professionalism and effective communication skills; and
- Agree to provide constructive guidance and support.

Each mentor may be assigned up to three (3) students at one time.

Mentor Responsibilities

Peer Mentors are expected to:

- Serve as a supportive peer resource;
- Share practical advice regarding clinical success;
- Recommend appropriate learning resources;
- Discuss expectations for clinical rotations;
- Provide guidance regarding clinical professionalism and communication.

Mentors should schedule at least:

- One meeting before the start of a clinical rotation;
- One meeting during the rotation;
- One meeting near the completion of the rotation; and
- Additional meetings as needed or requested by the student.

Additional meetings may be scheduled based on student needs and mentor availability.

Expectations of Clinical Students

Students participating in the Peer Mentoring Program for Clinical Rotations should recognize that mentors serve as guides and peer resources rather than academic advisors.

While each student's clinical experience may differ, mentors can provide valuable insights regarding:

- Clinical expectations;
- Learning strategies;
- Rotation-specific resources;
- Professional conduct; and
- Time management.

Students are expected to demonstrate professionalism, respect, and consideration for their mentors' time and responsibilities.

Scheduling Meetings

Mentors and students are responsible for coordinating meeting times.

Meetings may be conducted through:

- Email;
- University-approved virtual platforms;
- Telephone;
- Video conferencing applications; or
- Other mutually agreed-upon communication methods.

Benefits of the Program

The Peer Mentoring Program for Clinical Rotations aims to:

- Facilitate a smooth transition into clinical training;
- Promote student confidence and preparedness;
- Enhance professional development;
- Foster peer-to-peer learning and collaboration;
- Provide practical guidance regarding clinical expectations and workplace culture;
- Encourage wellness and resilience during clinical training; and
- Strengthen the sense of community among XUSOVM students and graduates.

Contact Information

Office of Student Affairs

Dean of Student Affairs
Email: sabinmd@xusom.com

Registrar
Email: yaal@xusom.com

Clinical Education Office

For clinical placement and registration matters, contact the Clinical Year Coordinator through the Office of the Dean of Veterinary Medicine.

For current contact information, students should refer to the University directory or the XUSOVM website.

Academic support during leave

Students on approved leave may receive the off-campus mentoring and individualized study support described above. Any required remediation, assessments, attendance, fees, and return conditions must be communicated in writing by the relevant academic office. Medical-program board-examination courses do not establish DVM progression requirements.

Student wellbeing and counseling

Introduction

The mission of the Office of Student Affairs is to promote the physical, emotional, psychological, social, academic, and professional wellbeing of students enrolled in the Doctor of Veterinary Medicine (DVM) program at Xavier University School of Veterinary Medicine (XUSOVM).

Through partnerships with healthcare providers, counselors, fitness facilities, community organizations, and wellness professionals, XUSOVM strives to provide comprehensive and integrated support services that foster student wellness, resilience, academic success, and personal growth.

The University recognizes that veterinary medical education is rigorous and demanding. Therefore, promoting student wellbeing is considered an essential component of student success and professional development.

XUSOVM is committed to creating a supportive environment where students can thrive academically while maintaining their overall health and wellbeing.

Health Insurance

All students must maintain health insurance in accordance with the Student Health Insurance Policy in Section II. Students should confirm active coverage and policy exclusions directly with the insurer.

As part of the veterinary curriculum, students participate in laboratory exercises, animal handling, clinical experiences, field activities, and other educational experiences that may expose them to zoonotic diseases, injuries, and occupational hazards. Appropriate health insurance coverage helps protect students from unexpected medical expenses arising from illness, injury, or other health-related events.

Aruba General Health Insurance

Aruba provides universal health coverage through the Algemene Ziektekosten Verzekering (AZV).

Eligibility and benefits are determined by AZV under its registration requirements. Students must obtain confirmation of active coverage and must not assume that all services are covered.

Students must complete the required registration process to obtain proof of insurance and select their preferred:

- Family physician
- Pharmacy
- Dental provider

Additional information is available at:

https://www.azv.aw

Disability Insurance

XUSOVM does not require students to purchase disability insurance; however, students are encouraged to consider disability coverage, particularly those with dependents or significant financial obligations.

Disability insurance may provide income protection in the event of illness or injury that interferes with educational or professional responsibilities.

Students seeking additional information may contact the Student Finance Department.

Student Fitness and Recreation

XUSOVM encourages all students to engage in regular physical activity as part of a healthy and balanced lifestyle.

Fitness Facilities

Student housing and affiliated recreational facilities may provide access to:

- Gymnasium and fitness equipment
- Swimming pool
- Basketball court
- Volleyball court
- Tennis court
- Recreational sports facilities

XUSOVM also maintains relationships with local fitness centers that may offer discounted memberships to students.

Available activities may include:

- Strength and conditioning programs
- Group fitness classes
- CrossFit training
- Boxing and martial arts programs
- Personal fitness coaching

Yoga and Mindfulness Activities

Students interested in yoga, meditation, mindfulness, and stress reduction activities are encouraged to participate in wellness initiatives and student-led programs organized through the Student Government Association (SGA).

These activities promote physical fitness, emotional wellbeing, stress reduction, and resilience.

Outdoor Activities

Aruba provides numerous opportunities for outdoor recreation and wellness activities.

Students may participate in activities such as:

- Walking and jogging
- Swimming
- Snorkeling
- Scuba diving
- Cycling
- Beach fitness activities
- Recreational sports

The University encourages students to take advantage of Aruba's natural environment to support their overall wellbeing.

Intramural Sports

XUSOVM periodically organizes intramural sports and recreational activities to promote:

- Physical fitness
- Teamwork
- Community engagement
- Leadership

- Stress management

Students, faculty, and staff are encouraged to participate.

Personal and Psychological Counseling

Veterinary medical education can be academically and emotionally demanding. XUSOVM recognizes the importance of supporting students through personal and professional challenges.

Confidential counseling services are available to assist students in managing:

- Stress and anxiety
- Depression
- Adjustment to veterinary school
- Transition to island life
- Academic challenges
- Relationship concerns
- Family issues
- Burnout prevention
- Time management
- Personal growth and development

Counseling services are provided by qualified mental health professionals.

Psychiatric Referral Services

When clinically appropriate, students may be referred to a psychiatrist or other healthcare professional for further evaluation and treatment.

Referrals may be coordinated through applicable health insurance plans, including AZV coverage where available.

Occupational Health and Wellness

Veterinary students face unique occupational health and safety risks associated with animal handling, clinical activities, laboratory work, field experiences, and research.

XUSOVM is committed to promoting a safe learning environment and educating students regarding occupational health risks and preventive practices.

Rabies Immunization

Students must satisfy the rabies immunization requirements in Section II and the Exposure to Infectious and Environmental Hazards Policy in Section VII before activities involving rabies exposure risk.

Certain clinical affiliates, externship sites, and clinical training facilities may require proof of rabies vaccination before participation in animal-related activities.

Students are responsible for meeting vaccination requirements established by XUSOVM and affiliated institutions.

Animal Bites, Scratches, and Exposure Incidents

Animal bites, scratches, kicks, crush injuries, and other animal-related incidents must be reported promptly to the supervising faculty member, clinical instructor, or designated University official.

Students involved in exposure incidents should:

- Seek immediate first aid
- Obtain medical evaluation when appropriate
- Complete incident reports
- Follow recommended medical follow-up procedures

Needlestick and Sharps Injuries

Students must immediately report any:

- Needlestick injuries
- Scalpel injuries
- Sharps-related exposures

Appropriate medical evaluation, documentation, and follow-up will be conducted according to University safety protocols.

Zoonotic Disease Prevention

Students may encounter zoonotic diseases during:

- Clinical training
- Animal handling
- Laboratory exercises
- Necropsy procedures
- Research activities
- Field experiences

Students are expected to:

- Follow biosafety protocols
- Utilize appropriate personal protective equipment (PPE)
- Practice proper hand hygiene
- Report exposures promptly
- Comply with disease control measures

Training regarding zoonotic diseases and occupational safety is incorporated throughout the DVM curriculum.

Laboratory, Necropsy, and Biosafety Practices

Students participating in laboratory, pathology, microbiology, parasitology, research, or necropsy activities must comply with all University safety and biosafety requirements.

These may include:

- PPE requirements
- Safe specimen handling
- Proper waste disposal
- Chemical safety procedures
- Biosafety protocols
- Completion of required safety training

Failure to comply with safety procedures may result in removal from educational activities until corrective action is completed.

Compassion Fatigue and Mental Health Awareness

Veterinary medicine presents unique emotional challenges including:

- Animal suffering
- Euthanasia
- Client grief
- Ethical dilemmas
- High-performance expectations

Students are encouraged to recognize signs of:

- Compassion fatigue
- Burnout
- Chronic stress
- Anxiety
- Depression
- Emotional exhaustion

Students are encouraged to seek support through counseling services, faculty mentors, and wellness resources whenever needed.

Wellness and Resilience

Students are encouraged to cultivate healthy habits that promote long-term wellbeing.

Recommended wellness practices include:

- Regular physical activity
- Adequate sleep
- Balanced nutrition
- Stress management
- Mindfulness practices
- Social support
- Professional counseling when needed

Developing resilience and self-care skills is considered an important component of professional identity formation and lifelong success in veterinary medicine.

Confidentiality of Health and Counseling Services

All counseling, psychological, psychiatric, and health services are confidential.

Information disclosed during counseling or treatment will not be shared with faculty members, academic administrators, or University committees except:

- With the student's written authorization;
- When required by law; or
- When necessary to protect the health or safety of the student or others.

Seeking health, counseling, or wellness services will not adversely affect a student's:

- Academic standing
- Evaluations
- Promotion status

- Graduation eligibility
- Participation in educational activities

Availability of Services

Students may access wellness services directly or through referral by:

- Faculty mentors
- Course Chairs
- Dean of Student Affairs
- Dean of Veterinary Medicine
- Student Support Services

Appointments may be scheduled based on student needs and provider availability.

Commitment to Student Wellbeing

XUSOVM is committed to fostering a culture that promotes:

- Student wellbeing
- Professional growth
- Resilience
- Inclusiveness
- Work-life balance
- Mental health awareness
- Lifelong wellness practices

Students are encouraged to seek assistance early whenever personal, academic, financial, health, or wellness concerns arise.

Contact Information

Office of Student Affairs

Dean of Student Affairs
Dr. Sabin Ranabhat, Dean of Student Affairs: sabinmd@xusom.com

Personal and Psychological Counseling Services

Diana C. Wever-Salcedo
Email: d.salcedo@xusom.com or d.salcedo@mindplus.aw

Students may also contact the Office of Student Affairs for assistance in accessing counseling, wellness, occupational health, or support services.

Library resources and borrowing

Library Resources

Xavier University School of Veterinary Medicine (XUSOVM) provides students with access to a variety of electronic and physical library resources to support learning, teaching, research, and professional development.

Students may access library resources through the Student Portal, institutional subscriptions, designated Internet Protocol (IP) access, and other approved methods provided by the University.

Access to these resources is granted solely for the personal educational use of currently enrolled XUSOVM students, faculty, and authorized personnel.

Acceptable Use of Library Resources
Students are prohibited from:

- Sharing usernames, passwords, or login credentials with any other individual;
- Providing access to library resources to non-XUSOVM students or third parties;
- Downloading, distributing, reproducing, or sharing copyrighted materials in violation of licensing agreements;
- Using library resources for commercial purposes; or
- Engaging in activities that violate publisher, vendor, or institutional licensing agreements.

Violation of these policies may result in suspension of library privileges, disciplinary action, and/or dismissal from the University.

Students are expected to comply with all copyright laws, licensing agreements, and University policies governing the use of library resources.

Library Policy for Borrowing Books

Eligibility
All students in good academic and financial standing are eligible to borrow books and other approved materials from the University Library.

Loan Period
- Books may be borrowed for an initial loan period of two (2) weeks.
- Books may be renewed up to two (2) times, for a maximum borrowing period of six (6) weeks, provided no other user has requested the item.

Book Recall Policy
If another student requests a book currently on loan:

- The book may only be recalled during the renewal period.
- The borrower will be notified and must return the item within three (3) business days.
- Books currently within their initial loan period are not subject to recall.

Responsibility for Borrowed Materials
Students are responsible for all materials borrowed under their account.

Borrowed items must be returned:

- On or before the due date;
- In good condition; and
- In accordance with all library regulations.

Students are financially responsible for overdue, lost, stolen, or damaged materials.

Library Policy for Overdue, Lost, or Damaged Books

Grace Period

Students are provided a three (3) day grace period following the due date for the return of library materials.

Overdue Charges

Beginning on the fourth (4th) day after the due date, a late fee of $5 USD per day will be assessed until the item is returned.

Lost Books

Students who lose a library item will be charged:

- The full replacement cost of the item; and
- Any applicable shipping and processing fees.

Books Considered Lost

Any library item that remains unreturned for more than thirty (30) days after the due date will be considered lost.

The student will be charged:

- The full replacement cost of the item; and
- Applicable shipping and processing fees.

Borrowing Restrictions

Students who have a book that is more than thirty (30) days overdue may lose library borrowing privileges for the remainder of the current semester and/or the following semester.

End of Semester Policy

All library materials must be returned no later than 10:00 a.m. on the final day of examinations for the semester.

Any library item not returned by this deadline will be considered overdue and the student may be charged:

- The full replacement cost of the item; and
- Applicable shipping and processing fees,

regardless of the length of time the item has been overdue.

Any outstanding library charges will be placed on the student's account and may affect registration, transcript release, graduation clearance, and other University services until resolved.

Policy Contact
University Library

Office of Student Affairs

Dean of Veterinary Medicine

Information technology and acceptable network use

Network Usage Policy

Xavier University School of Veterinary Medicine (XUSOVM) provides students with access to information technology resources, including internet access, intranet services, wireless networks, email systems, educational software, learning management systems, artificial intelligence-enabled educational tools, and other digital resources to support teaching, learning, research, and administrative activities.

Students are expected to use these resources responsibly, ethically, professionally, and in accordance with University policies.

Any intentional interference with the normal operation, security, integrity, or performance of the University's network or information technology systems is strictly prohibited.

Activities that consume excessive network bandwidth, compromise network security, disrupt educational activities, violate academic integrity standards, or interfere with the ability of others to use University resources are prohibited.

Examples of Prohibited Activities

The following activities are not permitted on University-owned or University-managed networks:

- Downloading or uploading movies for personal entertainment;
- Downloading or uploading music files for non-academic purposes;
- Downloading, distributing, or sharing unauthorized software;
- Uploading, downloading, copying, or transmitting copyrighted materials in violation of copyright laws or licensing agreements;
- Using University networks for gambling activities;
- Using University networks for illegal activities;
- Participating in online gaming through the Internet;
- Participating in online gaming through the University intranet (local area network; LAN);
- Excessive video streaming unrelated to educational purposes;
- Torrent usage or peer-to-peer file-sharing applications;
- Cryptocurrency mining activities;
- Attempting to bypass network security measures;
- Unauthorized access to University systems, accounts, or data;
- Distribution of malicious software, malware, spyware, ransomware, or computer viruses;
- Sustained high-volume network traffic that substantially degrades network performance for other users;
- Any activity that violates local laws, University policies, or software licensing agreements; and
- Use of artificial intelligence (AI) tools in violation of academic integrity, examination, assessment, or professional conduct policies.

Artificial Intelligence (AI) Usage and Academic Integrity

XUSOVM recognizes that artificial intelligence technologies can support learning, research, clinical reasoning, and professional development when used responsibly and ethically.

Students may use approved AI tools for educational purposes when permitted by course instructors and University policies.

However, students must not use AI tools to:

- Complete examinations, quizzes, practical examinations, Objective Structured Clinical Examinations (OSCEs), competency assessments, or assignments when such use has been prohibited;
- Generate responses during assessments intended to evaluate independent student knowledge or skills;
- Misrepresent AI-generated work as their own original work;
- Fabricate references, citations, clinical data, research findings, patient records, or academic submissions;
- Access unauthorized information during examinations or assessments;
- Circumvent learning objectives or academic requirements; or
- Engage in any activity that constitutes academic dishonesty.

Students remain fully responsible for the accuracy, integrity, originality, and professionalism of any work submitted for academic credit, regardless of whether AI tools were used during its preparation.

Unauthorized use of AI technologies may constitute academic misconduct and may result in disciplinary action under the University's Academic Integrity Policy.

Faculty members may establish additional course-specific guidelines regarding acceptable AI use.

Reporting Potential Violations

Students who become aware of potential misuse of University information technology resources should report their concerns to:

Information technology (IT) Support Services
Email: itsupport@xusom.com

Reports will be reviewed and investigated in a fair, confidential, and timely manner.

Disciplinary Actions for Network Misuse

The University reserves the right to investigate suspected violations of this policy and to take appropriate disciplinary action.

Depending upon the severity of the violation and the student's prior conduct history, disciplinary measures may include:

- Verbal warning;
- Written warning;
- Temporary suspension of network privileges;
- Restriction of access to University technology resources;
- Referral to the Professional Standards Committee or Student Conduct Committee;
- Disciplinary probation;
- Suspension from the University; and/or
- Dismissal from the University.

Immediate Suspension of Network Access

Students found actively violating this policy may have their internet and network access suspended immediately pending investigation.

Notification of such action may be provided to:

- Dean of Student Affairs;
- Dean of Veterinary Medicine;
- Information Technology Services; and
- Other appropriate University officials.

Repeat Violations

Students whose network privileges have been suspended and who subsequently commit additional violations may permanently lose access to University network resources for the remainder of their enrollment at XUSOVM and may be subject to additional disciplinary action.

General Rules Regarding Acceptable Technology Use

University-provided internet access, intranet services, email accounts, computer systems, learning management systems, artificial intelligence platforms provided by the University, and related technology resources are considered University property and are intended primarily for educational, research, professional, and administrative purposes.

Students should be aware that:

- Network usage may be monitored for security, operational, and compliance purposes;
- Privacy cannot be guaranteed when using University-owned systems;
- University systems may be audited to ensure compliance with institutional policies;
- Users are responsible for maintaining the confidentiality of usernames and passwords; and
- Sharing login credentials with another individual is prohibited.

Students are expected to use all technology resources in a manner consistent with professionalism, academic integrity, veterinary ethics, and applicable laws.

Data Privacy and Student Information Authorization

Student Data Authorization and Consent

By enrolling at Xavier University School of Veterinary Medicine (XUSOVM), students acknowledge and consent to the collection, storage, processing, and use of personal information and sensitive personal information as reasonably necessary for educational, administrative, regulatory, accreditation, licensing, immigration, financial, and student support purposes.

XUSOVM is committed to protecting student privacy and handling personal information in accordance with applicable laws, institutional policies, and professional standards.

The University will not disclose personal information to third parties without appropriate authorization except:

- As required by law;
- For accreditation, licensing, regulatory, or educational purposes;
- To affiliated institutions involved in educational training;
- To organizations involved in student certification, credentialing, or licensure processes; or
- With the student's written consent.

Student Initiated Information Release

A student's request to send transcripts, enrollment verification, recommendations, clinical evaluations, or other educational records to a third party authorizes disclosure of the information necessary to fulfill that request.

Record Retention

The University may retain educational, financial, academic, disciplinary, and administrative records for a reasonable period following a student's graduation, withdrawal, dismissal, or separation from the University, in accordance with applicable legal and institutional requirements.

Use of Photographs and Media

Students acknowledge that photographs, videos, recordings, and other media collected during University-sponsored academic, educational, professional, community service, research, or promotional activities may be used by XUSOVM for educational, marketing, recruitment, accreditation, alumni, and institutional advancement purposes unless prohibited by law or unless the student has formally requested otherwise in writing.

Policy Contact

Information Technology Services (ITS)
Email: itsupport@xusom.com

Office of Student Affairs

Dean of Veterinary Medicine

Laboratory facilities and safety

Laboratory Facilities

Xavier University School of Veterinary Medicine (XUSOVM) provides modern laboratory facilities to support the teaching, learning, and research activities of the Doctor of Veterinary Medicine (DVM) program.

The University maintains dedicated laboratories for anatomy, histology, microbiology, parasitology, pathology, biochemistry, clinical pathology, and other veterinary sciences. These facilities are designed to provide students with practical, hands-on experiences that complement classroom instruction and support the development of veterinary competencies.

Anatomy Laboratory

The Anatomy Laboratory is equipped with:

- Preserved anatomical specimens;
- Skeletal collections;
- Anatomical models;
- An Anatomage Table and other digital learning resources; and
- Cadaveric specimens for dissection and anatomical study.

Additional cadaver specimens may be available through approved educational and clinical partnerships to support dissection and anatomical instruction.

Histology Laboratory
The Histology Laboratory supports instruction in:

- Histology;
- Microscopic anatomy;
- Veterinary pathology; and
- Related biomedical sciences.

The laboratory includes:

- Student microscopes;
- Teaching microscopes;
- Digital microscopy resources;
- Histological slide collections;
- Projector and camera systems for demonstrations; and
- Digital slide libraries and Anatomage resources.

Biochemistry and Integrated Laboratory Sciences Facility
The Biochemistry Laboratory includes:

- Wet laboratory workstations;
- Virtual laboratory learning areas;
- Microbiology workspaces;
- Sterile preparation areas; and
- Laboratory instrumentation used for practical instruction.

The facility may also be utilized for microbiology, immunology, molecular biology, pathology, and other laboratory exercises requiring specialized equipment, aseptic techniques, or sterilization procedures.

Laboratory Rules and Safety Regulations

Student safety and professionalism are essential components of laboratory education. All students are expected to comply with laboratory safety requirements and instructions provided by faculty and laboratory personnel.

Failure to comply with laboratory policies may result in removal from laboratory activities and may lead to disciplinary action.

General Laboratory Conduct

- Students shall not work alone in any laboratory without prior authorization and supervision by an instructor or designated laboratory personnel.
- Students shall conduct themselves in a professional manner at all times. Horseplay, disruptive behavior, practical jokes, unsafe activities, or disrespect toward faculty, staff, or fellow students are prohibited.
- Students must follow all instructions provided by faculty, laboratory personnel, and safety officers.
- Students must maintain a clean and organized work environment.

Personal Hygiene and Infection Control

- Students must wash their hands thoroughly before beginning laboratory activities and immediately upon completion of laboratory work.
- Hand hygiene must also be performed after handling:
- Animals;
- Cadavers;

- Biological specimens;
- Chemicals;
- Body fluids; or
- Laboratory equipment.
- Work surfaces must be appropriately disinfected before and after laboratory sessions.
- Following dissections or necropsy activities, work surfaces must be cleaned and disinfected according to laboratory protocols.

Food and Beverage Restrictions

- Eating, drinking, chewing gum, smoking, vaping, or using tobacco products in any laboratory area is strictly prohibited.
- Food and beverages shall not be stored in laboratory refrigerators, freezers, or storage areas.

Personal Protective Equipment

Students must wear appropriate personal protective equipment (PPE) as directed by the instructor.

Required PPE may include:

- Laboratory coats;
- Scrubs;
- Examination gloves;
- Protective eyewear;
- Face shields;
- Masks or respirators;
- Protective footwear; and
- Other safety equipment appropriate to the activity.

Anatomy and Dissection Laboratories

For anatomy, dissection, necropsy, and biological specimen laboratories, students are required to wear:

- Scrubs;
- Examination gloves;
- Safety glasses or face protection;
- Closed-toe shoes that completely cover the foot; and
- Any additional PPE required by the instructor.

Safe Handling of Specimens, Chemicals, and Biological Materials

- Students must keep their hands away from their face, eyes, nose, and mouth when handling:
- Cadavers;
- Preserved specimens;
- Chemicals;
- Biological samples;
- Body fluids; and
- Laboratory animals.
- Applying cosmetics, inserting contact lenses, or biting fingernails in the laboratory is prohibited.
- Students must follow all chemical safety and biosafety procedures.
- Chemicals and biological materials shall only be used as directed by instructors.

Emergency Procedures

- Any chemical splash, exposure, injury, or laboratory accident must be reported immediately to the instructor.
- In the event of chemical exposure to the eyes, students must immediately use the nearest eyewash station and seek assistance.
- All accidents, injuries, spills, breakages, exposures, or safety concerns must be reported regardless of severity.
- Emergency exits, eyewash stations, safety showers, fire extinguishers, first aid kits, and emergency contact information must remain accessible at all times.

Sharps and Instrument Safety

- Scalpels, needles, blades, and other sharp instruments may only be used under instructor supervision and after appropriate training.
- Sharp instruments must be transported using designated trays or containers.
- Students must always direct sharp instrument tips away from themselves and others.
- Used sharps must be disposed of in approved sharps containers.
- Needlestick injuries, cuts, or sharps-related incidents must be reported immediately.

Laboratory Equipment

- Students may only use laboratory equipment after receiving appropriate instruction and authorization.
- Equipment shall be used only for its intended purpose.
- Damaged, malfunctioning, or unsafe equipment must be reported immediately.
- Students shall not attempt repairs or modifications to laboratory equipment.

Gloves and Contamination Prevention

- Students wearing contaminated gloves shall not:
- Touch microscopes;
- Touch computer keyboards;
- Touch mobile phones;
- Touch writing utensils;
- Touch personal belongings;
- Touch door handles; or
- Leave designated laboratory areas.
- Gloves must be removed and disposed of appropriately before touching non-laboratory items.
- Hand hygiene must be performed immediately after glove removal.

Biosafety and Biosecurity

Students must comply with all biosafety and biosecurity policies established by XUSOVM.

This includes:

- Appropriate handling of biological materials;
- Proper disposal of biological waste;
- Adherence to infection control practices;
- Compliance with zoonotic disease prevention protocols;
- Reporting of occupational exposures; and
- Completion of required biosafety training.

Professional Responsibility

Students are expected to demonstrate professionalism, respect, integrity, and accountability while participating in laboratory activities.

Any behavior that compromises safety, professionalism, animal welfare, academic integrity, or the learning environment may result in disciplinary action.

Policy Contact

Laboratory Director

Health and Safety Committee

Office of Student Affairs

Dean of Veterinary Medicine

Parking and restricted areas

Parking Policy

Parking of personal motor vehicles on University property is a privilege granted by Xavier University School of Veterinary Medicine (XUSOVM) and not a guaranteed right.

To promote safety, accessibility, and efficient traffic flow, designated parking areas are provided for students, faculty, staff, and visitors.

Students are required to comply with all parking regulations and signage while on University property.

Student Parking Regulations

- Students may only park in areas specifically designated for student parking.
- Parking in spaces reserved for faculty, staff, visitors, emergency vehicles, service vehicles, or individuals with disabilities (without appropriate authorization) is strictly prohibited.
- Students must comply with all traffic signs, speed limits, and parking instructions while on University property.
- Vehicles parked in unauthorized locations may be subject to warnings, towing, immobilization, or other corrective measures at the owner's expense.
- The University assumes no responsibility for theft, loss, or damage to vehicles or personal property while parked on University premises.
- Repeated violations of parking regulations may result in suspension or revocation of parking privileges and/or disciplinary action.

Access to Administrative and Faculty Offices

The University is committed to maintaining a safe, professional, and productive working environment for students, faculty, staff, and visitors.

Access Regulations

- Students may enter administrative offices, faculty offices, laboratories, and other restricted areas only with permission from the appropriate faculty member, staff member, or University official.

- Students should respect posted office hours, appointment schedules, and access restrictions.
- Unauthorized entry into administrative offices, faculty offices, examination areas, laboratories, storage rooms, or other restricted facilities is prohibited.
- Students must conduct themselves professionally and respectfully when interacting with faculty, staff, and administrators.
- Any attempt to access confidential records, examinations, administrative documents, or restricted University property without authorization may result in disciplinary action.

Policy Contact

Office of Student Affairs

Facilities and Operations Office

Dean of Veterinary Medicine

Healthcare services in Aruba

Xavier University School of Veterinary Medicine (XUSOVM) is committed to supporting the health and wellbeing of its students by facilitating access to healthcare services available in Aruba.

Students are required to maintain appropriate health insurance coverage throughout their enrollment at XUSOVM. Upon arrival in Aruba, students are typically covered by travel or private health insurance until they obtain their residency status and become eligible for local healthcare coverage.

Students should apply to AZV after completing the required residence and registration procedures. Eligibility, coverage dates, and covered benefits must be confirmed by AZV.

Aruba Health Insurance

Depending on eligibility and the applicable benefits package, AZV coverage may include:

- Primary care (family physicians);
- Emergency medical services;
- Specialist referrals;
- Dental services where included in the applicable benefits package;
- Diagnostic and laboratory services;
- Hospital care; and
- Other approved healthcare services.

Students must register with AZV and select a family physician, pharmacy, and dental provider in accordance with local healthcare regulations.

Access to Medical Care

Students have access to healthcare providers located throughout Aruba, including clinics and medical facilities in close proximity to the University campus.

Family physicians serve as the primary point of contact for healthcare services and provide:

- Routine medical care;
- Preventive healthcare;

- Management of acute and chronic illnesses;
- Referrals to specialists;
- Mental health referrals when appropriate; and
- Follow-up care.

Students are encouraged to seek medical attention promptly when health concerns arise.

Mental Health and Counseling Referrals

Students who require psychological, psychiatric, or counseling services may access these services through:

- The Office of Student Affairs;
- Licensed psychologists and counselors;
- Family physicians;
- AZV-approved healthcare providers; and
- Other qualified healthcare professionals.

Appropriate referrals may be arranged for specialized mental health services when needed.

Prescription Medications

Many prescription medications, physician consultations, and healthcare services may be covered under AZV or other applicable health insurance plans, subject to eligibility requirements and policy limitations.

Students are responsible for understanding their individual insurance coverage and any applicable co-payments, exclusions, or reimbursement procedures.

Supplemental Health Insurance

Students who maintain private or international health insurance coverage may be eligible for reimbursement of certain healthcare expenses in accordance with the terms and conditions of their insurance policies.

Students should contact their insurance provider directly regarding coverage details, claims procedures, and reimbursement eligibility.

Confidentiality of Healthcare Services

All medical, psychological, and counseling services are confidential.

Healthcare providers operate independently of the University's academic evaluation process and do not disclose confidential health information to faculty, administrators, or academic committees except:

- With the student's written authorization;
- When required by law; or
- When necessary to protect the health or safety of the student or others.

Seeking medical or mental health care will not adversely affect a student's academic standing, promotion, evaluation, or progression within the DVM program.

Policy Contact
Office of Student Affairs

Student Wellness Services

Dean of Veterinary Medicine

Student Organizations

Xavier University School of Veterinary Medicine (XUSOVM) encourages student participation in extracurricular, professional, academic, leadership, and community service activities. Student organizations provide opportunities for professional growth, networking, leadership development, community engagement, and enhancement of the veterinary educational experience.

All student organizations operate under the guidance of the Office of Student Affairs and the Student Government Association (SGA).

Student Government Association

The Student Government Association (SGA) serves as the official representative body of the student community.

Purpose

The purpose of the SGA is to:

- Represent the interests, concerns, and opinions of students;
- Promote communication between students, faculty, administration, and staff;
- Support student initiatives and activities;
- Foster student leadership and professionalism;
- Promote student welfare and wellbeing; and
- Strengthen the sense of community within XUSOVM.

The SGA serves as a liaison between the student body and the University administration and actively participates in enhancing the student experience.

Veterinary Medicine Interest Group

Purpose

The Veterinary Medicine Interest Group (VMIG) promotes professional development and exposure to diverse career opportunities within veterinary medicine.

Activities may include:

- Guest lectures from veterinary specialists;
- Career exploration events;
- Clinical skills workshops;
- Veterinary public health awareness programs;
- Animal welfare initiatives;
- Community outreach activities; and
- Networking opportunities with veterinary professionals.

One Health and Public Health Interest Group

Purpose

The One Health and Public Health Interest Group promotes awareness of the interconnectedness of animal, human, and environmental health.

Activities may include:

- One Health educational programs;
- Zoonotic disease awareness campaigns;
- Community outreach projects;
- Public health initiatives;
- Environmental sustainability programs;
- Disaster preparedness education; and
- Collaborative projects with healthcare and environmental organizations.

Student Ambassador Organization

Purpose

The Student Ambassador Organization represents XUSOVM within the University and the broader community.

Student ambassadors:

- Assist during orientation programs;
- Support recruitment and outreach activities;
- Participate in University events;
- Promote the DVM program;
- Mentor incoming students; and
- Serve as representatives of the University at professional and community events.

The organization promotes leadership, professionalism, communication skills, and community engagement.

Academic Enhancement Program

Purpose

The Academic Enhancement Program (AEP) is a peer-assisted learning and tutoring initiative designed to support student success.

The program:

- Provides peer tutoring services;
- Facilitates small-group learning sessions;
- Supports students experiencing academic challenges;
- Promotes collaborative learning;
- Assists students with study strategies and time management; and
- Encourages academic excellence.

Peer tutors are selected based on academic performance, professionalism, and communication skills.

Participation as a tutor or tutee is voluntary and available to all XUSOVM students.

Student Chapter of Veterinary Professional Organizations

XUSOVM students may establish student chapters or affiliated groups associated with recognized veterinary professional organizations.

These organizations may focus on:

- Veterinary clinical practice;
- Animal welfare;
- Food animal medicine;
- Equine medicine;
- Exotic animal medicine;
- Wildlife and conservation medicine;
- Veterinary public health;
- Research and scholarship;
- Leadership development; and
- Community service.

Such organizations provide opportunities for networking, professional development, leadership experience, and participation in national and international veterinary initiatives.

Community Service and Outreach Programs

XUSOVM encourages students to participate in community service and outreach initiatives that contribute to animal health, public health, environmental stewardship, and community wellbeing.

Activities may include:

- Animal welfare campaigns;
- Educational outreach programs;
- Shelter and rescue support activities;
- Public health awareness events;
- One Health initiatives;
- Disaster preparedness programs;
- Community veterinary services; and
- Environmental conservation activities.

Establishment of New Student Organizations

Students wishing to establish a new student organization must submit a proposal to the Office of Student Affairs and the Student Government Association for review and approval.

All student organizations must:

- Support the mission and values of XUSOVM;
- Operate in accordance with University policies;
- Maintain appropriate faculty oversight; and
- Conduct activities in a professional and ethical manner.

Policy Contact
Office of Student Affairs

Student Government Association

Dean of Veterinary Medicine

Veterinary certification and licensure pathways

Graduates of Xavier University School of Veterinary Medicine (XUSOVM) who wish to practice veterinary medicine in the United States or Canada must satisfy the licensing requirements established by the appropriate veterinary regulatory authorities.

Licensure requirements vary by jurisdiction and are subject to change. Students are responsible for familiarizing themselves with the requirements of the jurisdiction in which they intend to practice.

North American Veterinary Licensing Examination

The North American Veterinary Licensing Examination (NAVLE) is a licensing examination used by veterinary regulatory authorities in the United States and Canada. Passing it does not itself confer a license.

The NAVLE is administered by the International Council for Veterinary Assessment (ICVA) in cooperation with veterinary licensing boards throughout North America.

Successful completion of the NAVLE is generally required before a candidate can obtain a license to practice veterinary medicine in the United States or Canada.

Educational Commission for Foreign Veterinary Graduates

The Educational Commission for Foreign Veterinary Graduates (ECFVG), administered by the American Veterinary Medical Association (AVMA), evaluates the educational equivalency of graduates from non-AVMA accredited veterinary schools.

The ECFVG certification program is designed to assess whether international veterinary graduates possess the knowledge and clinical skills necessary to enter veterinary practice in the United States.

The ECFVG certification process has four components:

- Registration and verification of veterinary education and graduation;
- Demonstration of English-language ability under ECFVG requirements;
- Basic and Clinical Sciences Examination (BCSE); and
- Clinical Proficiency Examination (CPE).

The NAVLE is a separate licensing examination, not one of the four ECFVG certification steps. Candidates must verify current eligibility and requirements with ECFVG, ICVA, and their intended licensing board.

Students intending to pursue veterinary licensure in the United States should regularly review ECFVG requirements, as policies and procedures may change.

Program for the Assessment of Veterinary Education Equivalence

The Program for the Assessment of Veterinary Education Equivalence (PAVE) is administered by the American Association of Veterinary State Boards and provides an alternative pathway for graduates of non-accredited veterinary schools seeking licensure in participating jurisdictions.

PAVE requirements include:

- Credential verification;
- English language assessment (if required);
- Qualifying Science Examination (QSE); and
- Evaluated Clinical Experience (ECE) at an AVMA-accredited veterinary school, with the required prior documentation and approval.

Students must verify school eligibility, examination sequencing, ECE acceptance, and the requirements of the intended licensing jurisdiction before making clinical or financial commitments. A DVM clinical placement does not automatically satisfy PAVE requirements.

Students should verify whether the jurisdiction in which they intend to practice recognizes PAVE certification.

Student Responsibilities

Students are responsible for:

- Understanding licensure requirements in their intended jurisdiction;
- Monitoring changes to licensing and certification requirements;
- Maintaining required documentation and credentials;
- Meeting examination deadlines; and
- Complying with all certification and licensing procedures established by the relevant regulatory authorities.

XUSOVM provides guidance and support regarding veterinary licensing pathways; however, responsibility for meeting all certification and licensing requirements rests with the individual student.

Useful Resources

Educational Commission for Foreign Veterinary Graduates

AVMA ECFVG: https://www.avma.org/education/educational-commission-foreign-veterinary-graduates

Program for the Assessment of Veterinary Education Equivalence

American Association of Veterinary State Boards (AAVSB) PAVE: https://www.aavsb.org/licensure/international-pathway-for-veterinarians/

North American Veterinary Licensing Examination

ICVA NAVLE: https://www.icva.net/navle/

AAVSB ECE requirements: https://www.aavsb.org/licensure/international-pathway-for-veterinarians/complete-evaluated-clinical-experience/. Candidates in ECFVG or PAVE must meet ICVA and licensing-board eligibility requirements, including the applicable BCSE or QSE requirement, before NAVLE approval. Official sources reviewed October 1, 2026.

Policy Contact
Office of Student Affairs

Office of Academic Affairs

Dean of Veterinary Medicine

Section VII: Committees and academic policies

Admissions Committee

Description and Charge

The charge of the Admissions Committee is to select a sufficient number of well-qualified students who best represent the mission, vision, and values of Xavier University School of Veterinary Medicine (XUSOVM), Aruba.

The Committee has the complete and final authority to evaluate and recommend applicants for admission to the Doctor of Veterinary Medicine (DVM) program.

The selection of students shall be fair, holistic, and unbiased and shall not be influenced by political, financial, personal, or other inappropriate factors.

The Committee reports to the Dean of Veterinary Medicine and the Chief Academic Officer.

Membership

The Admissions Committee is a standing committee of the University.

Members are recommended by the Dean of Veterinary Medicine and appointed by the Chief Academic Officer.

Committee members serve one-year terms and may be reappointed without limitation on the number of terms served.

The Committee consists of:

- Chair
- Secretary
- Admissions Coordinators
- Faculty Members
- General Members

Additional members may be appointed as deemed necessary by the Dean of Veterinary Medicine or the Chief Academic Officer.

Duties

Chair

The Chair shall:

- Provide leadership to the Committee;
- Preside over all committee meetings;
- Designate assignments and responsibilities as needed;
- Ensure compliance with admission policies and procedures;
- Serve as signatory on admission offer letters;
- Welcome admitted students to the University; and
- Report committee activities to the Dean of Veterinary Medicine and Chief Academic Officer.

Secretary
The Secretary shall:

- Record and maintain meeting minutes;
- Distribute minutes prior to subsequent meetings;
- Review completed applications;
- Identify applicants who meet minimum admission requirements;
- Coordinate the interview process;
- Review recommendations from faculty interviewers; and
- Make recommendations to the Chair regarding admissions decisions.

Admissions Coordinators
Admissions Coordinators shall:

- Attend committee meetings;
- Review applicant files;
- Identify applicants eligible for interviews;
- Maintain communication with prospective students;
- Monitor admission trends and applicant demographics;
- Identify challenges and opportunities within the admissions process; and
- Provide regular updates to the Committee regarding admissions activities.

Faculty Members
Faculty members shall:

- Attend committee meetings;
- Conduct applicant interviews;
- Evaluate applicants using approved admissions criteria;
- Complete applicant assessment forms;
- Recommend admission, rejection, or deferral decisions;
- Provide feedback regarding the effectiveness of admission procedures; and
- Recommend improvements to the admissions process.

General Members
General members shall:

- Participate in admissions discussions;
- Review admissions policies and procedures;
- Provide recommendations for improvement; and
- Assist the Committee in fulfilling its responsibilities.

Responsibilities and Actions
The Admissions Committee is responsible for:

- Evaluating applications for admission to the DVM program;
- Conducting applicant interviews;
- Reviewing applicant qualifications using holistic admissions principles;
- Recommending admission, rejection, or deferral decisions;
- Ensuring admissions practices are consistent with the mission of XUSOVM;
- Monitoring applicant quality and diversity;
- Periodically evaluating admission policies and procedures; and

- Recommending revisions to improve admissions outcomes.

Admissions Procedures

Application Review

All applicants whose applications have been verified by the Admissions Office shall be invited to complete their application files.

Application files may include:

- Academic transcripts;
- Letters of recommendation;
- Personal statement;
- Curriculum vitae or resume;
- Veterinary, animal, research, leadership, or community service experiences; and
- Other supporting documentation as required.

Interview Process

Applicants meeting minimum admissions requirements may be invited for an interview.

Interviews may be conducted:

- Virtually (e.g., Zoom, Microsoft Teams, or similar platforms);
- By telephone; or
- In person.

Applicants are assigned to designated committee members for evaluation.

Applicant Evaluation

Faculty interviewers utilize a standardized evaluation form that considers:

- Academic qualifications;
- Academic performance trends;
- Communication skills;
- Professionalism;
- Ethical reasoning;
- Leadership potential;
- Commitment to veterinary medicine;
- Veterinary and animal-related experiences;
- Community service activities;
- Research experiences;
- Personal attributes;
- Letters of recommendation; and
- Personal statement.

Admissions decisions are based on a holistic review of each applicant's experiences, attributes, competencies, and academic metrics.

Admissions Decisions

Committee members independently evaluate applicants and recommend one of the following actions:

- Accept;
- Defer; or

- Reject.

Applicants demonstrating satisfactory academic qualifications and successful interview performance may be offered admission to the DVM program.

Upon acceptance, students are informed of the registration, enrollment, immigration, housing, and orientation processes.

Publication of Admissions Policies
Admission policies, procedures, technical standards, and eligibility requirements are published on the University website, admissions materials, and relevant institutional publications.

Meeting Procedures

Frequency and Duration of Meetings
The Admissions Committee shall meet at least once each semester.

Additional meetings may be convened at the discretion of the Chair or upon request of the Dean of Veterinary Medicine or Chief Academic Officer.

Quorum
A simple majority of the total committee membership shall constitute a quorum.

A quorum must be present for the Committee to conduct official business and make admissions decisions.

Conflict of Interest
Committee members must disclose any actual, potential, or perceived conflict of interest that may affect their ability to evaluate an applicant objectively.

Conflicts may include:

- Family relationships;
- Personal relationships;
- Financial interests;
- Supervisory relationships; or
- Other circumstances that may impair impartial judgment.

Disclosure may be made verbally during a meeting or in writing to the Chair.

If a conflict is determined to exist, the affected member shall recuse themselves from the discussion and decision-making process involving that applicant. Such recusals shall be documented in the meeting minutes.

Lines of Accountability
The Admissions Committee is accountable to:

- Dean of Veterinary Medicine
- Chief Academic Officer

Minutes and Reports
Minutes of all meetings shall be maintained by the Secretary.

Approved minutes shall be distributed to committee members and maintained in accordance with University record retention policies.

The Committee may provide periodic reports to the Dean of Veterinary Medicine, Faculty Senate, Academic Affairs, and other institutional bodies as appropriate.

Annual Review

The Admissions Committee shall review its bylaws, policies, procedures, admissions criteria, and operational effectiveness annually.

Recommended revisions shall be submitted to the Faculty Senate for review and approval.

Policy Contact

Chair, Admissions Committee

Dean of Veterinary Medicine

Chief Academic Officer

Curriculum Committee

Committee Status

Standing Committee

Reporting Relationship

The Curriculum Committee reports directly to the Dean, School of Veterinary Medicine (SVM).

Applicable Standards

The Curriculum Committee shall comply with all applicable institutional policies and accreditation requirements. The Committee shall:

- Consist of a majority of full-time faculty members;
- Have adequate structure, representation, authority, and function to meet the educational needs of the School of Veterinary Medicine;
- Ensure oversight of the Doctor of Veterinary Medicine (DVM) curriculum; and
- Support continuous quality improvement and competency-based veterinary medical education.

Membership and Appointment

The Curriculum Committee shall consist of seven (7) voting members, of whom a minimum of four (4) shall be full-time faculty members with primary responsibilities within the School of Veterinary Medicine.

Committee members shall be recommended by the respective academic departments and appointed by the Dean of the School of Veterinary Medicine.

The Dean may appoint additional members as:

- Voting members; or
- Ex officio (non-voting) members.

One student representative from each DVM cohort may be invited to serve as a non-voting member of the Committee.

Student representatives shall participate only in open sessions of the Curriculum Committee.

The Committee shall elect a Chair and Secretary from among its voting members.

All meetings shall be conducted in accordance with Robert's Rules of Order, unless otherwise specified by University policy.

Term Lengths

Initial Appointments

To ensure continuity and preservation of institutional knowledge, initial appointments shall be staggered as follows:

- Three-year terms;
- Two-year terms; and
- One-year terms.

Ongoing Appointments

Following the initial cycle:

- Faculty members shall serve three-year terms;
- Student representatives shall serve one-year terms.

Reappointment

Members may be reappointed for one additional consecutive term.

Charge of the Curriculum Committee

The Curriculum Committee is responsible for the overall design, coordination, integration, evaluation, and continuous improvement of the Doctor of Veterinary Medicine (DVM) curriculum.

The Committee shall coordinate the development, implementation, assessment, and review of the DVM curriculum to ensure that graduates achieve the competencies, program learning outcomes, and educational objectives established by the School of Veterinary Medicine.

Academic departments shall identify the foundational assumptions, educational goals, competencies, and subject matter essential for veterinary medical education and develop courses and learning experiences to achieve those goals.

The Curriculum Committee shall provide oversight, guidance, and recommendations regarding curriculum content, structure, sequencing, delivery, assessment, and evaluation.

Responsibilities

The Curriculum Committee shall:

Curriculum Oversight

- Coordinate all aspects of the DVM curriculum;
- Ensure horizontal and vertical integration of curricular content;
- Monitor curriculum quality, effectiveness, and relevance;
- Review and approve course descriptions, learning outcomes, syllabi, and curricular modifications;

- Ensure alignment between Program Educational Objectives (PEOs), Program Learning Outcomes (PLOs), competencies, and course-level outcomes.

Competency Based Veterinary Education

- Oversee implementation of Competency-Based Veterinary Education (CBVE);
- Monitor achievement of graduate competencies;
- Ensure curriculum mapping across all competencies and learning outcomes;
- Evaluate assessment strategies used to measure competency attainment.

Accreditation Compliance

- Review the curriculum against applicable accreditation requirements and use American Veterinary Medical Association (AVMA) Council on Education standards as a reference for program development. Reference to a standard does not constitute a claim of accreditation.
- Recommend curricular changes necessary to meet applicable requirements and support the institution's accreditation objectives.

Curriculum Evaluation and Quality Improvement

- Conduct continuous curriculum review and improvement using outcomes assessment data;
- Analyze student performance, course evaluations, progression data, licensing examination outcomes, graduate feedback, employer feedback, and other quality indicators;
- Recommend and monitor corrective actions and curricular enhancements.

Curriculum Structure

The Committee shall oversee:

- Course credits;
- Contact hours;
- Curriculum sequencing;
- Course descriptions;
- Electives;
- Clinical experiences;
- Essential Veterinary Skills training;
- Assessment strategies; and
- Graduation requirements.

Comprehensive Curriculum Review

The Curriculum Committee shall coordinate a comprehensive and holistic review of the DVM curriculum at least once every seven (7) years.

The review shall evaluate:

- Curriculum structure and integration;
- Educational outcomes;
- Competency attainment;
- Stakeholder feedback;
- Accreditation requirements; and
- Emerging trends in veterinary medical education.

Admissions Coordination

The Curriculum Committee shall meet periodically with the Admissions Committee to:

- Review academic preparation requirements;
- Evaluate prerequisite coursework requirements;
- Assess applicant preparedness for participation in the DVM curriculum; and
- Recommend modifications to admission requirements when appropriate.

Meetings

Frequency

The Curriculum Committee shall meet at least monthly during the academic year.

Additional meetings may be called by the Chair, Dean, or upon request of a majority of Committee members.

Quorum

A simple majority of voting members shall constitute a quorum.

A quorum must be present to conduct official business and approve recommendations.

Minutes and Documentation

The Secretary shall:

- Maintain official minutes of all meetings;
- Record attendance, motions, votes, and actions taken;
- Distribute minutes to Committee members in a timely manner; and
- File approved minutes with the Dean of the School of Veterinary Medicine.

Committee records shall be maintained in accordance with University record-retention policies and shall be available for review by authorized individuals.

Faculty and Student Development

Training related to curriculum development and educational excellence shall be mandatory for all Curriculum Committee members.

Areas of training include:

- Competency-Based Veterinary Education (CBVE);
- Curriculum design and integration;
- Assessment and evaluation;
- Curriculum mapping;
- Educational scholarship;
- Examination development and analysis;
- ExamSoft and educational technology platforms;
- Outcomes assessment; and
- Accreditation standards and compliance.

Recurrent faculty development and refresher training shall be offered at least annually.

Student representatives may participate in such training opportunities when appropriate.

Conflict of Interest

Members shall disclose any actual, perceived, or potential conflicts of interest that may influence their judgment regarding curricular matters.

Members with conflicts of interest may be recused from discussion or voting as determined by the Chair.

All recusals shall be documented in the meeting minutes.

Lines of Accountability

The Curriculum Committee is accountable to:

- Dean, School of Veterinary Medicine
- Faculty Senate
- Chief Academic Officer (through the Dean)

Annual Review

The Committee shall review its bylaws, membership structure, responsibilities, and effectiveness annually and recommend revisions as needed.

Substantive revisions shall be submitted to the Faculty Senate for review and approval.

Policy Contact

Chair, Curriculum Committee

Dean, School of Veterinary Medicine

Chief Academic Officer

Grievances Committee

Mandate

The Grievances Committee is responsible for addressing student grievances related to academic, non-academic, disciplinary, and professionalism matters, including concerns regarding the teacher-learner environment, violations of the Code of Conduct, and non-compliance with accreditation standards.

The Committee is committed to maintaining a learning environment that is free from harassment, discrimination, retaliation, and unfair treatment. It provides students with a fair and impartial forum through which they may express concerns, seek resolution of grievances, and ensure due process.

Membership

The Grievances Committee shall operate in accordance with University policies governing academic freedom, professional responsibilities, and the administration of the School of Veterinary Medicine.

Xavier University School of Veterinary Medicine shall maintain a standing Grievances Committee consisting of three to five (3-5) members of the Faculty Senate:

- Dean of Student Affairs (Ex Officio Member and Chair)
- Two faculty representatives from preclinical veterinary education
- Two faculty representatives from clinical veterinary education
- Where appropriate, the Dean of Veterinary Medicine and/or Associate Dean may serve as ex officio, non-voting members.

In addition, the Clinical Chairs Committee shall serve as an advisory subcommittee to the Grievances Committee and may provide recommendations regarding appeals involving students enrolled in clinical training.

Responsibilities

Matters appropriate for consideration by the Grievances Committee include, but are not limited to:

a. Discrimination, harassment, or improper treatment related to race, color, religion, sex, gender identity, sexual orientation, disability, ethnicity, national origin, age, or other protected characteristics.

b. Non-compliance with accreditation standards.

c. Alleged unethical conduct occurring within or outside the classroom, laboratory, clinical setting, or University premises.

d. Violations of established academic policies and procedures, including examination policies, registration policies, advising policies, probation, suspension, and dismissal procedures.

e. Violations of student academic freedom.

f. Failure of students, faculty, or administrators to meet established obligations and responsibilities.

g. Alleged arbitrary, capricious, or unfair grading practices.

h. Grievances related to ethical misconduct, behavioral violations, sexual harassment, or inappropriate conduct.

i. Appeals related to academic probation, suspension, or dismissal from the DVM program.

j. Student disciplinary matters occurring on or off campus.

k. Violations of policies contained within the Student Handbook or Faculty Handbook.

l. Other matters referred to the Committee by the Dean of Veterinary Medicine or Chief Academic Officer.

Financial matters, tuition disputes, and administrative fee determinations are not subject to appeal through the Grievances Committee and shall be handled through the appropriate administrative offices.

Procedures of the Committee

The University recognizes the right of every student to receive due process in matters involving disciplinary action, adverse academic decisions, or other grievances.

Students have the right to appeal decisions that adversely affect their academic standing, enrollment status, or educational experience.

Referral or Appeal to the Grievances Committee

Submission Requirements

- All grievances and appeals must be submitted in writing to the Chair of the Grievances Committee (appeals@xusom.com)
- All submissions must be fully documented and supported by relevant evidence.
- The written statement shall include:
- A summary not exceeding one typed page;

- The specific policy or policies alleged to have been violated;
- The nature of the grievance;
- A description of the actions or circumstances giving rise to the grievance;
- The remedy or outcome being sought.
- Additional supporting documentation may be attached.

Informal Resolution

Students should attempt informal resolution when appropriate and safe. Informal discussion is not a prerequisite for reporting harassment, discrimination, retaliation, or other concerns for which direct contact would be inappropriate.

Examples include:

- Faculty member
- Course Chair
- Clinical Preceptor
- Department Chair
- Dean
- Chief Academic Officer

If informal resolution is unsuccessful, the student may proceed with a formal complaint.

Formal Complaint

Where informal discussion is appropriate, the student may first raise the concern with the faculty member or individual directly involved. Otherwise, the student may submit a formal grievance directly to the designated office.

The faculty member shall attempt to resolve the matter and provide a written response to the student in a timely manner.

Copies of the grievance and response shall be forwarded to:

- Dean of Student Affairs
- Dean of Veterinary Medicine
- Chair of the Grievances Committee

Unless a specific policy provides a different deadline, a grievance must be filed within five (5) working days after the student becomes aware of the issue. The separate harassment and discrimination reporting provisions and grade-review procedure govern those matters.

Requests to review grades and subsequent grade appeals follow the Review of Academic Performance and Grade Appeals policy in this section.

If the grievance remains unresolved, the student may submit a written appeal to the Grievances Committee within five (5) working days of receiving the faculty member's decision.

The Committee shall schedule a hearing within five (5) working days of receipt of the appeal and notify all relevant parties.

Appeals of Dismissal

A student appealing dismissal from the DVM program must submit a written appeal within five (5) working days of receiving the dismissal notice.

The Grievances Committee shall schedule a hearing within five (5) working days of receiving the appeal.

A student appealing dismissal must obtain written authorization from the Dean before attending classes while the appeal is pending. Credit is awarded only if the appeal succeeds and all academic requirements are met.

Hearing Procedures

Prior Notification
The Chair shall notify all affected parties in writing regarding:

- The nature of the grievance;
- Date, time, and location of the hearing;
- Materials to be reviewed.

All written materials shall be made available to committee members and involved parties at least forty-eight (48) hours before the hearing.

Students must notify the Chair at least forty-eight (48) hours before the hearing regarding the identity of any advocate accompanying them.

Rights of the Student
The student has the right to:

- Be present throughout the hearing;
- Present evidence;
- Call witnesses;
- Be accompanied by an advocate who may be a student, faculty member, or staff member.

The advocate may advise the student but may not participate in deliberations.

Legal counsel shall not be permitted to participate in the hearing process.

The student may decline to appear or testify; however, the Committee may proceed with the hearing and deliberations in the student's absence.

Witnesses
Witnesses may:

- Appear in person; or
- Submit written statements.

Written statements must be submitted to the Chair at least seventy-two (72) hours prior to the hearing.

Executive Session
At any time, Committee members may request an executive session.

During executive sessions, all non-Committee members shall leave the hearing room.

Documentation

- Prior to the hearing, the student and other involved parties shall have access to information that will be considered by the Committee.

- All materials distributed during the hearing shall be returned to the Chair at the conclusion of proceedings.
- Hearing materials shall be designated confidential and maintained in secure files.
- The Chair shall ensure that all records and supporting documents are appropriately maintained.
- The grievance process is administrative rather than legal in nature; therefore, formal rules of evidence and discovery do not apply.

The process shall be guided by principles of fairness, objectivity, and due process.

Voting and Reports

The Grievances Committee shall determine the merits of the grievance and recommend appropriate actions or remedies.

Findings and recommendations shall require approval by a two-thirds (2/3) majority of voting members.

The Chair shall prepare a written report summarizing:

- Findings of fact;
- Committee conclusions;
- Recommendations;
- Vote outcome.

The report shall be signed by participating Committee members and submitted to the Dean of Veterinary Medicine.

If a two-thirds majority cannot be achieved, the matter shall be referred to the Dean of Veterinary Medicine and/or Chief Academic Officer for final determination.

All Committee deliberations shall remain confidential.

Notification of Findings

The Chair shall provide written notification of the Committee's decision to the student within five (5) working days following the hearing.

Copies may be provided to:

- Faculty Advisor
- Dean of Veterinary Medicine
- Chief Academic Officer
- Other appropriate University officials

Appeals of Committee Recommendations

- Decisions of the Grievances Committee may be appealed.
- Appeals must be submitted in writing within ten (10) working days of receipt of the Committee's decision.
- Appeals shall be directed to the Dean of Veterinary Medicine.
- Appeals must clearly state the basis for the appeal.
- The Dean's decision may be appealed to the Chief Academic Officer.
- The decision of the Chief Academic Officer shall be final.
- Students dismissed from the DVM program shall not attend classes pending final resolution of the appeal unless otherwise authorized by the Dean.

Confidentiality

All proceedings, records, deliberations, and recommendations of the Grievances Committee shall be treated as confidential to the fullest extent permitted by law and University policy.

Conflict of Interest

Committee members must disclose any actual, perceived, or potential conflict of interest.

Members with a conflict of interest shall recuse themselves from discussion, deliberation, and voting on the matter.

Such recusals shall be documented in the meeting minutes.

Revision of Bylaws

The Grievances Committee shall periodically review its bylaws and procedures.

Recommended revisions shall be submitted to the Faculty Senate for review and approval.

Policy Contact

Chair, Grievances Committee

Dean of Student Affairs

Dean of Veterinary Medicine

Research Committee

Mandate

The Research Committee of Xavier University School of Veterinary Medicine (XUSOVM) is responsible for promoting, supporting, and advancing scholarly activities within the institution. The Committee encourages research that enhances veterinary medical education, contributes to scientific knowledge, supports evidence-based veterinary practice, promotes One Health initiatives, and benefits the local and global community.

The Committee actively seeks collaborations with local, regional, and international organizations to foster research opportunities, enhance faculty and student scholarship, and strengthen the research culture of the institution.

Composition

The Research Committee shall consist of:

Chair

The Chair shall be appointed by the Chief Academic Officer (CAO).

Faculty Members

Three to five (3-5) faculty members appointed by the Chair in consultation with the Dean of Veterinary Medicine and Chief Academic Officer.

Student Representatives
Student representatives may be appointed to encourage student participation in research activities and scholarly initiatives.

Ex Officio Members
The Dean of Veterinary Medicine, Research Chair, and Chair of the Institutional Review Board (IRB) may serve as ex officio members when appropriate.

Responsibilities

The responsibilities of the Research Committee include, but are not limited to:

a. Promoting a culture of ethical, scholarly, and evidence-based research throughout the institution.

b. Working closely with the Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC) to ensure compliance with ethical and regulatory standards.

c. Monitoring and supporting faculty and student research activities.

d. Recommending resources required to support research activities, including software, laboratory infrastructure, equipment, technical support, statistical consultation, and scholarly dissemination.

e. Encouraging student involvement in research through mentorship, training, and participation in scholarly activities.

f. Collaborating with student research organizations and interest groups to promote research engagement.

g. Supporting training in research methodology, evidence-based veterinary medicine, scientific writing, biostatistics, and critical appraisal of scientific literature.

h. Organizing research seminars, workshops, journal clubs, and scholarly development activities.

i. Coordinating annual or periodic Research Days, Research Symposia, and Student Research Forums that showcase faculty and student scholarship.

j. Facilitating dissemination of scholarly accomplishments through newsletters, institutional communications, scientific conferences, and peer-reviewed publications.

k. Monitoring research productivity and recommending strategies to enhance scholarly output.

l. Supporting interdisciplinary, translational, One Health, and community-based research initiatives.

Research Day and Scholarly Activities

The Research Committee may organize an annual XUSOVM Research Day or Scientific Symposium.

Activities may include:

- Faculty and student poster presentations
- Oral presentations
- Research seminars
- Invited keynote lectures
- Research awards and recognition programs

Posters and presentations may be evaluated by internal and external reviewers, and awards may be granted for outstanding scholarly contributions.

Meeting Procedures

Frequency

The Committee shall meet at least once each semester.

Additional meetings may be convened by the Chair as necessary.

The Chair shall distribute an agenda prior to each meeting.

Quorum

A simple majority of voting members shall constitute a quorum.

A quorum is required for all official actions.

Members participating remotely through approved electronic platforms shall be considered present for quorum purposes.

Conflict of Interest

Committee members shall disclose any actual, potential, or perceived conflict of interest.

Members with conflicts of interest shall recuse themselves from discussion, deliberation, and voting on the affected matter.

All recusals shall be documented in the meeting minutes.

Lines of Accountability

The Research Committee is accountable to:

- Dean of Veterinary Medicine
- Chief Academic Officer
- Faculty Senate

The Committee shall provide periodic reports regarding research activities, outcomes, and recommendations.

Minutes and Reports

The Committee Secretary shall:

- Record minutes of all meetings;
- Maintain Committee records;
- Distribute approved minutes electronically to members;
- Submit reports to the Dean and Chief Academic Officer as appropriate.

Revision of Bylaws

The bylaws of the Research Committee shall be reviewed annually.

Recommended revisions shall be submitted to the Faculty Senate for review and approval.

Institutional Review Board (IRB)

Mandate

The Institutional Review Board (IRB) reviews research involving human participants, identifiable human data, or human biological specimens to protect participants' rights, welfare, dignity, and privacy. Animal research and teaching activities require the appropriate animal-care and ethics review.

The IRB safeguards the rights, welfare, dignity, and privacy of research participants and ensures that all approved research adheres to recognized standards of scientific integrity and ethical conduct.

All animals utilized in research or teaching activities shall be managed and cared for in accordance with approved Institutional Animal Care and Use Committee (IACUC) protocols and applicable animal welfare regulations.

Composition

Chair

The Chair of the IRB shall be appointed by the Chief Academic Officer.

Members

The Chair, in consultation with the Chief Academic Officer and Dean of Veterinary Medicine, shall appoint members representing appropriate expertise, including:

- Veterinary Medicine
- Biomedical Sciences
- Public Health
- Research Methodology
- Bioethics
- Animal Welfare
- Community Representation

Membership should provide sufficient diversity and expertise to adequately review research proposals.

Responsibilities

The IRB shall:

a. Review proposals involving human participants, identifiable human data, and human biological specimens within its remit.

b. Ensure compliance with institutional policies and applicable ethical guidelines.

c. Evaluate risks and benefits associated with proposed research.

d. Protect the welfare, rights, privacy, and confidentiality of research participants.

e. Refer animal-use components to the Institutional Animal Care and Use Committee (IACUC) or the University's designated animal ethics review process; IRB approval alone does not authorize animal use.

f. Monitor ongoing approved research when necessary.

g. Provide guidance regarding informed consent, confidentiality, and ethical conduct of research.

h. Promote education regarding research ethics and responsible conduct of research.

Submission and Review Process

Researchers must submit proposals electronically using the approved IRB submission forms.

Students must obtain the required ethics approvals or written exemption determination before recruiting participants, collecting data, or beginning animal activities. Supervisors and the relevant ethics office must confirm the appropriate review route.

Submissions should be directed to:

IRB Office
Email: xirb@xusom.com

Each proposal shall undergo review using standardized evaluation criteria.

Following review, the IRB may:

- Approve the proposal;
- Approve with modifications;
- Request revisions and resubmission;
- Defer review pending additional information; or
- Reject the proposal.

The IRB strives to provide an initial review decision within two (2) weeks of receiving a complete application.

Relationship with the Research Committee

The IRB works closely with the Research Committee to promote ethical scholarship and research excellence throughout the institution.

Because of the size and structure of the institution, limited overlap in membership between the Research Committee and IRB may occur when appropriate; however, all conflicts of interest must be disclosed and managed according to institutional policy.

Lines of Accountability

The Institutional Review Board is accountable to:

- Chief Academic Officer
- Dean of Veterinary Medicine
- Faculty Senate

The IRB shall provide periodic reports regarding its activities while maintaining confidentiality of individual protocol reviews.

Policy Contact
Chair, Institutional Review Board

Chief Academic Officer

Dean of Veterinary Medicine

Promotion and academic progress review

Mandate

The Promotions and Progress Review Committee (PPRC) is responsible for monitoring student academic performance, professional conduct, competency achievement, and progression throughout the Doctor of Veterinary Medicine (DVM) program.

The Committee evaluates whether students are making satisfactory academic progress toward achieving the Program Educational Objectives (PEOs), competency-based learning outcomes, and professional standards required for successful completion of the DVM curriculum.

The Committee has the authority to recommend promotion, remediation, academic probation, repetition of courses or semesters, suspension, or dismissal in accordance with University policies.

The Committee reports directly to the Dean of Veterinary Medicine.

Policy on Promotion and Progress Review of Students

A student is considered to be making satisfactory academic progress when he or she successfully completes the sequence of courses, clinical experiences, and other curricular requirements established by the Curriculum Committee and meets the academic and professional standards of Xavier University School of Veterinary Medicine (XUSOVM).

The assessment of academic progress is comprehensive and includes evaluation of the student's achievement in the domains of knowledge, clinical and technical skills, professional behaviors, communication, ethical conduct, and attitudes, as reflected in the Program Educational Objectives (PEOs), Competency-Based Veterinary Education (CBVE) outcomes, and other institutional learning expectations.

Professionalism is an essential component of academic progress and is evaluated throughout the curriculum. Students are expected to demonstrate integrity, accountability, respect, ethical conduct, responsibility, and adherence to the standards of the veterinary profession in all academic, clinical, research, and extracurricular activities.

The Promotions and Progress Review Committee shall review student performance holistically and may consider academic performance, professionalism, attendance, clinical competency, compliance with institutional policies, and other relevant factors when making decisions regarding promotion, probation, remediation, suspension, repetition, or dismissal.

Independent of academic grades or examination performance, unprofessional behavior may constitute sufficient grounds for academic sanctions. Such sanctions may include a letter of warning, academic probation, suspension, repetition of coursework or semester, or dismissal from the DVM program, as determined by the Promotions and Progress Review Committee and in accordance with University policies and procedures.

The Committee shall ensure that all decisions related to student progression are made fairly, consistently, and in accordance with established policies, while maintaining the integrity of the veterinary medical profession and safeguarding the standards of the Doctor of Veterinary Medicine program.

Membership

The Promotions and Progress Review Committee shall consist of:

- Dean of Veterinary Medicine (Ex Officio)
- Dean of Student Affairs (ex officio, non-voting, advisory role; subject to the confidentiality and conflict-of-interest requirements)
- Chair, Promotions and Progress Review Committee
- Two preclinical veterinary faculty representatives
- Two clinical veterinary faculty representatives
- Registrar (Non-voting Member)

Additional faculty members may be appointed by the Dean of Veterinary Medicine as required.

Responsibilities

The Committee shall:

- Review student academic performance and progression.
- Monitor student achievement of program competencies.
- Review remediation outcomes.
- Evaluate professionalism concerns affecting academic progression.
- Determine promotion, probation, suspension, repetition, or dismissal.
- Recommend academic support interventions.
- Ensure consistency and fairness in academic progression decisions.
- Maintain documentation of all decisions and recommendations.

Academic Advancement

At the completion of each semester, the Registrar shall provide the Committee with academic records for students eligible for progression.

The Committee shall review:

- Course grades
- Attendance records
- Essential Veterinary Skills performance
- Professionalism evaluations
- Competency achievement
- Compliance with University policies

Students must successfully complete all required academic requirements before progressing to the next semester.

Re-Examination Policy

Students who fail a single course may be eligible for a re-examination in accordance with University policy.

The maximum grade attainable through a re-examination shall be recorded as a Pass (70%).

Students who successfully pass the re-examination may progress to the next semester.

Students who fail the re-examination shall be required to repeat the entire course.

Students failing two (2) or more courses in a semester may not be eligible for re-examination and shall be reviewed by the PPRC.

Academic Probation

Students who fail one or more courses may be placed on Academic Probation and referred to the Promotions and Progress Review Committee.

Students failing two (2) or more courses in a semester may not be promoted to the next term and shall normally be placed on Academic Probation.

Students on Academic Probation shall:

- Meet with their assigned faculty mentor at least twice monthly.
- Submit a written remediation plan.
- Meet with designated faculty members as directed.
- Maintain at least the attendance standard required by University policy and any additional written remediation requirements.
- Successfully pass all assigned courses during the probationary semester.
- Demonstrate acceptable professional conduct.

Students must successfully complete all failed courses before being considered for promotion to a higher term.

Failure to satisfy probation requirements may result in additional sanctions, including suspension or dismissal.

Academic Sanctions

The Committee may impose one or more of the following sanctions:

Letter of Warning
Formal notification of academic or professionalism concerns.

Academic Probation
Formal monitoring and remediation of academic or professional deficiencies.

Repetition of Course
Requirement to repeat a failed course.

Repetition of Semester
Requirement to repeat an entire semester when competency achievement is inadequate.

Academic Suspension
Temporary interruption of enrollment with defined conditions for return.

Academic Dismissal
Permanent separation from the DVM program due to failure to meet academic or professional standards.

Maximum Course Attempts

A course may not be attempted more than three (3) times.

Attempts include:

- Original enrollment
- Course repetition
- Re-examination attempts

A student who fails or withdraws from the same course three (3) times is subject to academic dismissal following PPRC review and the applicable appeal process. The attempt limit does not prevent earlier action for failure to meet probation, safety, or professionalism requirements.

Appeal of Academic Dismissal

Students have the right to appeal academic dismissal decisions.

Appeals must be submitted in writing to the Grievances Committee in accordance with the procedures outlined in the Student Handbook.

The Grievances Committee shall review the appeal and make recommendations to the Dean of Veterinary Medicine.

The decision of the Dean may be appealed to the Chief Academic Officer (CAO), whose decision shall be final.

Confidentiality

All deliberations, records, and decisions of the Promotions and Progress Review Committee shall remain confidential and shall be maintained in accordance with University policies governing student educational records.

Conflict of Interest

Members are expected to declare any actual, potential, or perceived conflict of interest.

Members with a conflict of interest shall recuse themselves from discussion, deliberation, and voting regarding the affected student.

Such recusals shall be documented in the meeting minutes.

Policy Review

The Promotions and Progress Review Committee shall periodically review these policies and procedures and recommend revisions to the Faculty Senate for approval.

Policy Contact
Chair, Promotions and Progress Review Committee

Dean of Veterinary Medicine

Policy on Promotion and Progress Review of the Students - Cloned

Promotions and Progress Review Committee (PPRC)

Mandate

The Promotions and Progress Review Committee (PPRC) is responsible for monitoring student academic performance, professional conduct, competency achievement, and progression throughout the Doctor of Veterinary Medicine (DVM) program.

The Committee evaluates whether students are making satisfactory academic progress toward achieving the Program Educational Objectives (PEOs), competency-based learning outcomes, and professional standards required for successful completion of the DVM curriculum.

The Committee has the authority to recommend promotion, remediation, academic probation, repetition of courses or semesters, suspension, or dismissal in accordance with University policies.

The Committee reports directly to the Dean of Veterinary Medicine.

Policy on Promotion and Progress Review of Students

A student is considered to be making satisfactory academic progress when he or she successfully completes the sequence of courses, clinical experiences, and other curricular requirements established by the Curriculum Committee and meets the academic and professional standards of Xavier University School of Veterinary Medicine (XUSOVM).

The assessment of academic progress is comprehensive and includes evaluation of the student's achievement in the domains of knowledge, clinical and technical skills, professional behaviors, communication, ethical conduct, and attitudes, as reflected in the Program Educational Objectives (PEOs), Competency-Based Veterinary Education (CBVE) outcomes, and other institutional learning expectations.

Professionalism is an essential component of academic progress and is evaluated throughout the curriculum. Students are expected to demonstrate integrity, accountability, respect, ethical conduct, responsibility, and adherence to the standards of the veterinary profession in all academic, clinical, research, and extracurricular activities.

The Promotions and Progress Review Committee shall review student performance holistically and may consider academic performance, professionalism, attendance, clinical competency, compliance with institutional policies, and other relevant factors when making decisions regarding promotion, probation, remediation, suspension, repetition, or dismissal.

Independent of academic grades or examination performance, unprofessional behavior may constitute sufficient grounds for academic sanctions. Such sanctions may include a letter of warning, academic probation, suspension, repetition of coursework or semester, or dismissal from the DVM program, as determined by the Promotions and Progress Review Committee and in accordance with University policies and procedures.

The Committee shall ensure that all decisions related to student progression are made fairly, consistently, and in accordance with established policies, while maintaining the integrity of the veterinary medical profession and safeguarding the standards of the Doctor of Veterinary Medicine program.

Membership

The Promotions and Progress Review Committee shall consist of:

1. Dean of Veterinary Medicine (Ex Officio)
2. Dean of Student Affairs (Ex Officio)
3. Chair, Promotions and Progress Review Committee
4. Two Basic Sciences Faculty Representatives
5. Two Clinical Sciences Faculty Representatives
6. Registrar (Non-voting Member)

Additional faculty members may be appointed by the Dean of Veterinary Medicine as required.

Responsibilities

The Committee shall:

- Review student academic performance and progression.
- Monitor student achievement of program competencies.
- Review remediation outcomes.
- Evaluate professionalism concerns affecting academic progression.
- Determine promotion, probation, suspension, repetition, or dismissal.
- Recommend academic support interventions.
- Ensure consistency and fairness in academic progression decisions.
- Maintain documentation of all decisions and recommendations.

Academic Advancement

At the completion of each semester, the Registrar shall provide the Committee with academic records for students eligible for progression.

The Committee shall review:

- Course grades
- Attendance records
- Essential Veterinary Skills performance
- Professionalism evaluations
- Competency achievement
- Compliance with University policies

Students must successfully complete all required academic requirements before progressing to the next semester.

Re-Examination Policy

Students who fail a single course may be eligible for a re-examination in accordance with University policy.

The maximum grade attainable through a re-examination shall be recorded as a Pass (70%).

Students who successfully pass the re-examination may progress to the next semester.

Students who fail the re-examination shall be required to repeat the entire course.

Students failing two (2) or more courses in a semester may not be eligible for re-examination and shall be reviewed by the PPRC.

Academic Probation

Students who fail one or more courses may be placed on Academic Probation and referred to the Promotions and Progress Review Committee.

Students failing two (2) or more courses in a semester may not be promoted to the next term and shall normally be placed on Academic Probation.

Students on Academic Probation shall:

1. Meet with their assigned faculty mentor at least twice monthly.
2. Submit a written remediation plan.
3. Meet with designated faculty members as directed.
4. Maintain a minimum attendance requirement established by the Committee.
5. Successfully pass all assigned courses during the probationary semester.
6. Demonstrate acceptable professional conduct.

Students must successfully complete all failed courses before being considered for promotion to a higher term.

Failure to satisfy probation requirements may result in additional sanctions, including suspension or dismissal.

Academic Sanctions

The Committee may impose one or more of the following sanctions:

Letter of Warning
Formal notification of academic or professionalism concerns.

Academic Probation
Formal monitoring and remediation of academic or professional deficiencies.

Repetition of Course
Requirement to repeat a failed course.

Repetition of Semester
Requirement to repeat an entire semester when competency achievement is inadequate.

Academic Suspension
Temporary interruption of enrollment with defined conditions for return.

Academic Dismissal
Permanent separation from the DVM program due to failure to meet academic or professional standards.

Maximum Course Attempts

A course may not be attempted more than three (3) times.

Attempts include:

- Original enrollment
- Course repetition
- Re-examination attempts

A student who fails or withdraws from the same course three (3) times shall be subject to dismissal from the DVM program.

Appeal of Academic Dismissal

Students have the right to appeal academic dismissal decisions.

Appeals must be submitted in writing to the Grievances Committee in accordance with the procedures outlined in the Student Handbook.

The Grievances Committee shall review the appeal and make recommendations to the Dean of Veterinary Medicine.

The decision of the Dean may be appealed to the Chief Academic Officer (CAO), whose decision shall be final.

Confidentiality

All deliberations, records, and decisions of the Promotions and Progress Review Committee shall remain confidential and shall be maintained in accordance with University policies governing student educational records.

Conflict of Interest

Members are expected to declare any actual, potential, or perceived conflict of interest.

Members with a conflict of interest shall recuse themselves from discussion, deliberation, and voting regarding the affected student.

Such recusals shall be documented in the meeting minutes.

Policy Review

The Promotions and Progress Review Committee shall periodically review these policies and procedures and recommend revisions to the Faculty Senate for approval.

Policy Contact

Chair, Promotions and Progress Review Committee (PPRC)

Dean of Veterinary Medicine

DVM Program Graduation Requirements Policy - Cloned

DVM Program Graduation Requirements Policy

Policy Statement

The awarding of the Doctor of Veterinary Medicine (DVM) degree by Xavier University School of Veterinary Medicine (XUSOVM) is contingent upon a student meeting all academic, clinical, professional, and institutional requirements established by the Faculty Senate, Curriculum Committee, and Promotions and Progress Review Committee (PPRC).

Students must demonstrate the knowledge, clinical skills, professional behaviors, ethical conduct, and competencies expected of an entry-level veterinarian and must satisfy all graduation requirements of the DVM program.

The University maintains a common standard for graduation irrespective of the country in which the graduate intends to pursue licensure, postgraduate training, or professional practice.

Graduation Requirements

To be eligible for the award of the Doctor of Veterinary Medicine (DVM) degree, students must:

1. Successfully complete all required pre-clinical coursework within the DVM curriculum.
2. Successfully complete all required clinical rotations and experiential learning activities.
3. Achieve all Program Educational Objectives (PEOs), Program Learning Outcomes (PLOs), and Competency-Based Veterinary Education (CBVE) competencies established by the DVM program.
4. Successfully complete all required assessments, examinations, practical evaluations, clinical competency assessments, and other graduation requirements established by the Curriculum Committee.
5. Satisfy all Essential Veterinary Skills requirements and demonstrate competency in the required clinical and professional skills.
6. Demonstrate professional conduct, ethical behavior, integrity, and adherence to the standards of the veterinary profession throughout the program.
7. Be in good academic standing and meet all progression requirements established by the Promotions and Progress Review Committee.
8. Satisfy all financial obligations to the University.
9. Comply with all institutional policies, procedures, and regulations.

Assessment of Graduation Competencies

The determination of graduation eligibility shall be based upon multiple assessment methods, including but not limited to:

- Course examinations and assessments
- Integrated Quizzes (IQs)
- Semester Ending Examinations (SEEs)
- Laboratory and practical assessments
- Clinical performance evaluations
- Essential Veterinary Skills assessments
- Professionalism evaluations
- Competency-based assessments
- Portfolio and experiential learning documentation, where applicable
- Other standardized assessments approved by the Curriculum Committee

The University may utilize additional standardized examinations or competency assessments to evaluate readiness for graduation and entry-level veterinary practice.

Professionalism Requirement

Professionalism is an essential requirement for graduation.

No student with an unresolved professionalism concern, disciplinary sanction, academic integrity violation, ethical misconduct finding, or other unremediated professional behavior concern shall be eligible for the award of the DVM degree.

The Promotions and Progress Review Committee shall review such matters and determine whether the student has satisfactorily demonstrated the professional attributes expected of a graduate veterinarian.

Certification for Graduation

The Promotions and Progress Review Committee shall certify that all graduation requirements have been met and shall recommend eligible students for the award of the Doctor of Veterinary Medicine degree.

Final approval for graduation shall be granted in accordance with University governance procedures.

Policy Contact

Chair, Promotions and Progress Review Committee (PPRC)

Dean of Veterinary Medicine

Extramural electives and externships

Purpose

Xavier University School of Veterinary Medicine (XUSOVM), Aruba, has the responsibility to review, approve, and monitor all extramural elective experiences undertaken by students to ensure that such experiences contribute meaningfully to the educational objectives of the Doctor of Veterinary Medicine (DVM) program while maintaining student safety, animal welfare, and professional standards.

The University shall evaluate all proposed extramural electives to ensure that they provide appropriate educational value, adequate supervision, and a safe learning environment. In reviewing extramural electives, the University shall assess potential risks to students, animals, clients, faculty, staff, and the community, as well as the availability of appropriate support systems and emergency resources.

To this end, the following policies and procedures shall guide the oversight, approval, monitoring, and evaluation of all extramural electives.

Policy Statement

All extramural electives undertaken for academic credit or recognition within the DVM program must receive prior approval from XUSOVM before the student begins the elective experience.

No elective activity may be counted toward graduation requirements unless it has been formally reviewed and approved through the established institutional process.

The University reserves the right to deny, modify, suspend, or withdraw approval for any extramural elective that does not meet educational, professional, ethical, safety, or animal welfare standards.

Scope

This policy applies to all DVM students participating in:

- Domestic or international extramural electives
- Veterinary clinical externships
- Research electives
- Public health electives
- One Health experiences
- Wildlife, zoological, aquatic, laboratory animal, or conservation medicine electives
- Government, industry, military, or non-governmental organization placements
- Community outreach and service-learning activities receiving academic credit

Criteria for Approval

Prior to approval, XUSOVM shall evaluate:

Educational Quality

- Alignment with DVM Program Educational Objectives (PEOs)
- Alignment with Competency-Based Veterinary Education (CBVE) competencies
- Educational value and learning opportunities
- Availability of qualified supervision and mentorship
- Adequacy of clinical, research, or professional experiences

Student Safety

- Personal safety risks
- Availability of emergency medical care
- Occupational health and safety considerations
- Biosecurity and infection control practices
- Exposure to zoonotic diseases
- Availability of personal protective equipment (PPE)

Animal Welfare

- Compliance with accepted animal welfare standards
- Ethical treatment of animals
- Compliance with local regulations and professional standards
- Adequacy of veterinary oversight

Site Evaluation

- Professional reputation of the host institution
- Adequacy of facilities and equipment
- Availability of appropriate supervision
- Previous student evaluations, where available

Environmental and Political Considerations

- Natural disaster risks
- Political instability
- Civil unrest or security concerns
- Travel advisories
- Public health concerns or disease outbreaks

Professional and Ethical Considerations

- Compliance with veterinary professional ethics
- Compatibility with XUSOVM policies and standards
- Potential ethical challenges that may arise during the elective experience

Student Responsibilities

Students requesting approval for an extramural elective shall:

- Submit an Extramural Elective Application before the start of the elective.
- Provide:
- Elective description
- Learning objectives
- Site information
- Supervisor qualifications
- Schedule and duration
- Risk assessment information
- Complete any required health, safety, biosecurity, or travel training.
- Obtain all required licenses, permits, vaccinations, and travel documentation.
- Maintain professional conduct throughout the elective.
- Immediately report any significant safety, ethical, professionalism, or welfare concerns to XUSOVM.

Approval Process

Step 1 Submission

The student shall submit an Extramural Elective Application to the Office of Clinical Affairs or designated elective coordinator.

Step 2 Review

The elective shall be reviewed by the designated faculty reviewer and, where appropriate:

- Dean of Veterinary Medicine
- Dean of Student Affairs
- Clinical Affairs Office
- Curriculum Committee
- Risk Management Personnel

Step 3 Approval

Written approval must be obtained before the elective begins.

Students may not receive academic credit for unapproved electives.

Monitoring and Support

XUSOVM shall provide appropriate oversight during approved extramural electives through:

- Faculty oversight
- Site supervisor evaluations
- Student progress reports
- Regular communication when appropriate

Additional support may be provided when students participate in higher-risk environments.

Emergency Situations

Students participating in extramural electives must immediately notify XUSOVM if any of the following occur:

- Serious illness or injury
- Exposure to zoonotic disease
- Occupational injury
- Safety or security incident
- Natural disaster
- Political unrest
- Ethical or professional concerns
- Animal welfare concerns

The University may require suspension, modification, or termination of the elective experience when safety concerns arise.

Evaluation and Documentation

To receive academic credit, students may be required to submit:

- Supervisor evaluations
- Reflective reports
- Case logs
- Clinical experience logs
- Research reports
- Presentations or other assignments as determined by the faculty supervisor

The faculty supervisor shall evaluate whether the educational objectives of the elective have been achieved.

Denial or Withdrawal of Approval

XUSOVM may deny or withdraw approval for an extramural elective when:

- Educational standards are not met;
- Adequate supervision is unavailable;
- Student safety cannot be reasonably assured;
- Animal welfare concerns exist;
- Professional or ethical concerns arise;
- Public health, political, environmental, or security risks become unacceptable.

Policy Contact
Dean of Veterinary Medicine

Office of Clinical Affairs

Chair, Curriculum Committee

Academic integrity and professional conduct

Purpose

To maintain the highest standards of academic excellence, professional conduct, and ethical behavior, Xavier University School of Veterinary Medicine (XUSOVM) expects all students to demonstrate honesty, integrity, accountability, and professionalism in all academic, clinical, research, and extracurricular activities.

Academic integrity is fundamental to veterinary medical education and the trust placed in veterinarians by clients, colleagues, regulatory authorities, and society. Students are expected to uphold these standards throughout their enrollment in the Doctor of Veterinary Medicine (DVM) program.

Policy Statement

Students play an active role in their own education and professional development and are individually responsible for their academic work, professional behavior, and conduct.

Any student who commits an act of academic dishonesty, knowingly assists another student in committing academic misconduct, attempts to gain an unfair academic advantage, falsifies information, or fails to report known or suspected violations of this policy may be subject to disciplinary action.

Academic integrity violations may also constitute professionalism violations and may be considered by the Promotions and Progress Review Committee (PPRC) when evaluating student progression and graduation eligibility.

Scope

This policy applies to all students enrolled in the Doctor of Veterinary Medicine (DVM) program, including:

- Classroom activities
- Laboratories
- Clinical skills training
- Clinical rotations
- Examinations
- Assignments
- Research activities
- Online learning activities
- Extracurricular activities representing XUSOVM

Academic Integrity Violations

The following conduct is prohibited:

Cheating

- Using unauthorized materials during examinations or assessments.

- Obtaining or attempting to obtain examination questions before an assessment.
- Copying from another student.
- Allowing another student to copy one's work.
- Using unauthorized electronic devices during examinations.

Plagiarism

- Presenting another person's words, ideas, data, images, or work as one's own without proper acknowledgment.
- Submitting work prepared wholly or partially by another individual.
- Improper use of artificial intelligence tools, online resources, or generated content without authorization.

Fabrication and Falsification

- Inventing or falsifying data, records, clinical findings, laboratory results, research results, or patient information.
- Altering grades, evaluations, academic records, or University documents.

Unauthorized Collaboration

- Collaborating on assignments or examinations when individual work is required.
- Sharing examination content without authorization.

Research Misconduct

- Fabrication of research data.
- Falsification of research findings.
- Plagiarism in scholarly work.
- Violation of Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) requirements.

Clinical and Professional Misconduct

- Falsifying medical records, patient records, or clinical logs.
- Misrepresentation of clinical experiences or competencies.
- Misrepresentation of attendance or participation.

Failure to Report

Students have a professional responsibility to report known or suspected academic misconduct.

Failure to report a known violation may itself constitute a violation of this policy.

Procedures

Initial Review

If academic misconduct is suspected, the faculty member responsible for the course, laboratory, clinical experience, or activity shall review the matter promptly.

Where appropriate, the faculty member may meet with the student to discuss the allegations and review available evidence.

The faculty member shall notify the Dean of Veterinary Medicine or designated administrator of the alleged misconduct.

Resolution of First Offense
For minor first offenses, the faculty member, in consultation with the Dean, may attempt to resolve the matter directly with the student.

If an agreement is reached, the faculty member shall provide written documentation that includes:

- Description of the violation;
- Summary of evidence;
- Findings;
- Agreed sanctions.

A copy of the resolution shall be maintained in the student's academic file.

Neither the faculty member nor the student is obligated to resolve the matter informally.

Formal Investigation
A formal investigation shall occur when:

- The student disputes the allegation;
- The proposed sanction exceeds course failure;
- The offense is a second or subsequent violation;
- The alleged misconduct is considered serious;
- The Dean determines formal review is warranted.

The Dean shall designate an appropriate administrator or committee to investigate the allegation.

Hearing and Review Process
The designated administrator shall:

- Review all available evidence.
- Meet with the student.
- Interview witnesses where appropriate.
- Review relevant documents and records.
- Provide the student with an opportunity to respond.

The determination shall be based on a preponderance of the evidence.

Following review, the Dean shall determine whether a violation occurred and impose an appropriate sanction.

Appeals
A student may appeal a finding of responsibility or sanction.

Appeals must:

- Be submitted in writing within five (5) business days of the decision.
- Clearly identify the basis for appeal.

Grounds for appeal include:

- Procedural error;
- New information not previously available;
- Excessive or inappropriate sanction.

Appeals shall be submitted to the Chief Academic Officer (CAO).

The decision of the CAO shall be final.

Sanctions

In determining sanctions, the following factors may be considered:

- Nature and severity of the misconduct;
- Intent of the student;
- Impact on others;
- Prior disciplinary history;
- Professionalism concerns;
- Mitigating or aggravating circumstances.

Possible sanctions include:

1 Formal Warning
Written notice that the conduct violated University policy.

Additional requirements may include remediation, reassessment, or professionalism training.

2 Grade Penalty
Reduction of assignment, quiz, practical, or examination grades.

3 Course Failure
Assignment of a failing grade in the course.

4 Academic Probation
Placement on Academic Probation with specified conditions.

5 Suspension
Temporary separation from the DVM program.

6 Dismissal and Expulsion
Permanent dismissal from the DVM program and University.

Serious violations involving fraud, falsification of records, repeated misconduct, research misconduct, or significant professionalism concerns may result in immediate dismissal.

Record Keeping

All confirmed academic integrity violations and sanctions shall be documented and maintained in the student's academic record in accordance with University policies.

Such records may be reviewed by the Promotions and Progress Review Committee (PPRC) when evaluating academic progression, graduation eligibility, and professionalism standards.

Confidentiality

All investigations, hearings, records, and decisions relating to academic integrity violations shall be handled confidentially to the extent permitted by University policy and applicable law.

Policy Contact
Dean of Veterinary Medicine

Dean of Student Affairs

Chair, Promotions and Progress Review Committee

Continuous quality improvement

Policy Statement

Xavier University School of Veterinary Medicine (XUSOVM) is committed to the highest standards of educational quality, institutional effectiveness, and continuous improvement. As part of this commitment, XUSOVM maintains a systematic Continuous Quality Improvement (CQI) process to evaluate, monitor, and improve all aspects of the Doctor of Veterinary Medicine (DVM) program and institutional operations.

The CQI process ensures that educational, administrative, financial, student support, research, clinical training, and institutional activities remain aligned with the University's mission, vision, strategic goals, and accreditation requirements. The CQI process promotes a culture of evidence-based decision-making, accountability, transparency, and continuous enhancement of program quality and student outcomes.

Purpose

The purpose of this policy is:

- To ensure that XUSOVM engages in an ongoing, systematic, and evidence-based process of Continuous Quality Improvement (CQI).
- To support continuous enhancement of the Doctor of Veterinary Medicine (DVM) program and institutional operations.
- To ensure compliance with applicable accreditation standards, regulatory requirements, and institutional policies.
- To identify strengths, weaknesses, opportunities, and risks affecting educational quality and institutional effectiveness.
- To establish mechanisms for the collection, analysis, interpretation, and utilization of outcome data for informed decision-making.
- To monitor progress toward achievement of the institutional mission, vision, strategic goals, Program Learning Outcomes (PLOs), and Program Educational Objectives (PEOs).
- To support accreditation preparation and ongoing accreditation compliance.
- To foster a culture of assessment, accountability, innovation, and continuous improvement throughout the institution.

Scope

This policy applies to all areas of Xavier University School of Veterinary Medicine, including but not limited to:

- Doctor of Veterinary Medicine (DVM) Program
- Curriculum and Instruction
- Student Assessment
- Student Admissions
- Student Affairs and Wellness
- Clinical Education

- Faculty Affairs
- Research Programs
- Library and Learning Resources
- Information Technology
- Facilities and Infrastructure
- Financial Operations
- Institutional Effectiveness
- Accreditation Activities
- Community Engagement and Outreach

All faculty, administrators, staff, students, committee members, and affiliated clinical partners share responsibility for participating in quality improvement activities as appropriate.

Committee on Assessment, Review, and Quality Improvement (CARQI)

The Committee on Assessment, Review, and Quality Improvement (CARQI) shall oversee the Continuous Quality Improvement process.

The CARQI Committee shall operate under the authority of the Dean and provide regular reports to the Chief Academic Officer (CAO).

The Committee shall be responsible for:

- Monitoring educational quality and institutional effectiveness.
- Reviewing accreditation compliance.
- Evaluating outcome measures and key performance indicators.
- Identifying areas requiring corrective action.
- Recommending quality improvement initiatives.
- Monitoring implementation of improvement plans.
- Coordinating institutional self-assessment activities.
- Supporting accreditation preparation and reporting.

Continuous Quality Improvement Framework

The CQI process follows a continuous cycle:

1 Data Collection
Collection of qualitative and quantitative data from multiple sources.

2 Analysis
Review and interpretation of collected data.

3 Identification of Gaps
Determination of strengths, weaknesses, trends, risks, and opportunities.

4 Action Planning
Development of improvement plans and corrective actions.

5 Implementation
Execution of approved improvement initiatives.

6 Reassessment
Evaluation of outcomes and effectiveness of implemented changes.

7 Continuous Monitoring
Ongoing monitoring to ensure sustained improvement.

Areas Subject to CQI Monitoring

Monitoring shall occur regularly and include, but not be limited to, the following areas:

Accreditation Compliance

- Monitoring applicable accreditation requirements and progress toward institutional accreditation objectives
- Compliance with institutional policies
- Monitoring changes in accreditation requirements
- Monitoring recommendations and citations from accreditation reviews

Educational Program Effectiveness

- Program Learning Outcomes (PLOs)
- Program Educational Objectives (PEOs)
- Competency-Based Veterinary Education outcomes
- Course evaluations
- Curriculum mapping
- Curriculum integration
- Assessment quality and performance

Student Outcomes

- Student retention
- Graduation rates
- Academic progression
- Attrition rates
- Academic remediation
- Clinical competency achievement
- Licensure and certification outcomes
- Graduate placement and career outcomes

Admissions and Enrollment

- Applicant quality indicators
- Enrollment trends
- Diversity of student body
- Admissions process effectiveness

Student Experience and Wellbeing

- Student satisfaction surveys
- Learning environment surveys
- Wellness indicators
- Professionalism concerns
- Student support utilization

Faculty Development and Performance

- Faculty evaluations
- Faculty scholarly activity
- Faculty development participation
- Faculty retention

Clinical Education

- Clinical rotation quality
- Clinical site evaluations
- Clinical competency assessments
- Clinical supervision quality

Research and Scholarly Activity

- Faculty publications
- Student research participation
- Grant activity
- Research productivity

Infrastructure and Resources

- Facilities adequacy
- Technology resources
- Library resources
- Laboratory resources
- Clinical training resources

Financial Sustainability

- Budget performance
- Resource allocation
- Financial risk indicators

Key Performance Indicators (KPIs)

The CARQI Committee shall establish, review, and monitor Key Performance Indicators (KPIs) that may include:

- Student retention rates
- Graduation rates
- North American Veterinary Licensing Examination (NAVLE) performance
- Student satisfaction
- Faculty satisfaction
- Graduate employment rates
- Research productivity
- Accreditation compliance indicators
- Clinical competency achievement rates
- Program learning outcome attainment

KPIs shall be reviewed annually and revised as necessary.

Reporting and Documentation

The CARQI Committee shall:

- Maintain documentation of all CQI activities.
- Prepare annual CQI reports.
- Provide recommendations to the Dean, Faculty Senate, Curriculum Committee, and other relevant committees.
- Monitor implementation of corrective actions and improvement plans.
- Maintain records necessary for accreditation review and institutional planning.

Continuous Improvement Action Plans

When deficiencies, risks, or opportunities for improvement are identified:

- A corrective action plan shall be developed.
- Responsible individuals or committees shall be assigned.
- Timelines and performance measures shall be established.
- Progress shall be monitored regularly.
- Outcomes shall be evaluated and documented.

Annual Review

The effectiveness of the Continuous Quality Improvement process shall be reviewed annually by the CARQI Committee.

Recommendations for enhancement of the CQI process shall be submitted to the Dean and Chief Academic Officer.

Confidentiality

Data collected through CQI activities shall be handled confidentially and utilized solely for institutional improvement, planning, accreditation, and quality assurance purposes.

Policy Review

This policy shall be reviewed at least every three (3) years or sooner if required by changes in accreditation standards, institutional priorities, or regulatory requirements.

Policy Contact

Chair, Committee on Assessment, Review and Quality Improvement

Dean, Xavier University School of Veterinary Medicine

Chief Academic Officer

Infectious and environmental exposure safety

Purpose

The purpose of the Student Exposure to Infectious and Environmental Hazards Policy is to promote the health, safety, and wellbeing of Doctor of Veterinary Medicine (DVM) students. This policy establishes Xavier University

School of Veterinary Medicine (XUSOVM) requirements for preparing, preventing, and responding to exposure incidents and ensures that the DVM program meets accreditation standards related to student health and safety.

Veterinary medical students may be exposed to infectious, environmental, occupational, biological, chemical, radiological, physical, and zoonotic hazards during classroom, laboratory, field, research, and clinical training activities. XUSOVM is committed to minimizing these risks through education, prevention, monitoring, reporting, and appropriate post-exposure management.

Students may be exposed to infectious and environmental hazards during their educational program. The School has policies and procedures in place that inform students about methods of prevention and the procedures for care and treatment following potential exposure before undertaking educational activities that place them at risk. The School also informs students who may have an infectious disease, environmental hazard exposure, disability, or medical condition of any implications for their educational activities.

Principles

XUSOVM acknowledges that faculty, staff, and students may be exposed to infectious and environmental hazards during veterinary medical education. The development and implementation of this policy are guided by the principles of preparedness, prevention, safety, confidentiality, professionalism, and the One Health approach.

One Health Framework

XUSOVM recognizes that veterinary medicine exists at the intersection of animal health, human health, and environmental health. Therefore, this policy incorporates a One Health approach to identifying, preventing, reporting, and managing infectious and environmental hazards encountered during veterinary medical education.

Veterinary medical students may encounter hazards associated with animals, animal tissues, biological samples, environmental exposures, wildlife, food systems, and zoonotic diseases. Appropriate training and preventive measures shall be provided to minimize these risks.

Definitions

Exposure Incident

An exposure incident refers to any injury or exposure involving infectious, zoonotic, biological, chemical, radiological, physical, environmental, or occupational hazards that may pose a risk to the health and safety of students, faculty, staff, animals, or the public.

Examples include:

- Animal bites
- Animal scratches
- Needle-stick injuries
- Exposure to blood or body fluids
- Exposure to zoonotic pathogens
- Chemical spills
- Radiation exposure
- Laboratory accidents
- Animal handling injuries
- Environmental contamination
- Allergic reactions

Scope

This policy applies to:

- All applicants to the DVM program
- All DVM students
- Faculty members
- Staff members
- Clinical preceptors
- Clinical affiliates
- Other personnel involved in veterinary medical education

This policy applies irrespective of the geographic location where educational activities occur.

1.0 Preparedness of Students: Education and Training

Faculty shall provide education and training regarding the prevention and control of communicable diseases, blood-borne pathogens, zoonotic diseases, environmental hazards, occupational hazards, and other health and safety risks.

Students shall be introduced to concepts of infectious disease prevention, biosafety, environmental safety, radiation safety, occupational safety, and zoonotic disease prevention during the preclinical curriculum and prior to participation in clinical rotations.

Required Training

Students are required to complete training in:

- Occupational Safety and Health Administration (OSHA)-related safety training
- Infection Control Training
- Biosafety and Biosecurity
- Rabies Prevention
- Radiation Safety
- Personal Protective Equipment (PPE)
- Hazard Communication

Recommended self-study resources include:

Centers for Disease Control and Prevention (CDC) Infection Control Guidelines and Guidance Library.

Students must complete all required safety training before participating in laboratory, field, research, or clinical activities that involve potential hazards.

2.0 Prevention of Infectious and Environmental Hazards

Veterinary medical students may encounter numerous occupational hazards during their educational program.

Common Veterinary Occupational Hazards

These may include:

- Zoonotic diseases
- Animal bites and scratches
- Needle-stick injuries
- Allergens from animals
- Animal-derived toxins

- Laboratory hazards
- Chemical hazards
- Radiation exposure
- Anesthetic gases
- Reproductive hazards
- Large animal handling injuries
- Wildlife-associated hazards
- Environmental exposures during field activities

Students are expected to take reasonable precautions to minimize risks and comply with all institutional safety requirements.

Faculty, staff, and students are responsible for reporting any known hazards that may affect the health and safety of others.

Universal Precautions

All students must complete training on Universal Precautions.

Students are required to:

- Follow CDC recommendations and institutional communicable disease protocols.
- Use standard precautions at all times.
- Perform routine hand hygiene.
- Utilize appropriate PPE.
- Follow infection control protocols.
- Comply with biosafety and biosecurity requirements.

Hand Hygiene

Students shall wash hands:

- Before and after animal contact.
- Before and after invasive procedures.
- After glove removal.
- After contact with bodily fluids.
- Before eating.
- After using the restroom.

Personal Protective Equipment

Depending upon the educational activity, students may be required to wear:

- Gloves
- Laboratory coats
- Gowns
- Face shields
- Protective eyewear
- Surgical masks
- Respiratory protection
- Protective footwear
- Hair covers

Sharps Safety

Students must utilize appropriate sharps management procedures including:

- Safe handling of needles and scalpels.
- Appropriate disposal in approved sharps containers.
- Compliance with institutional sharps safety protocols.

Rabies Vaccination Requirements

Veterinary medical students are at increased risk for rabies exposure.

Accordingly:

- All students are required to maintain current rabies immunization status.
- Students are responsible for all costs associated with pre-exposure vaccination and serological testing.
- Students are responsible for costs associated with post-exposure treatment.
- Titer testing and booster vaccination must follow current risk-based guidance and the requirements of the healthcare provider, University, and clinical affiliate.
- Booster vaccination may be required if titers are inadequate.

Students may not participate in animal handling activities associated with rabies exposure risk until compliance with vaccination requirements has been verified.

Tetanus Immunization

Students must maintain current tetanus immunization status throughout enrollment in the DVM program.

Radiation Precautions

Students may be exposed to ionizing radiation during diagnostic imaging procedures.

Students shall minimize exposure using:

Time

Reduce exposure duration whenever possible.

Distance

Maximize distance from radiation sources.

Shielding

Utilize lead aprons, lead barriers, thyroid shields, gloves, and other protective devices.

Monitoring

Students must wear radiation monitoring badges whenever participating in activities involving ionizing radiation.

Students may request a confidential reproductive-health risk assessment and appropriate accommodations through Student Affairs and a qualified healthcare provider.

3.0 Exposure Response Procedures

Animal Bite, Scratch, and Zoonotic Exposure Protocol

Students who sustain:

- Animal bites
- Animal scratches
- Needlestick injuries
- Exposure to blood or body fluids
- Exposure to zoonotic pathogens

must:

- Immediately stop activities.
- Perform appropriate first aid.
- Notify supervising faculty or clinical preceptor.
- Seek medical evaluation.
- Complete an Incident Report.
- Follow all recommended post-exposure protocols.

Exposure Instructions

In the event of an exposure incident:

- Do not panic.
- Remove contaminated clothing.
- Wash exposed skin thoroughly with soap and water.
- Flush mucous membranes with copious amounts of water.
- Document relevant information regarding the source animal when applicable.
- Notify supervising faculty, clinical preceptor, Clinical Rotation Director, and/or Dean of Student Affairs.

Students should follow all recommendations provided by healthcare professionals regarding post-exposure evaluation, treatment, and follow-up.

4.0 Reporting Requirements

Notify the supervisor immediately and submit the written incident report as soon as possible, preferably within 24 hours. Reporting and administrative arrangements must not delay urgent medical assessment or treatment.

Students must comply with:

- XUSOVM reporting requirements
- Clinical affiliate reporting requirements
- Local regulatory reporting requirements

Incident reports should be submitted to:

- Course Director
- Clinical Rotation Director
- Dean of Student Affairs
- Dean of Veterinary Medicine

Failure to report a significant exposure incident may constitute a professionalism violation.

Confidentiality

The University shall maintain confidentiality regarding student medical information to the greatest extent permitted by law and institutional policy.

Information shall only be disclosed with appropriate consent or when necessary to protect health and safety.

5.0 Effects on Veterinary Medical Student Learning Activities

Students are expected to maintain a state of health that allows safe participation in educational activities without posing undue risk to themselves, animals, clients, faculty, staff, or the public.

Students whose educational activities are interrupted because of exposure incidents may be provided reasonable accommodations when appropriate.

Every effort shall be made to maintain the integrity and equivalency of the educational experience.

Fitness for Clinical Contact

Students are professionally and ethically obligated to report health conditions that may affect safe participation in clinical activities.

Students with infectious diseases, blood-borne pathogens, or other health conditions may continue their studies when participation does not pose unacceptable risk to others.

Clinical activities may be modified based on recommendations from healthcare providers or an Expert Review Panel.

Pregnancy and Reproductive Health Considerations

Students who are pregnant, planning pregnancy, or breastfeeding may voluntarily disclose their status to the Dean of Student Affairs for individualized risk assessment and educational accommodations.

Potential hazards include:

- Radiation exposure
- Anesthetic gases
- Zoonotic pathogens
- Reproductive toxins
- Certain pharmaceuticals and chemicals

Reasonable accommodations may be implemented while maintaining educational objectives and competency requirements.

6.0 Financial Responsibility

Costs associated with investigations, medical evaluation, post-exposure prophylaxis, treatment, and follow-up care shall be covered through the student's health insurance or borne by the student unless otherwise specified by institutional policy.

7.0 Administrative Responsibilities

The administration of XUSOVM is responsible for:

- Oversight of this policy.
- Policy implementation.
- Monitoring and compliance.
- Development of associated procedures.
- Periodic review and revision.

The Handbook and By-Laws Committee shall review this policy at least every three (3) years.

8.0 Non-Compliance

Instances of non-compliance with this policy shall be reported to the appropriate administrative authority and may result in corrective action, remediation, or disciplinary proceedings consistent with University policies.

Policy Contact

Dean of Student Affairs

Dean, Xavier University School of Veterinary Medicine

Clinical Rotation Director

Social Media Policy

Purpose

Social media provides valuable opportunities for education, collaboration, professional networking, public engagement, and communication. However, inappropriate use of social media may create risks related to professionalism, confidentiality, privacy, academic integrity, institutional reputation, and public trust.

This policy sets out expectations for responsible and professional social media use by DVM students, consistent with the University's standards for confidentiality, academic integrity, and professional conduct.

Scope

This policy applies to all XUSOVM DVM students, including during clinical placements and University-sponsored activities.

This policy applies to all forms of online communication and social media platforms, including but not limited to:

- Facebook
- Instagram
- LinkedIn
- X (formerly Twitter)
- TikTok
- YouTube
- Snapchat
- WhatsApp
- Telegram
- Reddit
- Blogs
- Discussion Forums
- Professional Networking Platforms
- Messaging Applications
- Podcasts
- Websites
- Any future digital communication platforms

The policy applies whether students identify themselves as Xavier University students or can reasonably be associated with the University.

General Principles

Professionalism

Students are expected to uphold the highest standards of professionalism in all online activities.

Online content must reflect the ethical responsibilities of veterinary students and future veterinarians.

Students must follow applicable veterinary professional standards, including relevant AVMA and Canadian Veterinary Medical Association (CVMA) guidance and the requirements of the clinical training site.

Confidentiality and Privacy

Students must protect the privacy and confidentiality of all patients, clients, research participants, faculty, staff, fellow students, and institutional information.

Without appropriate authorization, students must not post, transmit, discuss, or share confidential:

- Patient information
- Client information
- Animal case information
- Medical records
- Veterinary records
- Photographs
- Videos
- Clinical images
- Audio recordings
- Research data
- Examination materials
- Institutional documents

This prohibition applies even when names or identifying information have been removed if there remains any possibility that an individual, client, patient, animal owner, institution, or case may be identified.

Students must comply with applicable privacy law, professional duties of confidentiality, and training-site policies. Requirements governing human health information apply where relevant; veterinary client and patient records must also remain confidential.

Integrity and Respect

Students are expected to communicate respectfully and professionally at all times.

Students shall not engage in conduct that is:

- Harassing
- Bullying
- Threatening
- Defamatory
- Discriminatory
- Abusive
- Retaliatory
- Offensive

- Unprofessional

Students are expected to foster an environment of mutual respect and professionalism.

Representation of Xavier University

Students must clearly distinguish personal opinions from official University positions.

Students may not:

- Represent themselves as official spokespersons of Xavier University without authorization.
- Suggest that their personal opinions represent those of the University.
- Use University branding, logos, trademarks, official photographs, or institutional materials without prior authorization.

Any use of Xavier University's name, logo, branding, or official imagery for public-facing purposes requires prior written approval from the University.

Prohibited Activities

The following activities are prohibited:

Fraudulent Accounts and Impersonation

Students shall not create, manage, promote, or use:

- Fake accounts
- Anonymous accounts intended to deceive
- Impersonation accounts
- Accounts falsely representing Xavier University
- Accounts falsely representing faculty, staff, students, patients, clients, or institutions

Such conduct may result in disciplinary action and referral to appropriate legal authorities.

Students found responsible for such conduct may be held financially responsible for reasonable investigation and legal costs incurred by the University where permitted by applicable law.

False Statements and Defamation

Students shall not knowingly post or disseminate:

- False information
- Misleading information
- Defamatory statements
- Malicious accusations
- Knowingly false allegations

about:

- Xavier University
- Faculty
- Staff
- Clinical preceptors
- Students
- Patients

- Clients
- Affiliated institutions

Patient and Client Information

Students shall not post or discuss:

- Human patient information
- Veterinary patient information
- Client information
- Clinical encounters
- Clinical photographs
- Diagnostic images
- Medical records
- Veterinary records

without explicit authorization consistent with applicable laws and institutional policies.

Academic Misconduct

Students shall not share:

- Examination questions
- Examination answers
- Assessment materials
- Objective Structured Clinical Examination (OSCE) content
- Clinical competency assessments
- Practical examination content
- Institutional learning materials designated as confidential

Posting or distributing such materials may constitute academic misconduct and may result in disciplinary action.

Unprofessional Content

Students shall not post content that:

- Promotes illegal activity
- Promotes violence
- Promotes discrimination
- Promotes harassment
- Promotes substance abuse
- Undermines public trust in healthcare professions
- Violates professional ethical standards

Guidelines for Responsible Social Media Use

Educational and Professional Engagement

Students are encouraged to utilize social media for:

- Professional networking
- Continuing education
- Scientific discussion
- Public education

- Community engagement
- Advocacy consistent with professional standards

Students should use credible, evidence-based sources when sharing professional information.

Professional Boundaries

Students should maintain appropriate professional boundaries.

Students are strongly discouraged from:

- Accepting friend requests from patients or clients on personal accounts.
- Initiating personal social media relationships with current patients or clients.

Professional interactions should occur through approved professional channels whenever possible.

Privacy Settings

Students should:

- Regularly review privacy settings.
- Monitor digital footprints.
- Understand that content posted online may become public regardless of privacy settings.

Students should assume that all online content may become permanent and publicly accessible.

Intellectual Property and Copyright

Students shall respect intellectual property rights.

Students must:

- Properly cite sources.
- Obtain permission where required.
- Avoid plagiarism.
- Comply with copyright laws.

Reporting Concerns

Students, faculty, and staff who become aware of potential violations of this policy are encouraged to report concerns through appropriate institutional channels.

Reports may be submitted to:

- Dean of Student Affairs
- Program Dean
- Professional Standards Committee
- Grievances Committee
- Other designated University officials

Retaliation against individuals who report concerns in good faith is prohibited.

Enforcement and Disciplinary Action

Alleged violations of this policy shall be reviewed in accordance with University policies and procedures.

The University reserves the right to investigate reported violations.

Depending on the severity and circumstances of the violation, disciplinary actions may include:

- Educational counseling
- Formal warning
- Written reprimand
- Professionalism remediation
- Academic probation
- Suspension
- Dismissal
- Referral to professional licensing or regulatory bodies
- Referral to legal authorities when appropriate

Students shall be afforded due process consistent with applicable University policies.

References

Relevant resources include AVMA and CVMA professional guidance, applicable privacy legislation, and institutional codes of conduct.

- Applicable privacy legislation and professional codes of conduct

Acknowledgment

Enrollment in the DVM program carries the responsibility to comply with this policy and to use social media professionally and ethically.

Failure to comply with this policy may result in disciplinary action as outlined herein and in other applicable University policies.

Policy Contact

Dean of Student Affairs
Xavier University School of Veterinary Medicine
Aruba

University social media policy reference date January 16, 2025

Review Cycle Every Three Years or Earlier as Required

Review of academic performance and grade appeals

Students may request clarification of assessment results, correction of academic records, and review of grades believed to be inconsistent with published criteria. This procedure applies to DVM courses and clinical rotations.

Performance review

Submit a written request to the Dean of Veterinary Medicine, or the designated clinical academic lead, within forty-five (45) days of grade release. The Dean or designee will arrange a review within a reasonable time. Review may include answer records, performance reports, rubrics, and evaluator feedback, subject to examination security and external examination-provider restrictions.

Correction of records

Identify the suspected error and requested correction in writing. The Course Director or clinical supervisor will verify the concern; approved corrections are documented through the Registrar.

Grade appeal

A formal appeal must be submitted within ten (10) working days of the grade review. State the grounds and supporting evidence, such as a calculation error, procedural irregularity, or departure from the published rubric. The Course Director or clinical academic lead conducts the initial review. Unresolved matters proceed to the Dean of Veterinary Medicine and, where required, the Chief Academic Officer, whose decision is final.

These specific review and appeal deadlines apply to grade matters. Separate deadlines apply to dismissal, academic integrity, and other grievances. Students should seek written guidance promptly if more than one procedure may apply.

Reviews are confidential and impartial. Retaliation is prohibited. Requests, evidence, decisions, and corrections are retained by the Registrar and relevant academic office.

Responsible use of artificial intelligence

Artificial intelligence (AI) tools may support learning, research, writing, and professional development when their use is authorized. Students remain responsible for the accuracy, integrity, confidentiality, and originality of their work and for independent clinical reasoning.

Permitted educational use

Subject to course instructions, students may use AI to explain concepts, develop study plans and practice questions, organize information, and improve grammar or presentation. Research use requires appropriate faculty supervision and compliance with research ethics, data protection, and publication requirements. Verify generated claims and citations against reliable original sources.

Assessments and disclosure

Examinations, quizzes, practical assessments, OSCEs, and graded assignments must be completed independently unless the instructor explicitly permits AI assistance. Instructors must state whether AI is permitted, restricted, or prohibited. Course instructions may specify permitted academic uses but cannot waive confidentiality, examination security, or University integrity requirements.

When AI use is permitted, disclose the tool and its purpose as required by the course. For example: “I used an AI tool to organize an outline and refine grammar. I independently checked the content and references and take responsibility for the submitted work.”

Prohibited use

- Do not submit AI-generated work as unaided original work or use AI to bypass an assessed learning objective.
- Do not fabricate citations, data, clinical findings, case logs, attendance, or academic records.

- Do not upload identifiable client or patient information, confidential research data, examination materials, or protected institutional content to an unapproved AI service.
- Do not substitute AI output for supervised clinical judgment or act on unverified recommendations.

Accountability and review

Suspected violations follow the Academic Integrity Policy and its appeal procedures. The Curriculum Committee reviews this policy at least annually and communicates approved changes. Faculty should teach the limitations, biases, and verification requirements of AI tools.

Section VIII: Appendices

Appendix A Harassment and discrimination complaint form

Submit the completed form and supporting documents to appeals@xusom.com or the Office of Student Affairs. Reporting within ninety (90) calendar days is encouraged; later reports may also be considered. Use additional pages where needed.

Name of complainant

_____

Program or department

_____

Date and preferred confidential contact details

_____

Name and role of person or persons concerned

_____

Incident dates times and locations

_____

Witness names and contact details

_____

Description of the incident and supporting facts

_____

_____

_____

Requested resolution

_____

_____

_____

Attachments provided: ☐ Emails ☐ Messages ☐ Photographs ☐ Witness statements ☐ Other

I certify that the information provided is true and accurate to the best of my knowledge. I understand that knowingly providing false information may result in disciplinary action; a good-faith report is protected even if it is not substantiated.

Signature and date

_____

For official use

Date received and receiving officer

_____

Reference number and referral

_____

Outcome action and closure date

_____

Appendix B Suicide prevention and crisis response

Purpose

The purpose of this policy is to protect the health, safety, and wellbeing of all students at Xavier University School of Veterinary Medicine (XUSOVM) by establishing procedures to prevent, assess, intervene in, and respond to suicide risk and suicidal behaviors.

XUSOVM recognizes that:

- Physical, emotional, and mental health are essential components of student success and professional development.
- Veterinary students and healthcare professionals may experience elevated levels of stress, anxiety, depression, burnout, and suicide risk.
- Suicide is preventable, and early identification, intervention, and support can save lives.
- The University has an ethical responsibility to foster a supportive learning environment that promotes student wellness and resilience.
- Comprehensive suicide prevention efforts should include prevention, intervention, postvention, education, and ongoing support.

This policy should be read in conjunction with all student wellness, counseling, disability accommodation, positive learning environment, and student support policies.

Scope

This policy applies to:

- All students enrolled in the Doctor of Veterinary Medicine (DVM) Program.
- Faculty members.
- Staff members.
- Administrators.
- Clinical preceptors and affiliated training sites where applicable.

This policy applies to activities occurring:

- On campus.
- During University-sponsored activities.
- During clinical experiences.

- During off-campus educational activities.
- In situations occurring outside the University environment when student safety may be affected.

Prevention

Policy Implementation

The Dean of Student Affairs shall designate a Suicide Prevention Coordinator responsible for coordinating the implementation of this policy.

Responsibilities include:

- Coordinating prevention efforts.
- Facilitating referrals.
- Maintaining educational resources.
- Organizing training programs.
- Coordinating crisis response activities.

Faculty, staff, mentors, and students share responsibility for promoting student wellbeing and reporting concerns regarding students who may be at risk.

Faculty and Staff Training

All faculty and staff shall receive annual training on:

- Suicide risk factors.
- Warning signs.
- Protective factors.
- Crisis response procedures.
- Referral pathways.
- Postvention practices.
- Available mental health resources.

Training should include information regarding students at increased risk, including those:

- Experiencing mental health disorders.
- Experiencing substance use disorders.
- With prior suicide attempts or self-harm behavior.
- Experiencing significant academic difficulties.
- Experiencing personal or family crises.
- Bereaved by suicide.
- Living with chronic illness or disability.

Additional training in risk assessment and crisis intervention may be provided as appropriate.

Student Education and Awareness

Student-centered wellness and suicide prevention education shall be incorporated throughout the curriculum.

Educational activities may include:

- Wellness workshops.
- Resilience training.
- Small-group discussions.
- Guest lectures.

- Peer-support activities.
- Stress management programs.

At least one suicide prevention and mental health awareness session shall be provided annually.

Topics should include:

- Recognition of warning signs.
- Healthy coping mechanisms.
- Stress management.
- Burnout prevention.
- Help-seeking behavior.
- Peer support strategies.
- Available University and community resources.

Publication and Distribution

This policy shall be:

- Included in the Student Handbook.
- Included in faculty and staff handbooks.
- Available on the University website.
- Distributed during student orientation.

All members of the University community are expected to comply with this policy.

Assessment of Program Effectiveness

Knowledge, attitudes, and practices regarding mental health and suicide prevention may be periodically assessed through surveys and other evaluation tools.

Results may be used to improve wellness initiatives and prevention programming.

Intervention

Identification and Assessment of At Risk Students

Any student identified as potentially at risk for suicide shall be referred immediately to:

- Suicide Prevention Coordinator;
- Dean of Student Affairs;
- Faculty Mentor; and/or
- Licensed Mental Health Professional.

Examples of concerning behaviors include:

- Expressions of hopelessness.
- Verbal statements about self-harm or suicide.
- Significant behavioral changes.
- Self-harming behaviors.
- Severe emotional distress.
- Intoxication accompanied by suicidal statements.

Arrange prompt assessment by a qualified mental health professional. When there is immediate danger, contact emergency services immediately rather than waiting for a University appointment.

Immediate Response

When a student is identified as potentially suicidal:

- Stay with the student, or arrange for a responsible person to stay, if it is safe to do so.
- Appropriate supervision shall be maintained until evaluation is completed.
- The Dean of Student Affairs and Suicide Prevention Coordinator shall be notified immediately.
- Appropriate emergency referrals shall be arranged when necessary.

Emergency referrals may include:

- Mental health professionals.
- Emergency departments.
- Crisis intervention services.
- Emergency medical services.

Emergency Situations

If a student presents an immediate danger to themselves or others:

- Emergency services (911) shall be contacted immediately.
- Campus administration shall be notified.
- Efforts shall be made to ensure the student's safety until emergency personnel arrive.

Parent, Guardian, or Emergency Contact Notification

Where appropriate and consistent with applicable privacy laws, parents, guardians, or designated emergency contacts may be notified when a student is determined to be at significant risk.

Notification shall be made by the Dean of Student Affairs or designated representative.

Re-Entry Following Mental Health Crisis

Students returning following:

- Psychiatric hospitalization;
- Suicide attempt;
- Significant mental health crisis; or
- Extended mental health leave

may be required to participate in a re-entry process.

The re-entry process may include:

- Medical clearance documentation.
- Fitness-for-return certification from a licensed healthcare provider.
- Meetings with Student Affairs.
- Academic accommodation planning.
- Ongoing wellness support.

Reasonable accommodations may be implemented as appropriate.

Postvention Following a Suicide Death

Crisis Response Team

The Dean of Student Affairs shall coordinate a Crisis Response Team consisting of appropriate administrators, faculty, counselors, and support personnel.

The team shall:

- Coordinate communications.
- Provide support services.
- Identify at-risk individuals.
- Monitor for suicide contagion risks.
- Coordinate memorial activities consistent with best practices.

Communication

The University shall communicate factual information responsibly while respecting privacy and family wishes.

Communication shall:

- Avoid sensationalizing the death.
- Avoid detailed descriptions of suicide methods.
- Include mental health resources and support information.
- Encourage help-seeking behavior.

Support Services

Counseling and support services shall be made available to:

- Students.
- Faculty.
- Staff.
- Individuals significantly affected by the loss.

Memorial Activities

Memorial activities should:

- Focus on remembrance and healing.
- Promote mental health awareness.
- Include information about available support resources.

Activities that may unintentionally increase suicide contagion risk should be avoided.

Confidentiality and Non-Retaliation

Students seeking counseling, psychological support, psychiatric care, or suicide prevention services shall not face retaliation, discrimination, academic penalties, or adverse treatment solely because they accessed such services.

Information related to mental health concerns shall remain confidential except where disclosure is required to protect the safety of the student or others or is otherwise required by law.

Separation of Health Services and Academic Evaluation

Healthcare professionals providing confidential treatment or counseling must not participate in grading, assessment, promotion, probation, dismissal, or disciplinary decisions concerning the student receiving those services.

Financial Responsibility

Costs associated with medical evaluation, counseling, psychiatric care, emergency treatment, hospitalization, medications, or ongoing treatment shall generally be covered through the student's health insurance or be the responsibility of the student unless otherwise provided by University programs or applicable insurance coverage.

Policy Administration

The Dean of Student Affairs shall be responsible for implementation, monitoring, maintenance, and periodic review of this policy.

The Student Wellness Committee and Handbook Committee shall review this policy at least every three (3) years or sooner if required by changes in best practices or accreditation standards.

Non-Compliance

Failure to comply with this policy may result in review under applicable University policies and procedures.

Policy Contact

Dean of Student Affairs
Xavier University School of Veterinary Medicine (XUSOVM), Aruba

Review Cycle Every Three Years

Appendix C Student Government Association bylaws

Purpose

The Student Government Association (SGA) serves as the official representative body of the students of Xavier University School of Veterinary Medicine (XUSOVM). The SGA acts as a liaison between the student body, faculty, administration, and the broader University community.

The SGA seeks to:

- Represent student interests and concerns.
- Promote communication between students and the administration.
- Enhance student engagement and participation in University governance.
- Foster professional development, leadership, wellness, and community service.
- Support student organizations and extracurricular activities.
- Promote a positive learning environment consistent with the mission and values of XUSOVM.

The SGA shall operate in accordance with the Student Handbook, University policies, and all applicable accreditation standards.

Student Representation

Students are encouraged to participate actively in institutional governance.

Student representatives may serve on selected University committees that directly affect student education and welfare, including but not limited to:

- Curriculum Committee
- Research Committee
- Continuous Quality Improvement (CQI) Committee
- Student Handbook and Bylaws Committee
- Student Wellness Committee
- Other committees designated by the Dean

Student representatives may serve as voting or non-voting members as determined by committee bylaws and accreditation requirements.

Structure of the SGA

The elected officers of the SGA shall include:

- President
- Vice President
- Secretary
- Treasurer
- Class Representatives (one representative from each Doctor of Veterinary Medicine (DVM) cohort)

Additional positions may be created as needed and approved by the SGA and Office of Student Affairs.

Elections

Election Schedule

Elections shall be conducted annually during the Fall semester.

The elected officers shall assume office immediately following certification of election results and shall serve for one academic year.

Eligibility

To be eligible for election:

- Students must be in good academic and professional standing.
- Students on disciplinary probation may not hold executive office.
- Students must maintain satisfactory academic progress throughout their term.

Election Administration

The Office of Student Affairs shall oversee election procedures in collaboration with the outgoing SGA Executive Board.

Election procedures shall ensure:

- Transparency
- Fairness
- Equal opportunity for candidates
- Confidential voting

Candidates may be required to submit a statement of interest and participate in candidate presentations.

Meetings

The SGA shall meet at least once each semester.

Additional meetings may be called by:

- The President; or
- A majority of Executive Officers.

Quorum
A quorum shall consist of a simple majority of the voting members of the SGA.

Minutes
Meeting minutes shall be recorded by the Secretary and distributed to members within two weeks of the meeting.

Minutes shall be maintained by the Office of Student Affairs.

Student Participation
Any student may submit agenda items for consideration by notifying the President at least one week before the meeting.

Responsibilities of Officers

President

The President shall:

- Serve as the primary liaison between students and administration.
- Chair all SGA meetings.
- Represent students at official University functions.
- Coordinate student leadership initiatives.
- Work with the Office of Student Affairs on student surveys and engagement initiatives.
- Oversee implementation of SGA activities.

Vice President

The Vice President shall:

- Assume Presidential duties in the President's absence.
- Coordinate student events and wellness activities.
- Assist student organizations and interest groups.
- Support orientation and student engagement programs.

Treasurer

The Treasurer shall:

- Maintain records of all SGA financial transactions.
- Prepare financial reports.
- Manage SGA budgets.
- Ensure appropriate use of student activity funds.

Secretary

The Secretary shall:

- Record meeting minutes.
- Maintain official records.
- Coordinate communications.
- Assist with election administration and documentation.

Class Representatives

Class Representatives shall:

- Communicate student concerns to the SGA.
- Provide updates to their respective classes.
- Promote student engagement.
- Assist with class-specific initiatives and events.

Student Organizations and Interest Groups

The SGA shall oversee recognized student organizations and interest groups.

Examples may include:

- One Health Club
- Public Health Club
- Wildlife and Conservation Club
- Research and Scholarship Club
- Surgery Club
- Diagnostic Imaging Club
- Nutrition Club
- Community Outreach Club
- Veterinary Business and Entrepreneurship Club

Additional organizations may be approved by the Office of Student Affairs.

Each organization shall:

- Have a faculty advisor.
- Maintain active membership.
- Conduct at least one event each semester.
- Comply with University policies.

Funding

Student activity funds allocated by the University shall be administered through the SGA.

Funding may be used for:

- Student wellness activities.
- Community outreach programs.
- Educational events.
- Student leadership activities.
- Professional development initiatives.

University funds may not be used for:

- Alcohol
- Tobacco products
- Illegal substances
- Activities inconsistent with University policies

The Treasurer shall provide an annual financial report to the Office of Student Affairs.

Rights of Students

Students have the right to:

- Be represented by the SGA.
- Attend open SGA meetings.
- Present concerns and suggestions.
- Participate in elections.
- Petition the SGA regarding matters affecting the student body.

Vacancies and Removal

If a position becomes vacant:

- The SGA may appoint an interim officer until a replacement is elected or appointed.
- Appointments shall be approved by the Office of Student Affairs.

An officer may be removed for:

- Failure to perform assigned duties.
- Excessive absences.
- Academic ineligibility.
- Professional misconduct.
- Violation of University policies.

Removal shall require a majority vote of the SGA Executive Board and approval of the Dean of Student Affairs.

Review of Bylaws

The SGA shall review these bylaws annually.

Proposed amendments shall require:

- A majority vote of the SGA; and
- Approval by the Dean of Student Affairs.

Policy Contact

Dean of Student Affairs

Xavier University School of Veterinary Medicine (XUSOVM), Aruba