



VETERINARY TECHNOLOGY PROGRAM



STUDENT HANDBOOK 2024 - 2025

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The Veterinary Technology Program Mission Statement

"To provide the student with knowledge and practical skills to assist the practicing veterinarian in providing high quality and efficient animal health care."

The Veterinary Technology Program's Primary Goals

The primary goals of the Veterinary Technology Program

1. To ensure that each graduate has attained a level of competence that allows for the performance of essential tasks enumerated in the *Accreditation Policies and Procedures of the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities* manual.
2. To provide effective instruction that will qualify the graduate to successfully complete the Veterinary Technician National Examination which is administered by the Tennessee Board of Veterinary Medical Examiners. Successful completion of this examination will allow the graduate to be licensed in Tennessee and be eligible for licensure in other states.
3. To develop in the student a sense of responsibility toward animals and people.
4. To instill in the student an appreciation of ethics and professionalism as they relate to veterinary medicine.
5. To promote the humane care of all animals.
6. To promote public health, safety, and disease prevention.

Program Faculty

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I. ADMISSIONS POLICY

- A. Must have a high school diploma or GED
- B. Must be admitted to Columbia State Community College
- C. Must have the following on file in the Admissions office:
 - 1. Official transcripts from high school and any colleges attended
 - 2. Completion of testing and test results (ACT/SAT) or placement test scores
- D. Must complete all program application forms, shadowing hours, and letters of references
- E. Must complete all Learning Support requirements prior to enrollment in the program
- F. Must have a GPA of 2.0 or higher

Students who complete the requirements above are eligible for program consideration. Admission is not guaranteed. The application deadline annually is **March 1st** in order to start that fall semester of the same calendar year. Each new class starts in the fall semester. Entry to the program during spring and summer semester is not allowed. Applications may be accepted after the deadline if the program is not at capacity.

II. CONTINUATION POLICY

- A. To be eligible for continuation into the following semester - the student must meet the following requirements:
 - 1. Earn a "C" or better in ALL veterinary technology program courses, AGRI 1020 Introduction to Animal Science, AGRI 1025 Livestock Management, and BIOL 2230 Microbiology
 - 2. Maintain a GPA of 2.0 or higher
 - B. Courses and their corresponding prerequisite and corequisite courses must be successfully completed in order. Failure to do so will result in ineligibility for program continuation.
 - 1. VET 112 and AGRI 1020 Introduction to Animal Science must be taken together if AGRI 1020 has not been taken already
 - 2. VET 112 and BIOL 1110 Biology I must be taken together if BIOL 1110 has not already been taken
 - 3. COMM 2025 Fundamentals of Communication and COMM 2055 Argumentation and Debate require that ENGL 1010 English Composition I be taken prior to enrollment
 - 4. To continue on into the 3rd semester - VET 102 Animal Anatomy, BIOL 2230 Microbiology, and MATH 1130 must be completed by 2nd semester
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III. READMISSION POLICY

- A. Criteria for student application for readmission to the program:
1. If less than 1 year has lapsed since leaving the program, the student should submit a letter to the program director requesting consideration of readmission and an interview will be held to discuss what he/she could do differently to be successful in the program.
 2. If more than 1 year has lapsed since leaving the program, the student will need to re-submit all application forms, repeat at least 8 hours of shadowing, and letter of reference
 3. GPA must be 2.0 or higher
 4. Re-admission to the program will be granted based on the discretion of the program director. The decision will be based on the following factors: professional behavior, academic performance, GPA, clinical evaluation, feedback from all the instructors, any previous disciplinary actions, and previous conduct with fellow students.
 5. Readmission to the veterinary technology program after dismissal is not guaranteed
 6. Students will be readmitted to the program only once. If a student is unsuccessful a second time - readmission is not an option
 7. Due to the rapid changes of technology in the field of veterinary medicine, an absence of 3 years or more from the program shall necessitate repeating all veterinary technology courses
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IV. ATTENDANCE POLICY

A. GENERAL ATTENDANCE

1. The following policies apply to attendance for lecture, laboratory class, clinical rotations, and barn duty
2. ***Attendance in class and at other official appointments is required***
3. ***The student's school schedule is considered a contract and constitutes a series of obligated appointments that must be kept***
4. An explanation of all absences must be given to the course instructor and program director
5. The student is considered tardy if they arrive after the instructor has started class
6. Persistent unexcused absences or tardiness may be cause for student's dismissal from the program
7. It is the student's responsibility to inform the instructor of any emergency causing an absence from class, lab, or any other required activity. Notification should be made as soon as possible.
8. For an absence to be excused, written documentation from the proper authorities (e.g., doctor, counselor, police, etc) must be submitted to the course instructor and program

director within 1 week of the absence. Documentation submitted after one week will not be accepted and the absence will be considered unexcused.

9. Examples of Excused Absences (documentation required):

- a) Death in the immediate family
- b) Student is hospitalized
- c) Student's personal illness
- d) Student's child or immediate family member is sick
- e) Student has vehicle problems (documentation will include receipts of purchasing replacement parts, auto mechanic invoice, etc)
- f) Student's pet is in a emergency health situation

B. LECTURE

- 1. Two (2) occurrences of being tardy to class with no excuse will be allowed for each lecture course. After that, the student will have a 5-point deduction from their final grade in that course for each additional tardy.
- 2. One (1) unexcused absence will be allowed for each lecture course. After the first unexcused absence, the student will have a 5-point deduction from their final grade in that course for each additional absence.
- 3. Steps to take if you are going to have a last-minute absence or tardy for lecture:
 - a) Contact your course instructor as soon as possible to alert them of your absence or tardy. You may text and/or email your instructor.

C. LABORATORY

- 1. Students may not leave lab class until all tasks are completed, lab areas have been cleaned, and the lab instructor has announced that students are dismissed.
- 2. Tardiness is unacceptable for lab class. A student being tardy to lab can cause a delay in the beginning of the lab for everyone. For the surgical labs where we are working with live animals – it is very important to be on time for lab.
- 3. Any student tardy to lab class will have a 5-point deduction from their final lab grade. Extenuating circumstances may be excused at the lab instructor's discretion.
- 4. Excused absences from lab must be made up. The student must have the instructor's permission to make up the missed lab class.
- 5. If the absence is unexcused – it is up to the lab instructor's discretion on how the missed lab will be addressed.
- 6. Lab time is made up by attending another lab session if available. Not all labs can be made up and they cannot be repeated, e.g., surgery labs. This is why it is so important to not miss your lab classes.
- 7. The student is responsible for ALL lab materials during the semester.
- 8. Students needing to leave early from lab must have approval from the lab instructor.
- 9. Steps to take if you are going to have a last-minute tardy/absence from lab: Contact instructor as soon as possible – send email and/or text

D. EXAM MAKE-UP POLICY

1. Students missing a scheduled exam with an excused absence must make up the missed exam within a week of the original exam date.
2. Student is required to communicate with course instructor ahead of scheduled exam date to schedule the exam make-up date and time.
3. If the exam absence is unexcused – there is no opportunity to make up the exam and student will receive “0” for the exam grade

E. BARN DUTY

1. Due to the fact that barn duty involves taking care of live animals that depend on you – you must communicate when you are going to be late or absent. **Communication (text/phone call/email) is expected in all tardy/absence situations.**
2. **Tardiness**
 - a) If you will be late for barn – communicate with Mrs. McMullan plus your classmates also responsible for that shift. Failure to communicate will result in disciplinary action.
 - b) Two (2) occurrences of being tardy less than 15 minutes will be allowed. Excessive tardiness to barn duty can result in disciplinary action or dismissal from the program.
3. **Absences**
 - a) If you miss your barn duty shift without notice to Mrs. McMullan or your classmates also on shift – this will result in disciplinary action.
 - b) If you are absent from barn, and give less than 24 hours but have an excused absence – there is no penalty
 - c) If you are absent from, and give less than 24 hours’ notice but have an unexcused absence – this can result in disciplinary action
 - d) If you have more than 24 hours’ notice that you will be absent for a barn duty shift – you must do your best to switch shifts with a classmate. If you cannot find someone to switch – please contact Mrs. McMullan. If there is no communication that you tried to switch but were unable to then do not attend barn duty – there will be disciplinary action.
4. Steps to take if you are going to have last minute tardiness or absence:
 - a) If you had planned on being on time but ended up in a wreck, stopped traffic, car issues, etc – you will need to contact Mrs. McMullan and your classmates on your shift

F. CLINICAL ROTATIONS

1. **Attendance is required for all clinical rotations**
2. Absence from an assigned clinical shift without prior permission is considered an unexcused and will result in grade deduction.
3. Any time missed must be made up (excused or unexcused).
4. A limit of two (2) unexcused days without documentation will be allowed each semester. Yet these missed hours must be made up. Students are still responsible for communicating with their clinical site of their absence. They are responsible for

communicating with Ms. Pruitt with the date of the missed hours and when they plan on making up those hours.

5. Each student is responsible for letting their clinical site know when they will not be there due to a college holiday.
 6. If a student is making up missed hours – they must contact their clinical site about making up these hours to make sure they can accommodate you. It is not acceptable to show up at a clinical site at a unscheduled time and date without prior knowledge.
 7. If the required number of hours are not completed by the day classes end each semester – a final grade deduction will occur.
 8. If a clinical day is missed, if the student is tardy or if the student must leave early – the following must be done in order for it to be considered an excused absence or tardy:
 - a) Immediately contact the clinical site as soon as possible
 - b) Immediately contact Ms. Pruitt. Submit email with date and reason. Submit appropriate documentation supporting the absence (doctors excuse, traffic ticket, etc) as soon as student returns to campus. No documentation will be accepted after 1 week from the date of absence. The absence will then be considered unexcused. This unexcused absence will count towards the (2) allowed unexcused absences for the semester
 - c) A grade deduction will be made for each unexcused absence beyond the allowed (2) unexcused absences per semester.
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V. DRESS CODE POLICY

Students are allowed the freedom to choose how they dress. However, when students are functioning as medical professionals, whether in the classroom, lab, barn duty or clinical rotation, dress must be appropriate and professional. A professional image increases credibility and safety while fostering patient trust, respect and confidence. Non-adherence to the dress code can have negative effects on patient care and safety and could diminish the reputation of the school's program.

Students will be dismissed and given an unexcused absence, if not dressed in appropriate attire.

A. SMALL ANIMAL LABS, SURGERY, and CLINICAL ROTATIONS

1. Grade deductions or disciplinary action will be made for failure to wear approved dress or have required materials.
2. The scrub style and color of approved scrubs will be assigned by faculty at the beginning of each new academic year and will be required for every student.
3. The student is expected to keep scrubs clean, neat and without wrinkles. Pant bottoms should not drag the floor or show signs of wear or fraying. Rolling the pant legs up is not permitted.

4. The Veterinary Technology Department patch must be sewn to an arm sleeve of the scrub top. Patches must be on student's scrubs prior to starting VET 191 in the summer semester. Patches may not be pinned on or curling up on the corners.
5. The student must wear the issued nametag on the scrub top.
6. No open-toed or open-heeled footwear is allowed.
7. Students must wear a matching lab coat/warm up jacket over the scrubs to keep scrub top clean.
8. Only tops approved by the Vet Tech department are to be worn under scrub tops. These tops must be a solid color (white, khaki, or navy blue) and tucked in at the waist. No print tops with text are to be worn. Turtlenecks are acceptable.
9. To comply with professional appearance expectations of the profession:
 - a) No visible tattoos are permitted at clinic; Tattoos **must** be covered while on clinical visits. Visible tattoos are allowed in lab.
 - b) The student's hair color must be of a natural appearing hair color (no bright or loud colors) once 3rd semester begins - when clinical rotations begin.
 - c) For safety reasons, the following are **not allowed**, and grade point deductions will be made for failure to comply:
 - (1) Long fingernails,
 - (2) Jewelry such as bracelets, rings and necklaces. (wristwatch and small stud earrings are allowed)
 - (a) Visible body piercings (that are not hoops) are allowed in lab but must be replaced with a clear retainer for clinics and surgery.
 - (3) No jewelry is permitted in surgery
 - d) Students with long hair (shoulder length or longer) must have hair tied back. No hair should be in face. No headgear allowed (e.g. caps, hats, open bandannas, protruding hair accessories).
 - e) The student should have the following items on their person **at all times**:
 - Pen (black or blue only) and Permanent Marker,
 - Calculator (no phones)
 - Bandage scissors
 - Name tag
 - Dosimetry badge
 - Wristwatch (or watch that can measure in seconds).
 - Digital rectal thermometer
 - Pocket sized notebook
 - f) The student should own and have access to the following items:
 - Stethoscope,
 - Nylon slip-type leash
 - Container to place items in when not in use (tackle box, art case, etc.)

10. Dosimetry Badges:

- a) Students must exchange their badge according to the schedule provided by program officials,
- b) Students without their personal dosimetry badge may not participate in the radiology area during lab or clinical rotation sessions.
- c) Dosimetry badges must be exchanged each month
- d) Dosimetry badges are to be returned at the end of each semester in order to receive a final grade.
- e) At the end of the final semester of the student's career at Columbia State Community College, the badge and holder must be returned.
- f) Lost monitors will result in a replacement fee of \$25 at the cost of the student.

B. LARGE ANIMAL LABS and CLINICAL ROTATIONS

- 1. All items listed above also apply to this category.
- 2. The student should always have coveralls available for large animal work.
- 3. Short sleeve coveralls-khaki, navy blue or grey only.
- 4. Students may wear nice jeans/khaki pants and scrub top tucked in
- 5. Hard soled boots that cover the ankle, cowboy boots or rubber boots
- 6. Students should have scrubs, rubber boots, and coveralls available if needed.
- 7. Students are required to wear name tag and dosimetry badges at these facilities
- 8. Students assigned to mixed-animal practices should keep coveralls and boots available for use at all times.
- 9. Students should be aware that lab class at CSCC may consist of "spur-of-the-moment" large animal work and the above items should be ready for use if needed.
- 10. No tennis shoes are allowed at large animal facilities.

C. BARN DUTY

- 1. Hard soled boots that cover at least the ankle must be worn. No shoes with open toes or open backs. No athletic shoes. No sandals or Crocs.
- 2. All tops must cover entire torso. No shirts that are worn, frayed or contain holes for your safety.
- 3. No pants or jeans that are worn, frayed or contain holes.
- 4. Shorts may be worn on days with hot weather. No athletic shorts, bike shorts. Shorts must be of an appropriate length - inseam no shorter than 5 inches.
- 5. No clothing with offensive language or artwork is permitted.
- 6. No pajamas
- 7. Disciplinary action will result if the student dress policy is ignored.

D. CLASSROOM/LECTURE

Students are allowed to wear "street clothes" to class with the following exceptions:

1. The shirt must cover the entire torso
 2. Shorts, skirts and dresses must have an appropriate inseam
 3. No offensive language or artwork displayed on clothing
 4. Pajamas are not considered street clothes
 5. Clothing must be appropriately fitting
 6. Distractive apparel will result in the student being dismissed from class and receiving an unexcused absence.
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VI. GRADING SCALE POLICY

A	94-100
B	85-93
C	75-84
D	65 - 74
F	<65

- A. Academic dishonesty on a specific assignment will result in the student receiving a grade of "0" or "F" for the assignment and may be grounds for dismissal from the program.
 - B. Grades will not be mailed, emailed, or given to the students over the phone.
 - C. Grades can be viewed in online campus. If any concerns about your grade in a course - please contact the course instructor.
 - D. Once final grades are posted (usually ~5 working days after grades are due), students may view their grades by accessing transcripts in "MyCN" account.
 - E. Requests for transcripts can be completed online via "MyCN" accounts.
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VII. ACADEMIC DISHONESTY POLICY

- A. Academic dishonesty violations may result in the student's dismissal from the Veterinary Technology Program.
- B. Students violating academic dishonesty guidelines will be reported to the program director of Veterinary Technology. The appeal process is outlined in the Columbia State catalog/student handbook.
- C. Academic dishonesty will be defined according to the guidelines of the Columbia State Community College Student Handbook. In addition, the following will be considered academic dishonesty:
 - 1. Falsifying clinical competency checklists,
 - 2. Falsifying clinical time sheets,
 - 3. Falsifying absence/late records,
 - 4. Failure to adhere to the confidentiality of client records, hospital records, or other hospital information,
 - 5. Communication of any form with classmates concerning exam content.
- D. For all exams - all electronic devices including phones, watches, tablets, and laptops must be put away. They are not to be on your desk. Phones and watches will be placed at the front of the classroom. All devices are to be silenced including no vibration.

CHEATING AND PLAGIARIZING are examples of academic dishonesty and a lack of integrity and will not be tolerated. Cheating or plagiarizing by students related to any academic exercise, assignment, evaluation, documentation, or assessment may result in a failing grade for the assignment or the entire course. Plagiarizing includes, but is not limited to, directly copying, falsifying or inventing information. Cheating includes, but is not limited to, the use of unauthorized materials or aids, borrowing from the work of others, or allowing another to borrow work for assignments intended to be completed independently.

PLAGIARISM IS CHEATING. Working collaboratively with other students or student tutors is acceptable; however, all writing or other assignments or tests for this class must represent the student's own thought, research, and self-expression. If a student cannot discuss or satisfactorily explain the work, the work may be viewed as plagiarized. A student who submits work as original but has borrowed ideas, organization, wording or other elements from another source without appropriate acknowledgment has plagiarized from that author. Plagiarism is a serious offense resulting in a failing grade for the assignment or the entire course depending upon the intent and severity of the offence, i.e. carelessness in citing source(s) or deliberate copying from another source without acknowledging the source.

VIII. DISCIPLINARY ACTION POLICY

- A. The student is expected to adhere to all program, institutional and clinical affiliate policies and regulations. Failure to do so will result in disciplinary action as outlined in this section. The nature and severity of certain acts of misconduct have been determined to justify immediate dismissal from the program without progressive discipline (refer to page 28 for Grounds for Immediate Dismissal).
- B. Students are subject to disciplinary action for any of the following offenses in addition to those already listed in the Student Policy Manual:
 - 1. Unprofessional or unethical conduct.
 - 2. Insubordination.
 - 3. Misconduct that endangers the health or safety of another person.
 - 4. Misconduct that endangers the health or safety of an animal.
 - 5. Violation of any of the disciplinary offenses listed in the Columbia State Community College Student Handbook.
- C. Students violating certain rules may be removed from the classroom or lab by program officials. If students refuse to leave a classroom, lab, or building when asked, college security and/or local law enforcement officers will be called.
- D. In the event of alleged negligence, violation, or misconduct, the program director shall consult with the student to explore the nature and extent of the student's negligence, violation or misconduct. Procedures and steps for progressive discipline are as follows:

1. First Incidence of Violation or Misconduct:

If there is sufficient evidence to support said misconduct, negligence, or violation, the program director shall notify the student of the nature and extent of the violation, orally and in writing, within 5 working days of discovery of the violation. A copy of the written notification shall be distributed to the Dean of Health Sciences as well and become a part of the student's program record. The disciplinary action will be determined based off the violation or misconduct per program faculty.

2. Second Incidence of Violation or Misconduct:

Should a second incidence of violation be suspected, the program director shall notify the student, both orally and in writing, within 5 working days of discovery of the violation and provide for a committee hearing to determine the validity, nature and extent of the violation. This committee shall meet within 14 working days of discovery of the violation and shall be made up of program officials and representatives from involved clinical affiliate(s), if applicable. This committee shall, upon determination of violation, make decisions regarding a probationary period. The student shall be notified of the length of the probationary period and his/her record will be reviewed at the end of the period. The probation may be lifted if no further violations occur. Depending on the nature of

violations, program officials reserve the right to notify clinical affiliates of the probationary status and/or conditions of the probation. In all cases, a second letter will be written to the student within 5 working days of the hearing, with distribution to the Dean of Health Sciences and as part of the student's program record. A second incident of violation or misconduct will again be determined by program faculty and may result in more significant consequences.

3. Third Incident of Violation or Misconduct:

Should a third incidence of violation be suspected, the above-listed committee shall convene within 7 working days of discovery of the violation, for a hearing at which time the student will be allowed to speak on his/her behalf. If evidence substantiates a third incidence of violation or misconduct, the student will be dismissed from the program. Third incidence of violation or misconduct may be unrelated to the first and/or second.

In all cases, and in each step of the process, the program director shall apprise the student of the right of due process of appeal as provided for by the college (See College Student Handbook).

Students are accountable for behavior. Disciplinary action will be instituted with the objective of eliminating unacceptable conduct, behavior or performance. Repeated incidents will demonstrate the student's unwillingness to comply with policies and may lead to dismissal through progressive discipline or, if serious enough, immediate dismissal (refer to page 28) for Grounds for Immediate Dismissal).

IX. GRIEVANCE POLICY

- A. If a student has a grievance concerning an evaluation, grade, scheduling, or other matters of departmental policy, the student will be given the opportunity for a due process hearing with the department. The procedure will be as follows:
- 1.** Submit the grievance in writing to a program official.
 - 2.** A meeting will be held with the following in attendance: Veterinary Technology Program Director, Veterinary Technology Instructor, and person submitting the grievance.
 - 3.** The grievance will be reviewed, and a written record created by the Program Director.
 - 4.** If the matter remains unresolved, the student should refer to the grievance procedure outlined in the Columbia State Community College Student Handbook.

X. CONDUCT AND PROFESSIONAL BEHAVIOR POLICY

- A. Demonstrate progress in the development of interpersonal skills appropriate for the classroom, laboratory, and clinical settings.
 - 1. Conflict and crisis resolution without emotional outburst,
 - 2. Maintain a positive attitude in communicating with fellow students, technicians, and doctors,
 - 3. Courtesy and concern for fellow students, staff, patients, and clients,
 - 4. Assumption of responsibility for actions,
 - 5. Promotion of common goals and avoidance of disruptive behavior,
 - 6. Assertive behavior when appropriate,
 - 7. Demonstration of initiative and assumption of responsibility for completion of routine tasks,
 - 8. Student/Instructor conferences are confidential and not to be discussed with classmates/others.
 - B. Professional behavior includes:
 - 1. Attention to personal appearance,
 - 2. Attention to cleanliness,
 - 3. Support of and loyalty to Veterinary Technology as a profession,
 - 4. Support of and adherence to departmental and clinical policies,
 - 5. Cooperation with fellow students, faculty, and clinical site staff,
 - 6. Respect for client and patient interaction and confidentiality,
 - 7. Maintenance of composure, no emotional outbursts,
 - 8. Maintenance a positive attitude and courteous behavior with instructors & clinical staff
 - C. Avoidance of any direct or indirect profit from the fundraising activities of the Veterinary Technology Program and/or student organization.
 - D. Expectations for professional behavior and student conduct extend to social media conversations between students or others and must be compliant with program guidelines.
 - E. Be pleasant and polite; no offensive language or confrontational behaviors.
 - F. Adhere to rules of confidentiality. Pictures from clinical sites and lab activities are considered confidential and not to be shared.
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XI. CELL PHONE POLICY

- A. **Cell phone usage of any type is not permitted in class, laboratories, or clinical rotations except on permitted breaks.** All phones are to be put away – not visible on your desk, put away in your backpack, etc. All phones are to be silenced including silenced WITHOUT vibration.
- 1. First Occurrence:** If a student's cell phone disrupts the learning environment within the classroom, the student will receive a verbal warning.
 - 2. Second Occurrence:** If a student's cell phone disrupts the learning environment within the classroom a second time, the student will be dismissed from class and receive an unexcused absence.
 - 3. Repeated Offenses:** If further incidences occur with cell phone usage – it will result in point deduction from your final grade.
- B. **ANY** use of a cell phone during class or at clinics is a willful violation of program policy and will result in immediate disciplinary action.
- C. Students are not to call instructor phones during holidays, weekends, or after hours to discuss information about assignments or other non-emergency school-related issues. The only exception is an animal emergency on Columbia State Community College property.
- D. In non-emergency situations, students may leave a voice mail on office phones or send an email to instructor or all program staff at VetTech@columbiastate.edu 24/7 and program personnel will respond during normal business hours.
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XII. SOCIAL MEDIA

- A. Program and institutional expectations for professionalism, confidentiality, and mutual respect extend to Internet and social networking settings. Disciplinary action and grade consequences may be applicable to inappropriate “virtual” behavior.
- B. There are to be no social media posts that include any animal patients without instructor, clinical site, or pet owner's approval.
- C. There are to be no pictures taken during lab without the lab instructor's permission

XIII. BARN DUTY POLICY

- A. Part of being a student in the veterinary technology program - each student is required to participate in barn duty. Barn duty entails taking care of the animals that are housed at the barn here on the Columbia campus. Barn duty is required during the first 3 semesters of the program.
 - B. Students will sign up for a pre-determined number of time slots for barn at the beginning of each semester. Sign-ups take place online, first-come, first-served.
 - C. There are no exceptions/considerations for employment or extracurricular activities.
 - D. No student(s) may start barn duty until everyone scheduled for duty is present. No one is to work with the barn animals without additional people present.
 - E. The above-listed rules are subject to instructor change anytime during the semester(s) and will be announced to the class promptly.
 - F. No student is permitted to be at the barn alone.**
 - G. No family, friends or personal pets are allowed in the barn or the surrounding pastures.**
 - H. If you receive a phone call at the barn, students should answer the phones by stating:
"Columbia State barn, this is _____ speaking."
-

XIV. CLINICAL ROTATION POLICY (CLINICAL PRACTICUM)

- A. Clinical rotations will begin your 3rd semester (summer). It will continue for the 4th and 5th semesters.
- B. Clinical sites are assigned for the entire semester by the Veterinary Technology Program clinical coordinator at the beginning of each semester. In the final semester - the student is allowed to pick where they would like to rotate for the semester.
- C. Full day (8 hrs): 8 am to 5 pm (1-hour lunch)
- D. Half day (4 hrs): 8 am to 12 pm (no lunch)
- E. Vanderbilt University Medical Center (VUMC) has many requirements to allow student rotation. Rotating at the VUMC laboratory is only available during the 5th and final semester. If a student has interest in VUMC rotation - arrangements must be made during the 4th semester. Each student is solely responsible for transportation to and from clinical sites.
- F. Schedule changes are considered only in extreme hardship situations as determined by program officials.
- G. Clinical site assignments attempt to choose a facility based on its proximity to the student's place of residence.

- H. The DVM or licensed technician on duty at the clinical site will evaluate the student's performance.
- I. A standard evaluation form ("*Student Clinical Evaluation Form*") is used at all clinical rotation facilities. The form has a numerical scale of 1-5. The program grading scale applies.
 - 5 = Excellent
 - 4 = Good
 - 3 = Average
 - 2 = Needs improvement
 - 1 = Unsatisfactory
- J. The student's course grade is calculated Veterinary Technology program officials and is based upon results received from the clinical rotation evaluation form.
- K. If verbal or written comments by clinical evaluators contradict the numeric score on the *Student Clinical Evaluation Form*, faculty will investigate and adjust the scores if warranted.
- L. Validated complaints and/or violations of policy documented by clinical evaluators may warrant the loss of a letter grade and the next step in the disciplinary process (first, second, or third incidence).
- M. The clinical affiliate reserves the right to ask any student to leave the premises for failure to comply with clinical policies. Dismissal from a clinical affiliate may be grounds for immediate dismissal from the program.
- N. The student may not have guests or visitors (e.g. friends, family, or children) on the premises during clinical rotation assignments. **Taking pets to clinical rotations is prohibited!**
- O. If the student has a conflict regarding the clinical site, concerns should be discussed with the clinical supervisor and the CSCC instructors only. Matters regarding the clinical site are strictly confidential and should not be discussed with outside sources or classmates. Failure to comply with this may result in the next step in the disciplinary process (first, second or third incidence).
- P. During clinical rotations the student should follow the direct orders from assigned supervisors. Caution is advised when entering non-supervised areas of the clinic/facility.
- Q. The student is required to report any inhumane treatment to the animals, improper conduct of employees, harassment (etc.) to program director and/or clinical supervisors immediately.
- R. No pictures shall be taken at rotation sites unless permission is given by the client and clinic staff.
- S. Students are not allowed to handle controlled substances without supervision of a licensed veterinary technician or veterinarian.

XV. RABIES POLICY

Rabies in humans can be prevented either by eliminating exposures to rabid animals or by providing exposed persons with prompt local treatment of wounds combined with appropriate postexposure prophylaxis (including both passive antibody administration and active immunization with cell culture vaccines). In addition, pre-exposure vaccination is recommended for persons in high-risk groups, such as veterinarians, veterinary technicians, animal handlers, and certain laboratory workers.

As a veterinary technology student, you are also considered to be in this high-risk group. Our program recommends that our students receive the pre-exposure prophylaxis (PrEP) rabies vaccine for their safety and protection. After vaccination with the PrEP rabies vaccine, many individuals are protected lifelong and may not require any further vaccinations in the future.

- A. Columbia State Community College's Veterinary Technology program does not require students to obtain the Pre-Exposure Prophylaxis (PrEP) rabies vaccine as a condition of program enrollment.
- B. Students who enroll in the program are educated regarding the rabies virus and the risk of virus exposure for veterinary technicians and veterinary technician students.
- C. Students who elect to obtain the pre-exposure rabies vaccine are provided with information about the vaccine, cost, and providers.
- D. All program students complete a form documenting Rabies education and selecting to obtain or decline the rabies PreP vaccine.
- E. Students who do not receive the pre-exposure vaccine are not be permitted to work with unvaccinated animals or animals with unknown vaccination status. Students who do not receive the vaccine may not visit shelters, specialty hospitals, and dairy farms for their clinical rotations.
- F. Unvaccinated students self-report vaccine status to clinical supervisors on day one of all new rotations. Unvaccinated students who unintentionally come into contact with an unvaccinated animal or an animal with unknown vaccine status are required to report potential exposure to program faculty promptly.
- G. All animals used by the program for teaching purposes will be vaccinated for rabies. Possible exception: species for which rabies vaccine is not recommended/available.
- H. If a student's pet is to be utilized in the program for teaching purposes (labs, surgery) - they must be current on their rabies vaccination. If they are not current on the rabies vaccination - they can receive their vaccine here at school. The pet can then return in 28 days to participate in any teaching activities.
- I. Clinical partner veterinary facilities receive copies of Columbia State's Rabies Education presentation, Vet Tech Program Rabies Policy, and Vet Tech Program Rabies Mitigation Plan. Unvaccinated students will not be assigned rotations in clinical partner facilities where Rabies PrEP Vaccination is a condition of clinical access.

XVI. SAFETY POLICY

The history of injury is very low in the Veterinary Technology Program. However, students enrolled in this program must be aware of potential dangers involved in working with animals and related equipment. The student should always take appropriate precautions to avoid injury. The student should observe all departmental and clinical affiliate policies concerning safety procedures. The student should be familiar with the following guidelines to help to keep the incidence of injury low.

- A. Students are required to carry personal health insurance during enrollment in the Veterinary Technology Program at Columbia State Community College.
- B. Columbia State Community College and the Veterinary Technology Program are not responsible for the cost of emergency room treatment or hospital expenses resulting from injury to a student by an animal (or otherwise) while a student is performing barn duty, participating in lab sessions, or performing clinical rotation assignments.
- C. Injury may occur to the student if the animal's paw, nail, or tooth is caught on jewelry.
- D. Students must not operate electrical appliances while standing in or near water.
- E. Students are encouraged to wear rubber gloves, eye protection, and ear protections when cleaning kennels and cages.
- F. Students must wear appropriate apparel and footwear when
- G. Concerning Radiography:
 - 1. The student must wear protective lead shielding (e.g. apron, gloves, and thyroid protector) when performing radiographic procedures.
 - 2. The student's current radiation dosimetry monitor must be attached on the outside of the thyroid shield/lead apron. Monitors must be worn during all radiographic exposures.
 - 3. Faculty must be present when students are operating the x-ray machines and exposures are being made.
- H. Students must attend a demonstration of the eye-wash station in the lab and barn area.
- I. Students attacked by a large aggressive dog are instructed to cover the throat area using hands and arms and lie in a fetal position if escape or other means of self-defense are unavailable.
- J. Concerning Equines:
 - 1. The student performing procedures on horses must remember to remain close to the animal to minimize the injury potential of a kick. Students should remain beyond kicking range if remaining in close proximity is out of the question.
 - 2. The student must use a halter and lead rope when grooming or restraining horses.
 - 3. The student must not hold the halter of a rearing horse.
- K. Proper protection (e.g. facemask or other eye protection and gloves) is required when performing dental prophylaxis.
- L. The student is expected to adhere to the "Policy of Universal Precautions" when there is potential exposure to human bodily fluids. This policy can be found at:

- M. Students are encouraged to keep a current status for tetanus vaccination.
 - N. Students are cautioned not to attempt to break up a dog or cat fight should this occur at Columbia State Community College or at clinical rotation sites. Students are encouraged to:
 - 1. Obtain help
 - 2. Never use your hands to break up a fight
 - 3. Never break up a fight alone
-

XVII. AGGRESSIVE ANIMAL POLICY

- A. The Veterinary Technology Program does not accept aggressive animals for teaching purposes. Any animal exhibiting aggression will not be utilized for teaching purposes.
 - B. In the event an animal begins to show signs of aggression, the program director will determine if utilization of the animal is permitted.
 - C. All student-live-animal interactions during laboratory procedures are overseen by program officials.
-

XVIII. ANIMAL BITE & SCRATCH POLICY

- A. The Veterinary Technology Program and Columbia State are not responsible for the cost of treatment or hospital/emergency room expenses resulting from injury to a student, as indicated on p. 21 of the Student Policy Manual.
 - B. In the event a bite or severe scratch occurs, the student is to alert the instructor in charge what happened, wash the injury, and apply a bandage if necessary.
 - C. Students may be advised to seek medical attention, but ultimately the decision regarding treatment is up to the student.
 - D. An institutional incident report will be filed and a copy will be placed in the student's record.
-

XIX. MISCELLANEOUS POLICIES

- A. Educational goals and achievement for each student must be a top priority.**
Employment/outside activities will not be a reason for:

1. Missing or Rescheduling Classes/Labs/Clinical rotations

2. Tardiness

3. Leaving early

4. Missing barn duty

- B. The student is responsible for contacting the instructor if additional help is needed in any Veterinary Technology course.
- C. The student is responsible for contacting the instructor concerning a grading error.
- D. The student should adhere to the Occupational Safety and Health Association (OSHA) regulations pertaining to veterinary medicine.
- E. The student should refrain from having personal conversations during class presentations, guest lecturers, and lab exercises.
- F. A student engaged in personal conversations may be asked to leave and is required to follow the make-up policy for work missed.

G. Sleeping during class and lab will not be tolerated.

- H. A student sleeping during class may be asked to leave and receive an unexcused absence
- I. The student is expected to clean up after all lab and other appropriate course-related activities.
- J. Students finding a situation in need of cleaning are expected to do so regardless of who caused the mess.
- K. No animals will be permitted in the surgical area except the patient.

L. Personal pets are allowed in the building but must have prior instructor approval:

1. Pets are not allowed in the barn or on barn grounds.

2. Pets are to be on a leash when brought into the Health Science Building or onto college property.

3. Pets are not to be in the classroom during lecture or lab.

- M. Visitors are not allowed within the barn at any time
- N. Electronic devices used by students are subject to faculty inspection to determine appropriate use.
- O. Students are responsible for conducting a degree audit of academic progress periodically to ensure staying on track for degree completion within the five-semester frame. Coursework from other institutions transfers for credit only if the required minimum course grade is met.
- P. Keep a copy of the class contact list with at home and in the car readily available.
- Q. The desktop teaching computer in HS 104 is not for student use. Students are to use the student laptop located in HS 104 or computers in designated computer labs. Columbia State students are expected to be able to produce a valid student ID upon request by faculty/staff/employees.
- R. Recording of learning activities is allowed only with faculty permission and is to be used for educational purposes by individual students. When recording is permitted, all students should be aware voices/images might be captured during this process. No portion of instructional recordings may be reproduced or published by students.

XX. GENERAL INFORMATION

A. HEALTH SCIENCES BUILDING

1. The Vet Tech program shares the building with the Radiology Program. Students are expected to demonstrate courtesy, professionalism, and good manners at all times in the building. Please be mindful of the radiology technology staff and students when it comes to noise and noisy pets within the building.
2. The Veterinary Technology program classrooms are areas where laboratories are also conducted. In accordance with OSHA standards, students are not allowed to eat or drink in these areas.
3. Food and drink are allowed in the veterinary technology classroom only if no lab is in process. It is allowed during lecture and between classes.

B. EMAIL COMMUNICATION

1. Students' Columbia State email is the primary means of communication between an instructor and student(s).
2. Students are advised to check Columbia State email at least daily.
3. Students without email capability at home are encouraged to use computers available at the college
4. There is an Outlook app that can be downloaded to smartphones

C. WITHDRAWALS

1. Students wishing to withdraw from the Veterinary Technology Program, or any course needed to obtain the degree, must meet with program director prior to withdrawing. An official letter of withdrawal will be required.

D. AMERICANS WITH DISABILITIES POLICY

Students who wish to declare a disability and request accommodations should contact the Coordinator of Disability Services in the Jones Student Center, Room 147 or call (931) 540-2857) as soon as possible each semester. Every student is responsible for providing written notice of any approved accommodations to course instructors each semester of enrollment. Approved accommodations will be provided after notice is given to faculty and do not apply to work completed prior to notice.

The following is the Columbia State Community College approved ADA statement (Policy 02-12) for college syllabi: *"Columbia State Community College welcomes students into the college's educational programs. If anyone in this course has a disability, please contact Disability Services in JSC 147 or call (931)540-2857. If you have any further questions regarding this announcement, please make an appointment with me during my office hours."*

E. BASIC NEEDS

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course is urged to contact the Division of Student Affairs for support. You may notify me or one of the other instructors if you are comfortable. I am happy to help in any way I can. I want you to be successful in this program.

Success in this course depends heavily on your health and well-being. Stress is an expected part of the college experience. However, stress can be compounded by unexpected setbacks and life changes outside the classroom. Please feel free to reach out to me about difficulties you may be facing before they become too significant to overcome. The college has many resources available to help you and I welcome an opportunity to help you in achieving school/work/life balance.

Additionally, this class, along with all of your other classes, is difficult. Life gets in the way and outside factors may have an understandable impact on your coursework or success in your course(s). If you find yourself struggling in this class - PLEASE come talk to me if you are comfortable. We can work together to make sure you are successful in this class, your other classes, and this program.

F. EMERGENCY SITUATIONS

Columbia State Emergency Procedures are posted in each classroom. In emergency situations follow instructions provided by faculty. Do not stop to collect your belongings if you are told to evacuate the building or classroom. Should the building be evacuated, proceed immediately to the designated area within or outside the building. Faculty are responsible for checking attendance following an evacuation to determine all students are accounted for.

G. INCLEMENT WEATHER

Students are to refer the Columbia State web site and inclement weather line (931-540-2515.) It is recommended to sign up for the text alert system from the school. If in the event school is delayed or cancelled due to weather - you would receive update texts to your phone. Students are individually responsible for decisions regarding travel safety. Reasonable arrangements will be made regarding make up assignments/work for students who notify the instructor in advance of an expected absence due to inclement weather.

XXI. PERSONAL PETS:

- A. In the veterinary technology program – we often utilize student’s pets for teaching purposes on a voluntary basis. In the fall and spring semesters for VET 202 and VET 203 surgery labs – we use students’ pets for spays, neuters, and dental prophies.
 - B. Program officials cannot guarantee all students will be able to have surgery done on pets. Surgery appointments are made on a first-come, first-serve basis, with consideration for learning/instructional needs. No surgery is done on students’ pets during the summer semester. The pet must belong to the student or the student’s immediate family.
 - C. As time permits – your pet may come to school to be seen for minor ailments. **Prior approval by Dr. Anderson is required for your animal to be seen.** Your pet will not be seen and will not be able to be in the building without approval from faculty.
 - D. Animals brought to the Health Science Building will be placed in a cage with a cage card stating: Name of animal, Name of owner, Date, & reason for appointment.
 - E. An animal who barks or becomes loud may be moved to the outdoor kennel area.
 - F. The student is responsible for cleaning the cage/run at the conclusion of the day.**
 - G. Failure to follow the steps above may result in grade deductions or disciplinary action.
 - H. **All pets brought to campus must be current on rabies vaccinations.** You must bring proof of recent rabies vaccination with your pet to school.
-

XXII. GROUNDS FOR IMMEDIATE DISMISSAL

- A. The Grounds for Immediate Dismissal are listed below. The nature and severity of these acts of misconduct have been determined to justify immediate dismissal from the program without progressive discipline. A student may be dismissed from the program at any time during enrollment for violation of any one of the grounds listed.
 - 1.** Failure to earn the minimum required grade (below a “C”) in any Veterinary Technology course, AGRI 1020, AGRI 1025, and BIOL 2230.
 - 2.** Insubordination (includes disobedience, defiance, unruliness, noncompliance, and rebelliousness).
 - 3.** The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances. (Possession of alcohol or controlled substances for personal consumption on campus or at a clinical site).
 - 4.** Failure to accomplish clinical assignments and objectives.
 - 5.** Unprofessional or unethical conduct.
 - 6.** Any form of Academic Dishonesty ([see page 13](#)).
 - 7.** Dismissal from a clinical affiliate for violations of policies and regulations or misconduct.

- 8. Leaving clinic without permission for non-emergency situations.
- B. These, or any acts of misconduct, which endanger the safety, health, or well-being of another or an animal, may result in immediate dismissal from the program without warning.
- C. In all cases, the student will be apprised of the right of due process of appeal as provided by the college in the Student Handbook and outlined in the Veterinary Technology Student Policy Manual.

XXIII. PREGNANCY POLICY

- A. Students enrolled in the Veterinary Technology program are instructed in proper safety precautions including personnel radiation safety and monitoring with an emphasis on student protection. Due to the comprehensive nature of the program, the hands-on animal skills required, and the importance of maintaining a clinical schedule without interruption, students enrolled in this program are strongly encouraged **NOT** to become pregnant during the five semesters of education.
- B. A student who believes she is pregnant may voluntarily declare her pregnancy by requesting a Declaration of Pregnancy form from program officials and is advised to declare early in pregnancy. Upon declaration, a second personnel radiation-monitoring device (fetal monitor) is provided for the duration of the pregnancy or the student “undeclares” her pregnancy in writing.
- C. **A student who chooses to declare pregnancy has three options:**
 - 1. **Option #1:** Continue in the program with modification (to avoid potential areas of radiation exposure) to schedules. In this instance, the student is responsible for informing clinical staff as needed. The student will not be able to graduate until all courses and essential skills are completed. A grade of “I” (incomplete) may be awarded if requirements for a course are not completed. This may delay completion of the program for the student. **If the student chooses, she may submit a written withdrawal of declaration of pregnancy (undeclaration) at any time during the pregnancy. The program will no longer provide a fetal monitor or make any modifications to the clinical schedule.**
 - 2. **Option #2:** Continue in the program without modification to schedules. In this instance, the student is completely responsible for the radiation safety of the embryo/fetus and any incidents, which could occur handling small and large animals. The program, college, nor any clinical education affiliate are responsible for the safety of the fetus. The student will not be able to graduate until all courses and essential skills are completed. A grade of “I” (incomplete) may be awarded if requirements for a course are not completed. This may delay completion of the program for the student. **If the student chooses, she may submit a written withdrawal of declaration of pregnancy**

(undeclaration) at any time during the pregnancy. The program will no longer provide a fetal monitor or make any modifications to the clinical schedule.

- 3. Option #3:** Choose to withdraw from the program and attempt readmission the following year. A student in good standing academically who withdraws voluntarily due to pregnancy will be readmitted if there is space available.

D. The student must submit, ***in writing***, the choice of options regarding pregnancy.

XXIV. TBR GUIDELINE P-080

Discrimination and Harassment Complaint and Investigation Procedure: This Tennessee Board of Regents guideline provides for investigation and resolution of complaints of discrimination or harassment on the basis of race, color, religion, creed, ethnic or national origin, sex or sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information and any other category protected by federal or state civil rights law. Any student or employee who believes s/he has been subjected to, or is aware of, discrimination or harassment, should use the procedure for reporting and resolution of discrimination or harassment complaints. Students and employees are required to be knowledgeable of policies and guidelines, report suspected violations to the Director of Human Resources, and cooperate with investigations. Employees or students found to have violated this Guideline are subject to disciplinary action including dismissal, termination, or other appropriate sanction. A link to this guideline and a complaint form is on myChargerNet (myCN).

XXV. ADDITIONAL INFORMATION

Columbia State is committed to and cares about all students. Support services are available for any person at Columbia State who is experiencing feelings of: being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Lifeline Number at 1-800-273-TALK (8255) or Text "TN" to 741741 or the Trevor Lifeline at 1-866-488-7386. Veterans may also wish to contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

FAILURE TO COMPLY WITH THE POLICIES STATED WITHIN THE VETERINARY TECHNOLOGY STUDENT POLICY MANUAL WILL RESULT IN PENALTY TO THE STUDENT AT THE DISCRETION OF THE INSTRUCTOR. REPEATED OR SEVERE CASES OF VIOLATION OF THESE POLICIES WILL RESULT IN DISMISSAL FROM THE PROGRAM.

This page must be signed by the applicant/student and submitted to program officials signifying the applicant/student has read and understands the conditions of this document.

Policy Manual Signature Page

I have read the Veterinary Technology Student Policy Manual, provided an opportunity to ask questions and obtain clarification, and understand all content. I realize that failure to comply with the policies in the manual may jeopardize my chances to successfully complete the Veterinary Technology Program.

Student (Printed Name)

Date

Student Signature

Date

Program Director Signature

Date

Submit signed "Policy Manual Signature Page" to:

Veterinary Technology Program
Health Sciences Building
Columbia State Community College
1665 Hampshire Pike
Columbia, TN 38401
vettech@columbiastate.edu