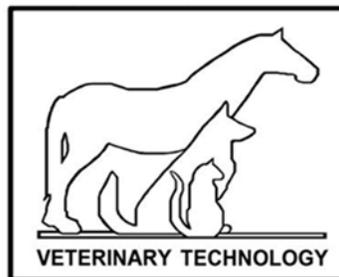




## **VETERINARY TECHNOLOGY PROGRAM**



### **STUDENT POLICY MANUAL 2019-2020**

Columbia State Community College does not discriminate on the basis of gender, race, color, religion, age, mental, or physical disability, veteran status, or national origin in educational employment opportunities, and is committed to the education of a non-racially identifiable student body. Inquiries and/or complaints should be directed to the Director of Human Resources (Affirmative Action Officer), Room 116 in the Pryor Administration Building, Columbia State Community College, 1665 Hampshire Pike, Columbia, TN 38401. Columbia State Community College is a Tennessee Board of Regents Institution. Individuals needing this material in an alternative format should contact the veterinary technology program director.

TDD Relay Number for the hearing impaired: 1-800-848-0298

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## **The Veterinary Technology Program Mission Statement**

*"To provide the student with basic 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 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 which prepares graduates for success on the Veterinary Technician National Examination administered by the American Association of Veterinary State Boards (AAVSB). Exam success qualifies graduates to apply for licensure in Tennessee and many other states.
3. To develop in the student a sense of responsibility toward animals and people.
4. To instill in the student the ethics and professionalism expected in veterinary medicine.
5. To promote the humane care of all animals.
6. To promote public health, safety, and disease prevention.

## **Program Faculty**

Madonna Higgins, DVM  
Assistant Professor  
Veterinary Technology Program Director

Kathy L. Massey, LVMT, A.A.S.  
Technician Instructor  
Veterinary Technology Clinical Coordinator

Shelly McMullan, LVMT, A.A.S.  
Technician Instructor

## **ADMISSION 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 all colleges attended,
  - 2. Completion of testing and test results (ACT or SAT) or placement test scores.
- D. Must complete all Program application forms (see website) and letters of reference.
- E. Must complete all Learning Support requirements prior to enrollment in program core courses fall semester.
- 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 annual application deadline is February 15<sup>th</sup>. Applications may be accepted after the deadline if the program is not at capacity.

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## **CONTINUATION POLICY**

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, AGRI 1025, and BIOL 2230.
  - 2. Maintain a GPA of 2.0 or higher.
  - 3. Courses required for the Vet Tech AAS degree are outlined in the program paradigm. Courses must be successfully complete during or prior to the semester listed in the sample academic plan. Failure to do so will result in ineligibility for program continuation. Students may reapply for the program the following academic year.
  - 4. Maintain professional conduct in program related settings.
- 

## **READMISSION POLICY**

- A. Criteria for student application for readmission to the program:
  - 1. If less than one year has lapsed since leaving the program, the student should submit a letter to the program director indicating why the student should be readmitted, and what he/she could do differently to be successful in the program.

2. If more than one year has lapsed since leaving the program, the student will need to re-submit all application forms and notify the program director.
  - B. All application materials must be submitted at least 60 days prior to the beginning of the semester in which the student would like to re-enroll. Also, the student must make an appointment with the Veterinary Technology Program to meet with program officials and discuss readmission status.
  - C. GPA must be 2.0 or higher.
  - D. Re-admission will be granted based on the discretion of program officials. The decision will be based on the following factors: professional behavior of the student, GPA, clinical evaluations, evaluations from all the instructors, previous disciplinary actions, and previous conduct with fellow students, etc. Disciplinary actions will be documented in writing as "instructor called conferences" and placed in the student's program record.
  - E. Readmission to the Veterinary Technology Program after dismissal **is not guaranteed**.
  - F. Students will be readmitted to the program only once. If a student is unsuccessful a second time readmission is not an option. In this case program officials will help the student search for another pathway to academic and career success.
  - G. Due to the rapid changes of technology in the field of veterinary medicine, an elapsed time period of five years or more shall necessitate repeating **all** Veterinary Technology courses.
- 

## **ATTENDANCE POLICY**

### **GENERAL ATTENDANCE:**

- A. The following policies apply to attendance for lecture, laboratory class, clinical rotations, and barn & kennel duties.
- B. Attendance in class and at other official appointments is **required** (ex: class field trips, seminars, etc.)
- C. The student's schedule is considered a contract and constitutes a series of obligated appointments that must be kept.
- D. Students who are absent when the instructor takes attendance are considered absent.
- E. Absences begin from the first scheduled meeting of a class.
- F. An explanation of all absences must be given to the instructor in advance.
- G. The student is tardy if arrival time is **one minute** past scheduled time.
- H. Persistent unexcused absences or tardiness may be cause, upon recommendation of the instructor and program director, with approval of Dean of the Health Sciences, for dismissal from the Veterinary Technology Program.
- I. It is the student's responsibility to inform the instructor of any emergency causing an absence from an activity and notification should be made as soon as possible.

- J. For an absence to be excused, written documentation from the proper authorities (e.g. doctor, counselor, police etc.) must be submitted to the instructor within **one week** of absence. Documentation submitted after one week will not be accepted and the absence will be considered unexcused.
  - 1. Documentation written by the student will not be accepted for absence incidents.
  - 2. **Examples of Excused Absences (documentation required)**
    - A. Death in the immediate family (funeral program)
    - B. Student is hospitalized (doctor's excuse)
    - C. Student's personal illness (doctor's excuse)
    - D. Student's child or family member is sick (doctor's excuse)
    - E. Student has vehicle problems (documentation will include receipts of purchasing replacement parts, auto mechanic invoice, etc.)
    - F. Student's pet is in an emergency health situation (invoice from veterinary hospital)

**LECTURE:**

- A. Two (2) tardies will be allowed for each lecture class. After two tardies the student will have 25 points deducted from the final grade for each additional tardy.
- B. Two (2) unexcused absences will be allowed for lecture classes. After two unexcused absences, the student will have 25 points deducted from the final grade for each additional absence.
- C. Students may not leave campus during class breaks (excluding lunch break). Students violating this policy will have 25 points deducted from the final course grade for each occurrence.

**Exam Policy:**

- A. Students missing a scheduled exam with an excused absence must make up the exam on a date and time designated by the instructor.
- B. Students are not be allowed to make up quizzes except in cases of extreme hardship, which will be determined by the instructor.

**Steps to take if you are going to be absent from Lecture:**

- 1. Contact all instructors for the class prior to being absent.
- 2. Please leave a message if no one answers the phone.

**LABORATORY:**

- A. Students may not leave lab class until all tasks are completed and lab areas have been cleaned.
- B. Tardiness is unacceptable. Any student tardy to lab class will have 25 points deducted from the final grade. Extenuating circumstances may be excused at the instructor's discretion.

- C. Missed lab time **MUST** be made up. If the absence is unexcused, 25 points will be deducted from the student's final grade. A 25 points deducted grade deduction applies I and excused absence is NOT made up.
- Lab time is made up by attending another lab session. The material may be different from the lab class that was missed, however, the student is responsible for ALL lab material during the semester.
  - The student must have the instructor's permission to make up lab classes.
  - Students leaving lab class early will have 25 points deducted from the final grade, unless the reason has been excused by the instructor.
  - Students leaving class early **MUST** have approval from the instructor.

**Steps to take if you're going to be absent from Lab:**

- Contact the instructor prior to being absent. (Send email)
- Email [vettech@columbiastate.edu](mailto:vettech@columbiastate.edu). Include your name, date, and the class/lab/duty form which you will be absent.

**BARN/KENNEL DUTY:**

- Students are allowed two (2) excused tardies for barn & kennel duty. After that, the student will have 25 points deducted from the final grade for each additional tardy occurrence.
- Students late for barn and kennel duty more than three times, excused or unexcused, will result in a 25 point deduction from the final grade in the course.
- Students are allowed two (2) excused absences from barn & kennel duty. After that, the student will have 25 points deducted from the final grade for each additional absence.
- Absences must be made up by rescheduling duty on another day. Failure to do so will result in a 25 point deduction from the student's final grade.
- Students absent from barn and kennel duty more than three times, excused or unexcused, will result in an **immediate** letter grade reduction in the course.
- Students who knowingly cover up the tardiness of a classmate will have 25 points deducted from the final grade.
- Students who are extremely tardy, >15 minutes and excused, must make up missed time by staying late at the next assigned duty.

**Steps to take if you are going to be LATE or ABSENT:**

- Due to the fact that you are taking care of LIVE animals, if you know you're going to be late or absent, students are required to call or email [vettech@columbiastate.edu](mailto:vettech@columbiastate.edu) a **minimum of 30 minutes prior** to the scheduled time. A 25 point deduction will be taken off the student's final grade otherwise.
- If you had planned on being on-time, but ended up in a wreck, stopped traffic, car issues, etc., you will be required to explain your route to program officials who will make the appropriate phone calls to confirm this

and documentation will be requested). You must call or email [vettech@columbiastate.edu](mailto:vettech@columbiastate.edu) a **minimum of 10 minutes prior** to the scheduled arrival time.

3. Notify classmates (call or text) of the expected tardiness/absence.
4. Even with the time conditions listed above, a phone call or email is **expected** for all tardy/absent situations.

**Steps to take if you want to switch barn and kennel duty with a classmate:**

1. Switching must occur at least one week in advance.
2. Both parties must send an email to the instructor in charge with the date, time, & names of students switching.
3. It is the students' responsibility to know which instructor should be contacted for barn and kennel for each semester.

**CLINICAL ROTATIONS:**

- A. Attendance is required at ALL clinical rotations.
- B. Absence from assigned clinical shifts without **prior** permission is considered an unexcused absence and, after consultation with program officials, may be grounds for dismissal from the program.
- C. Unexcused absences are not rescheduled.
- D. **Follow the outlined policies regarding attendance. If a clinical day is missed, if the student is tardy for a rotation, or if the student must leave early, the following must be done in order for it to be considered an excused absence or tardy (includes snow days):**
  1. Immediately contact the clinical site **prior** to arrival time and leave a message with the technician.
  2. Immediately send an email to all Veterinary Technology faculty at: [vettech@columbiastate.edu](mailto:vettech@columbiastate.edu).
  3. Submit an email to Veterinary Technology program officials ([vettech@columbiastate.edu](mailto:vettech@columbiastate.edu)) with appropriate documentation supporting the absence (doctors excuse, traffic ticket, etc.) as soon as student returns to the main Campus. **No documentation will be accepted after one week from the date of absence.** After one week the absence is unexcused regardless of documentation.
  4. A letter grade deduction will be made for each unexcused absence (assuming the above process was followed, but the absence is still unexcused).
  5. A limit of two (2) reasonable "personal" days without documentation will be allowed each semester. Personal days must be made up. When taking a personal day, student will still be responsible for informing the clinical site of the absence. Also, student will need to e-mail the Veterinary Technology program officials @ [vettech@columbiastate.edu](mailto:vettech@columbiastate.edu) with date missed and date(s) time(s) the student wishes to make up the missed time.

6. Each student is responsible for letting the clinical site know when the student will not be at an assigned rotation due to a College holiday.
7. Each student is responsible for making up all missed hours and emailing faculty the date(s) and time(s) for completion of make-up time. The student must clear this in advance with the rotation site. Just showing up at a clinical site to make up hours is not acceptable. **If the required number of hours are not completed by the day classes end each semester, an "incomplete" will be awarded.** See College Catalog for policy details

### **DRESS CODE POLICY**

*Students will **not** receive credit for lab work or clinical work unless dressed in the required attire.*

#### **Small Animal Lab and Clinical Rotations:**

- A. Grade deductions will be made for failure to wear approved attire or have required materials. A 10 point grade deduction for each infraction will be made.
- B. 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.
- C. The student is expected to keep scrubs clean, neat and without wrinkles. Pant bottoms should not touch the floor and should be hemmed if necessary. Rolling the pants up is not be permitted.
- D. The Veterinary Technology Department patch must be sewn to the **left** sleeve of the scrub top. Patches may not be pinned on or curling up on the corners.
- E. The student must wear the issued nametag on the scrub top.
- F. The student must wear the radiation monitor provided clipped to the collar of the scrub top.
- G. Students should wear tennis shoes, or other approved footwear, with socks.
- H. No open-toed or open-heeled footwear is allowed.
- I. No loud colors.
- J. Students must wear an approved lab coat/warm up jacket (NO WHITE) over the scrubs when handling infectious or hazardous materials.
- K. Only tops approved by the Veterinary Technology 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.
- L. To comply with professional appearance expectations of the profession:
  1. No visible tattoos are permitted; Tattoos **must** be covered.
  2. The student's hair color must be of a natural appearing hair color (no bright or loud colors).
  3. For safety reasons, the following are **not allowed** and grade point deductions will be made for failure to comply:
    - a. Long fingernails,

- b. Jewelry (small rings, wrist-watch and one pair of matched, small stud earrings in the lower lobe of ear are allowed),
  - c. No jewelry is permitted in surgery,
  - d. Visible body piercings (including tongue piercings),
  - e. Loose long hair.
4. 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).
  5. The student should have the following items on their person **at all times**:
    - a. Pen (black or blue only) and Permanent Marker,
    - b. Calculator,
    - c. Bandage scissors,
    - d. Suture removal scissors,
    - e. Name tag,
    - f. Radiation monitor,
    - g. Wristwatch (or watch that can measure in seconds),
    - h. Thermometer, and
    - i. Notepad.
  6. The student should own and have access to the following items:
    - a. Stethoscope,
    - b. Nylon slip-type leash,
    - c. Penlight, and
    - d. Container to place items in when not in use (tackle box, art case, etc.)
  7. Radiation Monitors:
    - a. Students must exchange the monitor according to the schedule provided by program officials,
    - b. Students without personal radiation monitors may not participate in the radiology area during lab or clinical rotation sessions.
  - 8. Radiation monitors must be exchanged by the 10<sup>th</sup> of each month**
    - a. Students will have 25 points deducted from the clinical practicum grade for turning in a monitor late.
    - b. Radiation monitors are to be returned at the end of each semester in order to receive a final grade.
    - c. At the end of the final semester of the student's career at Columbia State Community College, the monitor and holder must be returned.
    - d. The Clinical Coordinator at Columbia State is responsible for oversight of trading out students' radiation monitors each month.

**Large Animal Lab and Clinical Rotations:**

- A. All items listed above also apply to this category.
- B. The student should always have coveralls available for large animal work.
  1. Short sleeve coveralls-khaki, navy blue or grey only.

2. Dress code for the ***Dairy Education Centers:***
  - a. Spring/Summer- shorts, short-sleeve shirt that covers the body (no suggestive logos), **coveralls and boots must be worn at all times.**
  - b. Under no circumstances should shorts be worn without coveralls.
  - c. Winter- blue jeans, short-sleeve shirt that covers the body (no suggestive logos), **coveralls and boots must be worn at all times.**
  - d. Students do not need to wear name tag or film badges at these facilities.
3. Dress code for **Equine Practices:**
  - a. Students may wear nice jeans/khaki pants, plain shirt with collar and sleeves (polo shirt/button down shirt), or scrub top tucked in and appropriate foot wear (hard-soled boots that cover the ankle), name tag and film badge.
  - b. Students should have scrubs available to go into surgery if needed.
  - c. Students are required to wear name tag and film badges at these facilities.
  - d. The student should have rubber boots available for large animal work.
  - e. Boots should cover the calf, approximately 3-4 inches below the knee.
  - f. Boots should be a solid dark color.
  - g. Students assigned to mixed-animal practices should keep coveralls and boots available for use at **all times.**
  - h. 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.
  - i. No tennis shoes are allowed on large animal calls.
  - j. Approved leather boots or rubber boots should be worn.
  - k. Students wearing leather boots, should have rubber boots readily available for use.

### **Barn and Kennel Duty:**

Three choices:

1. Wear scrubs and boots.
2. Wear coveralls and boots.
3. Wear blue jeans, a sleeved shirt that covers the entire torso and rubber boots.

*"Say no to crack—front and back!"* An actual quote from your textbook!

Ten (10) points will be deducted from the student's final grade for ignoring the above choices.

## GRADING SCALE POLICY

A	94-100
B	85-93
C	75-84

1. Academic dishonesty on a specific assignment will result in the student receiving a grade of "0" for the assignment and may be grounds for dismissal from the program.
2. Grades will not be mailed, emailed or given to the students over the phone.
3. Once grades are posted (a minimum of five working days after grades are due), students may view their grades by accessing transcripts in "MyCN" account.
4. Requests for transcripts can be completed online via "MyCN" accounts.

## ACADEMIC DISHONESTY POLICY

1. Academic dishonesty violations may result in the student's dismissal from the Veterinary Technology Program.
2. Students violating academic dishonesty guidelines will be sent to the program director of Veterinary Technology. The appeal process is outlined in the Columbia State catalog/student handbook.
3. 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.

**CHEATING AND FABRICATION** are examples of academic dishonesty and a lack of integrity and will not be tolerated. Cheating or fabrication 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. Fabrication includes, but is not limited to, 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 offense, i.e. carelessness in citing source(s) or deliberate copying from another source without acknowledging the source.

### **DISCIPLINARY ACTION POLICY**

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 26](#) for Grounds for Immediate Dismissal).

A. 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. Misconduct that endangers the well-being of another person or an animal.
6. Violation of any of the disciplinary offenses listed in the Columbia State Community College Student Handbook.

B. 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.

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:

#### **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 7 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 student's grade will be reduced **one letter grade** at the end of the semester for the course in which the violation occurred.

### **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 7 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 3 working days of the hearing, with distribution to the Dean of Health Sciences and as part of the student's program record. Second Incidence of Violation may be unrelated to First Incidence. The student's grade will be reduced by **two letter grades** at the end of the semester for the course in which the violation occurred.

### **Third Incidence of Violation or Misconduct**

Should a third incidence of violation be suspected, the above-listed committee shall convene within 14 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's grade will be reduced by **three letter grades** at the end of the semester for the course in which the violation occurred. In this instance, it would be impossible for the student to earn the required grade of "C" or higher in the course, thus prohibiting the student from continuing in 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 26 for Grounds for Immediate Dismissal).

## **GRIEVANCE POLICY**

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:
  - a. Veterinary Technology Program Director,
  - b. Veterinary Technology Instructor, and
  - c. Person submitting the grievance.
3. The grievance will be reviewed and a written record created by the Veterinary Technology 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*.

## **CONDUCT AND PROFESSIONAL BEHAVIOR POLICY**

A. Demonstrate progress in the development of interpersonal skills appropriate for the classroom, laboratory, and clinical settings:

For example:

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,
9. Avoidance of any direct or indirect profit from the fundraising activities of the Veterinary Technology Program and/or student organization.

10. Expectations for professional behavior and student conduct extend to social media conversations between students or others and must be compliant with program guidelines.
11. Be pleasant and polite; no offensive language or confrontational behaviors.
12. Adhere to rules and standards of confidentiality and professionalism.
13. PICTURE TAKING is NOT allowed during clinical rotations. This is a violation of facility and/or client confidentiality and may be grounds for disciplinary action up to and including dismissal from the program.
14. PICTURE TAKING is NOT allowed during class/lab without the permission of program officials.
15. Posting of photos associated with Columbia State or the Veterinary Technology program on social media without permission from clinical affiliates, program officials, and/or pet owners/clients is unprofessional, may result in grade penalties, and may be grounds for disciplinary action up to and including program dismissal.

### **CELL PHONE POLICY**

Cell phone usage of any type is not permitted in class, laboratories, or clinical rotations.

**A. First Occurrence:**

If a student's cell phone rings or vibrates during class or at clinics, the result will be a 10 point deduction from the final course grade.

**B. Second Occurrence:**

If a student's cell phone rings or vibrates during class or at clinics, the result will be a 20 point deduction from the final course grade.

**C. Third Occurrence:**

If a student's cell phone rings or vibrates during class or at clinics, the result will be a letter grade reduction of the final course grade and the next step in the disciplinary process (first, second, or third incidence).

If a student's cell phone rings or vibrates and the student does not turn the phone off, which then rings or vibrates again, this is **two occurrences**. These occurrences are cumulative and do not have to occur in the same class or during the same semester.

**ANY** use of a cell phone during class or at clinics is a willful violation of program policy and may result in immediate grade reduction and the next step in the disciplinary process.

Students are **not** to call instructor cell/home 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. In non-emergency situations, students may leave a voice

mail on office phones or send an email to [VetTech@columbiastate.edu](mailto:VetTech@columbiastate.edu) 24/7 and program personnel will respond during normal business hours.

### **BARN AND KENNEL MANAGEMENT POLICY**

The student is required to participate in barn and kennel duty as outlined in the Veterinary Technology Management Plan. A copy of the Management Plan is provided to each student.

1. Students will sign up for a pre-determined number of time slots for barn and kennel at the beginning of each semester. Sign-ups take place online, first-come, first-served.
  - a. Fall and Spring semesters: students sign up for weekly slots.
  - b. Summer semester: students perform barn/kennel duties on assigned lab days and sign-up for weekends.
2. There are no exceptions/considerations for employment or extracurricular activities.
3. Students who choose to perform barn/kennel duty on a school holiday or break may be offered credit for those assignments relative to barn/kennel duty for the following semester. (Details discussed each semester.)
4. No student(s) may start barn/kennel duty until everyone scheduled for duty is present.
5. After dogs/cats are adopted in a given semester, students are responsible for cleaning chores during kennel duty time.
6. The above-listed rules are subject to instructor change anytime during the semester(s) and will be announced to the class promptly.

The master Barn/Kennel schedule is posted on the bulletin board located in the back hallway of the Health Science Building and students are given individual copies.

When program officials call the barn/kennel, students should answer the phones by stating: "***Columbia State barn (or kennel), this is \_\_\_\_\_ speaking.***"

### **CLINICAL ROTATION POLICY**

- A. Clinical sites are assigned for the entire semester by the Veterinary Technology Program clinical coordinator at the beginning of each semester.
  1. Full day (8 hrs): 8 am to 5 pm (1 hour lunch)
  2. Half day (4 hrs): 8 am to 12 pm (no lunch)
- B. Students rotating at Vanderbilt and Metro Animal Services are required to have on file a criminal background check, a current physical exam, and two negative tuberculosis (TB) skin tests within the last six months.

- C. Each student is solely responsible for transportation to and from clinical sites.
- D. Schedule changes are considered only in extreme hardship situations as determined by program officials.
- E. Clinical sites assignment is not based on proximity to the student's place of residence.
- F. The DVM or licensed technician on duty at the clinical site will evaluate the student's performance.
- G. 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.
- H. The student's course grade is calculated Veterinary Technology program officials and is based upon:
  - a. Results received from the clinical rotation evaluation form, and
  - b. Other Veterinary Technology Program assignments:
    - i. Please refer to the following for grade computation procedure:
      1. *Clinical Evaluation Guidelines* (listed on the student evaluation).
      2. *Clinical Practicum Syllabus*.
- I. 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.
- J. 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).
- K. 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.
- L. 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!**
- M. 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).
- N. 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.
- O. The student is required to report any inhumane treatment to the animals, improper conduct of employees, harassment (etc.) to program officials and/or clinical supervisors immediately.
- P. No pictures shall be taken at rotation sites unless permission is given by the client and clinic staff.

- Q. Students are not allowed to handle controlled substances without supervision of a licensed veterinary technician or licensed veterinarian.

### **GRADE DEDUCTIONS**

These grade deductions apply to Lab class, Barn and Kennel Duty, and Clinical Rotations:

<u>VIOLATION</u>	<u>POINTS DEDUCTED</u>
a. Not properly attired in department-approved scrubs	10
b. Scrub uniform not ironed (wrinkled, unkempt)	10
c. Scrub pants touch the ground	10
d. No name tag	10
e. Failure to bring required accessories (see <u>page 11</u> )	10
f. Radiation monitor not worn	10
g. Visible body piercing, including tongue piercing	10
h. Open-toed/heeled or unapproved footwear	10
i. Multiple sets of stud earrings or dangling earrings	10
j. Long hair down not secured in back	10
k. Necklaces, bracelets or excessive rings	10
l. Visible skin tattoos	10
m. Scrubs not worn to lab on final exam day	10
n. Long fingernails and/or bright nail color	10
o. No lab jacket worn when handling body fluids	10
p. Visitors to be present during barn/kennel duty	10
q. Required items not kept in scrub pockets	10
r. Leaving any barn door open (after 2 <sup>nd</sup> time)	10
s. Not latching stall doors (after 2 <sup>nd</sup> time)	10
t. Not using halter and lead rope when working on horses	10
u. Forgetting to let horses out of stalls after feeding (the 2 <sup>nd</sup> time reported)	10
v. Not bringing required textbooks to class	10
w. Not completing share of duties for barn and kennel (the 2 <sup>nd</sup> time reported)	25
x. Not cleaning up after pet's surgery/appointment	25
y. Disrespecting instructor or classmate	25
z. Disrupting lecture or lab	25
aa. Unprofessional conduct or behavior	25

All grade deductions will be made by the following procedure:

- A. **First Occurrence:** The student will be notified orally and in writing of the violation(s) and will have the designated amount of points (see above) deducted from the final course grade.
- B. **Second Occurrence:** The student will be notified orally and in writing of the

violation(s) and will have **two times** the designated amount of points (see above) deducted from the final course grade.

- C. **Third Occurrence:** Repeated occurrences will be considered willful violation of program policy and may result in an immediate letter grade deduction from the course grade and the next step in the disciplinary process (first, second, or third incidence).

## **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. The student is advised 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 and kennel duty, participating in lab sessions, or performing clinical rotation assignments.
- C. Students are allowed to wear wedding bands, one pair of stud earrings, and a watch with a second hand. No other jewelry is allowed. NO jewelry can be worn to lab sessions or clinical rotations.
  - 1. Injury may occur to the student if the animal's paw, nail, or tooth is caught on jewelry.
  - 2. Student workings the controls of a large animal chute, or restraining or performing procedures on horses, are advised to wear a hard hat.
  - 3. Students must not operate electrical appliances while standing in or near water.
  - 4. Students must wear rubber gloves and eye protection when applying insecticide dips to animals.
  - 5. Students are encouraged to wear rubber gloves, eye protection, and ear protections when cleaning kennels and cages.
- D. 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 monitor must be attached to the collar of the lab jacket, 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.
  4. Students must attend a demonstration of the eye-wash station in the lab and barn area.
- E. Student must take precaution when administering prostaglandin products, certain antibiotics, or live vaccines (e.g. Brucella or sore mouth vaccines) and take precautions to avoid self-injection and/or sharps sticks.
  - F. The student must take special precautions not to touch the animal or table on which the animal is placed when electroshock is being administered to animal patients in the CPR process.
  - G. 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.
  - H. 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.
  - I. Proper protection (e.g. face mask or other eye protection and gloves) is required when performing dental prophylaxis.
  - J. The student is strongly urged by the Veterinary Technology Program to obtain pre-exposure rabies vaccinations. Students choosing not to get the vaccinations are required to sign a statement of voluntary refusal.
  - K. The student is expected to adhere to the "Policy of Universal Precautions" when there is potential exposure to human bodily fluids.
  - L. Students are encouraged to keep a current status for tetanus vaccination.
  - M. 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. Use a catch pole if the fight must be broken up,
    3. Never use your hands to break up a fight, and
    4. Never break up a fight alone.

### **AGGRESSIVE ANIMAL POLICY**

The Veterinary Technology Program does not accept aggressive animals from Maury County Animal Shelter (MCAS) for teaching purposes. Any animal exhibiting aggression is returned to MCAS in exchange for a replacement animal. In the event an animal becomes aggressive during an appointment (i.e.: vaccinations, blood work, etc.), a

muzzle is put in place and additional restraint is performed. All student-animal interactions during laboratory procedures are overseen by program officials.

### **ANIMAL BITE & SCRATCH POLICY**

The Veterinary Technology Program and Columbia State are not responsible for the cost of emergency room treatment or hospital expenses resulting from injury to a student, as indicated on p. 21 of the Student Policy Manual. In the event a bite or severe scratch occurs, the student is to tell the person in charge what happened, wash the injury and apply a bandage if necessary. Students may be advised to seek medical attention, but the decision is the student's. A written report of any incident is placed in the student's file.

### **PREGNANCY POLICY**

Students enrolled in the program are instructed in proper safety precautions and personnel radiation monitoring with an emphasis on overall 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. 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.

#### **A student who chooses to declare pregnancy has three options:**

**Option #1:** Continue in the program with modification (to avoid potential areas of 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 a course is not completed. This may delay completion of the program for the student.

**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 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 a course is not completed. This may delay completion of the program for the student.

**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.

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

### **AMERICANS WITH DISABILITIES POLICY**

Students who wish to declare a disability and request accommodations should contact the Coordinator of Disability Services (Jones Student Center, Room 147; (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."*

### **MISCELLANEOUS POLICIES**

- A. Educational goals and achievement must each students be top priority. Employment/outside activities will not be a reason for:
  - 1. Missing or Rescheduling Classes/Labs/Clinical rotations,
  - 2. Tardiness,
  - 3. Leaving early, or
  - 4. Missing barn/kennel 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 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 required to follow the make-up policy for work missed.
- 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:
  - 1. are not allowed in the barn or on barn grounds.
  - 2. are to be on a leash when brought into the Health Science Building or onto college property.
- M. Electronic devices used by students are subject to faculty inspection to determine appropriate use.
- K. 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.
- L. Keep a copy of the class contact list with at home and in the car readily available.
- M. 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.

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 may be captured during this process. No portion of instructional recordings may be reproduced or published by students.

## **GENERAL INFORMATION**

### **Health Science Building**

The Veterinary Technology program shares the building with the Radiology Program. Students are expected to demonstrate courtesy, professionalism, and good manners at all times in the building.

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. In addition, no pets are allowed in room 104.

### **Communication (Email)**

- 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

## Withdrawals

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

## Pet Surgery/Appointments/Illnesses

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.

- A. Appointments must be made with an instructor with a minimum of 24 hours notice.
- B. Animals brought to the Health Sciences Building will be placed in a cage with a cage card stating: Name of animal, Name of owner, Date, & reason for appointment.
- C. An animal who barks or becomes loud must be moved to the kennel area, as the Veterinary Technology Department shares the Health Sciences building with the Radiology Department.
- D. The student is responsible for cleaning the cage/run at the conclusion of the day.
- E. If the above steps are not followed, the student will have **25 points deducted** from the course grade.

## GROUNDINGS FOR IMMEDIATE DISMISSAL

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](#)). Dismissal from a clinical affiliate for violations of policies and regulations or misconduct.

7. Leaving clinic without permission for non-emergency situations.
8. Students dismissed from a clinical affiliate's facility, may be dismissed from the Veterinary Technology program.

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.

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.

**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