



VETERINARY TECHNOLOGY PROGRAM



STUDENT POLICY MANUAL 2022-2023

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.

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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

Julie Anderson, DVM
Assistant Professor
Veterinary Technology Program Director

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

S. Brie Pruitt, LVMT, B.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:
 - a. Official transcripts from high school and all colleges attended,
 - b. 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
- E. Reference.
- F. Must complete all Learning Support requirements prior to enrollment in program core courses fall semester.
- G. 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 February 15th. Applications may be accepted after the deadline if the program is not at capacity.

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,
 - a. AGRI 1025, and BIOL 2230.
2. Maintain a GPA of 2.0 or higher.
3. Courses required for the Vet Tech AAS are outlined in the program curriculum.

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

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 and notify the program director.
3. 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. In addition, the student must make an appointment to meet with the program director to discuss readmission status.
4. GPA must be 2.0 or higher.
5. 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.
6. Readmission to the Veterinary Technology Program after dismissal is not guaranteed.
7. Students will be readmitted to the program only once. If a student is unsuccessful a second time, readmission is not an option.
8. Due to the rapid changes of technology in the field of veterinary medicine, an elapsed time period of three years or more shall necessitate repeating **all** Veterinary Technology courses.

ATTENDANCE POLICY

GENERAL ATTENDANCE:

1. The following policies apply to attendance for lecture, laboratory class, clinical rotations, and barn & kennel duties.
2. Attendance in class and at other official appointments is **required** (ex: class field trips, seminars, etc.)
3. The student's schedule is considered a contract and constitutes a series of obligated appointments that must be kept.

4. Students absent when the instructor takes role are considered absent.
5. Absences begin from the first scheduled meeting of a class.
6. An explanation of all absences must be given to the instructor in advance.
7. The student is tardy if arrival time is **one minute** past scheduled time.
8. 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.
9. 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.
10. 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 **1 week** of absence. Documentation submitted after one week will not be accepted and the absence will be considered unexcused.
 - a. Documentation written by the student will not be accepted for absence incidents.
 - b. **Examples of Excused Absences (documentation required):**
 - Death in the immediate family
 - Student is hospitalized
 - Student's personal illness
 - Student's child or family member is sick
 - Student has vehicle problems (documentation will include receipts of purchasing replacement parts, auto mechanic invoice, etc.)
 - Student's pet is in an emergency health situation

EXAM MAKE-UP POLICY:

Students missing a scheduled exam with an excused absence must make up the exam within of a week of the original date.

LECTURE:

1. Two (2) occurrences of being tardy to class will be allowed for each lecture class. After that, the student will have 5 points deducted from the final grade for each additional tardy.

2. One (1) unexcused absence will be allowed for lecture classes. After that, the student will have 10 points deducted from the final grade for each additional absence.

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

Contact **ALL** instructors for the class prior to being absent at:

VetTech@Columbiastate.edu. You can text an instructor **IN ADDITION** to emailing, informing of your absence.

LABORATORY:

1. Students may not leave lab class until all tasks are completed & lab areas have been cleaned.
2. Tardiness is unacceptable. Any student tardy to lab class will have 5 points deducted from the final grade. Extenuating circumstance may be excused at the instructor's discretion.
3. Excused absence from lab **MUST** be made up. If the absence is unexcused, 10 points will be deducted from the student's final grade and they cannot make up missed material.
 - a. Lab time is made up by attending another lab session, if available. The material may be different from the lab class that was missed, however, the student is responsible for ALL lab material during the semester.
 - b. The student must have the instructor's permission to make up lab classes.
 - c. 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, if possible. (Send email and text)

Email vettech@columbiastate.edu. Include your name, date, and the class/lab/duty form which you will be absent.

BARN DUTY:

1. Tardiness

- a. If you will be late for barn, and do not communicate with Ms. Pruitt and/or Mrs. McMullan plus your classmates responsible for that shift, points will be deducted from your final grade.

- b. Two (2) occurrences of tardiness of less than 15 minutes, will be allowed. After that, 10 points will be deducted from the final grade for each subsequent tardy.
- c. If you will be over 15 minutes late for barn, you will need to notify instructors and classmates, and make up the missed time on another shift.

2. Absences

- a. If you are absent from barn, and give less than 24 hours' notice, but have an excused absence - no points will be deducted.
- b. If you are absent from barn, and give less than 24 hours' notice, but have an unexcused absence - you must switch shifts with a classmate or points will be deducted from your final grade.
- c. If you have more than 24 hours' notice that you will be absent, you must switch shifts with a classmate. If the shift is not covered points will be deducted from your final grade.

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

- a. Due to the fact that you are taking care of LIVE animals, if you know you're going to be late you must contact Ms. Pruitt and/or Mrs. McMullan
- b. If you had planned on being on-time, but ended up in a wreck, stopped traffic, car issues, etc., you will be required to call program officials who will determine if this will be excused.
- c. Notify classmates (call or text) of the expected tardiness/absence.
- d. Even with the time conditions listed above, a phone call is expected if 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 need to 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:

1. Attendance is required at ALL clinical rotations.
2. Absence from assigned clinical shifts without **prior** permission is considered an unexcused absence and will result in final grade deduction.

3. Unexcused absences must be made up.
 - 4. 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):**
 - a. Immediately contact the clinical site **prior** to arrival time and leave a message with the technician.
 - b. Immediately contact faculty at VetTech@ and submit an e-mail with date and reason. Submit appropriate documentation supporting the absence (doctors excuse, traffic ticket, etc.) as soon as student returns to main Campus. **No documentation will be accepted after 1 week from the date of absence.** After 1 week the absence is unexcused regardless of documentation.
 5. A letter grade deduction will be made for each unexcused absence (assuming the above process was not followed).
 6. 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 clinical site of the absence. Also, student will need to e-mail faculty at VetTech@ with date missed and date(s) time(s) the student wishes to make up the missed time.
 7. 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.
 8. 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, final grade deduction will occur.**
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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.

Small Animal Lab/Clinicals/Surgery:

1. Grade deductions will be made for failure to wear approved dress or have required materials. A 10-point grade deduction for each infraction will be made.
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. Rolling the pants up is not be permitted.
4. 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.
5. The student must wear the issued nametag on the scrub top.
6. The student must wear the radiation monitor provided clipped to the collar of the scrub top.
7. Students should wear tennis shoes, or other approved footwear, with socks.
8. No open-toed or open-heeled footwear is allowed.
9. Students must wear a matching lab coat/warm up jacket over the scrubs to keep scrub top clean.
10. 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.
11. 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).
 - c. For safety reasons, the following are **not allowed** and grade point deductions will be made for failure to comply:
 - i. Long fingernails,
 - ii. Jewelry such as bracelets and necklaces. (small rings, wrist-watch and small stud earrings are allowed)

1. Visible body piercings (that are not hoops) are allowed in lab but must be replaced with a clear retainer for clinics and surgery.
- iii. 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**:
 1. Pen (black or blue only) and Permanent Marker,
 2. Calculator,
 3. Bandage scissors,
 4. Suture removal scissors,
 5. Name tag,
 6. Radiation monitor,
 7. Wristwatch (or watch that can measure in seconds).
 8. Thermometer.
 9. Notepad.
- f. The student should own and have access to the following items:
 1. Stethoscope,
 2. Nylon slip-type leash,
 3. Penlight, and
 4. Container to place items in when not in use (tackle box, art case, etc.)
- g. Radiation Monitors:
 - i. Students must exchange the monitor according to the schedule provided by program officials,
 - ii. Students without personal radiation monitors may not participate in the radiology area during lab or clinical rotation sessions.
 - iii. **Radiation monitors must be exchanged each month**
 - iv. Students will have points deducted from the clinical practicum grade for turning in a monitor late.
 - v. Radiation monitors are to be returned at the end of each semester in order to receive a final grade.
 - vi. At the end of the final semester of the student's career at Columbia State Community College, the monitor and holder must be returned.

- vii. Lost monitors may result in replacement fee at the cost of the student.

Large Animal Lab 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.
 - a. Short sleeve coveralls-khaki, navy blue or grey only.
3. Dress code for Large Animal Centers:
 - a. Farm Animal**
 - i. Coveralls with shorts and a solid color tee (khaki, navy, grey, or white) or plain solid color tee and jeans.
 - ii. Hard soled boots that cover the ankle, cowboy boots or rubber boots.
 - iii. Students do not need to wear name tag and radiation monitor at this facility.
 - b. Equine Practices:**
 - i. Students may wear nice jeans/khaki pants, plain shirt or scrub top tucked in
 - ii. Hard soled boots that cover the ankle, cowboy boots or rubber boots
 - iii. Students should have scrubs, rubber boots, and coveralls available if needed.
 - iv. Students are required to wear name tag and film badges at these facilities.
4. Students assigned to mixed-animal practices should keep coveralls and boots available for use at **all times**.
5. 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.
6. No tennis shoes are allowed on large animal calls.

Barn Duty:

1. Hard soled boots that cover the ankle **ONLY** 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 tank tops. No shirts that are worn, frayed or contain holes.
3. Approved pants: jeans, slacks/khakis, capri pants, or scrub bottoms. No sweatpants, athletic shorts, athletic pants or leggings. No skirts or dresses.

4. Shorts may be worn on days with hot weather. No tight fitting shorts. 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.

Five (5) points will be deducted (per offense) from the student's final grade for ignoring the above choices.

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 inseam no shorter than 5 inches
3. Clothing must not be worn, frayed or contain holes
4. No offensive language or artwork displayed on clothing
5. Pajamas are not considered street clothes
6. Clothing must be appropriately fitting
7. Distractive apparel will result in the student being dismissed from class and receiving an unexcused absence.

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 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:
 - a. Falsifying clinical competency checklists,
 - b. Falsifying clinical time sheets,
 - c. Falsifying absence/late records,
 - d. Failure to adhere to the confidentiality of client records, hospital records, or other hospital information,
 - e. Communication of any form with classmates concerning exam content.

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.

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 28](#) 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. 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 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.

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.

Third Incidence 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 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).

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 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.
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CONDUCT AND PROFESSIONAL BEHAVIOR POLICY

1. Demonstrate progress in the development of interpersonal skills appropriate for the classroom, laboratory, and clinical settings.
 - a. Conflict and crisis resolution without emotional outburst,
 - b. Maintain a positive attitude in communicating with fellow students, technicians, and doctors,
 - c. Courtesy and concern for fellow students, staff, patients, and clients,
 - d. Assumption of responsibility for actions,
 - e. Promotion of common goals and avoidance of disruptive behavior,
 - f. Assertive behavior when appropriate,
 - g. Demonstration of initiative and assumption of responsibility for completion of routine tasks,
 - h. Student/Instructor conferences are confidential and not to be discussed with classmates/others.
2. Professional behavior includes:
 - a. Attention to personal appearance,
 - b. Attention to cleanliness,
 - c. Support of and loyalty to Veterinary Technology as a profession,
 - d. Support of and adherence to departmental and clinical policies,
 - e. Cooperation with fellow students, faculty, and clinical site staff,

- f. Respect for client and patient interaction and confidentiality,
 - g. Maintenance of composure, no emotional outbursts,
 - h. Maintenance a positive attitude and courteous behavior with instructors & clinical staff,
3. Avoidance of any direct or indirect profit from the fundraising activities of the Veterinary Technology Program and/or student organization.
 4. Expectations for professional behavior and student conduct extend to social media conversations between students or others and must be compliant with program guidelines.
 5. Be pleasant and polite; no offensive language or confrontational behaviors.
 6. Adhere to rules of confidentiality. Pictures from clinical sites and lab activities are considered confidential and not to be shared.

CELL PHONE POLICY

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

A. First Occurrence:

If a student's cell phone disrupts the learning environment within the classroom, the student will receive a verbal warning.

B. 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.

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.

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. In non-emergency situations, students may leave a voice mail on office phones or send an email to VetTech@columbiastate.edu 24/7 and program personnel will respond during normal business hours.

BARN MANAGEMENT POLICY

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

1. 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.
2. There are no exceptions/considerations for employment or extracurricular activities.
3. Students who choose to perform barn duty on a school holiday or break may be offered credit for those assignments relative to barn duty for the following semester. (Details discussed each semester.)
4. No student(s) may start barn duty until everyone scheduled for duty is present.
5. The above-listed rules are subject to instructor change anytime during the semester(s) and will be announced to the class promptly.
6. No student is permitted to be at the barn alone.

When program officials call the barn, students should answer the phones by stating:

"Columbia State barn, this is _____ speaking."

CLINICAL ROTATION POLICY

1. Clinical sites are assigned for the entire semester by the Veterinary Technology Program clinical coordinator at the beginning of each semester.
2. Full day (8 hrs): 8 am to 5 pm (1 hour lunch)
3. Half day (4 hrs): 8 am to 12 pm (no lunch)
4. 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.
5. Each student is solely responsible for transportation to and from clinical sites.
6. Schedule changes are considered only in extreme hardship situations as determined by program officials.
7. Clinical sites assignment is not based on proximity to the student's place of residence.
8. The DVM or licensed technician on duty at the clinical site will evaluate the student's performance.

9. 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.
10. The student's course grade is calculated by 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*.
11. 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.
12. 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).
13. 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.
14. 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!**
15. 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).
16. 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.
17. 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.
18. No pictures shall be taken at rotation sites unless permission is given by the client and clinic staff.
19. Students are not allowed to handle controlled substances without supervision of a licensed veterinary technician or veterinarian.

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.

1. The student is advised to carry personal health insurance during enrollment in the Veterinary Technology Program at Columbia State Community College.
2. 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.
3. Injury may occur to the student if the animal's paw, nail, or tooth is caught on jewelry.
4. Students must not operate electrical appliances while standing in or near water.
5. Students are encouraged to wear rubber gloves, eye protection, and ear protections when cleaning kennels and cages.
6. Concerning Radiography:
 - a. The student must wear protective lead shielding (e.g. apron, gloves, and thyroid protector) when performing radiographic procedures.
 - b. 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.
 - c. Faculty must be present when students are operating the x-ray machines and exposures are being made.
7. Students must attend a demonstration of the eye-wash station in the lab and barn area.
8. 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.
9. The student must take special precautions not to touch the animal or table on which the animal is being defibrillated in the CPR process.

10. 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.
11. Concerning Equines:
 - a. 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.
 - b. The student must use a halter and lead rope when grooming or restraining horses.
 - c. The student must not hold the halter of a rearing horse.
12. Proper protection (e.g. facemask or other eye protection and gloves) is required when performing dental prophylaxis.
13. The student is encouraged 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.
14. The student is expected to adhere to the "Policy of Universal Precautions" when there is potential exposure to human bodily fluids.
15. Students are encouraged to keep a current status for tetanus vaccination.
16. 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:
 - a. Obtain help,
 - b. Never use your hands to break up a fight, and
 - c. Never break up a fight alone.

AGGRESSIVE ANIMAL POLICY

The Veterinary Technology Program does not accept aggressive animals for teaching purposes. Any animal exhibiting aggression will not be utilized for teaching purposes. In the event an animal begins to show signs of aggression, the program director is allowed to determine if utilization of the animal is permitted. 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. 22](#) 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

1. Educational goals and achievement for each student must be a top priority. Employment/outside activities will not be a reason for:
 - a. Missing or Rescheduling Classes/Labs/Clinical rotations,
 - b. Tardiness,
 - c. Leaving early, or
 - d. Missing barn duty.
2. The student is responsible for contacting the instructor if additional help is needed in any Veterinary Technology course.
3. The student is responsible for contacting the instructor concerning a grading error.
4. The student should adhere to the Occupational Safety and Health Association (OSHA) regulations pertaining to veterinary medicine.

5. The student should refrain from having personal conversations during class presentations, guest lecturers, and lab exercises.
6. A student engaged in personal conversations may be asked to leave and is required to follow the make-up policy for work missed.
7. Sleeping during class and lab will not be tolerated.
8. A student sleeping during class may be asked to leave and receive an unexcused absence
9. The student is expected to clean up after all lab and other appropriate course-related activities.
10. Students finding a situation in need of cleaning are expected to do so regardless of who caused the mess.
11. No animals will be permitted in the surgical area except the patient.
12. Personal pets:
 - a. Are not allowed in the barn or on barn grounds.
 - b. Are to be on a leash when brought into the Health Science Building or onto college property.
13. Visitors are not allowed within the barn at any time
14. Electronic devices used by students are subject to faculty inspection to determine appropriate use.
15. 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.
16. Keep a copy of the class contact list with at home and in the car readily available.
17. 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 might be captured during this process. No portion of instructional recordings may be reproduced or published by students.

GENERAL INFORMATION

Health Science Building

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.

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 during class time.

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 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.

1. Appointments must be made with an instructor, animals cannot be brought into the building without approval from faculty.
2. 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.

3. An animal who barks or becomes loud may be moved to the outdoor kennel area.
 4. The student is responsible for cleaning the cage/run at the conclusion of the day.
 5. If the above steps are not followed, the student will receive a 10 point grade deduction from final grade.
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GROUNDS 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 15](#)). Dismissal from a clinical affiliate for violations of policies and regulations or misconduct.
7. Leaving clinic without permission for non-emergency situations.

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, HS Bldg.
Columbia State Community College
1665 Hampshire Pike
Columbia, TN 38401