

**YUBA COLLEGE VETERINARY TECHNOLOGY  
PROGRAM  
STUDENT HANDBOOK**



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# YUBA COLLEGE VETERINARY TECHNOLOGY

## STUDENT HANDBOOK

**Purpose of this Handbook** is to aid in the orientation of new students and to clarify policies and procedures governing performance while you are a student and is to be utilized as a supplement to the Yuba College Catalog and Student Code of Conduct.

**All students enrolling in the Veterinary Technology Program must be given the following information to read. As a condition of enrollment each student must sign the waivers located at the end of this document indicating that they have read and understood the material presented herein. These waivers are to be submitted to the Program Director by the end of the first week of school and will be stored in the student's file in the Admissions/Records Office.**

### **ABOUT THE PROGRAM**

Yuba College is located in Marysville, California in the northern Sacramento Valley. The Yuba College Veterinary Technology Program was established in 1971 and graduated its first class in 1972; the program then applied for and was granted probational accreditation by the American Veterinary Medical Association in 1978. Full accreditation status was granted in 1983 and again in 1988. The Program has maintained full accreditation status since that time. Written reports must be submitted to the American Veterinary Medical Association every other year and representatives from the AVMA (CVTEA- Committee on Veterinary Technician Education and Activities) visit the campus to inspect the facilities and thoroughly evaluate the Program regularly.

### **PROGRAM MISSION STATEMENT**

The Yuba College Veterinary Technology Program is devoted to providing the student with the education needed to enable immediate employability of graduates at an entry level, meeting the high demand for veterinary technicians in today's workplace. We work to engage students to become exceptional veterinary technicians with outstanding technical skills and well developed people skills and to instill the desire/passion for lifelong learning to enhance technician careers. Our goal is to provide qualified and compassionate veterinary technicians to the veterinary community and to provide assistance to graduates and facilitate continuing educational opportunities to career technicians.

The Yuba College Veterinary Technology Program strives to foster knowledge, to open the minds of students to that knowledge, and to enable students to take the best advantage of their educational opportunities by training entry-level veterinary technicians with the skills and concepts consistent with the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (CVTEA) guidelines and provide the veterinary profession with qualified veterinary technicians.

To meet the goals of the Mission Statement, the Yuba College Veterinary Technology Program encourages students to respect ideas, encourage free expression, rejoice in discovery and in critical thought; pursue excellence in the spirit of the team concept of veterinary medicine and assume responsibility for the consequences of personal actions. The support and resources of the Yuba Community College District provide a foundation upon which self-reliance and habits of scholarship and service are built.

### **PROGRAM GOALS**

The goal of the Veterinary Technology Program is to provide an opportunity for students to become successful veterinary technicians who will contribute to veterinary medicine in their communities both domestically and internationally. Additionally, our goal is to be a national leader among veterinary technology educational institutions. We are building on our *traditional* missions of patient care, education and outreach; creating *innovation* in veterinary technology and in the delivery of veterinary health care; *adapting* our organization to succeed in a changing environment; and working *collaboratively* as partners with our professional colleagues, allied health partners, communities and the organizations we serve. The faculty believes that each person is a unique human being who possesses physical, psychological, social and spiritual needs that are complex and in constant flux with their environment. We believe that individuals are thinking, sensitive beings with rights to their own beliefs and values, and the right to make decisions about their own lives. Our curriculum is based on the belief that lifelong learning is facilitated by recognition of prior learning and by creation of a learning milieu that is learner focused and fosters caring, compassion, critical thinking, creativity and independent thought. Learning involves participation in sequential and concurrent experience which correlates didactic with practical experience. In this educational environment the student learns to utilize critical thinking approach to provide focused patient care.

Examples of the areas of responsibility qualified veterinary technicians are educated to assume include:

- Physical Examination and Patient History
- Client Education
- Caring for the Hospitalized Patient
- Administration of Medication and Vaccines
- Clinical Laboratory Procedures
- Dental Prophylaxis
- Radiology

Anesthesiology  
Surgical Assisting  
Office/ Hospital Management  
Biomedical Research

In California a registered veterinary technician performs the tasks of anesthesia induction and monitoring, suturing of existing skin incisions, application of casts and splints, and dental care to include prophylactic cleaning and extractions.

The course of study in the Yuba College Veterinary Technology Program entails at least two academic years and leads to an Associate of Science degree in Veterinary Technology. Students complete the two year academic program on the Marysville campus. Each student is also required to participate in a rotation through area veterinary/research facilities for a minimum of eight units of additional clinical experience prior to graduation. Graduates of the Veterinary Technology Program are eligible to take the California State and National licensing examinations to become a Registered Veterinary Technician.

### **PROGRAM OBJECTIVES**

The Yuba College Veterinary Technology Program encourages student development in:

- The ability to think clearly, creatively and objectively.
- Attitudes of tolerance, respect and understanding for classmates, colleagues, clients and their animal patients.
- The ability to speak and write properly and with clarity of expression.
- The ability to use computational methods to analyze and solve problems using resource material and technology appropriately.
- Personal integrity and the powers of self-guidance and self-discipline.
- The ability to carry out appropriate medical techniques based on the directions of the veterinarian and the characteristics of the patient in order to achieve maximum health benefits for the animal patient.

**As a method to assure the Program is meeting the Mission Statement, various methods of assessment are done annually. The evaluation process involves review of the following Students Goals (Student Learning Outcomes -SLOs) and Program Effectiveness.**

**Goal 1:** Students will demonstrate critical thinking and problem-solving skills.

- Student will be able to compare and contrast 2-3 restraint criteria between the text/lecture and what they observe in the clinical setting.
- Students will be able to evaluate a SOAP to determine why it must be corrected and what steps are necessary for correction.



At the conclusion of VETT 1 and 53A the students will correctly answer the critical thinking component.

**Goal 2:** Students will be clinically competent.

- Student will have completed the required number of competencies per semester
- Student will demonstrate proficient restraint skills in the clinical semester
- Student will demonstrate an understanding of and practice sound physical examination skills

At the conclusion of VETT 1 and 53A the students will correctly answer the clinical competency component.

**Goal 3:** Students will demonstrate effective communication skills.

- Students will demonstrate oral communication skills during the professional development series
- Students will demonstrate written communication skills in journal posting and case studies within the VETT 5 series

At the conclusion of VETT 5 and 16 the students will correctly answer the effective communication requirement.

**Goal 4:** Students will demonstrate Professionalism.

- Students will demonstrate professionalism in the clinical setting
- Students will demonstrate an understanding of professional obligation
- Students will understand the importance of Continued Education

At the conclusion of VETT 5 and 16 the students will correctly answer the Professionalism requirement.

**Additionally the Program Effectiveness will be measured by at least:**

- 75% of the students will pass the state or national certification on the 1<sup>st</sup> attempt
- 75% of the students will be gainfully employed within 6 months post-graduation
- 90% of the second year program students will complete the program
- 80% of the graduates will be satisfied with the program education
- 80% of Employers will be satisfied with the performance of newly hired graduate/RVT

A Copy of the Program Effectiveness Report is available upon request. Request by sending an email to [vettech@yccd.edu](mailto:vettech@yccd.edu).

### **ADMISSION REQUIREMENTS**

Selection of candidates for entry into the Veterinary Technology Program occurs each spring. A completed Veterinary Technology application and college transcripts must be received by the Veterinary Technology Program administrator prior to May 15<sup>th</sup> in order to be eligible for entrance in the subsequent fall semester. Late applications are placed on our "wait" list. The Program starts a new class each fall semester. The Veterinary Technology Program application may be printed from the Program's website: [http://www.yccd.edu/yuba/vettech/vt\\_application.pdf](http://www.yccd.edu/yuba/vettech/vt_application.pdf). General application to or enrollment at Yuba College does not imply acceptance into the Veterinary Technology Program. Registration for Program courses is not allowed until after the applicant has been notified in writing of official acceptance in the Program. Qualified applicants will be notified of this preliminary acceptance into the Program by June 1<sup>st</sup>. Attendance and participation in the Veterinary Technology Program "Orientation" is a mandatory requirement before final acceptance of a candidate. This "Orientation", held on a Saturday in June, is a one day exploration into the teaching formats, academic and physical demands, and dexterity requirements that the Veterinary Technology student can expect to encounter on a daily basis in this two-year program.

### **PREREQUISITE COURSE REQUIREMENTS**

BIOL 15 (Bioscience), CHEM 10 (Concepts of Chemistry) and VETT 91 (Veterinary Assisting) or their college level equivalent MUST be completed with a grade of C or better PRIOR to submission of an application for enrollment in the Veterinary Technology Program. Should the number of qualified applicants exceed the number of available spaces in the class, a wait list process will be used to establish priority.

Recency Requirement: Prerequisite courses completed more than three years prior to application will not be accepted.

### **BIO 15-BIOSCIENCE (4 units)**

Introduction to basic biological principles; includes cellular and organismal structure, energetics, control, physiology, genetics, evolution and environmental interactions.

### **CHEM 10-CONCEPTS OF CHEMISTRY (3 units)**

Survey of basic concepts of Chemistry; designed for those desiring an introduction to the language of Chemistry and for those who need reinforcement of their basic chemistry knowledge.

### **VT 91- VETERINARY ASSISTING (3 units)**

Concepts of veterinary medicine needed to function effectively as a veterinary assistant, veterinary receptionist, kennel staff or animal shelter worker.

**NOTE:**

Due to the demanding nature of the program, it is recommended that the prospective student complete as many as possible of the general science and general education courses (in addition to the three mandatory courses listed above) required for the Associate in Science degree prior to admission to the Veterinary Technology Program.

- CHEM 10, BIO 15 and VETT 91 are prerequisites for admission to the Program. Additional requirements include program application submission, a written essay, submission of transcripts, and attendance in a half-day veterinary technology Orientation program held in mid-June.
- Additional graduation requirements which must be completed with a "C" or better grade for the A.S. degree and to complete the program: English 1A, General Education (Humanities, Social Science), and Math 52 (or higher).

**PROGRAM CURRICULUM****FALL, FIRST SEMESTER****VT1- INTRODUCTION TO VETERINARY TECHNOLOGY (3 units)**

This course introduces the first year Veterinary Technology student to the diverse field of veterinary technology. Emphasis on careers and career paths, legal applications, ethical responsibilities, professional attitudes, animal breeds, physical restraint, medical terminology, and occupational safety issues.

**VT 4- VETERINARY CLINICAL LABORATORY TECHNIQUES (3 units)**

Studies of the techniques and procedures employed in evaluating clinical diagnostic samples. Emphasis will be on procedures common to veterinary medicine including hematology, serum chemistry, urinalysis, cytology, immunology and microbiology. Topics include: the safe and proper collection of diverse samples, microbial culturing, methods of sample analysis, and the significance of normal and abnormal results.

**VT 7- VETERINARY BUSINESS MANAGEMENT (3 units)**

Introduction for the first year Veterinary Technology student to veterinary practice management. Standard office procedures with an emphasis in client relations, education, practice management and computer skills. Ethics in veterinary medicine as well as state and federal regulations governing veterinary practice.

**VETT 16- PROFESSIONAL DEVELOPMENT SEMINAR (1 unit)**

Introduction to the various skills necessary for biomedical research and veterinary practice. This seminar course combines independent study, selected clinical experiences and seminar discussions to enhance critical thinking in the veterinary technology field.

**VT55- VETERINARY MEDICAL TERMINOLOGY (3 units)**

Study of medical terms used in veterinary medicine; application of terms and medical practices used by the veterinary technician.

### **SPRING, SECOND SEMESTER**

#### **VT 2- VETERINARY PHYSIOLOGY AND ANATOMY (3 UNITS)**

Gross anatomy and physiology of domestic animals. Includes the study of body systems such as skeletal, muscular, integumentary, special sense organs, circulatory and digestive. Also includes principles of certain pathological problems and surgical conditions.

#### **VT 2L- VETERINARY ANATOMY LABORATORY (2 units)**

Gross anatomy laboratory of domestic animals. Includes the study of body systems such as skeletal, muscular, integumentary, special sense organs, circulatory and digestive. The structure and function of the animal body with emphasis on the similarities and differences among domestic animals.

#### **VETT 3- VETERINARY PHARMACOLOGY (3 units)**

Concepts of veterinary pharmacology. Appropriate pharmacological agents are discussed including classification, dosage, method of action, method of administration, dispensing procedures, legal requirements and pharmacy management.

#### **VT 5 SERIES- VETERINARY TECHNOLOGY INTERNSHIP (2 units)**

Formal, structured off-campus clinical experience in a veterinary hospital, animal research facility, zoo, laboratory or other animal facility. The student works independently with a supervisor, while mastering the appropriate "essential" and "recommended" skills required by the American Veterinary Medical Association. Rotation through various facilities is required.

#### **VETT 56- Shelter Medicine (3 units)**

Overview of animal shelter medicine and issues. Includes: behavioral assessment, infectious disease prevention and control, population perspective on disease management, emergency care and triage. Pet and shelter population dynamics will be discussed.

#### **GEN ED- SEE A.S. DEGREE REQUIREMENTS**

The student must decide the choice of general education courses after conferring with the catalog and counselor for those courses, which will satisfy Yuba College graduation requirements.

### **SUMMER, THIRD SEMESTER**

#### **VT 5 SERIES- VETERINARY TECHNOLOGY INTERNSHIP (2 units)**

Formal, structured off-campus clinical experience in a veterinary hospital, animal research facility, zoo, laboratory or other animal facility. The student works independently with a supervisor, while mastering the appropriate "essential" and

“recommended” skills required by the American Veterinary Medical Association. Rotation through various facilities is required.

**VT11- VETERINARY EMERGENCY AND CRITICAL CARE (3 units)**

This lecture course emphasizes the theoretical and practical aspects of assisting the veterinarian in the management of medical and traumatic emergencies. Recognition and assessment of cardiovascular shock, respiratory crisis, gastrointestinal emergency and musculoskeletal trauma.

**VETT 12- Introduction to Veterinary Medical Math (2 units) CSU**

Essential mathematical concepts and calculations, conversions, and proper articulation of fractions/decimals in healthcare applications, measurements, drug orders, and dose calculations.

(LM)

**GEN ED- SEE A.S. DEGREE REQUIREMENTS**

The student must decide the choice of general education courses after conferring with the catalog and counselor for those courses, which will satisfy Yuba College graduation requirements.

**FALL, FOURTH SEMESTER**

**VT 5 SERIES- VETERINARY TECHNOLOGY INTERNSHIP (2 units)**

Formal, structured off-campus clinical experience in a veterinary hospital, animal research facility, zoo, laboratory or other animal facility. The student works independently with a supervisor, while mastering the appropriate “essential” and “recommended” skills required by the American Veterinary Medical Association. Rotation through various facilities is required.

**VETT 6- VETERINARY WORKPLACE SAFETY (3 units)**

Introduces veterinary hospital staff to occupational health and safety unique to veterinary medicine. Topics include: risk assessment, protective safety measures, current OSHA standards, safe use of hazardous materials, and preventive medicine for personnel engaged in the care and use of animals.

**VT 8- LARGE ANIMAL MEDICINE AND NURSING (3 units)**

Emphasis on the physical exam, restraint, sample collection, bandaging, emergency treatment, surgical and obstetrical procedures and instruments, herd health, and lameness topics for farm animals.

**VT 53A- VETERINARY SURGICAL NURSING AND ANESTHESIA (4 units)**

Principles and techniques involving surgery and anesthesia. Includes preparation and identification of surgical instruments and equipment, routine surgical procedures, anesthesia induction and monitoring, post surgical care, clean up and surgical record keeping.

**VT 53B- VETERINARY DIAGNOSTIC IMAGING (2 units)**

Principles and techniques of radiographic imaging. Includes the production of X-rays, radiographic equipment, safety measurement, and radiographic quality. Also includes diagnostic radiographs, positioning of patients, darkroom techniques and X-ray processing.

**GEN ED- SEE A.S. DEGREE REQUIREMENTS**

The student must decide the choice of general education courses after conferring with the catalog and counselor for those courses, which will satisfy Yuba College graduation requirements.

**SPRING, FIFTH SEMESTER****VT 5 SERIES- VETERINARY TECHNOLOGY INTERNSHIP (2 units)**

Formal, structured off-campus clinical experience in a veterinary hospital, animal research facility, zoo, laboratory or other animal facility. The student works independently with a supervisor, while mastering the appropriate "essential" and "recommended" skills required by the American Veterinary Medical Association. Rotation through various facilities is required.

**VT 9- LABORATORY ANIMAL MEDICINE (2 units)**

Introduction to laboratory animal medicine. Appropriate methods of animal handling, restraint, management practices, husbandry, nursing, care and observation of laboratory species will be emphasized. This course will provide information and handling skills which will help the student prepare for AALAS certification.

**VT 53C- ADVANCED VETERINARY NURSING TECHNIQUES (4 units)**

Principles and techniques involving veterinary nursing. Emphasis on venipuncture, catheterization, fluid therapy preparation, nursing care and behavior of large and small animals, preventive medicine, nutrition, and medical procedures. Also includes mentoring techniques, teamwork, communications, and health problem assessment involving kennel management.

**VT 53D- VETERINARY DENTISTRY (2 units)**

Principles and techniques involving veterinary dentistry. Includes preparation and identification of dental instruments and equipment, routine dental procedures, dental charting, the oral examination, oral radiography, orthodontics, pathophysiology and dental emergencies.

**VETT 54- PUBLIC HEALTH AND INFECTIOUS DISEASE (3 units)**

This course introduces the core concepts of public health emphasizing zoonotic and infectious diseases important to both human and animal health. Collaborative efforts

between human and veterinary medical professions through the 'One Health Initiative' will be discussed, including issues and developments in food safety, global health and the principles of epidemiology in risk assessment and effective public health interventions.

### **VT 59- VETERINARY TECHNOLOGY BOARD REVIEW (2 units)**

Review of pertinent subject matter in preparation for the California State Veterinary Technician and National Board Examinations. Also includes test taking skills, test anxiety reduction techniques and practice board exams.

### **GEN ED- SEE A.S. DEGREE REQUIREMENTS**

The student must decide the choice of general education courses after conferring with the catalog and counselor for those courses, which will satisfy Yuba College graduation requirements.

### **ADDITIONAL RECOMMENDED COURSES**

The following courses are not required for graduation from the Veterinary Technology Program; however, it is highly recommended that the student take these courses if at all possible: VETT 10 Exotic and Wildlife Medicine, VETT 14 Veterinary Management of Equine Reproduction, VETT 15 Advanced Laboratory Animal Medicine, VETT 18 Veterinary Food Safety and Security, VETT 52 Human Animal Bond, and VETT 57 Animals and Society.

### **VT10 Exotic and Wildlife Medicine (3 units)**

An overview of fundamentals of avian, exotic and wildlife husbandry, physiology, management, and medicine; includes appropriate methods of animal handling, restraint, husbandry, care and observation of exotic and wild species.

### **VT14 Veterinary Management of Equine Reproduction (3 units)**

Veterinary medical management of equine reproduction. Includes anatomy and physiology of the mare and stallion, control of the estrous cycle, gestation and foaling, feeding the broodmare and young horse and estrous cycle manipulation of the mare.

### **VETT 15 Advanced Laboratory Animal Medicine (3 units)**

This advanced course includes clinical medicine, surgical nursing, regulatory compliance, biosecurity, IACUC, occupational health and safety, facilities and personnel management, management of fiscal resources and research topics associated with laboratory animals. Students will become familiar with local, state and federal regulations governing research animal care and use. This course will provide information and materials to help the student prepare for AALAS certification, LATg and CMAR exams.

### **VETT 18 Veterinary Food Safety and Security (3 units)**

An introduction to the essentials of veterinary food safety issues, food microbiology, procedures for cleaning and disinfection, optimal design principles for equipment and facilities, worker hygiene practices, food defense and security to maintain a food-safe environment. The fundamentals of assessing and managing the risk associated with intentional contamination in food manufacturing facilities is also included

### **VT52 Human Animal Bond (3 units)**

Special focus on human-companion animal interactions. Students will relate to animal-assisted therapy/activity, service animal and humane education programs. Students explore sociological, historical, economic, philosophical, and public policy issues regarding animals in world societies.

### **VETT 57 Animals and Society (2 units)**

An interdisciplinary approach to examining the diverse roles of animals in society, the evolution of human attitudes to animals, and the animals themselves. Emphasis will be placed on the role of animals in human society (anthrozoology), how animals implement social construction, the moral relationship of animals in human society; their biology, behavior, and culture. Students will design and complete an independent study project.

### **STUDENT PROGRAM EMPHASIS**

Special areas of emphasis within veterinary technology is common today thereby improving postgraduate employment opportunities for Yuba College graduates. To allow this latitude, the following Veterinary Technology Program areas of emphasis are available to students:

#### **Yuba College Veterinary Technology Program Areas of Emphasis:**

- ***Business Management Option:*** Completion of VETT 7 Veterinary Business Applications, VETT 52 Human Animal Bond, VETT 57 Animals and Society, completion and submission of an original business management research project, and at least 4 units of VETT 5 as a clinic business internship.
- ***Dental Option:*** Completion of VETT 52 Human Animal Bond, VETT 53D Principles of Veterinary Dentistry, VETT 57 Animals and Society, completion and submission of an original veterinary dentistry research project, and at least 4 units of VETT 5 as a dental specialty internship.
- ***Exotic Animal/Wildlife Option:*** Completion of VETT 10 Exotic and Wildlife Medicine, VETT 52 Human Animal Bond, VETT 57 Animals and Society, completion and submission of an original exotic/wildlife research project, and at least 4 units of VETT 5 as a wildlife and/or exotic animal internship.
- ***Laboratory Animal Option:*** Completion of VETT 9 Laboratory Animal Medicine, VETT 15 Advanced Laboratory Animal Medicine, VETT 57 Animals and Society, American Association for Laboratory Animal Science ALAT certification, completion and submission of an original laboratory animal medicine research project, and at least 4 units of VETT 5 as a laboratory animal internship.



- **Laboratory Diagnostics Option:** Completion of VETT 4 Clinical Laboratory Techniques, VETT 52 Human Animal Bond, VETT 57 Animals and Society, completion and submission of an original laboratory diagnostics research project, and at least 4 units of VETT 5 as a laboratory diagnostics internship.
- **Large Animal Option:** Completion of VETT 8 Large Animal Medicine and Nursing, VETT 14 Equine Management and Reproduction, VETT 52 Human Animal Bond, VETT 57 Animals and Society, completion and submission of an original large animal research project, and at least 4 units of VETT 5 as a large animal internship.
- **Public Health Option:** Completion of VETT 52 Human Animal Bond, VETT 54 Public Health and Infectious Disease, VETT 57 Animals and Society, completion and submission of an original public health/food safety research project, and at least 4 units of VETT 5 as a public health or food hygiene internship.
- **Shelter Medicine Option:** Completion of VETT 52 Human Animal Bond, VETT 56 Shelter Medicine, VETT 57 Animals and Society, CET certification, completion and submission of an original shelter medicine research project, and at least 4 units of VETT 5 as a shelter medicine internship. **Small Animal Emergency and Critical Care Option:** Completion of VETT 11 Veterinary Emergency and Critical Care, VETT 52 Human Animal Bond, VETT 57 Animals and Society, completion and submission of an original emergency and critical care research project, and at least 4 units of VETT 5 as an emergency or critical care internship.

## GENERAL INFORMATION

The courses listed must be completed in sequence, in the indicated semester with a grade of "C" or better. In addition to the above listed courses, the college has other requirements, which must be fulfilled in order to graduate. The student should check with the Yuba College Catalog and confer with Program staff and college counselors for assistance.

If Program enrollment exceeds capacity, Yuba College reserves the right to limit the enrollment in the second semester of the program. Only those students who have completed all the required classes (i.e., fulfilled all prerequisites) will be allowed to continue to the next level of coursework.

## PROGRAM PROGRESSION AND TRAVEL REQUIREMENTS

The Veterinary Technology Program is a full-time course of study with each class building on preceding veterinary technology courses therefore all required courses must be taken in the order listed. All classes will be taught at the Yuba College campus in Marysville although some may be offered on line via the Internet. Veterinary facilities in several counties are used for the clinical rotation portion of the program, requiring some degree of travel of all students while pursuing their veterinary technology education.

## **PROGRAM STANDING & GRADUATION REQUIREMENTS**

It is the responsibility of the student to keep track, with the assistance of his/her counselor, of their individual progress in completing the graduation requirements of the college. These requirements are listed in the college catalog; frequent referral to this list in conjunction with regular meetings with the college counseling staff is strongly recommended to ensure graduation in a timely manner.

## **REGIONAL OCCUPATION PROGRAMS**

Articulation agreements have been established between Butte, Placer and Nevada County ROP programs in which those students who successfully complete these programs and pass an equivalency test are able to transfer into the Yuba College Veterinary Technology Program with advanced standing. Articulated students should check with the 2 + 2 office to ensure all appropriate paperwork has been submitted. ROP students must complete VETT2, VETT 2L, VETT 4 and VETT 7 prior to enrollment in VT 53A.

## **GENERAL INFORMATION**

### **COSTS**

In addition to the expenses of regularly enrolled students (e.g., living costs, activity fees, books, tuition, etc.), Yuba College Veterinary Technology students have the additional expenses of uniforms, drug screening, and personal equipment such as stethoscopes. Veterinary Technology students are eligible for grants and loans available to any Yuba College student meeting the criteria and should regularly consult with the Financial Aid office for specific eligibility requirements.

### **COMPUTER POLICY**

Students are required to complete many assignments and testing using computers. Students will need an e-mail address that they check daily in order to receive important course information. Additionally veterinary facilities have computerized records and billing procedures therefore it is strongly recommended that students entering the Veterinary Technology program be computer literate and have access to a reliable internet connection.

### **TECHNOLOGY REQUIREMENTS**

As a Yuba College Veterinary Technology student, you are welcome to come to campus and use the Yuba College computer labs or library computers. However, if you plan to use your own personal computer, please insure that your computer at least meets the "minimum computer specifications" listed below.

All online Distributive Education Program (DE) courses are offered over the internet utilizing a 'platform' called 'Canvas'. Many DE televised courses utilize email and

portions of 'Canvas' within their structured usage. In order to successfully participate, you must have access to a computer with a connection to the Internet.

Because the Veterinary Technology Program understands that there can be significant costs associated with computers and software, we have listed only the "minimum requirements" necessary. As such, the "minimum requirements" computer specifications will allow you to access DE course information and to successfully submit assignments.

All online courses within Yuba College Veterinary Technology Program utilize 'Canvas', web-based learning management systems. Students are automatically enrolled in 'Canvas' when they register for a class. The 'Canvas' course sites allow learners to access syllabus, assignments, due dates, grades, podcasts, internet direct links, course announcements, lecture handouts, narrated power point lectures, streaming video, and virtual classrooms where students can interact with their instructor and fellow classmates. An orientation to 'Canvas' may be needed initially for student success with the online program. This orientation can be found on the DE website:

<http://de.yccd.edu/>.

Some courses may require additional plug-ins, software, or downloads; please refer to the specific course syllabus for any potential differences in requirements.

## **COMPUTER HARDWARE, SOFTWARE AND CONNECTIVITY REQUIREMENTS:**

### **Internet Connection Requirements:**

You are **REQUIRED** to have a dependable connection to the Internet. If you do not have a connection at this time, there are a variety of connection options available. You should research the various providers and choose the service which meets your needs and financial situation. *Please keep in mind the speed and reliability of your connection will have a direct influence your online learning experience!*

### **Minimum Requirements**

#### **Hardware**

##### **PC desktop/laptop**

- Pentium (or equivalent) 2 Ghz + processor
- 2 GB RAM
- 100 GB hard drive
- High Speed Internet Access
- CD-ROM drive
- Sound card
- Windows XP Pro/Vista home premium
- Office 2003/ Office 2007

##### **Mac desktop/laptop**

- Intel Core 2 processor (Dual or Quad)
- 2 GB RAM
- 100 GB hard drive
- CD-RW/DVD Player
- High Speed Internet Access
- CD-R burner drive
- Sound card
- Mac OS X
- Max OS 10.5 (Leopard)
- Office for Mac 2008

## Software

1. Microsoft Office Professional 2003, 2007 or 2010 (or a compatible program. Veterinary Technology courses require you to have the most recent version of Microsoft Office (MS Office 2003, 2007 or 2010), which includes PowerPoint, Word, Excel, Access, Outlook and Publisher. If you choose to use another office suite, you will need to save your files in a format that is compatible with MS Office so that your professors can open the documents you submit). If you are not familiar with PowerPoint or Word, you should develop some familiarity with these tools, as they are expectations for various Yuba College Veterinary Technology courses and can further assist you in your professional endeavors.
2. Please save all Word, Excel, and PowerPoint files as .doc, .xls and .ppt files to be compatible with MS Office 2003. The "x" extension such as ".docx" should not be used.
3. Microsoft Works is not the same application as Microsoft Office and is not compatible with Microsoft Office. Microsoft Works is not supported and cannot be used in the place of Microsoft Office.
4. Web Browser: You should be using either Internet Explorer (version 6 or 7) or Mozilla Firefox 2.0 as your browser. Internet Explorer is strongly recommended.
5. Your internet connection is the most important factor in your ability to send and receive information through your computer. Please be aware that your computer and your internet connection speed combine to represent your communication portal. The larger the portal, the faster you can communicate, browse, and perform tasks over the network. We recommend that if you have the ability to maximize this portal by investing in a broadband connection (cable, DSL, or satellite), you should do so. We recognize that there are still a significant number of students to whom a broadband connection is not physically available, and we do provide all electronic materials and media in a format that will work over a dial-up connection.

6. Anti-virus software

While accessing the Yuba College networks, it is imperative that you have anti-virus software loaded on your computer. Sending a virus to a Yuba College website, even if accidental, may result in deactivation of your account!

7. Adobe Reader (Available free from the internet)

8. Adobe Flash (available at

[http://www.adobe.com/shockwave/download/download.cgi?P1\\_Prod\\_Version=shockwaveFlash](http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=shockwaveFlash)

9. Adobe Shockwave Player version 11.0 ( available at

<http://www.adobe.com/shockwave/download>)

10. Off-campus access to Library Resources: [www.yccd.edu/yuba/library/](http://www.yccd.edu/yuba/library/)

### ***Before You Start: Know the Basics***

As a Yuba College online student, you will be spending a great deal of time on your computer, performing basic computer tasks as prescribed by your courses. Basic computer skills are essential to successfully and adequately complete your online courses. It is imperative that you have a basic understanding of computer tasks by the time you begin your Yuba College online courses. For instance, you should have a working knowledge of your computers browser and be familiar with navigating the Internet; you should know how to send and receive emails, and attach a file to an email. Additionally, you should know how to upload and download files, rename an existing file, and zip files and decompress zipped files. You should have a basic working knowledge of Microsoft Word and PowerPoint. If you do not have this basic computer skill set, you should practice these basic skills and develop a comfortable usage with them by the time you start your program. You will be really surprised at the speed with which your online courses will move once they have begun.

### **HEALTH REQUIREMENTS**

A high level of wellness is necessary to meet the demands of the Yuba College Veterinary Technology curriculum and meet standards set by clinical agencies. In addition, the health and safety of students, staff, faculty and clients must be protected. Physical or emotional illness that interferes with the student's ability to meet course requirements or jeopardizes the health and safety of others will not be tolerated. This could include, but is not limited to, mental and physical illness, surgical procedures, or substance abuse problems.

Any student in this course who has a documented disability has the responsibility to contact the instructor personally (as well as the YC DSPS) as soon as possible, so discussion regarding reasonable and appropriate academic accommodations necessary to ensure full participation and educational opportunity is ensured.

### **SMOKING**

No smoking is allowed in the classrooms or laboratories and Sections 7596-7598 of the Government Code prohibits smoking within 50 feet of main entrances, exits, and operable windows of any building owned, leased, and occupied by the California community colleges. Smoking is also prohibited at all of the off campus work experience locations.

There is to be **NO SMOKING** in any building or within **50 feet** of any building. Use of tobacco is permitted in the designated areas in parking lots only. **Smoking is not permitted around any animals or in the parking lot adjacent to Room 810.** The odor of cigarettes (and related products) is offensive to many individuals. Additionally, some people are allergic to cigarettes. Smoke smell on the student's clothing, hair, body, or chair may be cause for dismissal from the clinical setting and the student will receive a "zero" for the day.

### **SUBSTANCE ABUSE**

On college property, use, possession, sale or distribution of dangerous drugs, restricted drugs, or narcotics as those terms are used in California statutes, or the use, possession, sale or distribution of alcoholic beverages will be sanctioned by the College. For the purposes of this rule, expulsion is the most severe sanction, followed by suspension, probation, and written and verbal reprimands. A warning is not a sanction.

The Yuba College Veterinary Technology Program maintains a "**no tolerance**" policy regarding substance abuse. All incoming (those enrolled in VETT 1 and/or VETT 4) students will be required to undergo mandatory drug testing as a condition of admission. Prior to admission, applicants must complete a urine drug test. Either a positive test result or failure to complete the drug test will result in the offer of admission being withdrawn. Positive testing will result in the student being referred to the appropriate disciplinary authority for disciplinary proceedings pursuant to the Student Code of Conduct. An applicant denied admission due to a positive drug test or failure to complete the drug test may make a new application to the Veterinary Technology Program (to be considered for admission to the next year's incoming freshmen class) and begin the admission process again in accordance to established procedure. The applicant will not be granted any special consideration in priority and is eligible to re-apply only once. *(Note: The California Supreme Court has ruled that prescriptions for marijuana do not exempt users from workplace rules, and they may be fired for a drug test that is positive for marijuana. Accordingly, any student who tests positive will not be eligible for the Yuba College Veterinary Technology Program admission as defined in this policy).*

All students in the veterinary technology clinical programs are subject to drug screening (at their own expense) for cause, if in the opinion of a faculty member and the Program Director, the student exhibits behavior or a pattern of behavior that may indicate that the student is using drugs. Such a student will be informed of the request for a drug screening test by the Program Director and will be given both written and verbal

instructions including a deadline for the test at that time. A positive drug screening result or failure to comply with the instructions for the test will result in the student's immediate removal from the Veterinary Technology Program in which he or she is enrolled. Such students are not eligible to reapply to the Program.

Students are responsible for all costs associated with the drug screening. The Veterinary Technology Program will designate the company to do the drug screening and will not accept drug screening results from any company other than the one designated. Student must further agree that all results will be released to the Program Director and/or the Director's authorized designee.

The results of the applicant's background check and drug screening will be emailed to the Program Director or the director's authorized designee. These results are confidential and will be kept in files separate from the student's academic file. The Program Director will inform the student if findings potentially or conclusively exclude them from admission.

Veterinary Technician students or potential students should be advised that contained in the California Veterinary Practice Act is a provision for the revocation and suspension of registration of any VT (or applicant) on the following grounds:

- A. Employment of fraud, misrepresentation or deception in obtaining registration.
- B. Conviction of a crime substantially related to the qualifications, functions and duties of a veterinary technician.
- C. Chronic inebriety or habitual use of drugs.
- D. Having professional connection with or lending one's name to any illegal practitioner of veterinary medicine and the various branches thereof.
- E. Violating or attempts to violate, directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate any provision of this chapter.

### **ROOM 810 FIRE EMERGENCIES PROCEDURE**

Fire extinguishers, fire alarm pull boxes, and evacuation maps are located in strategic areas throughout the 800 Building.

If a fire is observed on campus the following procedure should be followed:

- Call Campus Safety at 741-6771 (or 911).
- Pull the nearest fire alarm.
- Turn off all equipment and gas.
- Close (but do not lock) doors and windows to help control the fire.
- If trained, use the fire extinguisher.
- Assist any disabled or handicapped persons out of the building.
- Evacuate to the designated assembly area. (Parking lot) Do not leave campus.

For a minor fire that appears to be controllable, locate and use the nearest fire extinguisher if you are trained to do so.

- Remember **PASS** when using a fire extinguisher:
  - **P** – Pull the pin
  - **A** – Aim the nozzle
  - **S** – Squeeze the handle
  - **S** – Sweep the base of the flame with the discharge from the fire extinguisher.
- Once the fire is extinguished, call Campus Safety to report the incident.

At the instance of an alarm, all faculty and staff are responsible for seeing that the following items are accomplished:

- a. All students clear the classroom in a rapid and orderly manner and proceed to follow the procedures for animal evacuation, and then proceed to a site at least fifty feet from the building (e.g., the parking lot outside of the 800 Building).
- b. The Program Director or an instructor will close the building when all students, animals, and faculty have cleared from Room 810.
- c. All individuals in the 800 building should be evacuated in a rapid and orderly manner. "All individuals" includes handicapped individuals who should be assisted in whatever manner is required to place them in a safe location.

### **ELECTRONIC DEVICES POLICY**

To minimize distraction, electronic devices may not be used during class or lab times. This includes taking pictures and/or texting and the tape recording of lectures. Cell phones must be turned off. Students will not be excused from class or lab in order to answer their cell phone. Any use of an electronic device during class or lab can result in dismissal from the remainder of the class or lab for that day. During all quizzes and exams, all cellular devices must be turned off and placed on top of the desk. Failure to comply will mean dismissal from the exam.

### **CLASSROOM CONDUCT/DISRUPTIVE BEHAVIOR**

The student is expected to exhibit professional behaviors at all times, and refrain from any disruptive behaviors. Disruptive behavior in the classroom or other academic setting is strongly discouraged by the Veterinary Technology Program. Disruptive behavior is defined as any behavior that interferes (disrupts) with the collegiate educational process, college administration, and/or sanctioned college program activities. Determination of a behavior as disruptive is at the discretion of the division faculty or staff and can be dependent on many factors.

Behavior which Veterinary Technology Program personnel may declare disruptive includes, but is not limited to, the following:

- Entering class late or leaving early (without permission)
- Eating/drinking in class without permission
- Sleeping in class



- Persistent speaking without faculty invitation to do so as part of the learning process
- Persistent or excessive class room questions
- Inappropriate use of electronic devices
- Texting on cell phones while class is in session
- Disputing the authority of faculty or staff
- Arguing with faculty, staff, or other students
- Electronic communications which are abusive, harassing, or excessive
- Incivility
- Threats of any kind and/or harassment
- Physical or verbal disruptions or assault

### **PROCEDURE**

Disruptive behavior occurring within and outside the academic setting will be reported to the Dean of MESH and the Program Director. Disruptive behavior will be handled according to the Student Code of Conduct as outlined in the College catalog. Disruptive behavior occurring during academic activities will be addressed using the following procedure. The instructor will inform the student that he or she is disruptive. If the behavior continues or escalates, the instructor will ask the student to leave the activity/class/clinical for the day, possibly resulting in grade penalties for work missed. If the student does not leave, the instructor will call Public Safety to escort the student from campus if necessary. If disruptive behavior occurs during academic activities conducted outside a physical classroom, such as in on-line instruction or during clinical or field trips the instructor may dismiss the student from participating in the activity. If disruptive behavior occurs during a college sanctioned event, the instructor or staff member may dismiss the student from participation in that activity. Instructors should call Public Safety and the Division Dean immediately if any of the following situations occur.

- A student threatens or intimidates faculty, staff or other students
- A student engages in violent behavior
- Faculty suspect criminal activity
- A situation begins to escalate, such as discussion turning into shouting

### **PARKING**

Students must park in those areas designated for student parking. Parking is by permit only with permits being obtained from the campus police. When it is necessary to bring an animal to the classroom facility the animal should be on a leash or confined to a carrier and walked back to the classroom. Unauthorized parking for the purpose of dropping off or picking up animals will result in a ticket or possible tow of your vehicle.

### **COUNSELING**

Counseling services are available both day and evening hours to assist students. It is recommended that meetings with a college guidance counselor occur at least once each

semester so that the student can ascertain if he or she is on track for graduation. Students are welcome to make an appointment with the staff members of the VT Program should any additional help in class selection be required.

### **TUTORING**

Tutoring is available, by appointment, at the Learning Skills Center located in the library for nearly all courses taught on campus. Students requiring assistance in veterinary technology courses are encouraged to participate in cooperative student groups between the first and second year students.

It is highly recommended that students seek counseling and/or tutoring assistance whenever personal or academic problems arise before the problems seem insurmountable and adversely affect performance.

### **DISABLED STUDENT PROGRAM & SERVICES**

Yuba College DSPPS (Disabled Students Programs and Services) Resource Center is designed to equalize vocational and educational opportunities for students with physical limitations and/or learning disabilities. Students should register early in the semester (each semester that a DSPPS student is registered in the Veterinary Technology Program) with the DSPPS program as the coordination of services does take extra time.

It is the responsibilities of the student to bring to the college's attention the need for academic accommodation(s) due to a qualifying disability. For inquiries regarding disabilities please contact the Disabled Student Programs & Services office: [www.yccd.edu/dspps](http://www.yccd.edu/dspps); Phone: (530) 741.6795; LD Testing Appointments: (530) 741.6795; TTY Line: (530) 741.6994; Fax: (530) 741.6942; E-Mail: [dsppsinfo@yccd.edu](mailto:dsppsinfo@yccd.edu)

### **DSPPS LEGAL MANDATES**

DSPPS services are guided by state and federal civil rights laws including the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. These legal mandates support the provision of reasonable academic accommodations for qualified students to have access to, and benefit from the full range of educational programs and activities at Yuba College.

### **DSPPS- YOUR RIGHTS**

As a college student with a documented disability, you have the right to "reasonable accommodations based upon your educational limitations" under Title 5 of the California Education Code and Section 504 of the Rehabilitation Act of 1973. Provisions of the law state that "No otherwise qualified person with a disability in the United States shall, solely by reason of disability, be denied the benefits of, be excluded from participation in, or be subject to discrimination under any program or activity receiving federal financial assistance."

### **FACULTY OFFICE HOURS**

Office hours are posted outside each instructor's office or the student may request an

appointment with the instructor at a time mutually agreed upon. E-mail is an excellent way to communicate with faculty and staff of the college. All e-mail address for Yuba College staff are formulated by adding the first letter of their first name to the first seven letters of their last name followed by ".yccd.edu "

### **TRANSPORTATION, ROOM AND BOARD**

A source of reliable transportation is the responsibility of each student. Students must be independently mobile to avail themselves of all the required learning experiences and to ensure punctuality for all classes and work experience locations to which you are assigned. Room and board is the responsibility of each student; arrangements should be made in advance to ensure housing needs are met.

### **CHILD CARE**

Childcare arrangements may be necessary to accommodate varying class and work experience hours and are the responsibility of the student.

### **Yuba College Child Development Center**

Building 1600 #E

(530)749-3808

Monday – Friday 7:30 a.m. – 5:30 p.m.

Yuba College Child Development Center regularly has openings available for children 18 months to 5 years old. They offer quality childcare at free or reduced rates. Yuba College Child Development Center offers a full day or half-day program that provides your child with many opportunities to grow and learn.

### **STUDENT ORGANIZATION/CLUB**

The Yuba College Vet Tech Club is very active through the school year with both academic and social projects. The Yuba College Veterinary Technology Program also holds a Student Chapter of the National Association of Veterinary Technicians of America (SC-NAVTA) the purpose of which is to serve both our local and global community, and to promote the profession of Veterinary Technology. It is an enjoyable and vital part of the educational process for the student to understand the sense of community and purpose professional organizations provide in support of their career.

NAVTA is the National Association of Veterinary Technicians in America. The mission of NAVTA is to represent and promote the profession of veterinary technology. NAVTA provides direction, education, support and coordination for its members, and works with other allied professional organizations for the competent care and humane treatment of animals. Our Student Chapter of NAVTA (SCNAVTA) is made up of students enrolled in the Yuba College Veterinary Technology Program. Our SCNAVTA enhances clinical education, career development, and the advancement of the veterinary technology profession, while promoting competent care and humane treatment of animals. Yuba College Vet Tech students support each other in learning studies and supporting professional achievements, while seeking opportunities to share skills and spread

awareness about the profession and the assets brought to veterinary medicine, through community service, education, and club events.

### **ANIMAL AND FACILITIES CARE RESPONSIBILITIES**

The Yuba College Veterinary Technology Program is accredited by the American Veterinary Medical Association (AVMA). The AVMA has policies regarding animal care, enrichment, and housing. In addition, most of our animal species fall under the jurisdiction of the US Department of Agriculture (USDA). USDA Inspector(s) visit our facilities during the year to evaluate our animal caretaking practices, and animal health and facility management, as well as acquisition and disposition of our resident animals. These visits are unannounced and will determine if our protocols and documentation is maintained in accordance with federal policies and guidelines. Students are responsible for care and subsequent documentation and recording of care.

A sub-division of the USDA is the Institutional Animal Care and Use Committee (IACUC). This committee is made up of campus professional individuals and public members not associated with Yuba College. The IACUC meets two to three times each year and evaluates the physical environment, animal health and handling practices, animal use in all laboratory sessions and animal enrichment activities found at Yuba College. Committee members work together with Program faculty and staff to ensure compliance to USDA regulations.

One of your responsibilities as a student enrolled in the Veterinary Technology Program is to perform animal care taking duties and facility management tasks as described in this Handbook (e.g., care, grooming, feeding, cleaning and enriching the lives of campus livestock, and horses). Adherence to all protocols described in this manual as well as the work you participate in as a team of individuals will ensure:

- Your continuation in the program
- The program's compliance to AVMA, USDA and IACUC regulations and guidelines.
- A higher level of hands on experience to the Veterinary Technology student.
- Improved communications between students while performing animal duties
- The application of concepts learned in the academic aspects of the program

Veterinary Technology students, staff and faculty are equally responsible for the proper care of our animals, proper record keeping and proper maintenance of the animal facilities. All Yuba College Veterinary Technology students will take an active, positive role in these duties as part of their education. Students are expected to follow the guidelines of animal care. Absenteeism, tardiness, and unsatisfactory work will not be tolerated and will create consequences as stated in the Veterinary Technology Student Handbook. Housekeeping and animal care protocols are subject to change.

Our profession requires that we always practice the first rule in Veterinary Medicine: "Do No Harm" to animals. It requires that we always meet the animals needs both physically and mentally. Veterinary Technology Students at Yuba College will always

follow set standards in animal care and will do so using a good work ethic and sound judgment.

Important note: Working with program animals and/or cleaning facilities will be done during the hours of 6am and 4:00pm. Anything outside of these hours is prohibited. Student Employees are exempt from this rule.

Facility and Animal Care is graded and is found within Courses VETT 1 during the fall semester and VETT 2 during the spring semester of the first year and VETT 53A during the fall semester and VETT 53C during the spring semester of the second year. This care is required for course work on week days; the Veterinary Technology Club oversees care on weekends, holidays and during semester breaks.

The VETT 1, VETT 2, VETT 53A and VETT 53 C courses introduce the principles of daily animal husbandry, socialization, enrichment, and clinical care of animal species housed on campus in Program facilities. It will explore teamwork, communications, veterinary technical skills and principles of professionalism encountered in the daily operations of a multispecies veterinary facility. Additionally this animal care provides a structured introduction to the technical and interpersonal skills required of veterinary technicians in the delivery of basic animal care and veterinary facility management. This structure will enhance the delivery of educational objectives and professional development of students.

### **Student Learning Outcomes:**

- Communicate (written and orally) in a professional manner while working as an effective member of a healthcare team
- Behave with the professionalism and accountability required of practicing veterinary technicians
- Monitor, assess, document, and report relevant animal care information to colleagues, faculty, and staff
- Demonstrate entry-level skills in the delivery of proper husbandry, preventive care, medical diagnostics and treatments, enrichment and facility management
- Lecture and discussion topics will focus on the fundamentals of animal care for college-owned animals as well as the interpersonal skills and professional development expected of veterinary technicians working in a cooperative team approach.

### **Outcome assessment strategies:**

- AVMA-approved check-off sheets that consist of standardized criteria for assessing the completion of technical as well as interpersonal skills expected of an entry-level veterinary technician
- Graduate performance on the "Nursing" sub-section of the Veterinary Technician State and National Exam
- Written examinations, quizzes, and participation in class discussions

- These outcomes will be routinely assessed and used to drive relevant changes in the curriculum

### **ANIMAL ENRICHMENT ACTIVITIES**

In the interest of maintaining the health and wellbeing of our Program animals, the Veterinary Technology Program is required to provide daily enrichment activities for each of them. A variety of enrichment activities is necessary to allow animals to express normal behaviors and prevent behavioral problems and stress associated with long-term confinement housing.

“Training” or operant conditioning is often included with a definition of enrichment. Although not a natural normal behavior, many caged/penned animals seem to enjoy the attention of their caretakers and appear to find these training activities enriching.

Operant conditioning programs reward behaviors that can improve the quality of the caged/penned animal’s life, training them to allow the handling necessary for examination or the administration of medications and also to increase/improve the quality of life. If enrichment tools are not available, some animals will respond to the boredom of captivity with obsessive, counterproductive and even self-destructive behaviors like pacing, obsessive chewing or licking, aggression, pent up energy, self-mutilation, lethargy, diarrhea, anorexia, to name a few. The goal of our enrichment activities is to alleviate boredom and enhance the psychological wellbeing of the animals. Providing enrichment activities is part of the Daily Duties for an Animal Care Group and Barn Teams.

### **POLICIES & PROCEDURES OF THE VETERINARY TECHNOLOGY PROGRAM ATTENDANCE**

Every student is required to attend class to the satisfaction of the instructor to ensure that the coursework is being performed in a systematic manner. Class material is offered in a progressing, sequential manner with a vast amount of information offered and increasingly complex skills to be learned in a very short time. The student must be present to learn and practice these skills and the faculty must have adequate time to evaluate the student’s performance. Excellent animal health care is provided when technicians work together as a team; regular attendance is an indicator of the student’s future success in the classic veterinary hospital setting. Roll is taken on the hour at the beginning of every veterinary technology class; any student who is not present for roll call will be marked absent for that class (including the lab portion of that class).

A student is allowed a maximum of three (3) absences from a courses lectures/labs or field trips. A fourth (4<sup>th</sup>) absence will result in the lowering, by one full grade, the student’s final class grade. With the accumulation of five (5) absences the student will be dropped from the class. It is the responsibility of the student to fulfill the

requirements of the course which includes attendance; therefore the instructor is under no obligation to warn the student prior to filing a drop card.

### **ATTENDANCE/ TARDINESS**

Competence, responsibility and accountability are key concepts and expected behaviors in the programs. Demonstration of each is critical for success both as a student and as a provider of veterinary health care. Student success in achieving learning objectives is directly related to attendance in both the classroom and clinical facilities. Clinical experiences are unique in that they provide the arenas for progressive application of theory; the refining of technical skills, confidence building, decision making; and the development of leadership skills. Each student will therefore be individual evaluated with regard to consistent attendance and to the student's ability to meet course/program learning objectives. "If you are early, you are on time; if you are on time you are late; if you are late, don't bother".

Tardiness is serious in both the classroom and clinical setting. In either case, it interferes with student learning and patient care and is disruptive.

### **NOTIFICATION OF DIDACTIC AND CLINICAL ABSENCES**

It is the professional responsibility of the student to notify the instructor prior to the start of the didactic and/or clinical day of absences. Each Program instructor will provide the specific process of notification. Excessive absences from scheduled didactic and/or clinical experiences may result in course failure.

### **HOLIDAYS/VACATION**

Students will follow the college schedule of holidays, unless otherwise noted. During the clinical portion of the program, students will follow the college holiday schedule.

### **LEAVE OF ABSENCE**

The college leave of absence policy does not apply to the Veterinary Technology Program. The Program requires strict attendance polices (hours) to meet accreditation requirements. In the event a student has compelling reasons which require excessive absence, this must be discussed with the Program Director. While each case will be reviewed for merit, it must be understood not all are granted, and it is possible that the student may need to withdraw from the Program.

### **GENERAL ATTENDANCE/ABSENCE POLICY**

Because of the concentrated curriculum and the essential nature of every contact hour, it is expected that all students will be present and on time in class or at internship sites.

Yuba College Veterinary Technology students are expected to attend all meetings of classes, scheduled laboratory, and/ or clinical sessions in which they have enrolled. The College has no policy allowing students to "cut" classes. Students may be withdrawn

from classes by the instructors for excessive absences or failure to complete assignments. It is the student's responsibility to notify the instructor if a situation requires extended absences from classes.

Periodic pre-scheduled examinations may be given throughout the semester in each course. Students are expected to take the examinations when scheduled. In case of emergency, the student shall personally notify the instructor of the course prior to the scheduled time of the exam and take the test within one week of the original test date. The opportunity to make-up an exam will be determined by the course instructor. When calling, a student should state (briefly) the reason for his/her absence from the exam. Failure to notify the instructor in advance of the scheduled exam will result in a grade of zero. Taking a test early or late for any reason will have a 10% deduction from the grade. Additionally, the student should be aware that Program instructors can, and do, periodically administer un-scheduled exams (i.e.: "pop quiz"). If a student is absent at the time a pop-quiz is given the student will receive a zero grade; these quizzes may not be made up.

Students are expected to be present and on time for all clinical experiences including Skills Laboratory sessions. More than 4 class room/clinical absences in a semester may culminate in the student's inability to meet the course objectives, resulting in a failure of the entire course.

If a student is unable to attend a clinical/internship (VETT 5 series) experience the course instructor and the clinical unit must be notified at least 60 minutes prior to the scheduled time. When notifying the clinical setting, the student must identify self by name and status in program and clearly indicate the clinical unit to which he/she is assigned. A student must obtain the name of the individual to whom he/she reported an absence. It is important that notification be made as soon as possible since planning for other students' clinical experience, as well as for staff responsibilities, is affected by absences. Failure to notify the instructor or the clinical unit will result in disciplinary action.

A student who becomes ill when on clinical/internship assignment must report to his/her clinical instructor and will be referred for medical treatment or sent home as indicated. Return to the clinical unit after an illness is at the discretion of the clinical instructor and according to policy and procedure of the clinical/internship agency.

**The ability to make up lecture and clinical work may vary from course to course. Please check individual course syllabus and instructors for further information.**

### **DRESS REGULATIONS**

Yuba College Veterinary Technology students are expected to demonstrate maturity by exercising good judgment and taste in attire for attendance in program classes and



clinical experiences. Every individual is required to wear shoes in all Campus buildings. Instructors in charge of field trips (including work experience situations) have the authority to enforce additional dress regulations, which they feel are required for the occasion.

The Veterinary Technology Program students are required to wear their hair securely tied back off the face and shoulders and to purchase at least one set of navy blue scrubs (top and bottom; no 'designer' scrubs are allowed). These navy blue scrubs are to be worn to all Vet Tech classes and work experience/internship sites. Student ID badges are to be purchased as well from Campus Life, and are to be worn to all Veterinary Technology classes and at the off campus work sites. Details regarding where to purchase the required items will be given in class.

### **DRESS CODE POLICY**

The Yuba College Veterinary Technology Program expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical and teaching setting at all times. A dress code has been established because the professionalism of dress does affect the establishment of a rapport and the working relationship with patients, families, and colleagues. Additionally, a conservative standard of neatness and moderation will be expected at all times. The following guidelines apply at Yuba College:

### **GENERAL GUIDELINES**

#### **1. CLOTHING**

- Uniforms should be clean, neat and in a good state of repair; reflecting high professional standards at all times.
- Clothing needs to be stain free, clean and not wrinkled.
- Undergarments and/or cleavage should not show when leaning or bending over/down. Appropriate undergarments will be worn and will not be visible by style or color.
- Personal appearance must be clean and neat. Low rise scrub pants and rolling down the waist band of scrub pants is prohibited. Designer scrub tops are also prohibited. Uniform tops and pants must fit appropriately to ensure professional appearance is maintained at all times.
- Shoes are to be close-toed, with an enclosed heel and be in good repair. Canvas shoes, clogs or flip flops are not acceptable. Socks are to be worn at all times.
- The Yuba College Veterinary Technology Program photo ID is to be worn above the waist and in clear view when at clinical facilities and on campus.

#### **2. JEWELRY**

- Needs to be discreet with items such as: watch, ring band. No necklaces.

- No body piercing visible other than one piercing per ear. May wear one pair of stud earrings.

### **3. HAIR**

- Hair is to be clean, neat, and well groomed. Shoulder length hair or longer must be pulled back off the neck when in the clinical learning resource or simulation lab settings.
- Males are expected to be clean-shaven or facial hair/moustache and beards neatly trimmed.
- Barrettes and hair combs in neutral colors (black, brown, and beige) may be worn.
- Hair must be of a color found in nature. Faddish hair color (e.g. bright reds, greens, blues, etc.) is unacceptable and not permitted. Students will be asked to return their hair color to a 'natural' tint.

### **4. NAILS**

- Nails are to be clean, groomed, and manicured.
- Artificial nails are prohibited in the clinical and teaching setting.
- Nails are to be cut to the tip of the finger and groomed.
- Only clear nail polish may be worn. No fingernail jewelry.

### **5. PERSONAL HYGIENE**

- Makeup must be subdued. Make-up should be conservative and well applied.
- Personal hygiene including oral care, daily showering/bathing, and the use of scent free deodorant is expected.
- No perfume or scented lotions are to be worn.
- Gum chewing is not permitted at any time.
- All tattoos must be covered and not visible at ALL times.
- Refrain from smoking in clinical attire as the smoke can cling to clothes and be an irritant to patients, colleagues and clients.
- Dark glasses (unless prescribed by physician) are prohibited.
- Bare midriiffs or low-cut garments (low-cut necklines or low-rise pants) will not be tolerated in either the classroom or any clinical placement.

If you are interested in more information about dressing professionally, please reference the following sources:

- *Dress to Impress: Secrets of Proper Attire*, The Career Center, Florida State University: <http://www.career.fsu.edu/employment/attire-guide.html>

- *Business Casual Attire*, Career Services at Virginia Tech: [www.career.vt.edu/jobsearc/buscasual.htm](http://www.career.vt.edu/jobsearc/buscasual.htm)

## **PENALTIES FOR DRESS CODE VIOLATIONS**

- First Offense: Verbal counsel and written warning.
- Second Offense: Written warning and student sent home to change into appropriate attire and to return to work.
- Third Offense: Student suspended 1-2 days (depending on severity of violation).
- Fourth Offense: Student permanently suspended from the Program.

\* With blatant violation of the Veterinary Technology Program Dress Code, the first offense may be waived and third offense penalties initiated.

## **CLASSROOM AND CLINICAL ETIQUETTE**

### **Tape Recorders**

- It is recommended that you consult with each instructor individually if you wish to record theory sessions (i.e., lecture). Should you be granted permission, the lectures are to be considered confidential, as sensitive patient information may be discussed.

### **Personal Phone Calls**

- **No personal phone calls or texting should be received while in the clinical area except for emergencies.** Cellular phones maybe set on vibrate, but the student is expected to wait until the next break to return the call/text. Should the student determine the call must be answered immediately, they must leave the classroom or clinical area before returning the call. Do not return to class during lecture as this is disrupting to other students and the instructor, wait until the next break before returning to class. During clinical time, the student must notify the instructor and appropriate staff before leaving. Time away from the classroom and/or assigned clinical unit, if not a regularly scheduled break, will be counted as absence time.

### **Smoking**

- No smoking is allowed in the classroom, laboratories, or clinical facilities (off-campus experience locations) and Sections 7596-7598 of the Government Code prohibits smoking within 20 feet of main entrances, exits, and operable windows of any building owned, leased, and occupied by the California community colleges.

### **Classroom**

- Our Mantra: *"If you are early, you are on time. If you are on time, you are late. If you are late, don't bother."*
- Arrive early and be prepared. Students are expected to be in their seats with books and papers ready. Should the student be late, they must find an empty seat in the back of the classroom.

- Frequent breaks are given during extended class sessions. These breaks are designed to give the students an opportunity to attend to personal issues, and it is expected they be back in their seat when class resumes. In the event the student has health issues that required them to leave the classroom often, this arrangement must be made and approved by the instructor.
- Student participation in class is encouraged, but the question/ comments should relate to the material presented.
- Occasionally (not often), the lecture may extend over the allotted time for a class period. This is generally not the case but does happen. The instructor will dismiss the class, not the clock.

### **Visitors**

- The student is not allowed to have friends, relatives, and others in the clinical setting or classroom/laboratory at any time without specific, prior, permission from the instructor. No children are permitted in clinical, laboratory, or theory sessions.

### **BEHAVIOR**

All students will be held to a standard of behavior as described in the Yuba College Student Code of Conduct. It is strongly advised that all students make themselves familiar with the material contained in this code ([www.yccd.edu/conduct.html](http://www.yccd.edu/conduct.html)) as well as the policies listed in the College Catalog section: Academic Regulations and Information ([www.yccd.edu/catalog/0607/5.pdf](http://www.yccd.edu/catalog/0607/5.pdf))

### **STUDENT CODE OF CONDUCT**

#### ***RATIONALE***

In light of voluntary attendance at Yuba College, students are responsible to assume obligations of performance, conduct and behaviors reasonably imposed by the institution relevant to its mission, processes and functions and reflective of the major concept of caring.

Our conduct standards for the Veterinary Technology Program are greater than those of the ordinary student or citizen because of the inherent responsibilities assumed by the veterinary health professional role and the trust, which the public places on the veterinary profession to do no harm. In order to protect the unique interests of the academic community, Yuba College Veterinary Technology Program will maintain standards of conduct to provide an environment conducive to teaching and learning.

The Veterinary Technology Program at Yuba College is designed to provide a liberal and professional foundation for beginning professional practice. Students are considered to be members of the "College community", and as such, must strive to work collaboratively and respectfully with all those within the College community. To maintain order and safety, certain standards and rules have been established.

Academic Dishonesty: may include but is not limited to the following behaviors:

- A. Plagiarism: presenting someone else's work as your own. Some examples of plagiarism are:
  - Copying words directly from another source without proper credit being given to source
  - Summarizing someone else's thought or words without giving appropriate credit
  - Cutting and pasting off the Internet and not rewriting and/or crediting the source.
  
- B. Collusion - involvement in or planning to commit any form of academic dishonesty such as working on a take home test in a group against the directions of the course faculty.
  
- C. Cheating/obtaining unauthorized information from another source. Some examples are:
  - Copying homework from another student
  - Looking at another's work and copying during exams
  - Looking at textbook or notes during tests if not allowed
  
- D. Dishonesty -giving information to another for the purpose of helping another achieve a grade. Some examples are:
  - Giving someone answers during an exam
  - Informing someone of test questions
  - Giving or selling papers or tests
  
- E. Fabrication - Lying or presenting false information for the purpose of meeting College or course requirements.
  
- F. Non-Academic Misconduct

In addition to the Veterinary Technology Program Student Code of Conduct, furthermore, the College adopts guidelines for behavior in order to assist each student in the development of a responsible lifestyle, both personal and professional, which is both rewarding to the student and respectful of the rights of others.

The College administration and faculty are responsible for the learning environment and have the right and responsibility to utilize corrective actions, disciplinary proceedings, and dismissal from the College to secure compliance. The Student Code of Conduct applies to all students on the Yuba/Woodland campus, clinical site facilities, or elsewhere in the course of a College function. All students will be held to a standard of behavior as described in the Yuba College Student Code of Conduct. It is strongly advised that all students make themselves familiar with the material contained in this

code ([www.yccd.edu/conduct.html](http://www.yccd.edu/conduct.html)) as well as the policies listed in the College Catalog section: Academic Regulations and Information [www.yccd.edu/catalog/0607/5.pdf](http://www.yccd.edu/catalog/0607/5.pdf))

### **HONOR CODE POLICY**

Yuba College Veterinary Technology Program adheres to the following honor code policy:

1. The Honor Code Pledge will be part of the "Orientation" process. The signed Honor Code Pledge will be placed in the student's file in the Registrar's office. The signed, written pledge affirms the student's work will be and/or has been done honestly.
2. All students are held responsible for their own academic honesty and for reporting violations by others. Failure to do so is a violation of the code of conduct policy and may result in sanctions.
3. Students who have been observed by faculty or staff as violating the honor code policy will be confronted by the course coordinator or, faculty member at the time of the violation. Staff will report the violation to the course coordinator or the Program Director at the time of the violation. When this occurs, the course coordinator, faculty person, or Program Director will meet with the student to determine the consequences for violation of the policy.
4. Students who are observed by other students as violating honor code policy should be confronted by the student at the time of the violation. The student who made the observation should also report the violation to the course coordinator, faculty person, or Program Director. When this occurs, the course coordinator, faculty person, or Program Director will meet with the accused student to determine if a violation of the Honor Code Policy occurred. If there is disagreement between the two parties involved and the situation cannot be resolved the accused student can request a review by the Veterinary Technology Appeals Committee.
5. Students who are caught cheating with visible evidence (i.e., same test scores, same answers, answers on take home tests, text messaging, writing on desk) the first time may be dismissed from the College.
6. Students who plagiarize will be given only one warning. A 2nd offense of plagiarism may be cause for dismissal from the Veterinary Technology Program

### **ASSIGNMENT AND EXAM POLICY**

Missed assignments are the responsibility of the student and must be made up. Assignments are due on the date given in class (or listed on the class schedule) and will not be accepted after that date without prior agreement from the instructor. Exam dates are given for the semester on the class schedule and the students will be

reminded as time approaches for each test. Exams may not be made up unless prior arrangements have been made with the instructor. (Note: lab exams will only be given on the scheduled date due to the time, sample viability and equipment intensive nature of these types of tests).

### **GRADING POLICY**

The semester grade will be based on a variety of factors depending on which level of the program you are currently in. All courses are graded on the basis of scores achieved on exams, written/oral assignments, performance assignments, attendance, and participation. The student must attain at least a grade of "C" or better in all veterinary technology courses and their pre/corequisites in order to continue in the program. Additionally, the instructor reserves the right to drop a student whose academic standing in any veterinary technology class is consistently below the "C" level.

### **GRADING**

All students must achieve a 75% cumulative average on proctored in class and final exams and a 75% cumulative average on all clinical written work in order to continue in the Veterinary Technology Program. This does not include take home exams and open book exams. This will be covered in the syllabus for each class. Instructors will specify their expectations and requirements for this area. If there is a question, the student is responsible for clarifying the instructor's expectation with that instructor. It is the responsibility of the student to keep track of their grades not the instructor.

- A – 90% to 100%
- B – 80% to 89%
- C – 75% to 79%
- D - 70% to 74%
- F – Below 69%

A student is allowed a maximum of three (3) absences. A fourth (4th) absence will result in the lowering, by one full grade, the student's final class grade. With the accumulation of five (5) absences the student will be dropped from the class. It is the responsibility of the student to fulfill the requirements of the course which includes attendance; therefore, the instructor is under no obligation to warn the student prior to filing a drop card

### **UNSATISFACTORY PROGRESS – PROBATION**

A conference will be held for students who fail to: transfer classroom knowledge to the clinical training; adhere to internship/work site, college or program policies; or to follow generally accepted rules of personal cleanliness, professional ethics and conduct, academic failure, and for failure to demonstrate knowledge, skills and judgment at the expected level during didactic or clinical portions of the Veterinary Technology Program.

The issuing instructor will confer with the student and discuss the reasons for, and means of, correcting the cause for the conference. This initial intervention is designed as an informal attempt to first identify the deficit behavior or Program violation so that the student will first become aware of the behavior and self initiate the necessary corrective action.

If necessary, a remediation plan may be drawn up for discussing and documenting the cause of the infraction, the terms of the probation and the length of time identified for improvement and re-evaluation. In all cases the final decision for student dismissal will be made after consultation with the appropriate individuals.

### **ACADEMIC PROBATION AND REPETITION OF COURSES**

All grades earned in courses taken while a student is enrolled at the College will be used as the criteria for determining academic probation.

The following criteria will result in academic probation:

1. Any student receiving a "D", "F", "NP" or "U"; unsatisfactory laboratory/clinical grade on their semester grade report.
2. If a student has withdrawn from 2 courses at anytime during their academic program.

Any student placed on academic probation for failing a course MUST take the failed course in the next semester it is offered. Although an effort will be made to meet the needs of students who retake courses, enrollment is dependent on the number of students who can be reasonably accommodated by the available facilities.

A student may repeat the same course only once in the Program whether the student has failed or withdrawn. No more than a total of two different courses may be repeated. Should the student not pass the course a second time, they will be permanently removed from the Program and not allowed to remain.

Repeating a course in which a "D" or "F" was received does not remove the grade from the transcript. The second grade earned is figured into the GPA.

#### ***Rationale:***

The faculty agrees that a student who is repeatedly unsuccessful in College courses either does not have the ability or current motivation to be successful in the Veterinary Technology Program.

### **CREDIT GRANTING, CHALLENGE, TRANSFER STUDENTS**

Transfer students are required to follow Yuba College policies. The request to transfer non-Yuba College Veterinary Technology Program credits will be evaluated on an individual basis by a department faculty advisor and an official decision will be made by



the registrar. Competency based credit shall be granted for knowledge and or skills acquired through experiential learning. Credit shall be determined by written or practical examination according to the Yuba College policy on credit by examination

### **TRANSFER CREDIT/CHALLENGE/RETURN POLICIES**

College-level credit earned at another institution will be transferred and applied toward degree requirements under the following policies. Grades are not transferable and will not be added or reflected in the Grade Point Average.

1. Previously approved college level course(s) taken with a final grade of "C" (2.0 grade points) or above may be applied to the Veterinary Technology curriculum.
2. Science courses (anatomy/physiology, chemistry, biology and microbiology) have a 3-year limit for transfer; all other general education courses have no time limit. This also refers to challenge exams for all courses.
3. Recency Requirement: Due to the rapid turnover rate in medical knowledge and the ever-increasing technological requirements of the veterinary medical profession, should a student leave the YCVTP for any reason, and choose to re-apply for admission at a later date, he/she should note that Veterinary Technology courses completed more than three years prior to application will need to be repeated. The returning student will need to consult with a counselor to facilitate this process.
4. To validate college science credits older than 3 years, applicants can challenge science courses (i.e. CLEP) if they have been completed with a grade of "C" or better.
5. An applicant who requests transfer of Veterinary Technology Program credits from another degree granting program must:
  - a. Submit official transcript and course description.
  - b. Have earned a grade of "C" or above.
  - c. Keep transferred credits within written criteria for graduation.
  - d. Have a written reference from previous Program Director.
6. Challenge exams for Veterinary Technology Program courses will only be accepted for those courses that the applicant has previously completed with a grade of "C" or better. A challenge exam will not be accepted for any Program course that the student has previously failed.
7. The Dean of Academic Affairs will review individual transcripts for appropriate transfer credit and placement within the curriculum. The applicant is responsible for submitting an official transcript and course description(s), and for meeting with the Dean for academic advisement.
8. Students who take Advanced Placement (AP) courses in high school will receive credit according to the following grades received:
  - Grades 3 and above - acceptable
  - Grade 2 at the discretion of the Admission Committee
  - Grade 1 - not acceptable

## **TRANSFER CREDIT ACADEMICS**

1. All credit must appear on an official transcript from the original institution at which the credit was earned.
2. The credit-granting institution must have regional accreditation. If the institution was placed on provisional status or lost its accreditation (by the regional accrediting body to which it belongs) at the time of the student's attendance, those courses will be evaluated on an individual basis.
3. Foreign transcripts must be evaluated (course-by-course evaluation) and/or translated by World Education Services (WES).
4. Transcripts and/or diplomas received from institutions affiliated with regionally accredited U.S. institutions will not be subject to an independent transcript evaluation.
5. Only courses with a minimum grade of "C" (2.00) will be considered for transfer. Courses considered equivalent with grades of "P" (Passing) or "S" (Satisfactory) as the final grade will be evaluated individually based on the institution's interpretation of a passing grade.
6. Math, science, and computer courses must have been completed within five years of acceptance to the College. Courses completed more than five years before the date of acceptance will require the student to validate competency by passing a challenge examination or by enrolling in the appropriate course or courses.
7. The total number of credits transferred may not exceed those allowed by the residency policy.
8. Students who wish to transfer courses from a professional program must petition the respective department for evaluation of credit.
9. Courses that are not clearly defined on a transcript may not be automatically transferred. The student will be asked to submit course descriptions and/or syllabi for further evaluation.
10. Current Yuba College Veterinary Technology Program students wishing to take coursework at another college or university while enrolled at the College may do so only after receiving permission from their Program Director.

## **CHALLENGE: SPECIAL EXAMINATIONS FOR CREDIT**

Challenge examinations are graded S/U in accordance with Yuba College Veterinary Technology Program policy. A regularly enrolled student in a veterinary technology program may apply to take challenge examinations to establish credit in specific departmental courses. Students who have taken courses at non-accredited and/or non-degree granting institutions and believe they have the background to receive credit for these courses may apply to take challenge examinations. Challenge examinations are written and/or laboratory demonstrations and/or clinical demonstration examinations prepared by the respective Program faculty. Availability of challenge exams may be limited during the summer months. If a clinical component is involved, the clinical

performance evaluation must be completed and graded prior to registration for the fall semester. Due to availability of faculty, it is recommended that such challenges be completed during the regular academic year.

### **SPECIAL EXAMINATION POLICIES**

- A. Challenge examinations of Yuba College courses are considered credits in residence.
- B. Courses in the Veterinary Program may be challenged with the permission of the Program Director. To obtain permission, there must be evidence of successful completion of equivalent experience in the area to be challenged.
- C. A challenge exam can be taken only once and those failing must take the course to establish credit.
- D. Challenge examinations are Yuba College Veterinary Technology Program faculty-developed and scored tests. Course-specific credit is granted for these subject-level examinations. Passing scores vary depending on specific exams.

### **CHALLENGE CREDIT**

1. The student must be currently enrolled at Yuba College and must have completed the equivalent of 12 semester units at Yuba College with a 2.0 grade point average.
2. The student may earn no more than 15 semester units of credit by examination.
3. The student may not challenge prerequisite courses after completing advance courses.
4. Course-to-course credit is awarded when course content is identical to that at Yuba College. Departmental credit is awarded when courses are similar but not identical.

### **ARTICULATION AGREEMENTS**

Articulation agreements between the Yuba College Veterinary Technology Program and Institutions of Higher Education should be in written format. Copies of these agreements should be provided by the appropriate Regional Vocational Education Programs, colleges, universities and the Yuba College Vice Chancellors Office to enhance coordination of related activities within the state. Agreements will normally be updated annually by the participating organizations. Program competencies that are congruent with existing courses at community colleges, colleges or universities shall be awarded college credit. The amount of articulation credit available will depend on the specific program involved.

- **High School to Credit:** Students who successfully complete “articulated” career and technical education programs in approved secondary schools will be granted college credit for specific courses, subject to published articulation policies and procedures. Articulation is a process where students may earn college credits for certain courses they take in high school. It provides an opportunity for high school and community college courses to blend—granting equivalent college credit to students for achieving specific outcomes in identified courses within their school district.

- **ROP:** Students are required to finish and pass the ROP course format. Transfer ROP students are given non-graded transfer credit for VETT 1 and 55; the VETT 91 application requirement is waived.
- **Foreign Transcripts:** Students are required to provide an official transcript, along with a certified English translation of the transcript, to one of the approved foreign accredited educational evaluation services. The Yuba College Veterinary Technology Program requires a certified course-by-course evaluation from one of the approved services, a copy of the original official transcript, and certified English translation. This is to be submitted directly to Student Records/Registrar for consideration of transferable credit based on evaluation service recommendations.
- **Military Credit:** Students must submit an official transcript from the applicable branch of service directly to Student Records/Registrar.
- **AP/CLEP Test Credit:** Students who have earned Advanced Placement or CLEP credit from The American College Board through their previous high school or college must request an official transcript of their test scores mailed directly to College
  - For AP transcripts, call 1-888-225-5427
  - For CLEP, call 1-800-257-9558

## **EQUAL OPPORTUNITY**

It is the policy of the Yuba College Veterinary Technology Program that there shall be no discrimination against persons because of race, religion, age, creed, color, sex, disability, sexual orientation, national origin, marital status, veterans status or political belief or affiliation, and that equal opportunity and access to facilities shall be available to all. This policy is particularly applicable in the admission of students in their academic pursuits. Inquiries as to the equal opportunity, affirmative action, or diversity policies for Yuba College may be requested. Concerns regarding Title VI, Title IX or Section 504 (educational opportunity) may be addressed to the Affirmative Action Officer or to the Office of Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204.

## **STUDENT RECORDS**

1. Yuba College Registration Office can provide official transcripts upon request
2. Program files are maintained on all students and may include: exam scores, applications, remediation forms, attendance forms, immunization records, and requirements to meet accreditation, college and legal standards.
3. Each program will meet regulatory requirements.
4. Students may inspect their Veterinary Technology Program file under the direct supervision of a faculty member or Program Director. Written request is required at least twenty-four (24) hours prior to review.

5. All student records are confidential and information from them will be given only to authorized persons. Data such as grades, Registry and State Board Examination scores, health records and performance evaluations may not be revealed without a student's written consent. Note: Note you will be required to sign and submit the Student Release of Information Form included in this Handbook.
6. Only personnel authorized by the Program Director will have access to student records and this will be used only for the purpose of student evaluation and progress within the program.

## **PROFESSIONAL STANDARDS EXPECTED OF STUDENTS BY FACULTY**

### ***Respect and Caring for Others is Demonstrated by:***

- Arriving and returning to class and clinical on time
- Not sleeping in class
- Not using a personal laptop computer to do non-related coursework or other work
- Not being disruptive when entering/leaving the classroom late or after tests
- Turning cell phones and pagers off or on vibrate during class
- Listening respectfully to others' ideas and opinions
- Expressing opinions and ideas honestly and with respect
- Refraining from side discussions while others have the floor
- Paying attention during class (live or ITV) or video presentations
- Doing your own homework, being respectful to others during test taking
- Bringing problems to the person(s) involved FIRST
- Providing support and encouragement to others
- Picking up after one's self at the end of classes
- Being trustworthy regarding school and other people's property, including library materials
  - **Accountability is demonstrated by:**
    - a. **Respecting and following through on commitments by:** reporting on time for class and clinical, assuming a share of responsibilities (i.e. volunteering, student government, group work)
    - b. **Respecting deadlines by:**
      - Turning in assignments on time
      - Completing readings and work as assigned
      - Taking tests as scheduled
      - Clearing legitimate excuses with instructors in advance
      - Returning from breaks at specified times
    - c. **Assuming responsibility for own learning by:**
      - Actively pursuing activities that enhance learning
      - Working to get the most out of any learning situation even if it isn't one's favorite way to learn
      - Being open to all ways of learning seeking help from instructor whenever

needed

- Practicing honest self-evaluation and developing a plan of action to strengthen areas that need improvement

**d. Assuming responsibility for adhering to policies in effect at each clinical location to which the student is assigned**

**3. Professional Presentation is Demonstrated by:**

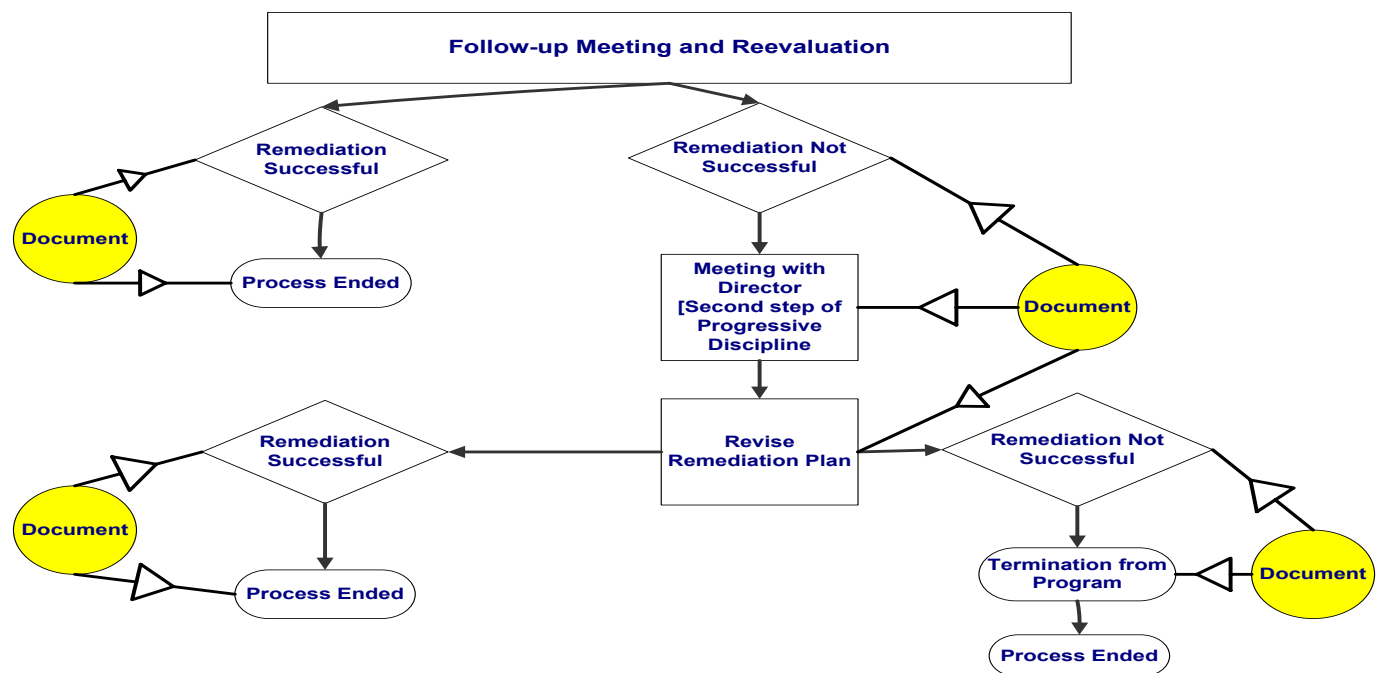
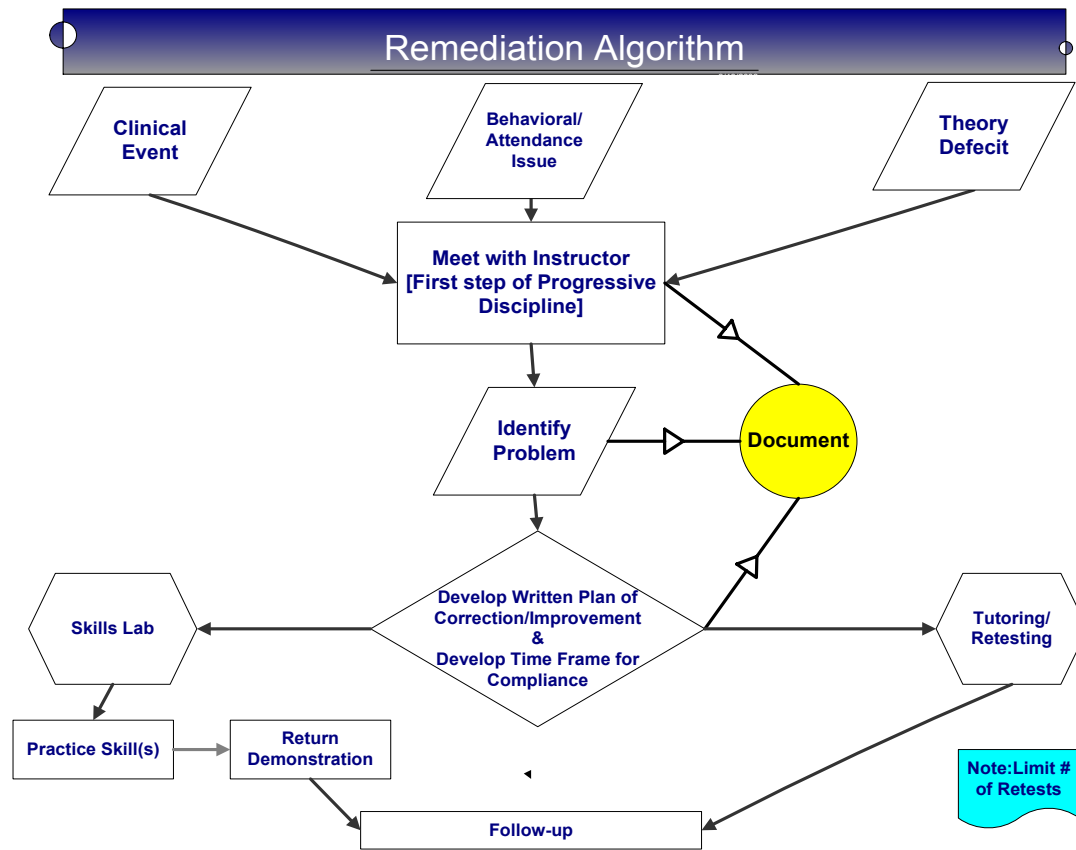
- a. Typing all assignments using APA Format unless otherwise instructed.
  - Using correct spelling, punctuation and grammar when writing and speaking
  - Submitting papers that are neat, free of torn edges, cross outs, etc
  - Presenting one's work to class in clothing that is clean, neat, "business attire" as appropriate
  - Reporting to clinical with attire and grooming that is appropriate
  - Being appropriate in regard to attire, grooming, attitude and personal presence whenever, wherever one is seen as a representative of YCCD

**DISMISSAL FROM THE VETERINARY TECHNOLOGY PROGRAM**

It should be clearly understood by all students that the Director of the Veterinary Technology Program has the authority to dismiss and/or to refuse readmission to any student at any time if circumstances of a legal, moral, health, social or academic nature are considered to justify such action. Dismissal may be a result of a probationary period or may be independent of probation.

Any faculty member may recommend to the Program Director the dismissal of a student if it is inadvisable for the student to continue in the College. A recommendation for dismissal may be based upon observed problems in mental or physical health, conduct, attendance, quality of clinical performance and/or failure to meet academic requirements. The Program Director may make an immediate decision or take the recommendation to the Faculty for further discussion.

An instructor may independently decide to remove a student from a clinical experience when necessary to protect patients. This suspension will be effective until the Program Director acts upon a recommendation for dismissal.



## **LEAVE OF ABSENCE**

Once a student begins the Veterinary Technology curriculum, it is expected that enrollment will be continuous, on either a full-time or part-time basis, until the program requirements are completed. In the event that circumstances prevent the student from progressing at a consistent pace, a Leave of Absence from the Program may be obtained for up to one academic year with approval from the Program Director.

Students will be allowed to return to the Program without re-applying. Leave of absences will only be granted for medical, military, or extreme family leave of absence. The Leave of Absence/Withdrawal form is available from the Program Director.

**Military Leave of Absence:** A copy of the government's official "Call or Recall to Active Duty" Documentation is absolutely required, and should be attached to the withdrawal form.

Grades of "W" for "Withdrawal" are recorded on the official academic record; these grades are non-penalizing.

**Medical Leave of Absence:** Written medical documentation from a licensed physician/psychiatrist/other health care provider approved by the College is absolutely required, and will be taken into consideration along with other factors/information in evaluating the requested withdrawal. All documentation should be attached to the withdrawal form.

**Family Leave of Absence:** Written medical documentation from a licensed physician/psychiatrist/other health care provider approved by the College is absolutely required, and will be taken into consideration along with other factors/information in evaluating the requested leave of absence. Such leaves may be granted in the case of a high risk pregnancy, impending death of an **immediate** family member (i.e., parent, child, or guardian).

A maximum of two leave of absences may be granted during the program. Any additional leave of absences would be considered case-by case. A student considering a leave of absence should consult with the Financial Aid Officer as financial aid eligibility and loan deferments can be affected.

If the student does not re-enroll in classes at the end of the agreed upon Leave of Absence, and/or petition for, and receive an extension on the Leave of Absence the student will be considered having voluntarily withdrawn from the Program and must reapply.



## **PROCEDURE FOR ACADEMIC PROBATION, REPETITION OF COURSES AND ACADEMIC DISMISSAL**

The student will receive an academic improvement plan, placed in the Intervention Program, and will be advised to go to the Coordinator of Student Services and their advisor to develop strategies for improved academic success.

- a. If a student cannot attend the College because the required course is full or not available, he/she is considered to be on Leave of Absence and must complete a Leave of Absence Form and submit it to the Registrar's Office. (See also Leave of Absence Policy) However, the Satisfactory Academic Progress Policy remains in effect for a student on Leave of Absence.
- b. A student who does not attempt to register for the required course during the next semester that course is offered will be considered to have withdrawn from the Program. To re-enter, the student must reapply for admission under the policies and procedures in effect at the time of the desired readmission.
- c. Student requests for readmission following failure of more than two courses will be reviewed by faculty on an individual basis.
- d. Students must complete any remediation assessments as of the semester of dismissal and provide demonstrated proof of remediation for the end of the semester following dismissal.

## **STUDENT CONDUCT, DISCIPLINE AND GRIEVANCE PROCEDURES**

### **SECTION ONE: ACADEMIC DISHONESTY POLICY**

Yuba College takes a proactive stance with respect to student concerns and emphasizes the importance of communication as a first step in the resolution of issues. This Student Handbook indicates that dialogue among parties is the first step in resolving disputes before initiating formal procedures to address complaints or grievances associated with discrimination, disability accommodations, harassment, grade disputes, academic dishonesty, absences or disciplinary actions. In compliance with professional accreditation requirements, the Veterinary Technology Program has internal grievance procedures that emphasize dialogue and resolution of concerns. The Yuba College Veterinary Technology Program faculty view academic dishonesty to be a serious offense which is a violation of professional ethics. If the Veterinary Technology Program determines that a student is guilty of academic dishonesty, it may impose any academic consequence upon the student that it sees fit including suspension or dismissal from the specific program of study. It is the student's responsibility to read the Yuba College catalog to define what is meant by academic dishonesty; a plea of ignorance is not acceptable as a defense. Selected examples of academic dishonesty are listed below. This is not an all inclusive list.

#### **A. CHEATING**

Cheating includes sending another student to gather information about the assigned clinical client without prior authorization by instructor, allowing another student to

complete one's educational and/or clinical responsibilities without the instructor's prior approval.

### **B. FABRICATION/FALSIFICATION**

Inventing portions of a student's home work, clinical notes, flow sheets, clinical logs or verbal reports is un-professional. Inappropriately changing the data entered on clinical notes, flow sheets, or clinical logs. Intentional falsification of records is professionally inappropriate.

### **C. MULTIPLE SUBMISSION**

Multiple submissions is defined as submitting any written work or portion thereof for credit more than once without prior authorization by instructor and is deemed un-professional.

### **D. PLAGIARISM**

Any student, who is determined to be guilty of any form of academic dishonesty, including plagiarism, is subject to disciplinary actions, including possible dismissal from Yuba College.

## **SECTION TWO: STUDENT APPEALS AND THE GRIEVANCE PROCESS**

Students who believe that they have been treated unfairly have the right to question this treatment and receive prompt hearing of the grievance. Before instituting an appeal or grievance, students should discuss their particular situations with an appropriate staff member (e.g., faculty member, Program Director).

Appeals are limited to requests to continue in the program after being dismissed from the program for academic and/or professional reasons, or if the student has a professional complaint concerning faculty, staff, or the Veterinary Technology Program of study.

#### **Procedure: Filing Appeal/Grievance**

A written appeal/grievance must be filed with the Veterinary Technology Program Director within 5 working days of the date of the letter notifying the student of the decision to dismiss the student in the program or the right to appeal/grievance is waived. The Appellant (student) must submit to the Program Director the following information:

1. A written statement from the student addressed to the Chairperson of the Veterinary Technology Appeals Committee specifying:
  - a. Precise grounds on which the appeal/grievance is based.
  - b. Circumstances associated with the need to appeal/file a grievance.
  - c. Arguments supporting the appeal/grievance.

d. Description of proposed remedial actions to be taken to improve the student's academic performance.

## 2. Veterinary Technology Appeals Committee

- a. For the purposes of hearing the appeal/grievance, the Program Director will arrange a Veterinary Technology Appeals Committee that consists of at least three (3) Veterinary Technology Appeals Committee faculty members (at least one member must be from outside the Appellant's major program) and Program Director of the Program.
- b. The Program Director will collect the information relative to the Appellant's academic situation and forward the information to the Appeals Committee members.

## 3. Veterinary Technology Appeals Committee Meeting

- a. Within 7 working days of the filing of the appeal/grievance, the Veterinary Technology Appeals Committee will schedule a meeting date for the purposes of hearing the appeal/grievance.

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### **SECTION THREE: COURSE GRADE APPEALS PROCESS**

1. If a student believes s/he has been awarded a grade for a course that does not adequately represent her/his performance in the course, they should speak with the course faculty member in an effort to attempt to resolve the issue informally.
2. Students who receive failing grades because of nonattendance are required to submit medical evidence documenting their incapacity to complete the course during the period in question. Such petitions are forwarded to the Program Director to seek resolution of the issue.
3. When a grade or evaluation dispute occurs, students should discuss with the instructor how the grade was determined. This conference should be held within 10 days after the grade has been rendered. As far as possible, the student and the instructor should attempt to resolve through communication with the instructor. Many times, questions about grades can best be resolved through communication with the course instructor.
4. If questions still remain following the student conference with the instructor, the issue should be referred first to the course director and the matter shall be discussed by the team instructing that course. This must be done within 10 working days of receipt of the grade. During this informal process both student and faculty may consult with the Program Director to seek resolution of the issue.
5. A written statement should be given to the student within one calendar week regarding the Program Director's decision.
6. The decision of the Program Director is final. There is no further appeal.

### **INTERNSHIP WORK EXPERIENCE**

As a part of the required curriculum the student must obtain a minimum of 8 credits work experience under the supervision of a licensed veterinarian and/or registered

veterinary technician. In order to count hours worked as a part of Program requirements, the student must be actively enrolled in VT 5 and submit monthly timesheets signed by the on-site supervisor. The student may enroll in VT 5 more than once in order to achieve the required number of hours AND may obtain more than 500 hours work experience. Information and the necessary forms may be obtained from the instructor of VT 5.

At the work site, the student will be under the supervision of the CA licensed veterinarian and/or CA licensed veterinary technician and is bound by the same regulations concerning job tasks as apply in the classroom. The supervising veterinarian is the ultimate authority in establishing what tasks the student will perform at the job site.

### **CLINICAL ACTIVITIES**

Veterinary Technology internship students are covered by Workers Compensation Insurance during their internship/clinical experience. **In the event of an injury while in the clinical area, the student must report the incident to their clinical instructor immediately.**

The site instructor will call Office of the Vice Chancellor, Administrative Services, prior to obtaining medical care (unless medical emergency). The faculty will follow the process as directed by the Administrative Secretary to the Vice Chancellor, which includes completion of Workers' Compensation Claim forms. The Personnel Analysis in Human Resources can provide assistance should the Administrative Secretary to the Vice Chancellor is not available.

If medical care is obtained, any and all medical reports need to be forwarded directly to the Administrative Secretary to the Vice Chancellor immediately.

The agency on whose premises the injury occurred may also require completion of appropriate agency form(s). This or these will remain at the agency.

### **PROCEDURE FOR REMOVAL OF STUDENT FROM THE INTERNSHIP CLINIC SITE**

If a Veterinary Technology Program student demonstrates any inappropriate behavior: This may include-

- a. Appears in the clinical setting to be under the influence of drugs or alcohol.
- b. Displays unstable mental, physical or emotional behavior.
- c. Threatens the physical or psychological safety of themselves or others.
- d. Demonstrates unprofessional behavior that is disruptive to the environment and interferes with the operation of the setting.

The following procedure will be followed:

- a. The VT 5 Clinical Instructor will remove the student from the area to discuss the issue with the student.
- b. The VT 5 Clinical Instructor will determine the immediate action to be taken, such as the:
  1. Student will be allowed to remain in the clinical setting
  2. Student will be sent home to remedy the issue and be allowed to return to the clinical setting.
  3. Student will be removed from the clinical setting.
- c. The VT 5 Clinical Instructor will contact the Dean of MESH to inform them of the incident.
- d. The student will meet with their faculty to receive counseling and either an Occurrence Form or a Student Contract.
- e. Removal from clinical/class constitutes short term suspension according to college policy and will be reported to administration overseeing student conduct issues for further action before the student may return to class.

### **STATE BOARD EXAMINATION**

The California State Department of Consumer Affairs Board of Examiners in Veterinary Medicine is the agency, which offers the Registered Veterinary Technician licensing exam. It is the responsibility of the student to fulfill the eligibility requirements put in place by this Board for this exam as well as obtaining and submitting all materials requested by the Board in a complete and timely manner.

The exam is offered in computer format at specially licensed testing facilities throughout the State of California. Application forms as well as other information regarding the veterinary technician may be obtained directly from the Board:

Board of Examiners in Veterinary Medicine  
RVT Examining Committee  
1420 Howe Ave. Suite 6  
Sacramento, CA 95825  
<http://www.vmb.ca.gov>

### **NATIONAL BOARD EXAMINATION**

Outside California, the licensing exam is the Veterinary Technician National Board Exam. This exam is used in states other than California as one requirement for licensure. If a student is contemplating a move out of California he/she may consider taking this exam. Again, this exam is **NOT** honored in the State of California and the student should contact the veterinary medical board of the state in which he/she will be relocating to obtain information of licensure requirements for that state. More information regarding this test, administration dates, locations and cost may be found at [www.aavsb.org](http://www.aavsb.org)

## **ANIMAL POLICY & CLINICAL SERVICES**

The Veterinary Technology Program will perform clinical services on the pet animals of the following individuals **ONLY**: Yuba College faculty, Yuba College staff and Yuba College Veterinary Technology Students properly enrolled in one or more vet tech class. The services are limited in scope, will be conducted on an appointment basis only, and appointments will be scheduled in such a manner as to facilitate instruction.

All animals brought on to campus are to be appropriately restrained via the use of a leash or pet carrier. Animals on campus are the responsibility of the individual bringing them and students are not to bring animals with them to school unless they have an appointment and the animal is appropriately restrained.

All fee-based services are to be paid at completion of said service; all payments are to be made to the Yuba College cashier. The proceeds of these services are deposited into the Veterinary Technology Club Fund and are used to buy equipment for the program and/or to finance seminars, field trips or other activities as approved by the Club. The Program reserves the right to refuse service to anyone who may, in the judgment of the Program Director, represent a hindrance or hazard to the animal patients, the students and staff of the Program, or to the instructional process.

The purpose of the Program is to offer a quality education to the student therefore the clinical activities conducted on campus must and will be strictly controlled. The acceptance of pet animals for clinical work is to be viewed as an aid to instruction for the veterinary technology students; this service is not offered as, nor should it be used as, a replacement for the services offered by a fully staffed, fully equipped veterinary hospital.

## **WEAPONS POLICY**

Weapons are prohibited on campus. In addition to the traditional penal code sections, the educational code adds restrictions with respect to campus communities.

### **What is a weapon?**

A weapon is anything that can be used to hurt or injure someone. Weapons could be but are not limited to the following:

- Knives
- Guns
- Pepper Spray
- Hands, Fists, Feet
- Any object used to hurt or injure another

### **What weapons are not permitted on campus?**

Most weapons are not permitted on campus. For example:

- Any knife including a belt buckle knife, dirk dagger, cane sword, pen knife, lipstick knife, switchblade, butterfly knife or any knife that has a blade longer than 2 1/2 inches, opens automatically or has more than one sharp edge
- Any gun without written permission and in accordance with California Penal Code
- Nunchaku
- Metal knuckles
- Airsoft, pellet or BB gun
- Any concealed weapon (hidden from plain sight)

### **What about if I have a knife?**

You can have a knife, such as a pocket knife, as long as the blade is not more than 2 1/2 inches long, it does not open automatically and has only one sharp edge.

### **What happens if I am found in possession of a weapon on campus?**

The punishment for having a weapon varies depending on the type of weapon. Punishments can be fines, imprisonment and student judicial sanctions.

### **Notice on Airsoft Guns**

Airsoft guns, often marketed as "toys", can be nearly identical to the actual firearms and often contain interchangeable parts. As such, they are indistinguishable from actual firearms and should never be displayed in public places. Possession of airsoft guns on campus is considered a violation of Yuba College policy and may violate applicable laws.

### **Weapons Related Laws**

#### **California Penal Code 626.9(h) Gun Free School Zone**

Any person who brings a loaded firearm upon the grounds of a California campus without written permission is subject to arrest and prosecution for a felony crime.

#### **California Penal Code 12020 Unlawful Carrying and Possession of Weapons**

The manufacture, import, sale, supply or possession of certain weapons and explosives are arrestable offenses. These weapons include, but are not limited to: a concealed firearm, cane or wallet gun, zip gun, belt buckle knife, blackjack, billy or a concealed dagger. Conviction for any offense under this code is punishable by imprisonment in county jail or state prison.

#### **California Penal Code 653(k) Possession of Switch Blade Knife**

Every person who possesses on his or her person (or in the driver or passenger area of a motor vehicle) a switchblade knife having a blade exceeding 2 1/2 inches is guilty of a misdemeanor.

#### **California Penal Code 417 Brandishing a Deadly Weapon**

Any person who exhibits a firearm or any deadly weapon in a rude, angry or threatening manner, or who in any manner, unlawfully uses the same in any fight or quarrel is subject to prosecution and imprisonment in accordance with the specific subsections of this law.

### **California Penal Code 417.25 Aiming Laser Pointer**

Every person who aims a laser scope or pointer at another person in a threatening manner with the specific intent to cause a reasonable person fear of bodily harm is guilty of a misdemeanor. For purposes of this section, the laser need not be attached to a firearm.

### **California Penal Code 417.4 Imitation Firearm**

Every person who draws or exhibits an imitation firearm in a threatening manner against another in such a way as to cause harm to a reasonable person, apprehension or fear of bodily harm is guilty of a misdemeanor.

### **California Senate Bill 1828**

Any person who openly displays or exposes an imitation firearm (including a BB or pellet device) in a public place is guilty of an infraction for a first or second offense and a misdemeanor for a third or subsequent offense. Certain exceptions apply to manufacturers/importers/distributors and theatrical productions.

### **California Penal Code 245 Assault with a Deadly Weapon**

Any person who commits an assault upon another person with a firearm or other deadly weapon or instrument likely to produce great bodily harm is subject to prosecution and imprisonment in accordance with the specific subsection of this law.

## **INFORMATION ON BIOMEDICAL AND INJURY RISKS FOR STUDENTS: YUBA COLLEGE VETERINARY TECHNOLOGY PROGRAM**

All students enrolling in the Veterinary Technology Program must be given the following information to read. As a condition of enrollment each student must sign the attached waivers indicating that they have read and understood the material presented herein.

- 1) The program to which you are entering has associated with it specific hazards and risks due to the types of equipment utilized and the interaction with live animals. Injury can occur unexpectedly, and accidentally, when working with live animals, whether they are dogs, cats, laboratory animals, farm animals, horses or exotic animal species.
- 2) It is the responsibility of the student to notify your academic advisor and the Veterinary Technology Program Director if you believe you are pregnant **and/or** have a medical condition that would increase your risk of contracting a zoonotic disease or sustaining any injury from anesthetic gases, x-ray radiation, chemical exposure or the handling of animal patients.
- 3) It will be up to the Program Director to discuss the issue with you and determine how best to proceed for your safety.
- 4) Pre-exposure rabies vaccination is highly recommended for each student entering the program. It will be up to the students to arrange for and obtain this vaccination at their own expense.



## **PREGNANCY**

Any student who is pregnant, or believes she is pregnant, is encouraged to notify the Program Director of this status in writing. A student may choose not to disclose her pregnancy status. While the student's continuation in the program during pregnancy is discouraged, it is necessary either way that the instructor be informed of the pregnancy as soon as possible, which will allow for compliance with agency and college policy that are written for the health and welfare of the student and unborn.

As a point of information, a pregnant student is reminded of the many contaminants present in the clinical area that could adversely affect a fetus. It is advisable for the student to contact her obstetrician once the pregnancy has been confirmed, to ensure that there are no medical concerns or limitations.

Upon written notification, all portions of this policy shall be followed.

1. Will be given a copy of this policy, and the policy will be explained by the Program Director.
2. Shall sign a document stating they have been counseled concerning the potential risk to the student and the fetus.
3. Student shall read forms (2); Radiologic Health Branch Syllabus for Radiation Protection information.
4. Must provide to the Program Director within two (2) weeks a written health provider's statement of pregnancy with an expected date of delivery stating that the student may safely participate in the Program without restrictions. This written statement will be kept in the program office. Note: Restriction may delay your graduation date in the event of missed clinical hours, numbers of exams, or competencies. Additionally, each clinical facility may have policies that supersede the Yuba College Veterinary Technology Program pregnancy policy regarding restrictions in activities. Each will be dealt with independently should a problem arise.
5. May request a Leave Of Absence (LOA): Any time missed as a result of the LOA must be made up before the student can graduate.
6. Pregnant students shall not:
  - a. Be present inside the Radiographic Suite when any radiation exposure is made.
  - b. Hold patients during radiographic exposures.
  - c. Perform any tasks on animal patients anesthetized with inhalant gas anesthesia.
7. Veterinary Technology Program student shall:
  - a. Wear a second dosimetry badge at the umbilical area. The Program personnel will provide this badge at the student's additional expense.
  - b. Use protective aprons or any other protective clothing appropriate to the situation while actually exposing patients. These protective devices must be utilized in such a manner as to protect both the anterior and posterior surfaces of the body.
  - c. Refrain from providing restraint to farm animals.

- d. Wear appropriate gloves when cleaning animal cages/pens/litter boxes

This policy is written in agreement with the "Code of Federal Regulations (10CFR 20, section 20.1208, Dose limit to an embryo/fetus is 5 mSv (500 mRem) for the period of the pregnancy.)

### **SUPERVISION OF PREGNANT STUDENT IN THE CLINICAL SETTING**

1. Student must be counseled by Program Director or Clinical Coordinator on the potential risks to the student and fetus to ionizing radiation. This counseling must be documented and signed by the student and placed in her personal chart.
2. Student shall be provided a copy of Appendix NO. 4; Radiological Health Branch Syllabus for Radiation Protection: Special considerations concerning x-ray examinations of the pregnant patient.
3. Student shall be provided a copy of Appendix NO. 5; radiological Health Branch syllabus for Radiation Protection: Occupationally Exposed Women of Procreative Age.
4. Student will be issued a second dosimetry badge and instructed to wear it at the umbilical area. Dose limit to an embryo/fetus is 5 mSv (500 mRem) for the period of the pregnancy. A leave of absence will be necessary if the dose during pregnancy approaches or exceeds this limit

The individual is advised as to the following, if a risk is identified depending on their stage of pregnancy:

- 1) Option of a leave of absence with a return to the Program after the pregnancy is over.
- 2) Option of accommodations to decrease risk to fetus and mother by exposure to disease, chemicals, or radiation (IF POSSIBLE).
- 3) Individual must sign a waiver, if they opt to remain in the course stating that they understand the risks involved. The individual must also sign a waiver that they will notify their physician that they are assuming said risks.
- 4) Objectives of a course will not be waived for a pregnant student but reasonable effort can be made to accommodate a student's specific needs.

### **RISK EXAMPLES**

#### ***Zoonotic Infections***

A wide range of diseases may be spread from animals to humans. These diseases include, but are not limited to, salmonellosis, brucellosis, leptospirosis, rabies, toxoplasmosis, dermatophytosis, viral conjunctivitis, cat scratch fever, psittacosis, and tuberculosis. Students who, for whatever reason, are immuno-suppressed are particularly vulnerable to contracting an illness spread from an animal. They may also be more likely to contract illness from classmates. The unborn fetus may be vulnerable to exposure to toxoplasmosis.

### **Trauma**

Students can be bitten, scratched, stepped on, kicked, and shoved by animals. They are vulnerable to back injury when lifting heavy animals or during the restraint of non-cooperative animals.

### **Anesthetic Gases**

Exposure to anesthetic gases will occur during the on-campus surgery and anesthesiology laboratory, and during the off-campus clinical externships.

### **Teratogens**

Cytotoxic compounds, sterilizing, cleaning, preserving and fixing agents and infectious microbes such as toxoplasmosis are all examples of substances that can cause birth defects in the unborn fetus. These are present in the clinical veterinary environment.

### **Hormones and Drugs**

Contact with hormones such as prostaglandins and progesterones can have harmful effects on the normal reproductive cycle of women. Contact with drugs such as chloramphenicol is linked with aplastic anemias in humans.

### **Ionizing radiation and other sources of radioactive material**

Students will be exposed to x-rays, and radioactive markers used in scintigraphy and other special imaging. They may also be exposed to fluoroscopy, and CT imaging.

## **PREGNANCY AND HEALTH RISK PROTOCOL:**

Students and employees who become pregnant, immuno-suppressed or have health conditions that predispose them to risk during any part of their involvement in the Program of Veterinary Technology at Manor College, are strongly encouraged to notify the Program Director.

- Students and employees should make an appointment to meet with the Program Director to discuss health risks, plans for continuation in the program, confidentiality issues, etc.
- A Pregnancy and Health Risk Notification and Release form must be completed by the student and employee, which documents that the student or employee is cognizant of the hazards associated with involvement in the Program of Veterinary Technology and has made an informed decision in conjunction with the advice and guidance of a physician.
- Pregnant students and employees must be under the care of a physician in order to remain active in the program.
- Students and employees are responsible for keeping the Program Director informed of relevant changes in their health status.
- Students and employees accept responsibility for using appropriate safety measures to protect their own health (and that of the fetus, if pregnant).

## **RABIES**

Questions about rabies:

1. As a veterinary technology student at Yuba College, should I be vaccinated for rabies? Answer: It is highly recommended that all veterinary technology students be vaccinated for rabies. The Center for Disease Control considers individuals that work with animals from a rabies endemic region in the "frequent" exposure risk category. The CDC recommends these individuals obtain the primary course of rabies vaccination with serologic monitoring and /or booster vaccination every two years.

2. If I am exposed to rabies, what is the treatment? Answer: For **vaccinated individuals**, the wound is immediately and thoroughly cleansed with soap and water, then 2 doses of rabies vaccine are given, one is given immediately, and the other is given three days later. For **non-vaccinated individuals**, the wound is immediately and thoroughly cleaned with soap and water. The area around the wound is injected with Human Rabies Immune Globulin (HRIG), and then 5 doses of rabies vaccine are given after the exposure on days 0, 3, 7, 14, and 28.

3. Which regimen is more effective in preventing rabies, pre-exposure vaccination or the full series of post-exposure injections? Answer: Both approaches are effective in preventing rabies infection. Both require injections after exposure. The main benefit of pre-exposure vaccination is that some immunity has been already mounted if you are unknowingly exposed to a rabid animal. The following information on rabies pre and post exposure vaccination is taken from the Center for Disease Control and further explains the risks and benefits of rabies vaccination prophylaxis.

### **INFORMATION ON RABIES PRE-EXPOSURE VACCINATION**

Source: Centers for Disease Control

<http://www.cdc.gov/ncidod/dvrd/rabies/prevention&control/preventi.htm>

### **RABIES VACCINE AND IMMUNE GLOBULIN**

There is no treatment for rabies after symptoms of the disease appear. However, two decades ago scientists developed an extremely effective new rabies vaccine regimen that provides immunity to rabies when administered after an exposure (post-exposure prophylaxis) or for protection before an exposure occurs (pre-exposure prophylaxis). Although rabies among humans is rare in the United States, every year an estimated 18,000 people receive rabies pre-exposure prophylaxis and an additional 40,000 receive post-exposure prophylaxis.

### **PRE-EXPOSURE PROPHYLAXIS**

Pre-exposure vaccination is recommended for persons in high-risk groups, such as veterinarians, animal handlers, and certain laboratory workers. Other persons whose activities bring them into frequent contact with rabies virus or potentially rabid bats, raccoons, skunks, cats, dogs, or other species at risk of having rabies should also be considered for pre-exposure prophylaxis. In addition, international travelers likely to

come in contact with animals in areas of enzootic dog rabies, which lack immediate access to appropriate medical care, including biologics, should be considered for pre-exposure prophylaxis. (For more information about pre-exposure prophylaxis, see Human Rabies Prevention - United States, 1999 Recommendations of the Immunization Practices Advisory Committee (ACIP).)

People who work with live rabies virus in research laboratories or vaccine production facilities are at the highest risk of inapparent exposures. Such persons should have a serum (blood) sample tested for antibody every 6 months and receive booster vaccine, when necessary. Routine pre-exposure prophylaxis for other situations may generally not be indicated.

### **PURPOSE OF PRE-EXPOSURE PROPHYLAXIS**

Pre-exposure prophylaxis is given for several reasons. First, although pre-exposure vaccination does not eliminate the need for additional medical attention after a rabies exposure, it simplifies therapy by eliminating the need for human rabies immune globulin (HRIG) and decreasing the number of vaccine doses needed – a point of particular importance for persons at high risk of being exposed to rabies in areas where immunizing products may not be available, and it minimizes adverse reactions to multiple doses of vaccine. Second, it may enhance immunity in persons whose post-exposure therapy might be delayed. Finally, it may provide protection to persons with inapparent exposures to rabies.

### **PRE-EXPOSURE PROPHYLAXIS REGIMEN**

Pre-exposure prophylaxis consists of three doses of rabies vaccine given on days 0, 7, and 21 or 28.

### **POST-EXPOSURE PROPHYLAXIS**

Post-exposure prophylaxis (PEP) is indicated for persons possibly exposed to a rabid animal. Possible exposures include animal bites, or mucous membrane contamination with infectious tissue, such as saliva. {For more information on types of exposures, see Human Rabies Prevention - United States, 1999 Recommendations of the Immunization Practices Advisory Committee (ACIP).} PEP should begin as soon as possible after an exposure. There have been no vaccine failures in the United States (i.e. someone developed rabies) when the PEP was given promptly and appropriately after an exposure. Administration of rabies PEP is a medical urgency, not a medical emergency. Physicians should evaluate each possible exposure to rabies and as necessary consult with local or state public health officials regarding the need for rabies prophylaxis.

### **POST EXPOSURE PROPHYLAXIS REGIMEN**

In the United States, PEP consists of a regimen of one dose of immune globulin and five doses of rabies vaccine over a 28-day period. Rabies immune globulin and the first dose of rabies vaccine should be given as soon as possible after exposure. Additional doses of rabies vaccine should be given on days 3, 7, 14, and 28 after the first vaccination.

Current vaccines are relatively painless and are given in your arm, like a flu or tetanus vaccine.

**GENERAL WAIVER: STUDENT**

I, \_\_\_\_\_ (name of individual), a (STUDENT/ at Yuba College, do agree to the following:

1. I have read and understood the Yuba College Veterinary Technology Program Handbook. My signature below signifies my understanding that compliance with these procedures and policies is required for my continued enrollment in this program.
2. That I have read and fully understand the attached 'Policies and Protocols' in regard to any risks that I may incur while participating in a course or working at Yuba College in the Veterinary Technology Program
3. That I understand these risks may not only affect myself but any unborn child, or in some cases other family members.
4. That I agree to release and indemnify the Veterinary Technology Program, Yuba College, its Board Members, Trustees, Officers, Administrators, Employees, and Agents against any claims of personal or bodily injury to myself, my unborn fetus (where appropriate), or my family that occur as part of my coursework or job.

\_\_\_\_\_  
INDIVIDUAL NAME (print) WITNESS NAME (print)  
(Yuba College Official)

\_\_\_\_\_  
INDIVIDUAL NAME (signature) WITNESS NAME (signature)  
(Yuba College Official)

\_\_\_\_\_  
DATE DATE

**RABIES WAIVER**

I \_\_\_\_\_ (name of individual), a (STUDENT/ at Yuba College, have read the material provided and understand that due to my occupational exposure to animals, I may be at risk of exposure to rabies infection. After reading this material and in consultation with my physician, I **decline** to under go pre-exposure rabies prophylactic vaccination at this time.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent Signature (if student is under 18) Date

I, \_\_\_\_\_ (name of individual), a (STUDENT/ at Yuba College, **have received pre-exposure rabies vaccination**. The dates the vaccinations were administered were:

\_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

\_\_\_\_\_  
Student Signature Date



# YUBA COLLEGE VETERINARY TECHNOLOGY PROGRAM PREGNANCY WAIVER

## Policy for the Declared Pregnant Veterinary Technology Student

Female Students who are pregnant while enrolled in the Veterinary Technology Program have the option to voluntarily inform program officials of their pregnancy. This information must be in writing to indicate the expected date of delivery. A student will not be considered pregnant without written disclosure.

Upon written disclosure, the student and the Program director will meet to discuss the potential harmful effects of exposure to animals, radiation and anesthetic gases inherent in the practice of veterinary medicine on the fetus, and the options available to the student to fulfill the educational requirements of the program.

1. The student may remain in the Program under the following conditions. The student may defer participation in activities that would place her in contact with the above hazards. She will be required to fulfill all competency requirements in order to graduate from the program. She will be permitted to participate in live animal laboratories with the written permission of her physician on file with the program.

2. The student may voluntarily withdraw from the veterinary technician program. If she leaves in good academic standing, and provides at least 3 months notice, she will be readmitted to the program at the beginning of the semester which was not completed, on a space available basis.

3. The student may un-declare her pregnancy at any time. **This must be done in writing.** If she chooses this option, she will be considered **not pregnant** and be required to participate in all competencies.

Although it is both the policy and practice of the Veterinary Technology Program at Yuba College to offer the utmost in safety precaution for its students, Yuba Community College or its affiliates will not be responsible for injury to either the mother or child due to hazard exposure during pregnancy.

Information regarding a student leaving due to pregnancy will be held at the level of confidentiality requested by the student.

I have received and read the above pregnancy policy, understand the content and agree to comply with it.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Student

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Parent or guardian if under 18)

**PHYSICIAN'S PRENATAL RELEASE FORM**

I, \_\_\_\_\_, have received and read the written information about the possible contraindications of veterinary practice during pregnancy. I understand the information and confirm that:

The student will be advised of the following risks:

- Biohazards
- Teratogens
- Cytotoxic compounds
- Ionizing radiation
- Anesthetic gases
- Hormonal agents
- Physical injuries

The option of taking a medical leave with possibility of returning to the program will then be discussed.

My physician and I have identified the following exclusions to the above statements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: Dr. \_\_\_\_\_ Date: \_\_\_\_\_

Having been fully advised of the risks, contraindications, and complications to veterinary and laboratory training during pregnancy, I have decided to participate in the Program. Accordingly, I do forever release the faculty and staff of Yuba College and their insurers from all liability of any nature whatsoever, whether past, present, or future, for injury or damage which may occur to myself or my family as a result of my receiving veterinary technology training during this childbearing year.

I further agree to hold harmless and defend the practitioner of and from all actions, claims, or other legal action that has arisen or may arise directly from my participation in the Yuba College Veterinary Technology Program.

Pregnancy Due Date: \_\_\_\_\_

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## HONOR CODE PLEDGE

Yuba College Veterinary Technology Program promises to create a professional environment that fosters excellence where the entire College community works together with integrity and cares for others.

Expectations by students of the programs include:

### **EXCELLENCE**

- I will perform at the highest level that I can.
- I will be the best that I can be.

### **INTEGRITY**

- I will commit myself, even in the face of adversity to the five fundamental values of: honesty, trust, fairness, respect, and responsibility.
- I commit myself to academic honesty and integrity in the classroom and clinical setting at all times.
- I will take responsibility for what I say and do.

### **CARING**

- I will demonstrate a commitment to the attributes of compassion, empathy, altruism, responsibility and tolerance.
- I will demonstrate caring behaviors at all times.
- I will respect individual diversity through a non-judgmental attitude and approach.

### **ADAPTABILITY**

- I will be flexible and adapt to change when needed.
- I will work to become a creative problem solver.

### **RESPECT**

- I will not tolerate discrimination.
- I will contribute to creating a safe and supportive atmosphere for teaching and learning.
- I will regard privacy and confidentiality as core obligations.
- I will communicate with peers, staff, and faculty in a professional and respectful manner.

Today, I am beginning a career as a professional, which means accepting the responsibilities and unique privileges of that profession. These include monitoring my interactions and behaviors and using self-reflection in order to challenge myself as I evolve into the role of a professional. I understand that it is a great honor and privilege to study and work in the health profession. I promise to uphold the highest standards of ethical and compassionate behavior while learning, caring for others, and/or participating in educational activities. I will strive to uphold the spirit and letter of this code during my time at Yuba College and throughout my professional career.

**Print Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

## RELEASE OF INFORMATION

Please print your name after the word (I); include your address, phone number and email address, in the space provided. Place a check mark (☑) by all items that may be released, and an (X) for any that may not be released; items with an Asterisk **WILL** be released to the clinical agencies when requested. Note: it is your responsibility to have copies of your CPR card, immunizations, background results and any other records as stated by your program instructor and available for review by Approved Clinical Personnel.

I \* \_\_\_\_\_ give the permission for the Yuba College  
\_Veterinary Technology Program\_\_\_ to release information from my file as indicated  
below:

- ( ) Address \_\_\_\_\_
- ( ) Contact Phone: \_\_\_\_\_
- ( ) Email Address \_\_\_\_\_
- ( ) \*Immunizations
- ( ) Remediation plans
- ( ) All other contents in my file

The above information may be released to:

- ( ) Current Employer
- ( ) Prospective Employer(s)
- ( ) Financial Aid & Other College Programs
- ( ) Grant/Scholarship Committees
- ( ) Accreditation Agencies
- ( ) Other (please specify)

**Print Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

## CONFIDENTIALITY STATEMENT

**NAME OF STUDENT:** \_\_\_\_\_

**IMPORTANT:** Please read the sections below. If you have any questions regarding this statement, please ask them of the faculty member before signing.

As an important part of your Veterinary Technology education at Yuba Community College, you, as a student, will come into possession of confidential information concerning the health care services rendered to patients. All medical information is considered confidential and may not be released except by the client's own authorization or by state and/or federal law.

In the case of education, a student may view confidential information that is pertinent to their studies under the supervision of an instructor. The identity of the patient must be protected and the student must *never* disclose any confidential information linked to the identity of any patient to any person whatsoever for any reason. Illegal disclosure (either intentional or unintentional) includes but is not limited to: (1) verbally discussing confidential information of an identified patient; (2) permitting an unauthorized individual to review a medical record; (3) copying any part of a medical record for an unauthorized individual; (4) making copies of medical documentation for education or research activities without obliterating the client's demographic information; (5) abstracting medical data for education or research activities in which the patient's identity is linked to the data and (6) allowing *any* unauthorized individuals entrance to any specified area in which confidential medical information is kept or stored.

By signing this statement, you, as a student, recognize that the intentional or unintentional disclosure of such confidential information may give rise to irreparable injury to Yuba Community College, its faculty and/or the owner (patient) of such confidential information, and that accordingly, Yuba Community College, its faculty and/or the owner of such confidential information may seek any legal remedies against you which may be available. It is your professional responsibility and duty to protect the confidentiality of all patients medical records with which you are associated.

I have read all of the above sections of this statement and understand them as well as the consequences of any inappropriate actions as set forth in this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## POLICY AND PROCEDURE ACCEPTANCE FORM

PLEASE PRINT:

Name \_\_\_\_\_

SSN \_\_\_\_\_

Address \_\_\_\_\_

Tel. \_\_\_\_\_

Permanent Address (if different from above)

\_\_\_\_\_

Please read the following statements and initial them when you believe you have a complete understanding of all subject matter.

- ( ) I have access to a personal copy of the Program Handbook. I have had an opportunity to read and discuss the material with the Program instructor. By initialing this, I acknowledge that I understand all the material and will comply with it during my enrollment in this program.
- ( ) I understand that any policy changes will be provided to me in writing, and these changes supersede the policies and procedures presented in this Program handbook.
- ( ) In the event there are any changes in my status that might in some way interfere with my standing in the Program, as mentioned in the Program Handbook, I will notify the Program Director immediately; this included any felony or misdemeanor arrests and/or convictions.
- ( ) I understand that this form will be kept in my personal student file. This file contains papers involving Program and is for the use of appropriate college staff and Regulatory agencies. This file maybe reviewed by me by written request and an appointment with the Program Director.
- ( ) As stated in the handbook, I will keep the Program Director informed (in writing) of any changes in address, name or phone number.

**Print Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed Name** \_\_\_\_\_ **Date:** \_\_\_\_\_