COLUMBIA STATE COMMUNITY COLLEGE

VETERINARY TECHNOLOGY PROGRAM



STUDENT HANDBOOK

2026 - 2027

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I. The Veterinary Technology Program Mission Statement

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

II. The Veterinary Technology Program's Primary Goals

The primary goals of the Veterinary Technology Program

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

III. PROGRAM FACULTY

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I. ADMISSIONS POLICY

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

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

II. CONTINUATION POLICY

A. To be eligible for continuation into the following semester – the student must meet the following requirements:
    1. Earn a "C" or better in ALL veterinary technology program courses, AGRI 1020 Introduction to Animal Science, AGRI 1025 Livestock Management, and BIOL 2230 Microbiology
    2. Maintain a GPA of 2.0 or higher
B. Courses and their corresponding prerequisite and corequisite courses must be successfully completed in order. Failure to do so will result in ineligibility for program continuation.

1. VET 112 and AGRI 1020 Introduction to Animal Science must be taken together if AGRI 1020 has not been taken already
2. VET 112 and BIOL 1110 Biology I must be taken together if BIOL 1110 has not already been taken
3. COMM 2025 Fundamentals of Communication and COMM 2055 Argumentation and Debate require that ENGL 1010 English Composition I be taken prior to enrollment
4. To continue into the 3rd semester – VET 102 Animal Anatomy, BIOL 2230 Microbiology, and MATH 1130 must be completed by 2nd semester

III. READMISSION POLICY

A. Criteria for student application for readmission to the program:

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

IV. ATTENDANCE POLICY

A. GENERAL ATTENDANCE

1. The following policies apply to attendance for lecture, laboratory class, clinical rotations, and barn duty
2. ***Attendance in class and at other official appointments is required***
3. ***The student's school schedule is considered a contract and constitutes a series of obligated appointments that must be kept***
4. An explanation of all absences must be given to the course instructor.
5. **Definition of a Tardy:** The student is considered tardy if they arrive after the instructor has started class
6. Persistent unexcused absences or tardiness can lead to the student's dismissal from the program
7. It is the student's responsibility to inform the instructor of any emergency causing an absence from class, lab, or any other required activity. Notification should be made as soon as possible.
8. For an absence to be excused, written documentation from the proper authorities (e.g., doctor, counselor, police, etc) must be submitted to the course instructor and program director within one week of the absence. Documentation submitted after one week will not be accepted and the absence will be considered unexcused.
9. **Examples of Excused Absences (documentation required):**
    - Death in the immediate family
    - Students are hospitalized
    - Student's personal illness
    - Student's child or immediate family member is sick
    - Students have vehicle problems (documentation will include receipts of purchasing replacement parts, auto mechanic invoice, etc)
    - Student's pet has an emergency health situation

B. LECTURE

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

C. LABORATORY

1. Two (2) occurrences of being tardy to lab with no excuse will be allowed per semester. After that, the student will have a 5-point deduction from their final grade in that course for each additional tardy.
2. One (1) unexcused absence will be allowed per semester in lab. After the first unexcused absence, the student will have a 5-point deduction from their final grade in that course for each additional absence.
    - Steps to take if you are going to have a last-minute absence or are tardy for a lab session: Contact your course instructor as soon as possible to alert them of your absence or tardy. You may text and/or email your instructor.
3. Tardiness is unacceptable for lab class. A student being tardy to lab can cause a delay in the beginning of the lab for everyone. For the surgical labs where we are working with live animals – it is very important to be on time for lab.

4. Excused absences from lab may be made up if there is enough notice ahead of time. The student must have the instructor's permission to make up the missed lab class.
5. If the absence is unexcused – it is up to the lab instructor's discretion on how the missed lab will be addressed.
6. Lab time can be made up by attending another lab session if available. Not all labs can be made up nor repeated, e.g., surgery labs. This is why it is so important not to miss your lab classes.
7. The student is responsible for ALL lab materials during the semester.
8. Students needing to leave early from lab must have approval from the lab instructor.
9. Students may not leave lab class until all tasks are completed, lab areas have been cleaned, and the lab instructor has announced that students are dismissed.

D. BARN DUTY

1. Since barn duty involves taking care of live animals that depend on you – you must communicate when you are going to be late or absent. **Communication (text/phone call/email) is expected in all tardy/absence situations.**
2. **Tardiness**
   - If you will be late for barn – communicate with Dr. Anderson plus your classmates that are on shift with you that day.
   - Two (2) occurrences of being tardy less than 10 minutes will be allowed. Any additional tardies will result in a 1-point deduction from your final grade.
     (1) VET 112 for 1st fall semester
     (2) VET 102 for 1st spring semester
     (3) VET 121 for summer semester
     (4) VET 202 for 2nd fall semester
3. **Absences**
   - You are allowed (1) unexcused absence for barn duty.
   - Any additional unexcused absences for barn duty will result in a 1-point deduction from your final grade.

(1) VET 112 for 1st fall semester
(2) VET 102 for 1st spring semester
(3) VET 121 for summer semester
(4) VET 202 for 2nd fall semester

- If you are absent from barn, and give less than 24 hours but have an excused absence – there is no penalty
- If you are absent from barn, and give less than 24 hours' notice and have no excuse for your absence – this will count as an unexcused absence
- If you have more than 24 hours' notice that you will be absent for a barn duty shift – you must do your best to switch shifts with a classmate. If you cannot find someone to switch – please contact Dr. Anderson. If you tried to switch and were unsuccessful AND do not attend barn duty without communicating this with Dr. Anderson – this will count as an unexcused absence.
- Steps to take if you are going to have last minute tardiness or absence: If you had planned on being on time but ended up in a wreck, stopped traffic, car issues, etc – you will need to contact Dr. Anderson and your classmates on your shift

E. CLINICAL ROTATIONS

1. Attendance is required for all clinical rotations
2. ***Any change in clinical schedule, any tardies or absences, making up missed hours and anything else to do with clinical practicum – you MUST document it with an email to Ms. Brie Pruitt***
3. Absence from an assigned clinical shift without prior permission is considered unexcused and will result in grade deduction and disciplinary action.
4. Any time missed must be made up (excused or unexcused).
5. A limit of two (2) unexcused days without documentation will be allowed each semester. Yet these missed hours must be made up. Students are still responsible for communicating with their clinical site in advance of their absence. Students are responsible for communicating with Ms. Pruitt with the date of the missed hours and when the student plans on making up those hours. **The makeup day should be discussed with the clinical site prior to the beginning of the scheduled shift being missed.**

6. **A limit of two (2) unexcused tardies will be allowed each semester. These hours are still required to be made up. Students are responsible for alerting their clinical site and Ms. Pruitt, making them aware they will be late to clinic.**
7. Each student is responsible for letting their clinical site know when they will not be there due to a college holiday, **or non-scheduled times like Fall/Spring Break.**
8. If a student is making up missed hours – they must contact their clinical site prior to making up these hours to make sure they can accommodate you. It is not acceptable to show up at a clinical site at an unscheduled time and date without prior knowledge.
9. If the required number of hours are not completed by the day classes end each semester – the student will receive an "Incomplete" as their grade. Once missed hours are completed – the grade will be changed. Students with an "Incomplete" will not be able to move on in the program or graduate.
    a. If a clinical day is missed, if the student is tardy or if the student must leave early – the following must be done for it to **potentially** be considered an excused absence or tardy:
    b. Immediately contact the clinical site as soon as possible
    c. Immediately contact Ms. Pruitt. Submit email with date and reason.
    d. Submit appropriate documentation supporting the absence (doctors excuse, traffic ticket, etc) as soon as student returns to campus. Documentation will be accepted up to 1 week from the date of absence. The absence will then be considered excused. No documentation will be accepted after 1 week, resulting in an unexcused absence. This unexcused absence will count towards the (2) allowed unexcused absences for the semester.
    e. **No tardy will be excused if contact is made less than 30 minutes prior to shift start, regardless of reasoning.**
    f. I. A grade deduction will be made for each unexcused absence beyond the allowed (2) unexcused absences per semester.
    g. **I. A grade deduction, plus disciplinary action, will be made if a clinical visit is made, and the student is not at clinic without communication with Ms. Pruitt.**

IV. EXAM MAKE-UP POLICY

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

2. Students are required to communicate with course instructor ahead of scheduled exam date to schedule the exam make-up date and time.
3. If the exam absence is unexcused – there is no opportunity to make up the exam and student will receive "0" for the exam grade

V. DRESS CODE POLICY

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

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

A. SMALL ANIMAL LABS, SURGERY, and CLINICAL ROTATIONS

1. Grade deductions or disciplinary action will be made for failure to wear approved dress or have required materials.
2. Navy blue medical scrubs are required for every student.
3. The student is expected to keep scrubs clean, neat and without wrinkles. Pant bottoms should not drag the floor or show signs of wear or fraying. Rolling the pant legs up is not permitted.
4. The Veterinary Technology Department patch must be sewn to the arm sleeve of the scrub top. Patches must be on student's scrubs prior to starting VET 191 in the summer semester. Patches may not be pinned on or curling up on the corners.
5. The student must wear the issued nametag on the scrub top.
6. No open-toed or open-heeled footwear is allowed.
7. Students must wear matching lab coat/warm up jacket over the scrubs to keep scrub top clean.
8. Only tops approved by the Vet Tech department are to be worn under scrub tops. These tops must be a solid color (white, khaki, or

navy blue) and tucked in at the waist. No print tops with text are to be worn. Turtlenecks are acceptable.

9. To comply with professional appearance expectations of the profession:
   - No visible tattoos are permitted at clinic; Tattoos **must** be covered while students are at their clinical rotations. Visible tattoos are allowed in lab.
   - The student's hair color must be of a natural appearance (no bright or loud colors).
   - For safety reasons, the following are **not allowed,** and grade point deductions will be made for failure to comply:
     (1) Long fingernails,
     (2) Jewelry such as bracelets, rings and necklaces. (wristwatch and small stud earrings are allowed)
     (a) Visible body piercings are allowed in lab but must be replaced with a clear retainer for clinics and surgery. Only stud earrings are allowed in lab.
     (3) No jewelry is permitted in surgery
   - Students with long hair (shoulder length or longer) must have hair tied back. No hair should fall into your face. No headgear allowed (e.g. caps, hats, open bandanas, protruding hair accessories).
   - The student **should always** have the following items on their person:
     (a) Pen (black or blue only) and Permanent Marker
     (b) Calculator (no phones)
     (c) Bandage scissors
     (d) Name tag
     (e) Dosimetry badge
     (f) Wristwatch (or watch that can measure in seconds)
     (g) Digital rectal thermometer
     (h) Pocket sized notebook
     (i) Stethoscope,
     (j) Nylon slip-type leash

(k) Container to place items in when not in use (tackle box, art case, etc.)

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

B. LARGE ANIMAL LABS and CLINICAL ROTATIONS

1. All items listed above also apply to this category.
2. The student should always have coveralls available for large animal work.
3. Short sleeve coveralls in neutral colors only (navy blue, brown, grey, black).
4. Students may wear nice jeans/khaki pants and scrub top tucked in
5. Hard soled boots that cover the ankle, cowboy boots or rubber boots
6. Students should have scrubs, rubber boots, and coveralls available at all times.
7. Students are required to wear name tags at these facilities.
8. Dosimetry badges should be readily available but do not have to be worn at all times in large animal clinical rotations.
9. Students assigned to mixed-animal practices should keep coveralls and boots available at all times.

10. Students should be aware that lab class at CSCC may consist of "spur-of-the-moment" large animal work and the above items should be ready for use if needed.

11. No tennis shoes are allowed at large animal facilities.

12. All required equipment (including dosimetry badge) should be on you or readily available.

C. BARN DUTY

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

D. CLASSROOM/LECTURE

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

1. The shirt must cover the entire torso

2. Shorts, skirts and dresses must have an appropriate inseam

3. No offensive language or artwork displayed on clothing

4. Pajamas are not considered street clothes

5. Clothing must be appropriately fitting

6. Distractive apparel will result in the student being dismissed from class and receiving an unexcused absence.

VI. GRADING SCALE POLICY

A	92 – 100
B	83 – 91
C	75 - 82
D	65 - 74
F	<65

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

VII. ACADEMIC DISHONESTY POLICY

A. Academic dishonesty violations may result in the student's dismissal from the Veterinary Technology Program.
B. Students violating academic dishonesty guidelines will be reported to the program director of Veterinary Technology. The appeal process is outlined in the Columbia State catalog/student handbook.
C. Academic dishonesty will be defined according to the guidelines of the Columbia State Community College Student Handbook. In addition, the following will be considered academic dishonesty:
   1. Falsifying clinical competency checklists,

2. Falsifying clinical time sheets,
3. Falsifying absence/late records,
4. Failure to adhere to the confidentiality of client records, hospital records, or other hospital information,
5. Communication of any form with classmates concerning exam content.

D. For all exams – all electronic devices including phones, watches, tablets, and laptops must be put away. They are not to be on your desk. Phones and watches will be placed at the front of the classroom. All devices are to be silenced including no vibration.

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

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

VIII. DISCIPLINARY ACTION POLICY

A. The student is expected to adhere to all program, institutional and clinical affiliate policies and regulations. Failure to do so will result in disciplinary action as outlined in this section. The nature and severity of certain acts of misconduct have been determined to justify immediate dismissal from the program without progressive discipline (refer to page 28 for Grounds for Immediate Dismissal).

B. Students are subject to disciplinary action for any of the following offenses in addition to those already listed in the Student Policy Manual:

1. Unprofessional or unethical conduct.

2. Insubordination.

3. Misconduct that endangers the health or safety of another person.

4. Misconduct that endangers the health or safety of an animal.

5. Violation of any of the disciplinary offenses listed in the Columbia State Community College Student Handbook.

C. Students violating certain rules may be removed from the classroom or lab by program officials. If students refuse to leave a classroom, lab, or building when asked, college security and/or local law enforcement officers will be called.

D. In the event of alleged negligence, violation, or misconduct, the program director shall consult with the student to explore the nature and extent of the student's negligence, violation or misconduct. Procedures and steps for progressive discipline are as follows:

1. <u>First Incidence of Violation or Misconduct:</u>

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

2. Second Incidence of Violation or Misconduct:

Should a second incidence of violation be suspected, the program director shall notify the student, both orally and in writing, within 5 working days of discovery of the violation and provide for a committee hearing to determine the validity, nature and extent of the violation. This committee shall meet within 14 working days of discovery of the violation and shall be made up of program officials and representatives from involved clinical affiliate(s), if applicable. This committee shall, upon determination of violation, make decisions regarding a probationary period. The student shall be notified of the length of the probationary period and his/her record will be reviewed at the end of the period. The probation may be lifted if no further violations occur. Depending on the nature of violations, program officials reserve the right to notify clinical affiliates of the probationary status and/or conditions of the probation. In all cases, a second letter will be written to the student within 5 working days of the hearing, with distribution to the Dean of Health Sciences and as part of the student's program record. A second incident of violation or misconduct will again be determined by program faculty and may result in more significant consequences.

3. Third Incidence of Violation or Misconduct:

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

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

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

IX. GRIEVANCE POLICY

A. If a student has a grievance concerning an evaluation, grade, scheduling, or other matters of departmental policy, the student will be given the opportunity for a due-process hearing with the department. The procedure will be as follows:

1. Submit the grievance in writing to a program official.
2. A meeting will be held with the following in attendance: Veterinary Technology Program Director, Veterinary Technology Instructor, and person submitting the grievance.
3. The grievance will be reviewed and a written record created by the Program Director.
4. If the matter remains unresolved, the student should refer to the grievance procedure outlined in the Columbia State Community College Student Handbook.

X. CONDUCT AND PROFESSIONAL BEHAVIOR POLICY

A. Students should demonstrate progress in the development of interpersonal skills appropriate for the classroom, laboratory, and clinical settings.

1. Conflict and crisis resolution without emotional outburst,
2. Maintain a positive attitude in communicating with fellow students, technicians, and doctors,
3. Courtesy and concern for fellow students, staff, patients, and clients
4. Assumption of responsibility for actions,
5. Promotion of common goals and avoidance of disruptive behavior
6. Assertive behavior when appropriate,
7. Demonstration of initiative and assumption of responsibility for completion of routine tasks,
8. Student/Instructor conferences are confidential and not to be discussed with classmates/others.

B. Professional behavior includes:
   1. Attention to personal appearance,
   2. Attention to cleanliness,
   3. Support of and loyalty to Veterinary Technology as a profession,
   4. Support of and adherence to departmental and clinical policies,
   5. Cooperation with fellow students, faculty, and clinical site staff,
   6. Respect for client and patient interaction and confidentiality,
   7. Maintenance of composure, no emotional outbursts,
   8. Maintenance a positive attitude and courteous behavior with instructors & clinical staff

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

D. Expectations for professional behavior and student conduct extend to social media conversations between students or others and must be compliant with program guidelines.

E. Be pleasant and polite; no offensive language or confrontational behaviors.

F. Adhere to rules of confidentiality. Pictures from clinical sites and lab activities are considered confidential and not to be shared.

XI. CELL PHONE POLICY

A. **Cell phone usage of any type is not permitted in class, laboratories, or clinical rotations except on permitted breaks.** All phones are to be put away – not visible on your desk, put away in your backpack, etc. All phones are to be silenced, including silenced WITHOUT vibration.
   1. **First Occurrence:** If a student's cell phone disrupts the learning environment within the classroom, the student will receive a verbal warning.
   2. **Second Occurrence:** If a student's cell phone disrupts the learning environment within the classroom a second time, the student will be dismissed from class and receive an unexcused absence.
   3. **Repeated Offenses:** If further incidences occur with cell phone usage – it will result in disciplinary action and possible point deduction from final grade.

B. **ANY** use of a cell phone during class, lab or at your clinical rotation site is a willful violation of program policy and will result in immediate disciplinary action.

C. Students are not to call instructor phones during holidays, weekends, or after hours to discuss information about assignments or other non-emergency school-related issues. The only exception is an animal emergency on Columbia State Community College property.

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

XII. SOCIAL MEDIA

A. Program and institutional expectations for professionalism, confidentiality, and mutual respect extend to Internet and social networking settings. Disciplinary action and grade consequences may be applicable to inappropriate "virtual" behavior.

B. There are to be no social media posts that include any animal patients without instructor, clinical site, or pet owner's approval.

C. There are to be no pictures taken during lab without the lab instructor's permission

XIII. BARN DUTY POLICY

A. Part of being a student in the veterinary technology program - each student is required to participate in barn duty. Barn duty entails taking care of the animals that are housed at the barn here on the Columbia campus. Barn duty is required during the first 3 semesters of the program.

B. Students will sign up for a pre-determined number of time slots for barn at the beginning of each semester. Sign-ups take place online, first-come, first-served.

C. There are no exceptions/considerations for employment or extracurricular activities.

D. No student may start barn duty alone. No one is to work with the barn animals without additional people present.
E. The above-listed rules are subject to instructor change anytime during the semester(s) and will be announced to the class promptly.
F. No student is permitted to be at the barn alone.
G. No family, friends or personal pets are allowed in the barn or the surrounding pastures.

XIV. CLINICAL ROTATION POLICY (CLINICAL PRACTICUM)

A. Clinical rotations will begin in your 3rd semester (summer). It will continue for the 4th and 5th semesters. Third semester is VET 191, fourth semester is VET 192, and fifth semester is VET 193.
B. Prior to starting VET 191, there will be a formal orientation scheduled by Ms. Pruitt.
C. Clinical sites are assigned for the entire semester by the Veterinary Technology Program clinical coordinator at the beginning of each semester. In the final semester – the student is allowed to pick where they would like to rotate for the semester.
D. Full day (8 hrs): 8 am to 5 pm (1-hour lunch)
E. Schedule changes are considered only in extreme hardship situations as determined by program officials.
F. Clinical site assignments attempt to choose a facility based on its proximity to the student's place of residence.
G. The DVM or licensed technician on duty at the clinical site will evaluate the student's performance.
H. The student's course grade is calculated by Veterinary Technology program officials and is based upon results received from the clinical rotation evaluation form.
I. If verbal or written comments by clinical evaluators contradict the numeric score on the *Student Clinical Evaluation Form*, faculty will investigate and adjust the scores if warranted.

J. Validated complaints and/or violations of policy documented by clinical evaluators may warrant the loss of a letter grade and the next step in the disciplinary process (first, second, or third incidence).
K. The clinical affiliate reserves the right to ask any student to leave the premises for failure to comply with clinical policies. Dismissal from a clinical affiliate may be grounds for immediate dismissal from the program.
L. The student may not have guests or visitors (e.g. friends, family, or children) on the premises during clinical rotation assignments. **Taking pets to clinical rotations is prohibited!**
M. If the student has a conflict regarding the clinical site, concerns should be discussed with the clinical supervisor and the CSCC instructors only. Matters regarding the clinical site are strictly confidential and should not be discussed with outside sources or classmates. Failure to comply with this may result in the next step in the disciplinary process (first, second or third incidence).
N. During clinical rotations the student should follow the direct orders from assigned supervisors. Caution is advised when entering non-supervised areas of the clinic/facility.
O. The student is required to report any inhumane treatment of animals, improper conduct of employees, harassment (etc.) to program director and/or clinical supervisors immediately.
P. No pictures shall be taken at rotation sites unless permission is given by the client and clinic staff.
Q. Students are not allowed to handle controlled substances without supervision of a licensed veterinary technician or veterinarian.

XV. GROUNDS FOR IMMEDIATE DISMISSAL

A. The Grounds for Immediate Dismissal are listed below. The nature and severity of these acts of misconduct have been determined to justify immediate dismissal from the program without progressive discipline. A student may be dismissed from the program at any time during enrollment for violation of any one of the grounds listed.

1. Failure to earn the minimum required grade (below a “C”) in any Veterinary Technology course, AGRI 1020, AGRI 1025, and BIOL 2230.
2. Insubordination (includes disobedience, defiance, unruliness, noncompliance, and rebelliousness).
3. The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances. (Possession of alcohol or controlled substances for personal consumption on campus or at a clinical site).
4. Failure to accomplish clinical assignments and objectives.
5. Unprofessional or unethical conduct.
6. Any form of Academic Dishonesty (see page 16). Dismissal from a clinical affiliate for violations of policies and regulations or misconduct.
7. Leaving clinic without permission for non-emergency situations.

B. These, or any acts of misconduct, which endanger the safety, health, or well-being of another or an animal, may result in immediate dismissal from the program without warning.

C. In all cases, the student will be apprised of the right of due process of appeal as provided by the college in the Student Handbook and outlined in the Veterinary Technology Student Policy Manual.

XVI. RABIES POLICY

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

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

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

XVII. SAFETY POLICY

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

A. Students are required to carry personal health insurance during enrollment in the Veterinary Technology Program at Columbia State Community College.
B. Columbia State Community College and the Veterinary Technology Program are not responsible for the cost of emergency room treatment or hospital expenses resulting from injury to a student by an animal (or otherwise) while a student is performing barn duty, participating in lab sessions, or performing clinical rotation assignments.
C. Injury may occur to the student if the animal's paw, nail, or tooth is caught on jewelry.
D. Students must not operate electrical appliances while standing in or near water.
E. Students are encouraged to wear rubber gloves, eye protection, and ear protection when cleaning kennels and cages.
F. Students must wear appropriate apparel and footwear when
G. Concerning Radiography:
    1. The student must wear protective lead shielding (e.g. apron, gloves, and thyroid protector) when performing radiographic procedures.
    2. The student's current radiation dosimetry monitor must be attached on the outside of the thyroid shield/lead apron. Monitors must be worn during all radiographic exposures.
    3. Faculty must be present when students are operating the x-ray machines and exposures are being made.
H. Students must attend a demonstration of the eye-wash station in the lab and barn area.

I. Students attacked by a large aggressive dog are instructed to cover the throat area using hands and arms and lie in a fetal position if escape or other means of self-defense are unavailable.

J. Concerning Equines:
    1. The student performing procedures on horses must remember to remain close to the animal to minimize the injury potential of a kick. Students should remain beyond kicking range if remaining in close proximity is out of the question.
    2. The student must use a halter and lead rope when grooming or restraining horses.
    3. The student must not hold the halter of a rearing horse.

K. Proper protection (e.g. facemask or other eye protection and gloves) is required when performing dental prophylaxis.

L. The student is expected to adhere to the "Policy of Universal Precautions" when there is potential exposure to human bodily fluids. This policy can be found at: Policy of Universal Precautions link

M. Students are encouraged to keep a current status for tetanus vaccination.

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

XVIII. AGGRESSIVE ANIMAL POLICY

A. The Veterinary Technology Program does not accept aggressive animals for teaching purposes. Any animal exhibiting aggression will not be utilized for teaching purposes.

B. In the event an animal begins to show signs of aggression, the program director is allowed to determine if utilization of the animal is permitted.

C. All student-animal interactions during laboratory procedures are overseen by program officials.

XIX. ANIMAL BITE & SCRATCH POLICY

A. The Veterinary Technology Program and Columbia State are not responsible for the cost of emergency room treatment or hospital expenses resulting from injury to a student, as indicated on p.27 in Safety Policy section of handbook.
B. In the event a bite or severe scratch occurs, the student is to alert program staff of what happened. Immediately after the injury, wash the wound(s) and apply a bandage if necessary. An accident form will be filed with the Health Sciences department and put on file.
C. In some instances of injury, students may be advised to seek medical attention, but the decision is completely up to the student.

XX. PERSONAL PETS:

A. In the veterinary technology program – we often utilize student's pets for teaching purposes on a voluntary basis. In the fall and spring semesters for VET 202 and VET 203 surgery labs – we use students' pets for spay, neuters, and dental prophies.
B. Program officials cannot guarantee all students will be able to have surgery done on pets. Surgery appointments are made on a first-come, first-serve basis, with consideration for learning/instructional needs. No surgery is done on students' pets during the summer semester. The pet must belong to the student or the student's immediate family.
C. As time permits – your pet may come to school to be seen for minor ailments. **Prior approval by Dr. Anderson is required for your animal to be seen.** Your pet will not be seen and will not be able to be in the building without approval from faculty.
D. Animals brought to the SRTC Building will be placed in a cage with a cage card stating: Name of animal, Name of owner, Date, & reason for appointment.

E. An animal who barks or becomes loud may be moved to the outdoor kennel area.
F. **The student is responsible for cleaning the cage/run at the conclusion of the day. If a student fails to do this may not be able to bring their animal again.**
G. If the above steps are not followed – can result in grade deduction or disciplinary action.
H. **All pets must be current on their rabies vaccination.** You must bring proof of recent rabies vaccination with your pet to school.

XXI. PREGNANCY POLICY

Students enrolled in the Veterinary Technology program are instructed in proper safety precautions including personnel radiation safety and monitoring with an emphasis on student protection. Due to the comprehensive nature of the program, the hands-on animal skills required, and the importance of maintaining a clinical schedule without interruption, students enrolled in this program are strongly encouraged **NOT** to become pregnant during the five semesters of education.

A student who believes she is pregnant may voluntarily declare her pregnancy by requesting a Declaration of Pregnancy form from program officials and is advised to declare early in pregnancy. Upon declaration, a second personnel radiation-monitoring device (fetal monitor) is provided for the duration of the pregnancy, or the student "undeclares" her pregnancy in writing.

A student who chooses to declare pregnancy has three options:

Option #1: Continue in the program with modification (to avoid potential areas of radiation exposure) to schedules. In this instance, the student is responsible for informing clinical staff as needed. The student will not be able to graduate until all courses and essential skills are completed. A grade of "I" (incomplete) may be awarded if requirements for a course are not completed. This may delay completion of the program for the student. **If the student chooses, she may submit a written withdrawal of declaration of pregnancy (undeclaration) at**

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

Option #2: Continue in the program without modification to schedules. In this instance, the student is completely responsible for the radiation safety of the embryo/fetus and any incidents which could occur handling small and large animals. The program, college, nor any clinical education affiliate are responsible for the safety of the fetus. The student will not be able to graduate until all courses and essential skills are completed. A grade of "I" (incomplete) may be awarded if requirements for a course are not completed. This may delay completion of the program for the student. **If the student chooses, she may submit a written withdrawal of declaration of pregnancy (undeclaration) at any time during the pregnancy. The program will no longer provide a fetal monitor or make any modifications to the clinical schedule.**

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

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

XXII. MISCELLANEOUS POLICIES

A. Educational goals and achievement for each student must be a top priority. **Employment/outside activities will not be a reason for:**
    1. **Missing or Rescheduling Classes/Labs/Clinical rotations**
    2. **Tardiness**
    3. **Leaving early**
    4. **Missing barn duty**
B. The student is responsible for contacting the instructor if additional help is needed in any Veterinary Technology course.
C. The student is responsible for contacting the instructor concerning a grading error.

D. The student should adhere to the Occupational Safety and Health Association (OSHA) regulations pertaining to veterinary medicine.
E. The student should refrain from having personal conversations during class presentations, guest lecturers, and lab exercises.
F. A student engaged in personal conversations may be asked to leave and is required to follow the make-up policy for work missed.
G. **Sleeping during class and lab will not be tolerated.**
H. A student sleeping during class may be asked to leave and receive an unexcused absence
I. The student is expected to clean up after all lab and other appropriate course-related activities.
J. Students finding a situation in need of cleaning are expected to do so regardless of who caused the mess.
K. No animals will be permitted in the surgical area except the patient.
L. **Personal pets are allowed in the building but must have prior instructor approval:**
    1. **Pets are not allowed in the barn or on barn grounds.**
    2. **Pets are to be on a leash when brought into the SRTC Building or onto college property.**
    3. **Pets are not to be in the classroom during lecture or lab.**
M. Visitors are not allowed within the barn at any time
N. Electronic devices used by students are subject to faculty inspection to determine appropriate use.
O. Students are responsible for conducting a degree audit of academic progress periodically to ensure staying on track for degree completion within the five-semester frame. Coursework from other institutions transfers for credit only if the required minimum course grade is met.
P. Keep a copy of the class contact list with you at home and in the car readily available.
Q. The desktop teaching computer in HS 104 is not for student use. Students are to use the student laptop located in HS 104 or computers in designated computer labs. Columbia State students are expected to be able to produce a valid student ID upon request by faculty/staff/employees.
R. Recording of learning activities is allowed only with faculty permission and is to be used for educational purposes by individual students. When

recording is permitted, all students should be aware voices/images might be captured during this process. No portion of instructional recordings may be reproduced or published by students.

XXIII. GENERAL INFORMATION

A. EMAIL COMMUNICATION

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

B. WITHDRAWALS

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

C. IACUC and USDA INSPECTIONS

1. The Veterinary Technology Program is committed to the humane and ethical care and use of animals in teaching and learning activities. The Institutional Animal Care and Use Committee (IACUC) oversees the institution's animal care and use program and reviews activities involving animals to ensure they are conducted in accordance with applicable laws, regulations, and institutional policies. Students participating in activities involving animals are expected to follow all IACUC-approved procedures and animal care protocols.
2. The United States Department of Agriculture (USDA) provides regulatory oversight of institutions and facilities covered by the Animal Welfare Act. USDA inspections may be conducted to evaluate compliance with

federal requirements related to animal care, housing, handling, and use. Students are expected to cooperate with inspection activities and follow all program and institutional policies regarding the care and use of animals.

D. AMERICANS WITH DISABILITIES POLICY

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

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

E. BASIC NEEDS

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

Success in this program depends heavily on your health and well-being. Stress is an expected part of the college experience. However, stress can be compounded by unexpected setbacks and life changes outside the classroom. Please feel free to reach out to us about difficulties you may be facing before they become too significant for you to overcome. The college

has many resources available to help you and we welcome an opportunity to help you in achieving school/work/life balance.

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

F. EMERGENCY SITUATIONS

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

G. INCLEMENT WEATHER

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

XXIV. TBR GUIDELINE P-080

Discrimination and Harassment Complaint and Investigation Procedure: This Tennessee Board of Regents guideline provides for investigation and resolution of complaints of discrimination or harassment on the basis of race, color, religion, creed, ethnic or national origin, sex or sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran,

genetic information and any other category protected by federal or state civil rights law. Any student or employee who believes s/he has been subjected to, or is aware of, discrimination or harassment, should use the procedure for reporting and resolution of discrimination or harassment complaints. Students and employees are required to be knowledgeable of policies and guidelines, report suspected violations to the Director of Human Resources, and cooperate with investigations. Employees or students found to have violated this Guideline are subject to disciplinary action including dismissal, termination, or other appropriate sanctions. A link to this guideline and a complaint form is on myChargerNet (myCN).

XXV. ADDITIONAL INFORMATION

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

Veterinary Technology Program

Class Schedule

Fall Semester – First Year

VET 112: Intro to Vet Tech - Tuesday and Thursday Lecture from 8:00 am - 9:20 am.
ONE lab section – Tuesday 9:30 – 12:30 OR 1:30 – 4:30 OR Thursday 9:30 – 12:30

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	8 – 9:20 Lecture		8-9:20 Lecture	
	9:30 – 12:30 Lab		9:30-12:30 Lab	
	1:30-4:30 Lab			

Spring Semester – First Year

VET 102: Veterinary Anatomy - Tuesday and Thursday Lecture from 8:00 - 9:20 am.
ONE lab section Tuesday 12:30 to 3:30 OR Thursday 12:30 to 3:30
Another lab section may be added if numbers continue to increase

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	8 – 9:20 VET 102 Lecture		8-9:20 VET 102 Lecture	
	12:30 - 330 VET 102 Lab		12:30-3:30 VET 102 Lab	

Summer Semester – First Year

VET 121: Veterinary Patient Care & Management
VET 201: Veterinary Medical & Surgical Nursing I
VET 113: Diagnostic Procedures

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Lab OR Clinic	8 – 9:20 VET 121 Lecture	Lab OR Clinic	8-9:20 VET 121 Lecture	Lab OR Clinic
8:00 – 3:00 VET 201 Lab	9:30 – 11:25 VET 113 Lecture	8-5 clinic with 1 hour for lunch	9:30 – 11:25 VET 113 Lecture	8-5 clinic with 1 hour for lunch

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3:05 – 5:15 VET 113 Lab	1:00 – 2:55 VET 201 Lecture		1:00 – 2:55 VET 201 Lecture	

- *You will do two full days at clinic 8-5 and one full day of lab.*

Fall Semester – Second Year

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Lab OR Clinic	8 – 9:20 VET 202 Lecture	Lab OR Clinic	8-9:20 VET 202 Lecture	Lab OR Clinic
7:45 am – 3pm VET 202 Lab	1:00 – 2:50 VET 251 Lecture	8-5 with 1 hour for lunch	1:00 – 2:50 VET 251 Lecture	8-5 with 1 hour for lunch

- *You will do two full days at clinic 8-5 and one full day of lab.*

Spring Semester – Second Year

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Lab OR Clinic	9:30 – 10:50 VET 203 Lecture	Lab OR Clinic	9:30 – 10:50 VET 203 Lecture	Lab OR Clinic
7:45 am – 3pm VET 203 Lab		8-5 with 1 hour for lunch		8-5 with 1 hour for lunch

- *You will do two full days at clinic 8-5 and one full day of lab.*

Veterinary Technology Program Textbook List

First Year Fall Semester:

McCurnin's Clinical Textbook for Veterinary Technicians, 11th ed. **(entire program)**
Oreta M. Samples
ISBN # 9780323936514
Elsevier Publishing

Veterinary Medical Terminology, 4th ed.
Dawn E Christenson
ISBN #978-0443284335
Elsevier Publishing

Essential Clinical Procedures for Veterinary Technicians
Kristin Loy
ISBN# 978-1-68135-748-5
Bluedoor Publishing

Recommended text for additional studying, not required:
Workbook for McCurnin's Clinical Textbook for Veterinary Technicians, 11th ed.
Oreta M. Samples
ISBN # 9780443117091
Elsevier Publishing

First Year Spring Semester:
Clinical Anatomy and Physiology for Veterinary Technicians, 4th ed.
Thomas Colville, Joanna M Bassert
ISBN # 9780323793414
Elsevier Publishing

Recommended text for additional studying, not required:
Laboratory Manual for Clinical Anatomy and Physiology for Veterinary Technicians, 4th ed.
Thomas Colville, Joanna M Bassert
ISBN # 9780323826341
Elsevier Publishing

First Year Summer Semester:

Laboratory Procedures for Veterinary Technicians, 8th ed.
Kristin J. Holtgrew-Bohling

ISBN # 9780443117169
Elsevier Publishing

Diagnostic Parasitology for Veterinary Technicians, 6th ed.
Charles M Hendrix, Ed Robinson
ISBN # 9780323831031
Elsevier Publishing

Diagnostic Imaging for Veterinary Technicians, 2nd ed.
Margi Sirois, Joshua M. Schlote
ISBN # 978-1643865188
Bluedoor Publishing

Recommended text, not required:

Workbook for Laboratory Procedures for Veterinary Technicians, 8th ed.
Kristin J. Holtgrew-Bohling
ISBN # 9780443117114
Elsevier Publishing

Second Year Fall Semester:

Anesthesia and Analgesia for Veterinary Technicians, 6th ed.
John A Thomas and Phillip Lerche
ISBN # 978-0323760119
Elsevier Publishing

Applied Pharmacology for Veterinary Technicians, 6th ed.
Lisa A. Martini-Johnson
ISBN# 9780323680684
Elsevier Publishing

Second Year Spring Semester:

No additional required textbooks, recommended book:

Review Questions and Answers for Veterinarian Technicians, 6th ed.
Heather Prendergast
ISBN #978-0-323-31695-8
Elsevier Publishing

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

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

Policy Manual Signature Page

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

_____ _____
Student (Printed Name) Date

_____ _____
Student Signature Date

_____ _____
Program Director Signature Date

Submit signed “Policy Manual Signature Page” to:

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