

ATHENS TECHNICAL COLLEGE
VETERINARY TECHNOLOGY PROGRAM
POLICIES & PROCEDURES MANUAL

**AN ADDENDUM
TO THE**

Athens Technical College
CATALOG & STUDENT HANDBOOK

TABLE OF CONTENTS

<u>Page</u>	<u>Topic</u>
2	Table of Contents
3	Note to Student
4	Statement of Purpose
5	Essential Functions List (Technical Skills)
6	Curriculum Outline
7	Estimated Expenses - Overview
8	Estimated Expenses by Course
10	Admission
10	Transfer Students and Credit Requests
11	Advisement & Registration
11	Academic Progress
16	Academic Calendar
16	Health & Safety: Physical Examination
16	Health & Safety: Vaccinations
18	Health & Safety: Health Insurance
19	Health & Safety: Radiation Safety
19	Health & Safety: Pregnancy
20	Uniforms/Equipment/Supplies
22	Malpractice/Liability Insurance
22	Transportation & Parking
23	Communication Devices & Social Media
23	Attendance Policies
26	Financial Aid
26	Scholarships
27	Student Organizations & Affiliate Memberships
27	Policies Concerning Animals
31	Policies & Procedures Signature Form <i>(student must sign & date)</i>
33	Career in Veterinary Technology Form <i>(student must sign & date)</i>
35	Drug Testing/Felony Background-Check Form <i>(student sign & date)</i>

NOTE TO THE STUDENT

The Athens Technical College (ATC) Veterinary Technology (VT) curriculum is fast-paced and highly integrated. For this reason, a specific course sequence for completion of the program has been designed to insure each student acquires the skills needed to be successful in this career in a timely fashion. Courses are offered only during regular business hours (though there may be some evening and weekend activities linked to some courses); to successfully complete the course objectives, a full-time academic commitment is necessary.

To be successful in the program, students must learn *time management* skills at a very early stage. In general, students should schedule three hours of preparation, study and review time for every one hour of lecture instruction and one hour of preparation, study and review time for every one hour of laboratory instruction. This may seem difficult to do at first, but it is optimal for the highest level of success in the curriculum.

In addition, students in the program should avail themselves to the many *services* available on the ATC campus. Career counselors, individuals who will help you work through personal crises, and the academic support center for tutoring in any general education course are available to all students. Your classmates, program students in the class ahead of you and even program alumni are available to help you be successful in your studies. Finally, do not hesitate to seek assistance from your program faculty. View your instructors as a resource and be aware that they “stand ready” to assist you. The veterinary technology instructors believe that the student is the reason we are here. Never forget, however, that you play a very important part in your own success. **Learning is an active process, in which the learner must do the learning.**

Program success is all about preparation, dedication, and commitment. But *attitude* is just as important as skill acquisition. Without kindness and caring, you may be an excellent healthcare provider, but not an excellent veterinary technician. The animal needs you, the owner needs you, and your colleagues need you to be a team player and pursue the best in all you do. So do your best to be technically talented and professionally courteous at all times, feel good about yourself and what you have accomplished as you end each day and embrace the new challenges tomorrow will bring.

Also, a word about animal use in the teaching program: The veterinary technology program does not house animals on campus. Hands-on animal experience is obtained through local animal shelters and humane societies, participation in training events at the University of Georgia’s College of Veterinary Medicine, University of Georgia Animal Science production facilities, private hobby farms, and other locales. All students are expected to participate in the care, handling, and nursing management of a wide variety of species including small, large, exotic and laboratory animal species. Cadavers, preserved, and unpreserved animals and animal tissues will be used during the training program. Though it is rare, in some instances animals may be euthanized during teaching laboratories, however, the program adheres to the policies and procedures outlined in the Animal Welfare Act at all times when using animals for training purposes.

Veterinary Technology Program: Statement of Purpose

Mission Statement:

Athens Technical College (ATC), a unit of the Technical College System of Georgia (TCSG), provides educational programs and services through traditional and distance education methods to foster lifelong learning, facilitate workplace success, and promote economic development.

The ATC Veterinary Technology Program provides instruction in the essential concepts and skills defined by the American Veterinary Medical Association's Committee on Veterinary Technician Education and Activities (AVMA-CVTEA) as those needed to become entry-level veterinary technicians in clinical positions that may include any area in the full spectrum of veterinary medicine (small, large, exotic or laboratory animal nursing).

The program's major objectives are to:

1. Provide the opportunity for its students to gain the knowledge and skills that will allow them to secure gainful employment as veterinary technicians upon graduation.
2. Adequately prepare its students for successful completion of the Veterinary Technology National Examination (VTNE) upon graduation.
3. Provide the veterinarians and related industries in the State of Georgia with qualified graduates to employ as veterinary technicians who can contribute to the economic development and growth of those businesses.

The program's secondary objectives are to:

1. Provide its students with an appreciation for the field of veterinary technology as a profession and their responsibilities as professionals.
2. Provide the tools and skills necessary to remain current in the field of veterinary technology including computer, library and research skills and to instill in the students a desire to regularly continue the learning process through continuing education.
3. Provide graduate veterinary technicians with opportunities for continuing education in their chosen fields.

ESSENTIAL FUNCTIONS LIST (TECHNICAL SKILLS) FOR VETERINARY TECHNOLOGY

The Technical College System of Georgia and Athens Technical College have published a Nondiscrimination Statement that may be accessed at www.athenstech.edu. This policy is honored by the veterinary technology program.

The purpose of an Essential Functions List (Technical Skills) is to allow students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation.

Veterinary Technology is a career with many different paths. However, an accredited training program has the responsibility to ensure every student is technically competent in the procedures and tasks that are essential to the functioning of a technician in a clinical setting. To this end, the veterinary technology faculty members have developed the following list of essential functions/technical skills that students should be able to perform, with or without reasonable accommodation, at the time of admission to the Veterinary Technology Program:

1. Students must possess sufficient strength, coordination, mobility, and manual dexterity to perform the following procedures accurately, safely and efficiently:
 - a. Be physically capable of handling equipment and animals up to 50 pounds of weight.
 - b. Move, reach, manipulate and operate equipment and controls.
 - c. Access supply and storage areas.
 - d. Enter, maneuver in, and quickly exit cages, stalls, and other animal handling areas (may involve stooping, kneeling, crawling and/or climbing).
 - e. Move between animal holding facilities, treatment areas and surgical suites without physical impairment.
 - f. Spend prolonged periods of time walking, standing, sitting, crawling and bending.
 - g. Reach, push or pull animals or equipment in confined areas.

2. Students must be able to demonstrate the following abilities:
 - a. Normal natural or corrected visual and auditory acuity to allow for patient assessment at a distance.
 - b. Tolerance of high volume areas (examples: dog kennels, swine facilities).
 - c. Recognition of signals, alarms, emergency signals, and voices while in animal care or treatment facilities and while wearing protective garb.
 - d. Recognition of the presence of fire, gas, or toxic reagents for maintaining clinic and patient safety.

3. Students must possess the following skills:
 - a. Critical thinking and problem solving skills to assess patient status and response to therapy.
 - b. The ability to perform multiple tasks simultaneously.
 - c. Reading and writing skills that enable them to assess medical records and treatment plans, make legally-binding notes on patient status and care, and accurately complete log books.
 - d. Computer skills that enable them to input, access, and assess client and patient information as well as perform hospital management tasks.
 - e. Strong and positive interpersonal skills with the ability to interact appropriately with individuals from a variety of social, emotional, cultural and intellectual backgrounds.
 - f. Personal initiative to work independently and with small groups of people.
 - g. Stress management skills to handle stressful situations related to pain, injury, death and dying.
 - h. Initiative and self-motivation to continue life-long learning.

Students with special needs are encouraged to contact the ATC Disabilities Coordinator or Director of Student Support Services in Room H-773 on the ATC Main Campus or by calling 706-583-2728 to schedule an appointment to obtain guidance and assistance.

CURRICULUM OUTLINE:**Veterinary Technology (VT23) Associate of Applied Science****PREREQUISITE COURSES**

ENGL	1101	Composition & Rhetoric	3-0-3
MATH	1111	College Algebra	3-0-3
BIOL	1111	Biology I	3-0-3
BIOL	1111L	Biology I Lab	0-3-1
CHEM	1211	Chemistry I	3-0-3
CHEM	1211L	Chemistry I Lab	<u>0-3-1</u>
			14

YEAR ONE**Fall Semester**

FSSE	1000	First Semester Seminar	3-0-3
VETT	1000	Veterinary Medical Terminology	2-0-2
VETT	1010	Introduction to Veterinary Technology	1-0-1
VETT	1030	Veterinary Clinical Procedures I	3-3-4
VETT	1060	Animal Anatomy & Physiology	<u>3-3-4</u>
			14

Spring Semester

Elective		Fine Arts/Humanities	3-0-3
VETT	1020	Veterinary Clinical Pathology I	2-3-3
VETT	2130	Veterinary Clinical Procedures II	3-6-5
VETT	2160	Pharmacology for Veterinary Technicians	<u>2-2-3</u>
			14

Summer Semester

Elective		Social/Behavioral Science	3-0-3
VETT	1070	Veterinary Diagnostic Imaging	2-3-3
VETT	1110	Veterinary Pathology & Diseases	4-0-4
VETT	2120	Veterinary Clinical Pathology II	<u>2-6-4</u>
			14

YEAR TWO**Fall Semester**

VETT	2210	Laboratory & Exotic Animals for Veterinary Technicians	3-3-4
VETT	2220	Veterinary Practice Management	3-0-3
VETT	2230	Veterinary Anesthesiology & Surgical Procedures	<u>3-6-5</u>
			12

Spring Semester

VETT	2300	Veterinary Technology Clinical Internship	<u>0-36-12</u>
			12

TOTAL			80
--------------	--	--	-----------

Estimated Expenses

The following information is provided to veterinary technology applicants as a guide. **Prospective students should understand that the projected expenses are only estimates and the costs listed are subject to change.** Textbook costs include new, required texts only; students may wish to purchase used textbooks or recommended texts in addition to the required textbooks. Housing, living, and transportation expenses (including parking fees on the UGA campus during those semesters prior to enrollment in VETT 2300) are not included in this estimate.

Standard Fees (per semester):

Registration Fee	\$ 50.00
Instructional Fee	\$ 55.00
Technology Fee	\$ 105.00
Student Activity Fee	\$ 30.00
Parking Facility Fee	\$ 20.00
Campus Public Safety Fee	\$ 25.00
Campus Supply Fee	\$ 40.00
Accident Insurance Fee	\$ 6.00
Tuition	\$ 100.00 (per credit hour; in-state)

* See the ATC Catalog and Student Handbook and/or contact the Office of Admissions for the most recent costs related to standard in-state, out-of-state, and international tuition and fee rates.

Estimated Total Costs (excluding tuition & fees):

General Education Course Textbooks	\$1035.00
Program Expenses (see following pages)	\$4180.00
Graduation	\$ 90.00
VTNE Board Examination	\$ 320.00
State of Georgia RVT Application Fee	\$ 50.00
Optional Memberships	<u>\$ 50.00</u>
	\$5225.00

* While care has been taken in developing this list to ensure accuracy, the costs are estimates only and are subject to change.

Estimated Veterinary Technology Program Costs

Pre-Enrollment Expenses for the Veterinary Technology Program

1.	Physical Examination	\$150
2.	Rabies Vaccine Series	\$1000
3.	Tetanus Toxoid Vaccine	\$75
4.	Uniforms (scrubs, laboratory coat/jacket, shoes, boots, khaki pants)	\$150

Medical Instruments & Supplies – Do not purchase until enrolled in VETT courses

1.	Additional Supplies (clipboard, instrument pouch, watch, etc.)	\$20
2.	Stethoscope	\$100
3.	Official ATC Veterinary Technology Student Nametag	\$15
4.	Laptop Computer with audio/microphone & video/camera	\$500

Veterinary Technology Course Expenses:

VETT 1000

1.	Texts	
	a. Veterinary Medical Terminology	\$70
	b. Dorland's Pocket Medical Dictionary	\$40

VETT 1010

1.	Texts	
	a. Clinical Textbook for Veterinary Technicians	\$115

VETT 1020

1.	Texts	
	a. Laboratory Procedures for Veterinary Technicians	\$80
	b. Diagnostic Parasitology for Veterinary Technicians	\$75
	c. Microbiology for Veterinary Technicians	\$40
	d. Laboratory Manual	\$20

VETT 1030

1.	Malpractice Insurance Fee	\$15
2.	Texts	
	a. Small Animal Surgical Nursing	\$75
	b. Large Animal Clinical Procedures for Veterinary Technicians	\$75
	c. Veterinary Instruments and Equipment	\$50
	d. Case Studies in Veterinary Technology	\$65
	e. Laboratory Manual	\$20

VETT 1060

1.	Texts	
	a. Clinical Anatomy & Physiology for Veterinary Technicians	\$80
	b. Clinical Anatomy & Physiology Laboratory Manual	\$55
	c. Dog Anatomy Coloring Atlas	\$50
	d. Horse Anatomy Coloring Book	\$10
	e. Course Notes & Laboratory Manual	\$30

VETT 1070

1.	Radiation Badge Fee	\$60
2.	Texts	
	a. Radiography in Veterinary Technology	\$75
	b. Laboratory Manual	\$20

VETT 1110		
1.	Texts	
	a. Small Animal Pathology for Veterinary Technicians	\$55
	b. Common Diseases of Companion Animals	\$60
	c. Microbiology for Veterinary Technicians	\$40
VETT 2120		
2.	Texts	
	a. Laboratory Manual	\$20
VETT 2130		
1.	Texts	
	a. Manual of Clinical Procedures in Dog, Cat, & Rabbit	\$60
	b. Small Animal Emergency and Critical Care	\$50
	c. Common Diseases of Companion Animals	\$60
	d. Laboratory Manual	\$20
VETT 2160		
1.	Texts	
	a. Applied Pharmacology for the Veterinary Technician	\$70
	b. Medical Mathematics and Dosage Calculations	\$45
VETT 2210		
1.	Texts	
	a. Assistant Laboratory Animal Technician Training Manual	\$100
	b. Laboratory Manual	\$20
VETT 2220		
1.	Texts	
	a. Front Office Management for the Veterinary Team	\$65
VETT 2230		
1.	Malpractice Insurance Fee	\$15
2.	Texts	
	a. Anesthesia & Analgesia for Veterinary Technicians	\$60
	b. Course Notes & Laboratory Manual	\$30
VET 2300		
1.	Radiology Badge Fee	\$60
2.	UGA ID Fee	\$25
3.	UGA Parking Tag	\$80
4.	Texts	
	a. Review Questions & Answers for Veterinary Technicians	\$55
	b. Veterinary Drug Handbook	\$80

Optional Memberships

1.	SCNAVTA Membership (first year)	\$20
2.	SCNAVTA Membership (renewals)	\$10
3.	NAVTA Student Membership – SCNAVTA Member (annual expense)	0
4.	NAVTA Student Membership – non-SCNAVTA Member (annual expense)	\$25
5.	GVTA Student Membership (annual expense)	\$20

General Policies and Procedures

I. ADMISSION

The admission process for the Veterinary Technology Program is published in the ATC Catalog and Student Handbook. ATC makes every effort to insure that applicants are knowledgeable about the skills needed to be successful in the career of their choice, and to admit applicants to programs of instruction in which they have a reasonable chance to succeed. Essential Skills in the field of veterinary technology are published in this ATC Veterinary Technology Program Policies & Procedures Manual.

Applicants should be aware that the commission of a felony may prevent them from gaining approval for participation in certain veterinary technology training laboratories and/or clinical internships or externships. Either scenario would result in the inability to successfully complete the program. In addition, the commission of a felony may prevent them from obtaining Registration as a Veterinary Technician in the State of Georgia. Registered Veterinary Technicians or applicants for Registration as a Veterinary Technician who falsify documents regarding felony convictions will be subject to disciplinary action by the Georgia State Board of Veterinary Medicine. Questions regarding these policies should be directed to the appropriate governing bodies. **Applicants will be required to sign a document stating they have been made aware of this policy during their admission process.**

Along with criminal background checks, the veterinary state licensing board and our laboratory and clinical partners may require students to complete drug testing prior to participating in laboratories, internships, externships, practicums and/or clinical rotations or at any time during enrollment. The costs associated with said background checks or drug testing will be the responsibility of the enrolled student. Failure to provide a satisfactory background check and/or drug testing sample will prevent the student from attending the laboratory, internship, externship, practicum and/or clinical rotation, and therefore, graduating from the program. **Applicants will be required to sign a document stating they have been made aware of this policy during their admission process.**

II. TRANSFER STUDENTS & CREDIT REQUESTS

Transfer students may enroll in ATC general education courses in any academic semester after being accepted as a student at ATC. Transfer students must comply with all program-specific admission requirements and will be considered for admission to the veterinary technology program only during the regular competitive admission cycle each academic year.

General education courses taken at other accredited institutions will be evaluated for credit at ATC based upon the criteria published in the ATC Catalog and Student Handbook. The decision regarding transfer of general education course credit will be made by the ATC Director of Registration and Records and the Director of Admissions.

Veterinary technology courses taken at an institution offering a veterinary technology or veterinary assisting program that is not AVMA-accredited will not be accepted for transfer credit.

Veterinary technology courses taken at an institution offering a veterinary technology program that is AVMA-accredited may be accepted for transfer credit. The decision regarding transfer of course credit will be made by the ATC Veterinary Technology Program Chair and the Director of Registration and Records in consultation with the Vice President for Academic Affairs. VETT courses taken at any other institution more than two years prior to the admission date will not be considered valid for transfer credit. Transfer students must repeat all VETT courses taken more than two years prior to their admission.

Transfer students seeking credit for veterinary technology-specific courses completed anywhere other than at ATC will be required to arrange for written documentation that lists the AVMA Essential Skills the student successfully completed during enrollment in his/her previous veterinary technology courses and the criteria under which those skills were assessed (as defined by the AVMA). The documentation must be mailed by an official at the previous program of study to the ATC Veterinary Technology Program Chair within 30 days of admission to the veterinary technology program or sooner if the decision regarding transfer credit award must be made in a shorter period of time to meet ATC registration deadlines. Final decisions regarding transferability of veterinary technology courses will not be made until this documentation is received and a reasonable amount of time is allowed for its review. If the student seeks to obtain transfer credit for an ATC course that is specifically linked to the acquisition of certain Essential Skills, and those skills were not successfully completed by the student during enrollment in his/her previous program under criteria similar or identical to the criteria established by the ATC veterinary technology program faculty, the Program Chair will deny the request for transfer credit.

Students seeking to transfer from other institutions offering degree programs in veterinary technology, including other TCSG colleges in Georgia, are hereby notified that they will be required to re-enroll in VETT 1070, 2130, and 2230 on the ATC campus prior to being approved to register for VETT 2300 even if transfer credit for one or more of those courses has been awarded. This requirement is meant to ensure that the student is prepared in matters related to large and small animal handling & restraint, diagnostic imaging, and anesthesia & surgery at the skill level necessary to safely perform assigned duties while completing his/her internship at the University of Georgia's College of Veterinary Medicine-Veterinary Teaching Hospital.

III. ADVISEMENT & REGISTRATION

All students admitted to the veterinary technology program are required to attend the mandatory Veterinary Technology Student Orientation after admission to the program but prior to enrollment in veterinary technology-specific courses. Students will be advised for course registration in their first semester of program enrollment on that date.

Students entering the first year of the program must register for fall classes by 12:00 PM no later than the last day of Late Registration or his/her position in the class will be forfeited.

During the first year of the program, the Program Chair, Clinical Instructor, and Technical Instructor will act as assigned advisors. During the second year of the program, the Clinical Instructor will be the assigned advisor. Students are expected to meet with their assigned advisor at least once per semester to discuss their progress in the program, to obtain course approval, and to obtain their individual registration code for enrolling in courses the next semester. Students are strongly encouraged to enroll during the early pre-registration.

IV. ACADEMIC PROGRESS

1. All VETT courses must be taken in a designated sequence. Some veterinary technology courses have general education prerequisite requirements. Course prerequisites and corequisites are listed in the ATC Catalog and Student Handbook.
2. **All VETT courses must be passed with a grade of "C" or better before progressing.**
3. Some general education courses must also be passed with a grade of "C" or better before the veterinary technology degree will be awarded. These requirements are noted in the ATC Catalog and Student Handbook.
4. A student who withdraws (W, WP, or WF) or fails (D or F grades) any VETT course must repeat the entire course before receiving credit for its completion.

5. **A student who does not successfully complete all VETT courses in which they are enrolled during their first semester of study with grades of “C” or better will not be permitted to progress in the program.** The student will be required to reapply for admission to the program in subsequent year(s) and follow all procedures and requirements for program admission in effect at the time of their reapplication.
6. Excluding the first semester completion conditions noted above, a student who must repeat a VETT course for any reason, personal or academic, is not guaranteed a position in the program or in that course in any subsequent year.

Readmission will be based on:

- a. Life Sciences and Public Safety Programs Readmission criteria as published in the ATC Catalog.
- b. The individual student’s circumstances.
- c. Successful completion of all of the conditions outlined in an Individualized Program of Study (IPS) that is agreed upon between the student and the program.
- d. The applicant pool and available space in the program.

The student seeking readmission must:

- a. Have an ATC cumulative GPA of 2.00 or above;
- b. Be in good academic standing before his/her request will be approved;
- c. Submit a request in writing to the Program Chair for re-admission by the beginning of the semester immediately preceding the semester re-entry is sought.

The Veterinary Technology Program Chair, with input from the Veterinary Technology Faculty, will make all decisions regarding readmission, in consultation with the Dean of Life Sciences and Public Safety and the Vice President of Student Affairs and/or Vice President of Academic Affairs.

Re-entry into the Veterinary Technology Program under these conditions is allowed only once, therefore students should ensure that they are fully prepared to complete the program on their second (final) attempt.

7. A student who must repeat a VETT course for any reason and who does not enroll in classes for two consecutive semesters will be required to reapply to the program as a new applicant. All the terms and conditions of any new applicant will apply to the student seeking readmission.
8. Students who do not successfully complete **VETT 2130** for academic reasons will be required to repeat VETT 1030 prior to re-enrolling in VETT 2130. Note that ***this policy will require the student to reapply for admission*** to the program because VETT 1030 is currently only offered in the fall semester and all VETT 1030 positions will be filled by incoming new students, thus making re-entry based solely upon space availability impossible. All other conditions as those outlined in IV.6. above will apply. Students who must withdraw from VETT 2130 for reasons other than academic will have their re-entry determined as outlined under IV.6.
9. Students who do not successfully complete **VETT 2230** for academic reasons will be required to repeat VETT 2130 and VETT 2160 prior to re-enrolling in VETT 2230. All other conditions as those outlined in IV.6. above will apply. Students who must withdraw from VETT 2230 for reasons other than academic will have their re-entry determined as outlined under IV.6.
10. At the discretion of the Program Chair, with input from VTP Faculty and the Dean of Life Sciences and Public Safety, there may be situations in which re-entry shall be based upon the successful completion of all conditions outlined in an Individualized Program of Study (IPS) plus the completion of hands-on veterinary clinical experience hours under the direct

- supervision of a licensed Veterinarian or Veterinary Technician. All other conditions as those outlined in IV.6. above will apply.
11. Students who do not successfully complete **VETT 2300** for academic or clinical performance reasons will be required to repeat those courses deemed to be essential to improve their chances of success upon re-entry. Typically, that will require the student to repeat the nursing/clinical procedures courses (VETT 1030, VETT 2130, VETT 2230) and diagnostics/clinical pathology courses (VETT 1020, VETT 2120, VETT 1070). Exceptions to this requirement will only be considered if the student received a final course grade of A or B in the nursing/clinical procedures and diagnostic/clinical pathology course sequences and the veterinary technology faculty members unanimously agree that the student's technical skills are adequate for re-entry without repetition of the earliest courses in each sequence. Note that ***this policy may require the student to reapply for admission*** to the program because VETT 1030 is currently only offered in the fall semester and all VETT 1030 positions would be filled by new students making re-entry based upon space availability impossible. All other conditions as those outlined in IV.6. above will apply. Students who must withdraw during the last semester of their program of study for reasons other than academic will have their re-entry determined as outlined under IV.6.
 12. Noting the specific exceptions listed under items IV.8 to IV.11 above, the following policies will apply to the validity of coursework completion:
 - a. **VETT courses** successfully completed at ATC will be considered **valid for credit** as a prerequisite and/or co-requisite **for only two years**.
 - b. VETT courses successfully completed at any other AVMA-accredited Georgia TCSG veterinary technology program will be considered valid for credit as a prerequisite and/or co-requisite course for only two years. See II. Transfer Students above for additional information regarding conditions for awarding transfer credit.
 - c. Because of the rapid changes that occur in the field of veterinary medicine, VETT courses taken at this or any other institution more than two years prior to the admission or re-admission date will not be considered valid as a prerequisite and/or co-requisite course; transfer or re-admitted students must repeat all VETT courses taken more than two years prior to their admission/readmission. The student will be required to meet all course requirements when enrolled to repeat those courses.
 - d. Regardless of circumstances, all coursework in the veterinary technology curriculum must be completed within five years of initial program enrollment. If this cannot be accomplished, the student will be required to reapply to the program for a new admission status and all VETT courses will have to be repeated.
 13. During laboratories and clinical rotations, any student that is found to be negligent or incompetent in their performance, participation, and endangers the safety of patients and/or co-workers will be immediately removed from that environment. The college's agreements with its affiliates that provide opportunities for laboratory, internship, externship, clinical, practicum, or similar experiences stipulate that we remove immediately any student who violates host site policies or procedures or who fails to observe all rules, regulations, dress codes, and other requirements or expectations of the affiliate at its request. Students are hereby informed that such removal may result in the inability to complete required portions of the curriculum (and thus to graduate) and consequences up to and including dismissal from the program and/or college according to the policies and procedures outlined in the ATC Catalog and Student Handbook.
 14. Students who engage in academic dishonesty (cheating, plagiarism) or otherwise falsify any documentation (patient records, competency books, journals, logs, assignments, reports, etc.) not addressed in the statements above will be subject to the Academic Honesty Policy conditions and procedures as outlined in the Catalog and Student Handbook. Students are hereby informed that such actions may result in the inability to complete required portions of the curriculum (and thus to graduate) and consequences up to and including dismissal from

the program and/or college according to the policies and procedures outlined in the ATC Catalog and Student Handbook.

15. A student who elects to declare a major other than veterinary technology without approval for this change, as a component of his/her Individualized Program of Study contract with the program, from the Program Chair will be dismissed from the program at the time such change is made. Should that individual seek to rejoin the program at a future date, he/she will be required to re-apply for admission to the program as a new applicant. All the terms and conditions of any new applicant will apply when the student reapplies.

15. **VETT Course Grades:**

The overall grade for VETT courses will include **two components**:

- (1) **Standard Performance Grade** (exams, quizzes, skill tests, reports, assignments, etc.)
 (2) **Professionalism Grade**

The exception to the above listed grading components will be VETT 2300 Clinical Rotation. The Standard Performance Grade for VETT 2300 will be outlined in more detail within the syllabus provided for that course. The Professionalism Grade for VETT 2300 will differ in that if 10 infraction points are cited against a student at any time during the Clinical Rotation then full letter grade reductions will occur in all five of the clinical rotations.

Standard Performance Grade:

Athens Technical College uses the following grading system to specify levels of performance in coursework.

<u>Grade</u>	<u>Numerical Grade Equivalent</u>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Professionalism Grade:

Being a professional in your chosen field means much more than wearing proper clothing attire, possessing a college degree, and being acknowledged by a credentialed title. Professionalism also has to do with how you conduct yourself. The behaviors and attitudes that make one a successful student will translate well to the workplace. Professionalism is an attribute, and we expect all Veterinary Technology Program students to have it. The objective of the **Professionalism Grade** is to instill professional standards in students in order to increase academic success during their time at ATC and to increase professional success in their career post-graduation in a paraprofessional role as a Veterinary Technician.

Purpose of the Professionalism Grade:

- To assist instructors in identifying & addressing unprofessional behavior early in the program and/or within a specific VETT course, so that remediation can be offered to the student;
- To reinforce the importance of students maintaining a schedule, arriving on time, meeting deadlines, staying in contact with instructors, being respectful of others, etc.;
- To serve as a means for students to assess their own conduct, and to reflect on their own behavior & attitudes.

Professionalism Point Infractions:

At the beginning of every semester, students will start each VETT course with **0 infractions** against their **Professionalism Grade**. If a student completes the semester with **0 infractions**, then **5 Bonus Points** will be added to their **Final Examination score** for that VETT course. However, if a student is **cited with 10 Professionalism Point Infractions**, then a **full letter grade reduction** will occur in the **overall grade** for that VETT course.

For example, if at the end of the semester after final examinations, the student's Standard Performance Grade is 75% C in the course, but the student has 10 Professionalism Point Infractions in the course, then the overall grade for that course will drop to 65% D. The student will receive a D for their course grade.

NOTE: Any final course grade below 70% C precludes the student's progress in the program & will result in dismissal. A student dismissed from the program is only allowed re-entry once, and re-entry is subject to all college requirements and space availability in the class year in which the student seeks re-entry.

Professionalism Point Infractions will result when the student engages in inappropriate behavior, displays unprofessional characteristics, or is found noncompliant with the Policies & Procedures of the Veterinary Technology Program or ATC Student Handbook.

1 point will be cited for, but is not limited to, the following examples:

- Unexcused Absence
- Tardiness/Lateness by 15 minutes or more without appropriate notification/approval
- Leaving early without permission/approval
- Sleeping during lecture/laboratory
- Failure to adhere to proper safety procedures & protocols
- Failure to complete assigned laboratory clean-up duties
- Failure to complete assignment/report
- Missing a deadline for assignment/report
- Missing an examination
- Improper clothing attire at ATC or at any clinical exposure site/clinical rotation
- Improper attire for practical examination or patient experience
- Not prepared with proper equipment/items in laboratory or at clinical exposure site
- Texting or talking on cell phone during lecture/laboratory/clinical site
- Use of cell phone, smart watch, or electronic device at lecture/laboratory/clinical site
- Smoking or vaping at any clinical training site, ATC, UGA, or Emory.
- Disrespect toward instructor, guest speaker, host/hostess, or nursing supervisor*
- Disrespect or discriminatory act toward classmate*
- Copying assignment/report from another student*
- Allowing another student to copy assignment/report*
- Evidence of cheating on assignment/report or examination*
- Student intoxication from alcohol or prescription and/or non-prescription drugs*

**Additional disciplinary action will occur for these infractions as defined in the ATC Student Handbook under violations of the Academic Honesty Policy and the Student Code of Conduct.*

Students must familiarize themselves with Athens Technical College's Student Handbook, as well as the Veterinary Technology Program's Policies & Procedures Manual. It is the responsibility of the student to be aware of the behaviors & actions that are deemed unacceptable by the standards of the Veterinary Technology Program and Athens Technical College.

V. ACADEMIC CALENDAR

In general, the program attempts to adhere to the published college calendar. Exceptions to this statement will, at times, occur to schedule adverse weather “make up” lectures, guest lectures, practical examinations, clinical rotations, special events, unique learning laboratories and similar events. One example is the scheduling of some laboratory practical examinations on an otherwise “no-class” day such as Advisement Day or Reading Day to allow individual testing or retesting sessions for each student enrolled in a course. Another example would be scheduling a required all-day clinical rotation orientation session several days prior to the start of classes of the students’ final semester of study. Changes of this type may be published in the course syllabus or delivered via student email addresses, verbally in the classroom, or through the online learning system in use by the college. Every effort is made to provide as much time as possible for students to make plans to participate in these required events that must be scheduled at alternative times.

In addition, it is **standard policy** that **Spring Break** in the final year of study (when students are enrolled in **VETT 2300**) will be rescheduled from that published in the college calendar to a time that best suits the **VETT 2300 clinical schedule** at the University of Georgia’s College of Veterinary Medicine-Veterinary Teaching Hospital and/or to accommodate the participation of students enrolled in VETT 2300 at a major veterinary continuing education convention. The **alternative Spring Break** schedule is usually **published in the VETT 2300 course orientation materials or syllabus** and may not be available until the end of the semester just prior to enrollment in VETT 2300. *Students should plan accordingly & be aware that the VETT 2300 alternative Spring Break dates will not match the Spring Break dates listed on the ATC Calendar.*

VI. HEALTH AND SAFETY ISSUES

A. PHYSICAL EXAMINATION

Students must submit the results of a medical examination with a physician statement that the student is in satisfactory health to work in an animal-related field on or before the first day he/she attends program-specific courses. ***The physical examination must have been conducted within 6 months prior to enrolling in VETT 1030.*** The **physical examination forms** must be submitted to the Program Chair ***by August 31st of their first academic semester in the Veterinary Technology Program.***

Special Cases: Splenectomized and Immunocompromised Individuals

Capnocytophaga canimorsus is an organism usually transmitted via dog bites and is potentially fatal to splenectomized persons. For this reason, students who have had their spleen removed will not be allowed to enroll in the veterinary technology program until they have obtained release forms from their primary care physician and have participated in a formal consultation with the Veterinary Technology Program Chair and the Dean of Life Sciences and Public Safety.

Immunocompromised people may also be susceptible to *Capnocytophaga canimorsus*. Such individuals should consult with their personal physicians prior to enrolling in the program to determine their individual risk factor.

B. VACCINATIONS

Immunity to tetanus and rabies must be documented by either:

1. Printed medical records providing evidence of current immunization.
2. Laboratory results verifying antibody immunity.

NOTE: Students, who claim to have had the required vaccinations, but do not have proper medical documentation from their healthcare provider by August 31st, **CANNOT participate** in coursework activities involving direct contact with animals, or animal remains, or direct animal contact with potential exposure to blood or bodily fluids in educational, medical, or dental care facilities, or, until such time as proper vaccination documentation has been submitted and accepted. Failure to acquire the mandatory vaccinations against rabies virus and tetanus will preclude progression in the Veterinary Technology Program.

AVMA-CVTEA Standards of Accreditation:

Standard 4e. Safety of students, program personnel, and animals must be of prime consideration. Students must be educated on rabies risk prior to working with animals. **Prior to live animal use, students must be vaccinated against rabies.**

RABIES: Rabies is a preventable viral disease of mammals most often transmitted through the bite (saliva) of a rabid animal. Rabies virus infects the central nervous system, causing encephalopathy and ultimately death.

Pre-exposure rabies vaccination is recommended for persons in high-risk groups, such as veterinarians, animal handlers, and laboratory workers. 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, and it minimizes adverse reactions to multiple doses of vaccine. Second, it may enhance immunity in persons whose postexposure therapy might be delayed. Finally, it may provide protection to persons with inapparent exposures to rabies.

Pre-exposure rabies prophylaxis vaccination consists of intramuscular injections as **three (3) doses of rabies vaccine (on day 0, day 7, and day 21-28) or two (2) doses of rabies vaccine (on day 0 and day 7) followed by antibody-titer testing.** The need for a booster vaccine is variable from individual to individual and is dependent upon a physician's interpretation of the individual's serum rabies antibody level (antibody-titer).

All students enrolled in the Veterinary Technology Program are required to have official medical proof of pre-exposure rabies vaccination, and/or proof of a protective antibody-titer (if appropriate). All students must have received at least the 1st vaccine in the series before their first day of VETT-courses and must submit proof from their healthcare provider. Students must be fully vaccinated against rabies virus (series completed) by August 31st, and official medical proof that indicates fully vaccinated [*i.e.*, Georgia Registry of Immunization Transactions & Services (GRITS)] must be submitted by August 31st.

All re-entry students in the Veterinary Technology Program are required to submit proof of a protective rabies antibody-titer on the first day of VETT-courses of the academic semester in which they are accepted for re-admission.

Students must provide proof of rabies vaccination, or proof of a protective antibody-titer against rabies, by August 31st of each academic year they are enrolled in the Veterinary Technology Program.

Rabies pre-exposure vaccinations, as well as rabies antibody-titer testing, are available from County Health Departments and physicians. To find locations of Georgia's

County Health Departments, a list is maintained on the **Georgia Department of Public Health** website:

<https://dph.georgia.gov/about-dph/contact-dph/public-health-districts>

Recommended sources for guidelines regarding zoonotic disease and rabies protection:

- Centers for Disease Control and Prevention (CDC), Rabies
<https://www.cdc.gov/rabies/index.html>
- World Health Organization, What is Rabies?
<https://www.who.int/rabies/about/en/>

TETANUS: Tetanus is an acute, often fatal, disease caused by a neurotoxin produced by the bacterium *Clostridium tetani*. It is characterized by generalized rigidity and convulsive spasms of skeletal muscles. The muscle stiffness usually involves the jaw (lockjaw) and neck and then becomes generalized. Seizures and death may occur. *Clostridium tetani* is a bacterial organism widely distributed in soil, and in the intestines and feces of horses, sheep, cattle, dogs, cats, rats, guinea pigs, and chickens. The organism usually enters the body through an open wound or puncture.

All students enrolled in the Veterinary Technology Program are required to have proof of tetanus toxoid immunization or tetanus booster (Tdap or Td) by August 31st of their first academic semester.

NOTE: Persons who have received previous tetanus toxoid vaccines (DTaP) typically only receive booster vaccines every 10 years. **However, Veterinary Technology Program students must provide proof that they have received a tetanus toxoid immunization or tetanus booster (Tdap or Td) within 5 years prior to August 31st of their first academic semester in the Veterinary Technology Program.**

C. HEALTH INSURANCE

All students enrolled in the Veterinary Technology Program are required to have accident insurance.

As a part of your fee payment at registration, all ATC students receive some coverage under a Student Accident Insurance Plan. This is *not* a major medical health insurance plan and should not be regarded as such. Under this plan you are *only* covered for problems encountered *during* ATC sponsored or supervised activities. It does not cover illnesses or injuries incurred after-hours or between semesters. In addition, it will only cover \$500.00 of the expenses incurred for a covered emergent illness and only \$50,000.00 of the eligible expenses for a covered injury. An information sheet describing the coverage included in the plan is available at the ATC cashier's office.

As veterinary health professionals, you will work with animals that have diseases and disorders. Some of these conditions are transmissible to people (zoonotic diseases). Depending upon the findings of the plan administrator, succumbing to some of these conditions may or may not be covered by the Student Accident Insurance Plan. In addition, medical care for sickness or disease is notoriously costly and may quickly exceed the covered amounts included in the Student Accident Insurance Plan.

If a student experiences an accident or illness during class or clinic activities, the student should report this incident immediately to their instructor(s) who will recommend an appropriate course of action. **Students are personally responsible for the cost of any injuries incurred in the class or clinical setting.**

Students will also note that illness severe enough to warrant absences from classes, laboratory sessions, and/or clinical rotations will require verification by a human medical professional (see absence policy elsewhere in this manual). Not seeking medical consultation because you cannot afford such care is not a reasonable excuse for not providing such verification to the veterinary technology faculty.

Therefore, all veterinary technology students are urged to maintain private health and accident insurance.

D. RADIATION SAFETY

Students are required to wear individualized radiation film badges (dosimeters) at all times while participating in radiology laboratories, on duty in private veterinary practices, and when working in the radiology unit at the University of Georgia. Detection badges are considered a part of the complete uniform. The cost of radiation monitoring dosimeter badges is charged to each student enrolled in VETT 1070 and VETT 2300 when they register for those classes. Badges are to be used, stored, and handled in accordance with standard radiation safety procedures as instructed in the classroom and laboratory. Failure to follow proper procedures may result in immediate dismissal from the course in which the student is enrolled and/or from the veterinary technology program.

E. PREGNANCY

Any student who is or becomes pregnant while enrolled in the veterinary technology program is urged to inform program officials of the pregnancy *as soon as the pregnancy is suspected*. **Exposure to formaldehyde, anesthetic agents, pharmaceutical agents, or radiation during pregnancy can interfere with normal fetal development.** The student will not be allowed to participate in activities that have the potential to be harmful to the fetus until the pregnancy is confirmed or denied, *in writing*, by a qualified healthcare provider including the expected delivery date.

If pregnancy is confirmed, the student is to inform the Program Chair *in writing* of their desire relative to continuing in the course of study. The program and college will attempt to provide the student with the option of re-enrolling under an Individualized Program of Study (IPS) in the following year if that is the desire of the student. If the student's coursework is such that they are only enrolled in didactic coursework, the decision whether to remain enrolled should be a decision made by the student in consultation with their physician. If the student is, or will be, enrolled in coursework involving laboratory or clinical training experiences during the pregnancy, the Program Chair will:

- Provide to the student a list of the potential risks involved in all such laboratory activities for the student to use when meeting with her healthcare provider so they can make an informed decision about the risks/benefits of the decision to remain enrolled in the program.
- Request written documentation of the accommodations and personal protective equipment recommended by the physician for the protection of the parent and unborn child.
- Notify the student's assigned laboratory and/or clinical sites of the pregnancy and either receive the approval of such sites to provide the needed accommodations or reschedule such activities until after the birth of the child. In this case, the student will be notified that the projected program completion date will likely be delayed.
- Arrange a meeting with the student, the Vice President for Student Affairs, and the Director of Student Support Services to clarify, in writing, all matters related to the risks/benefits and decisions involved if requested by the student or deemed appropriate by the Program Chair.

This policy is meant to allow the pregnant student to make an informed decision about the risks and benefits of continuing the program while pregnant.

VII. UNIFORMS/EQUIPMENT/SUPPLIES

Each student is responsible for acquiring the items included in the following list. Students are NOT required to have all items at the beginning of the curriculum, but each student will be required to acquire them at various times during the **first semester** of their curriculum.

1. Laptop Computer with audio/microphone & video/camera (required for all courses).
2. Required textbooks and course note packets (required for all courses).
3. Two complete sets of maroon/wine/burgundy-color scrubs (required for all courses).
4. Two maroon/wine/burgundy-color or tan/khaki-color scrubs jackets/lab coats (required for all courses).
5. Official ATC Veterinary Technology Student nametag (required for all courses).
6. All white leather athletic-shoes or all white nursing shoes (required for all courses).
7. Black ink pen, pencil, & permanent black ink marker (required for all courses).
8. At least 1 pair of khaki-colored work (“chino”) pants (required for VETT 1030).
9. Hard-soled leather work-boots, non-steel toe (required for VETT 1030).
10. Wristwatch with a second hand & water-impervious band (required for VETT 1030).
11. Clipboard (required for VETT 1030).
12. Stethoscope (required for VETT 1030).
13. Standard, choke-style nylon dog leash (required for VETT 1030).
14. Digital thermometer (required for VETT 1030).
15. 5 1/2” bandage scissors (required for VETT 1030).
16. Hemostatic forceps (required for VETT 1030).
17. Suture scissors/Suture-removal scissors (required for VETT 1030).

Students are expected to conduct themselves in a professional manner at all times. To this end, personal grooming is expected of all students. In clinical settings, medical scrubs or scrub tops with khaki/tan pants are most often appropriate, though in large animal environments tan/khaki-color coveralls may be more acceptable.

The standard uniform for the ATC Veterinary Technology Program is as follows:

Scrub Uniform:

- Maroon/Wine/Burgundy-Color Scrub Top & Scrub Pants;
- White Leather Athletic Shoes or White Nursing Shoes; &
- ID Nametag.
- A T-shirt or tank-top under the scrub top is appropriate in most situations.
- A Scrubs Jacket/Lab Coat will be required in most settings, such as clinicals & laboratories.

Laboratory Uniform:

- Scrub Uniform (*refer to above*), plus a Maroon/Wine/Burgundy-Color Scrubs Jacket/Lab Coat or Tan/Khaki-Color Scrubs Jacket/Lab Coat

Large Animal Uniform:

- Maroon/Wine/Burgundy-Color Scrub Top;
- Khaki/Tan-Color Pants;
- Hard Soled Leather Work-Boots (no steel toe & no composite toe); &
- ID Nametag.

- Alternate: Maroon/Wine/Burgundy-Color Scrubs, Tan/Khaki-Color Coveralls, Work-Boots, & ID Nametag

Adherence to any additional special clothing requirements imposed by the University of Georgia College of Veterinary Medicine (UGA-CVM) is expected. **Open-toed shoes & open-heeled shoes are NEVER acceptable in any laboratory at any time**, and in large animal environments work-boots will always be required.

Failure to adhere to the uniform policy as noted above and below will result in dismissal from the classroom, laboratory, or clinical environment in which the student is scheduled to participate. Such dismissals will be managed as unexcused absences.

Specifics regarding dress code standards:

- The **scrub top and scrub pants** should be the **outermost clothing layer** at all times when the Scrub Uniform (*refer to above*) is the required attire. A **nursing scrubs jacket/lab coat** MUST be worn over the Scrub Uniform during all laboratory sessions and in the clinical environment. **If additional clothing is needed for warmth when in the laboratory or in clinics, that additional clothing must be worn under the Scrub Uniform.**
- During on-campus classroom lecture sessions, a plain maroon/burgundy sweatshirt or khaki/tan sweatshirt is allowed to be worn for warmth over the Scrub Uniform. However, sweatshirts must NOT have a hood/hoodie.
- Clothing should be clean, wrinkle-free, fit properly, be of an appropriate length, and conform to the standards set by the Program Chair. On very limited special occasions, street-wear casual clothing might be permitted, and that clothing should be appropriate for a mature learning environment. Inappropriate street-wear casual attire includes, but is not limited to, the following: Short or tight skirts/dresses/shorts, excessively baggy pants/shorts, swimsuits, low rise pants, tank tops or tube tops, and low cut tops.
- Appropriate undergarments must be worn (no visible thong underwear).
- The official ATC Veterinary Technology Program **ID Nametag** must be worn at all times when in the clinical setting, at any off-campus laboratory site, or in the presence of guest speakers.
- Personal hygiene, including the use of mild deodorants and antiperspirants, is required and essential. Students who are not in compliance will be dismissed from the class or clinical assignment. Such dismissals will be managed as unexcused absences.
- Perfumes, colognes, and after-shaves should NOT be worn in an effort to avoid patient sensitivities and client sensitivities. Students who are not in compliance will be dismissed from the class or clinical assignment. Such dismissals will be managed as unexcused absences.
- **Hair color, length, and style should be conservative. Hair color must be of a natural color shade that which is appropriate for the professional setting;** for example, pink hair color or black hair with purple stripes is not considered an appropriate natural hair color for the professional medical workplace.
- **When working in a laboratory environment, hair must be pulled back away (example: Pony tail holder, hair clips, headband) from the work surface, samples, or animal patient.**
- Hats and other head coverings (scarves, bandanas, doo rags, toboggan-caps, tuque-hats, hoodies, etc.) are NOT appropriate in the classroom, laboratory, or clinical setting for safety and sanitary reasons and are not to be worn in those environments. *Note: Program-approved baseball-style caps (maroon/burgundy or khaki/tan color) may be allowable in certain large-animal laboratory and clinical events.*
- Facial hair should be neatly groomed and trimmed.
- Make-up should be conservative and limited in quantity.

- **Fingernails must be short and clean at all times. Salon nails and artificial nails are strictly prohibited for infection control reasons. Nail polish and nail enamel (clear or color) should NOT be used as these act as a microbial nidus.**
- Tattoos, brands, emblems, symbols, or attire that are obscene, advocate sexual, ethnic, racial or religious discrimination are prohibited as are gang-affiliated insignia. Tattoos should be covered by the uniform, bandage, or sleeve. If tattoos are deemed potentially offensive to others by veterinary technology faculty, then the tattoos must be covered in all settings and circumstances related to the program and/or student organization events.
- **Jewelry should NOT be worn for personal safety and patient safety in the laboratory and clinical environment.** Exceptions are a wristwatch and a plain wedding band. Necklaces, hoop earrings/piercings, and spike earrings/piercings should NOT be worn. Students may wear one small (<2mm) stud-type earring in each ear in the laboratory environment.
- Visible body piercings (tongue, nose, eyebrow, etc.) are not appropriate in the professional veterinary setting or in the laboratory environment, and should not be worn.
- Students with stretched ear lobes must wear in ornate, single-colored, conservative plugs in the laboratory and/or clinical setting. Note that the program will uphold the right of a clinical site to require an alternative adaptation for this body modification and/or to refuse to accommodate a student with such anatomical alterations and will not be held responsible to locate a different clinical site for that student to complete his/her clinical rotation(s).
- Chewing gum or tobacco products while in laboratory environments and/or clinical rotations is NOT permitted.
- **Smoking is NOT permitted on the campuses of ATC, UGA, or Emory. Smoking is NOT permitted at any clinical training host site** (veterinary clinic, hospital, private farm, animal shelter, etc.). Cigarette or cigar smoke-laden clothing or hair is strictly prohibited. Students who are not in compliance will be dismissed from the class or clinical assignment. Such dismissals will be managed as unexcused absences.

VIII. MALPRACTICE (LIABILITY) INSURANCE

Malpractice insurance purchased through ATC is required of all veterinary technology students enrolled in the program. The fee for this insurance is automatically added to your tuition and fees bill annually. Students who do not complete the curriculum in the standard two-year fashion will be charged this fee on a yearly basis as they proceed through the curriculum.

IX. TRANSPORTATION AND PARKING

Students are responsible for having reliable transportation to attend on and off-campus classes and all clinical rotations assigned to them. Field trips to satisfy competencies or to experience different aspects of veterinary medicine may be arranged and may occur on days and/or times other than regular class times. Attendance will be required of all enrollees; failure to attend will result in an incomplete or failure of the course. Some clinical rotations may be outside the Athens area.

Parking at ATC:

All ATC students must pay a parking fee, which is included as part of their registration fee. Student parking passes should be picked up in the Admissions Office.

Parking at the University of Georgia:

All veterinary technology students will be required to arrange reliable and timely transportation to the University of Georgia campus for laboratories and clinical rotations.

Students will need UGA parking/transportation for the following classes:
VETT 1060, VETT 1070, VETT 2230, VETT 2300

UGA parking options while enrolled in VETT 1060, 1070, and 2230 include only the pay-by-the-hour parking in the UGA Parking Decks.

During clinical assignments in the last semester of the program for **VETT 2300**, students may choose to use the pay-by-the-hour UGA Parking Deck or a UGA parking pass if such a pass is approved by the University of Georgia's Parking Services. In this case, a fee must be paid by the student to obtain the parking pass for the UGA campus as an Affiliate of the University of Georgia. Application forms for Affiliate parking will be made available by your Clinical Instructor at the appropriate time in the curriculum.

X. COMMUNICATION DEVICES & SOCIAL MEDIA

The use of cell (mobile, wireless) phones, tablets, laptop computers, pagers, or other electronic devices is *strictly prohibited* in the classroom, laboratory, and clinical settings unless prior approval is granted by the course instructor for a specific purpose. In the event of an emergency, you may be contacted during class or clinical hours through the veterinary technology faculty or the Dean of Life Sciences and Public Safety.

While social media networks (*e.g.* Snapchat, Facebook, Instagram, Twitter, etc...) are very popular, **the posting of images (photographs or videos) or messaging of any classroom, laboratory, or clinical activity is STRICTLY FORBIDDEN without prior approval of the Program Chair. Students found to have texted or posted such images without approval are subject to immediate dismissal from the program without a probationary period.**

In addition, students should recognize that they are on the brink of entering a profession and, as such, should use good judgment about what is posted in these forums (both written and imagery) at all times. **The preservation of patient and client confidentiality is of utmost importance – students found to have breached this confidence are not only subject to dismissal from the program, but may find him/herself open to legal action as well.**

XI. ATTENDANCE POLICIES:

The standard ATC attendance policy is formulated with the intent of dealing firmly and consistently with those who are absent excessively, yet it allows consideration for those who must be absent for legitimate reasons: "If the student produces medical documentation of an illness or injury then we will assist the student in making up the grade that they have missed. This is only for a legitimate excused absence for a documented illness of injury. Students who are absent without medical documentation (unexcused absence) will not receive this benefit."

Regular class attendance is expected. The college considers both tardiness and early departure from class as forms of absenteeism. Students absent from class for any reason are still responsible for all work missed. Instructors have the right to determine whether work missed can be made up and have the liberty to set reasonable expectations for attendance.

Regular and punctual attendance at all VETT courses in which a student is registered is required. Absences prevent students from getting the full benefits of a course, seriously disrupt a student's orderly progress in a course, and significantly diminish the quality of group interaction in class. As part of the Veterinary Technology Program's curriculum, students participate in hands-on clinical learning activities as a pair and in groups to obtain information and skills. Student absences interfere with the learning process, and a lack of student participation may result in failure to acquire mandatory essential skills as defined by AVMA-CVTEA accreditation standards.

Additionally, regular attendance is an important part of preparing the student for employment as a paraprofessional (veterinary technician) in a veterinary medical setting. Dependability and

punctuality are characteristics that employers consider essential. Punctuality, attendance, & participation are expected of all students, and these are components of the Professionalism Grade.

Attendance Policy for the Veterinary Technology Program is as follows:

The Veterinary Technology Program adheres to the standard ATC attendance policy with the following modifications: **Attendance at every scheduled lecture and laboratory session is considered necessary to obtain the information and skills presented. Attendance will be monitored.** Make-up sessions for lectures and laboratories will not be given, and the failure to attend and participate in any session will result in a lower course score and may result in a lower course grade. Missing a laboratory or lecture session does not release the student from his/her responsibility for lecture or laboratory content. As a standard condition of AVMA-CVTEA program accreditation, students will be required to demonstrate **clinical competencies (essential skills)** normally obtained during the scheduled lecture or laboratory session at a time and location convenient to the faculty instructor(s) and animal facility. Failure to demonstrate clinical competencies (essential skills) will result in a final course grade of “F”. **In some circumstances, a make-up laboratory session is impossible and the failure to attend these unique laboratory experiences will result in a final course grade of “F” or “I” depending upon the circumstances that necessitated the absence.** Courses in which these unique one-time per year learning laboratories (essential skills) occur are clearly identified in the course syllabi.

Unannounced quizzes and/or in-class projects may be assigned at any time and will be utilized in the final course grade determination; students who are not present and are a non-participant for such events will not receive credit for those assignments, projects, or quizzes.

Tardiness will not be tolerated. Tardiness will be recorded, and an infraction against the Professionalism Grade will occur.

All students are expected to be present at the scheduled start time of a scheduled test or exam. **In general, there are NO excuses for missing an examination.**

Illness severe enough to warrant the missing of an examination must be verified by written documentation by a licensed healthcare provider. Illness in which the student is absent for three or more consecutive business days, must be verified by written documentation by a licensed healthcare provider. A grade of “zero” may be awarded for a missed examination without a satisfactory excuse and documentation. Validity of excuses for a student missing an unannounced quiz or in-class assignment will be left to the discretion of the instructor(s) or Program Chair. Make-up examinations, when given for the rare approved case, may take the form of an essay or oral examination at the instructor’s discretion. Illness without documentation that results in missing of lecture or laboratory will be as an unexcused absence. Illness with proper documentation by licensed healthcare provider will be considered as an excused absence. **NOTE: No exemptions are allowed for missed clinical time (unexcused or excused absences), thus missed clinical time MUST be made-up at a time approved by Program Chair and faculty.**

Attendance Policy for the Veterinary Technology Program’s VETT 2300 Clinical Rotations is as follows:

Students are expected to attend **ALL** clinical rotations and recitation sessions. The unexcused absence and/or tardiness is not recognized as a student privilege. Instructors will monitor attendance and promptness.

Tardiness is defined as a student not reporting **ready to begin work** at their **assigned rotation start time** or before their scheduled start time. If **three episodes** of tardiness occur during the semester, those episodes will become an **unexcused absence** and will be handled as such.

Absences are defined as a student not reporting to their rotation, or reporting to their rotation 30 minutes after its scheduled start time without prior approval from the Clinical Instructor.

EXCUSED ABSENCES: An **EXCUSED ABSENCE** does **NOT** relieve students of their **academic responsibility**. Accordingly, excused absences will require that the student attend a “make-up” session in the clinical area to which they were assigned at the time of the absence. Valid documentation must be submitted to support the necessity of the absence. Scheduling of the “make-up” session is at the discretion of the Clinical Instructor, and may be at times other than those assigned in the standard clinical rotation. In addition, scheduling “make-up” sessions may have to occur after the semester ends, necessitating a final grade of “Incomplete” (I) on the student’s grade report, and a delay in graduation, until that session is completed.

EXCUSED ABSENCES – The following examples *may* be considered as excused:

- Death in your immediate family: parent, in-law, spouse, child, sibling, or grandparent
- Birth of *your* baby
- **Acute** onset of illness affecting a spouse or your child
- Ill child (no more than two consecutive days)
- Personal illness (**documentation by a qualified healthcare provider is required**)
- Program-approved scientific meeting attendance
- Jury duty (**documentation required**)
- Other absences formally approved by the Program Chair

Note: Doctor’s note, funeral announcement, court summons, military documentation, or other appropriate documentation is required to validate an excused absence.

UNEXCUSED ABSENCES: Absence from duties is not taken lightly, and an **UNEXCUSED ABSENCE** does **NOT** relieve students of their **academic responsibility**. Unexcused absences will require that the student attend a “make-up” session in the clinical area to which they were assigned at the time of the absence. Scheduling of the “make-up” session is at the discretion of the Clinical Instructor, and may be at times other than those assigned in the standard clinical rotation. In addition, scheduling “make-up” sessions may have to occur after the semester ends, necessitating a final grade of “Incomplete” (I) or “Fail” (F) on the student’s grade report. The final grade of “I” may result in a delay in graduation, until that session is completed. The final grade of “F” will prevent the student from progressing toward graduation and will require that the student meet all conditions as outlined under Academic Progress (Section IV.10) in this manual.

Unexcused absences and the professional standards grade will be handled in the following manner: One unexcused absence will result in the loss of *half* of the points assigned to the professional standards grade by both your Nursing Supervisor and Clinical Instructor for that rotation. Two unexcused absences will result in the loss of *all* of the points assigned to the professional standards grades for the rotation. The **loss of points** due to unexcused absences **cannot be “made-up”** and will result in a lower grade for the rotation because of the loss of points for professional standards. Students should refer to the individual rotation outlines for more information about professional standards grading.

Excessive UNEXCUSED absenteeism, missing 3 days in any one rotation or missing a maximum of 4 days during the semester, will result in failure of the entire VETT 2300 clinical rotation course. Because students must receive a passing grade in all of the rotations assigned in VETT 2300, failure in any one clinical rotation block will result in

failure of the course and will require that the student repeat the entire VETT 2300 course when it is next offered, assuming space is available and all other campus and program policies are met. This also will mean that the student will not be able to progress toward graduation from the program until the VETT 2300 course is repeated (typically one year later). Students will also be held to the conditions outlined under Academic Progress (Section IV) in this manual.

Unexpected absences or tardiness must be reported by telephone (email or text messaging is NOT accepted) to your **Clinical Instructor no later than 8:00 AM** on the day of the absence. **Expected absences** should be reported to your Clinical Instructor by telephone as soon as the student knows that the absence or tardiness will occur. Students must be excused by the Clinical Instructor if they are to miss any clinical rotation, recitation, or testing session.

Hazardous Weather Policy:

In the event of hazardous or inclement weather on a class day, students should follow the policies outlined in the ATC Catalog and Student Handbook and course syllabi addenda. In the event of hazardous or inclement weather on a day in which the student is scheduled to be in a clinical setting, the student is required to contact the Clinical Instructor or Program Chair prior to the assigned start time at the clinical site for consultation and/or absence approval.

XII. FINANCIAL AID

All financial aid counseling is provided by the ATC Financial Aid Counselors. Information is available in the Office of Admissions and in the current ATC Catalog and Student Handbook.

XIII. SCHOLARSHIP OPPORTUNITIES

Robert G. Shelnett Scholarship

- The ATC applicant who demonstrates the highest-level evidence of good citizenship, work ethics, and leadership will be selected as the recipient of this scholarship.
- Application Deadline: Spring

Charles W. Yeargin Scholarship

- An ATC student who is a resident of Elbert, Oglethorpe, or Wilkes County and who has completed the required minimum number of credit hours of study at ATC is eligible for this scholarship.
- Application Deadline: Spring

Health Science Merit-Based Scholarship

- An ATC student must be enrolled in a Health Science program major to be eligible for this scholarship and have completed the required minimum number of credit hours of study at ATC.
- Application Deadline: Spring

Andrea Leonhardt Memorial Scholarship

- Honors the memory of Andrea Leonhardt, Veterinary Technology instructor. This scholarship is awarded to an ATC student in the Veterinary Technology Program.
- Application Deadline: Spring

For additional information regarding on-campus scholarship opportunities, interested students should consult the current ATC Catalog and Student Handbook, the ATC Financial Aid Counselors, and/or the ATC Foundation Office.

XIV. STUDENT ORGANIZATIONS AND AFFILIATE MEMBERSHIPS

The veterinary technology students have organized and support their membership as a **Student Chapter of the National Association of Veterinary Technicians in America (SCNAVTA)**. Membership is encouraged for all program enrollees and is available to current veterinary technology students as long as the individual is a student at ATC.

Veterinary technology students currently enrolled in the program are eligible for student membership in the National Association of Veterinary Technicians in America (NAVTA), the Georgia Veterinary Technicians and Assistants Association (GVTA) and other professional organizations (e.g. the American Animal Hospital Association; AAHA). Participation in these professional organizations is encouraged.

XV. POLICIES CONCERNING ANIMALS

Personal Pet Policy:

It is the policy of the Technical College System of Georgia that no animals of any type be brought or allowed on campus property. The Veterinary Technology Program may, at times, invite certain people to bring certain animals to campus for participation in teaching laboratories. However, veterinary technology students, like any other student on campus, cannot make the decision to bring their personal pet(s) to campus without specific, prior invitation and/or permission from a veterinary technology program faculty member. In addition, it would be inappropriate for animals to be maintained in your personal vehicle during any classroom or laboratory session. Dogs and cats must have documentation of a current rabies vaccine. While on campus, it is the owner's responsibility to properly collect and dispose of any fecal material produced by the pet.

Aggressive Animal Policy:

It is the policy of the veterinary technology program that aggressive animals are prohibited from campus. In addition, aggressive animals will not be knowingly selected and/or cared for during animal care laboratories at off-campus locations. That being said, when animals are presented with unfamiliar people, places or situations, aggressive behaviors may be elicited. To minimize the likelihood of such problems occurring, the following policies are to be strictly adhered to:

1. All dogs must be on a leash when on campus grounds and when entering the laboratory facility. A dog may be off-leash in the veterinary technology laboratory only when permission has been granted by a veterinary technology faculty member for a specific purpose. In such circumstances, the dog must be under direct supervision by the faculty member or his/her designee.
2. Dogs from different households will not be allowed to freely co-mingle at any time.
3. Cats must be in a kennel when on campus grounds and when entering the laboratory facility. Cats are not allowed to freely move about the laboratory facility at any time, but must always be under the direct control of a restrainer.
4. Other than standard husbandry practices, no procedure is to be performed on any animal without veterinary technology faculty member or clinical site mentor supervision. The level of supervision necessary will be determined by the individual in charge.
5. In the event a dog or cat fight should occur during on- or off-campus animal care laboratories, clinical exposures or clinical rotations, students are cautioned not to attempt to break up the fight but rather:

- a. Put the safety of personnel first; never risk human injury. Hands, arms and legs should never be used to break up a fight between animals.
 - b. If an instructor or mentor is immediately present, allow the instructor or mentor to manage the situation and remove yourself from harm's way.
 - c. If an instructor or mentor is not immediately present, obtain the help of a qualified individual; never attempt to break up a fight alone.
6. Dogs or cats exhibiting mild to moderate aggressive behaviors during the performance of animal care procedures will be subjected to additional restraint methodologies up to and including the fitting of a muzzle. Dogs or cats exhibiting significant aggressive behaviors will be handled exclusively by veterinary technology faculty members or clinical site mentors or immediately removed from the learning environment by the same.
 7. Large animals exhibiting aggressive behaviors during the performance of animal care procedures will be handled exclusively by veterinary technology faculty members or clinical site mentors or immediately removed from the learning environment by the same.

Animal Bites and Scratches Policy:

Even under the best of circumstances, during the course of performing common veterinary nursing procedures personal injuries from animal bites and scratches can, do, and will occur. If a student experiences such an injury during program activities, the student is expected to report the incident immediately to their instructor(s) or mentor(s) who, with the student, will assess the situation and determine if first aid can be administered, if an off -site doctor's visit is necessary, or an emergency call to 911 should be made. If the injury occurs on the ATC campus, EMS staff or other personnel trained in first aid may be called to assist until the ambulance arrives.

All injuries will be reported by the instructor in charge to the ATC Director of Security using the ATC Electronic Incident Report system. The Program Chair will be notified and a log of the incident is maintained by the Clinical Instructor. Even when circumstances are such that first aid seems to be appropriate, students are always reminded that they have the student health and accident policy and they are urged to utilize it to ensure their well-being. Students are also reminded that they will be held personally responsible for the cost of any injuries incurred in the class or clinical setting over and above that which is covered by the Student Accident Insurance Plan.

Animal Care and Use Concern Policy:

The ATC Veterinary Technology Program is committed to the humane care of all of the animals participating in its teaching program and complies with the regulations of the Animal Welfare Act, the United States Public Health Service Policy on the Humane Care and Use of Laboratory Animals, the National Academy of Sciences "Guide for the Care and Use of Laboratory Animals", and the "Guide for the Care and Use of Agricultural Animals in Research and Teaching". When animals covered by one or more of these policies are used for instructional purposes, animal use proposals are submitted for approval to the University of Georgia's Institutional Animal Care and Use Committee (IACUC).

The ATC Veterinary Technology Program does not own nor house animals on campus, nor does it have authority over the housing or feeding programs for any animals that may participate in its animal care laboratories. However, uncaring or cruel behavior toward animals in the teaching program will not be tolerated under any circumstance. If you are concerned that the animals participating in animal care laboratories may be experiencing unnecessary or excessive distress or pain during or after a learning event, you are encouraged to submit your concerns to any of the following individuals:

1. Dr. Lara Vaughn; Program Chair, ATC Veterinary Technology
2. Mr. Stuart Frew; Dean, ATC Life Sciences and Public Safety
3. Dr. Kristen Douglas; ATC Vice President for Academic Affairs
4. Dr. Andrea Daniel; President of Athens Technical College

5. Dr. Gianni Campellone; UGA Assistant Director University Research Animal Resources
6. Dr. Leanne Alworth; UGA IACUC Attending Veterinarian
7. Mr. Eric Smith; UGA IACUC Coordinator
8. Dr. Gaylen Edwards; UGA IACUC Chair

You will not be reprimanded or discriminated against for reporting or expressing your concerns and you will be protected by applicable whistleblower policies. Your anonymity will be protected to the greatest extent possible should you request it to be held in confidence.

It is best if you first express your concern at the most immediate level, but if the solution or explanation is not satisfactory, then you can and should move “up the ladder” to express your concerns. If at any time you feel you cannot express your concerns at the most immediate level for whatever reason, you are welcome to express them to a higher authority.

Athens Technical College:		
Dr. Lara Vaughn	lavaughn@athenstech.edu	706-552-0969
Mr. Stuart Frew	sfrew@athenstech.edu	706-355-5033
Dr. Kristen Douglas	kdouglas@athenstech.edu	706-227-5375
Dr. Andrea Daniel	adaniel@athenstech.edu	706-355-5111
University of Georgia, University Research Animal Resources:		
Dr. Gianni Campellone	gianni.campellone@uga.edu	706-542-3587
Dr. Leanne Alworth	alworth@uga.edu	706-542-6084
Mr. Eric Smith	smitty8@uga.edu	706-542-5933
Dr. Gaylen Edwards	gedwards@uga.edu	706-542-5854

I acknowledge that I have received a copy of the:

Fall Admission Cycle Edition of the

**VETERINARY TECHNOLOGY PROGRAM
POLICIES & PROCEDURES MANUAL**

**an Addendum to the
Athens Technical College Catalog & Student Handbook**

By signing below, I agree to the following statements:

- **I have reviewed the Essential Functions List (Technical Skills) included in the Handbook.**
- **I have reviewed all of the Policies and Procedures included in the Handbook.**
- **I understand that if I am accepted into the Veterinary Technology Program that proof of vaccinations against rabies virus and tetanus must be submitted to the Veterinary Technology Program Chair by August 31st of the first academic semester.**
- **I understand the manual as written, or I have sought clarification on any item that I did not understand by speaking directly with the Veterinary Technology Program Chair or other appropriate administrator at Athens Technical College.**
- **I hereby agree to abide by the policies to the best of my ability.**

Name (print legibly)

Date

Signature

Understanding of a Career in Veterinary Technology

Please read and **initial** each of the following:

	The Veterinary Technician employed in a veterinary hospital or clinic has many of the same responsibilities that nurses perform for physicians in human medicine.
	The Veterinary Technician will be exposed to infectious organisms, such as bacteria, viruses, fungi, protozoan, helminth parasites, and external parasites; and many will be zoonotic pathogens.
	The Veterinary Technician will be exposed to bodily fluids, such as blood, urine, feces, vomit, and cerebrospinal fluid. The Veterinary Technician will collect such samples and tissue specimens, and perform laboratory procedures.
	The Veterinary Technician will assist the Veterinarian (Doctor of Veterinary Medicine) with surgery, radiography, diagnostic and medical procedures, and anesthesia.
	The Veterinary Technician will assist the Veterinarian with the humane euthanasia of debilitated animals, animals with severe illness or injuries, or rabies suspect animals. Humane euthanasia may also involve geriatric animals with poor quality of life and chronic end-stage disorders.
	The Veterinary Technician will perform routine dental prophylaxes; and will assist the Veterinarian with more in-depth dental/periodontal procedures.
	The Veterinary Technician will obtain medical histories from clients, maintain medical charts, assist with the physical assessment of animals, and educate clients about the health and care of the animal patient.
	The Veterinary Technician cannot make any medical diagnosis, cannot prescribe medications, cannot perform surgery, and cannot engage in any activity that is prohibited by a state's Veterinary Practice Act.

A student interested in a career in Veterinary Technology must have an aptitude for general science, math, and biology. The student must also demonstrate excellent decision-making and strong communication skills.

I acknowledge that I have an understanding of a career in Veterinary Technology. I am aware that the Veterinary Technician will serve an integral role in the veterinary health care team, and I am aware of the duties that will be required of me as a Veterinary Technician.

Name (print legibly)

Date

Signature

Drug Testing/Felony Background-Check Acknowledgement

ATHENS TECHNICAL COLLEGE VETERINARY TECHNOLOGY

COMMISSION OF A FELONY MAY PREVENT YOU FROM OBTAINING REGISTRATION AS A VETERINARY TECHNICIAN IN THE STATE OF GEORGIA.

Please read the following:

GEORGIA VETERINARY PRACTICE ACT
Official Code of Georgia Annotated (O.C.G.A.) § 43-50-41

All applicants for registration as a Veterinary Technician shall consent to a criminal background check. O.C.G.A. § 43-50-41. The board shall have the authority to refuse to grant, to revoke, or to discipline the registration of any veterinary technician if such person has any of the following:

- 1) felony conviction;
- 2) conviction for any crime involving moral turpitude;
- 3) arrest, charge, or sentence for any felony, or crime involving moral turpitude, where:
 - a) A plea of nolo contendere was entered to the charge;
 - b) First offender treatment without adjudication of guilt pursuant to the charge was granted; or
 - c) An adjudication or sentence was otherwise withheld or not entered on the charge.

A felony includes any offense which, if committed in the state of Georgia would be deemed a felony. A conviction includes either a verdict of guilty or a plea of guilty. O.C.G.A. § 43-50-41.

I have read the above statement and recognize that commission of a felony or any other crime of moral turpitude may prevent me from obtaining registration as a veterinary technician in the State of Georgia upon completion of the program.

Along with criminal background checks, our clinical partners may require the student to complete drug testing prior to his/her clinical rotation. Failure to provide a negative drug testing sample will prevent the student from attending the clinical rotation, and therefore preclude the student from graduating from the program.

Name (print legibly)

Date

Signature