



VETERINARY TECHNOLOGY
Associate of Applied Science (AAS)
Student Handbook
2026-2027

Southern Union's Veterinary Technology Program is a rigorous four-semester program providing an excellent educational foundation for a career as a Licensed Veterinary Technician. Our curriculum prepares students to enter veterinary medicine and exposes them to limitless career opportunities within it. The Veterinary Technology profession is a standalone career, and this program is not intended to be a pathway for individuals seeking a career as a veterinarian.

The Veterinary Technician program at Southern Union State Community College achieved initial accreditation in 2025 with the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA CVTEA). This initial accreditation is granted until another program evaluation in five years. This cycle will be repeated at five-year intervals until a program has been fully accredited for two cycles, after which time site visits are conducted at six-year intervals. AVMA CVTEA accreditation allows graduates of the program to be eligible to sit for the national licensure examination and apply for state licensure in Alabama.

Students who graduate from the Veterinary Technology Program will have earned an Associate of Applied Science degree.

Program graduates will be equipped with the skills and education necessary to become leaders in veterinary practice management, veterinary education, specialized and general veterinary practice, farm animal medicine, wildlife rehabilitation and conservation, zoo and shelter medicine, veterinary industry, research, military and government service, public health and beyond.

Veterinary Technician Oath

"I solemnly dedicate myself to aiding animals and society by providing excellent care and services for animals, by alleviating animal suffering, and by promoting public health. I accept my obligations to practice my profession conscientiously and with sensitivity, adhering to the profession's Code of Ethics, and furthering my knowledge and competence through a commitment to lifelong learning."

Veterinary Technician Code of Ethics <https://navta.net/policies/>

Alabama Veterinary Practice Act [https://asbvme.alabama.gov/wp-content/uploads/2021/07/Alabama Practice Act and Administrative Code Updated Working Copy 2018 3 5 2019.pdf](https://asbvme.alabama.gov/wp-content/uploads/2021/07/Alabama_Practice_Act_and_Administrative_Code_Updated_Working_Copy_2018_3_5_2019.pdf)

Georgia Veterinary Medicine Rules and Laws <https://sos.ga.gov/page/georgia-board-veterinary-medicine-rules-and-laws>

Southern Union values every student who attends the College and respects all students' rights and privileges. This Student Handbook has been prepared to allow you to carefully review the opportunities, rights, responsibilities, and policies that apply to you as a veterinary technology student. Unless otherwise designated in a course syllabus, these policies apply to each veterinary technology course in which you enroll. If routine progression through the program is interrupted, policies in the Student Handbook and College Catalog at the time of readmission will apply.

After you have read this handbook, you will need to provide a signature indicating that you have read and understand the policies outlined in this handbook.

Each person at the College is committed to your success – as a student, a professional, and most importantly, as an individual. If you need additional assistance, our doors are always open to you.

Welcome to Southern Union!

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STUDENT PROFESSIONALISM and DRESS CODE

Professionalism is a way of presenting yourself that projects competence that will allow others to have confidence in your abilities. It also encompasses how you treat your coworkers, clients, and patients. Your physical appearance, behavior, tone of voice, non-verbal communication, and initiative for tasks are all important components of professionalism. Every interaction at school and while in clinics could impact both your present and your future. We have created this professionalism and dress code to help you be mindful of professionalism. Please remember that you reflect yourself and our program in all you do.

We believe strongly that professionalism is as integral to this program as any of the formal courses that students are taking. As such, students are expected to uphold the Professional Behavior and Dress Code during the program. Each veterinary technology course will have a professionalism grade worth 5% of the total grade for that course. **Misconduct will be subject to a professionalism grade deduction, as outlined in the Professionalism Grading section below.**

“Professional is not a label you give to yourself- it’s a description you hope others will apply to you”

-David Maister, True Professionalism

PROFESSIONALISM GRADING

As part of professional behavior, full attendance and participation is expected in every course, as is strict adherence to the dress code. To receive credit for professional behavior, students must arrive to class on time, ideally a few minutes prior to class time, to be prepared when class or clinic begins. Students are also expected to be active, engaged, and professional throughout the learning experience.

Professional Behavior and Participation will be assessed according to the following sections in the Professionalism Code: Uniforms, Dress Code, Personal Grooming and Hygiene, Student Behavior (to include adherence to our Anti Bullying Policy and Universal Human Rights Pledge), Classroom/Clinical Site Interaction, Smoke and Drug Free Policies, Academic Honesty, Attendance, Cell Phone and Electronic Device Use, Social Media, and Photography and Video Recording Policies.

Each student will begin the semester with a professionalism grade of 100, which will be weighted at 5% of the total grade in each Veterinary Technology course. Violations of professionalism will result in deductions as outlined below.

Professionalism Category	Point Deduction
Absence Excused and/or pre-arranged absence is allowable for legitimate reasons* but cannot constitute greater than 20% of the course or a	-5 for each unexcused absence -50 for each unexcused no call/no show

student risks either administrative withdrawal as outlined in the Attendance Policy, and /or failure to achieve course objectives and essential skill acquisition that may necessitate a failing grade. NOTE: A no call/no show for a scheduled clinical experience will be considered a significant violation of professional responsibility and will result in a 50-point deduction from the student's professionalism grade. Students must first notify the clinical site contact of tardiness or absence directly followed by contacting the supervising faculty instructor. Failure to comply with this policy on multiple occasions may result in additional academic or disciplinary action. This policy does not apply to absences or tardiness resulting from documented true emergencies or excused absences as defined by programmatic or institutional policy.	
Tardiness or Leaving Early Being late or leaving early is defined as <u>missing 5 or more minutes of class time</u>. Excused and/or pre-arranged tardiness or leaving early is allowable for legitimate reasons* but cannot occur greater than once monthly. NOTE: Students who arrive 15 minutes or later for a scheduled clinical experience will incur a 25-point deduction from the professionalism grade. Students must first notify the clinical site contact of tardiness or absence directly followed by contacting the supervising faculty instructor. Failure to comply with this policy on multiple occasions may result in additional academic or disciplinary action. This policy does not apply to absences or tardiness resulting from documented true emergencies or excused absences as defined by programmatic or institutional policy.	-1 for each unexcused incidence (5-14 minutes tardy) -25 (14+ minutes tardy)
Dress Code: Uniforms, Personal Grooming and Hygiene Initial violation will result in a written email warning outlining the issue. Failure to remedy the issue or another unrelated violation in the same semester will result in point deduction for each future violation that semester. No warning will be given for professionalism infractions at clinical sites. These will result in automatic deductions.	-5 for each violation
Southern Union Classroom and Laboratory Participation and Interaction, Cell Phone and Electronic Device Use, Social Media and Photography Policies Students are expected to be actively engaged in all class activities and to behave respectfully to all classmates, faculty, and staff. Initial violations will result in a written warning in an email outlining the issue, Failure to remedy the issue or another unrelated violation in the same semester will result in point deduction for each future violation that semester.	-5 for each occurrence

Off Campus Clinical Site Participation and Interaction, Cell Phone and Electronic Device Use, Social Media and Photography Policies Students are expected to be actively engaged at clinical sites, to arrive on time and stay for the entire scheduled shift, and to behave respectfully to all classmates, faculty, clinical site supervisors, and staff. Clinical site partners are vital to the success of this program, and student behavior that could potentially damage clinical partnerships will not be tolerated. No warning will be given for professionalism infractions at clinical sites. These will result in automatic deductions.	-10 for each occurrence
Smoke and Tobacco Free and Vaping Policy Smoking, vaping, chewing tobacco, and smelling of smoke or vapors in class or at clinical sites are not allowed at any time. No warning will be given for professionalism infractions at clinical sites. These will result in automatic deductions.	-5 for each occurrence
Drug Free Policy	Violations will be addressed as outlined in the Student Handbook
Academic Honesty Policy	Violations will be addressed as outlined in the Student Handbook
Bullying and Universal Human Rights Pledge Violations We have a <u>no tolerance policy for bullying and discriminatory acts or speech</u> , to include personal social media accounts and web activity. All witnessed or reported events will be investigated.	Violations will be evaluated by the Program Director on a case by case basis to determine the next steps, including referral to the Dean.

*Absence or tardiness will be excused for the following reasons:

- **Medical leave for self or immediate family:** Must provide written documentation from a licensed medical professional, including the provider's information, name of the patient, and date(s)/time(s) as applicable to show correlation with the absence.
- **Jury service:** Must provide jury summons with date(s) correlating to the absence.
- **Court summons:** Must provide documentation with date(s) correlating with absence.
- **Military service:** Any work other than required military service does not constitute an excused absence.
- **Death of a family member:** Must provide documentation such as an obituary or death certificate.
- **Emergency:** must provide documentation from a competent authority with date(s)/time(s) correlating to absence.

- o Such as an automobile accident or breakdown, evacuation or housing displacement, etc.
- o Scheduled veterinary care for your pet will not be excused, though documentation of a medical emergency will be accepted.
- **Observance of a religious holiday:** Must notify the Program Director and administrative office prior to the start of the quarter in which the holiday occurs.

UNIFORMS

CLASSROOM: Students must wear scrubs or business casual attire for all classes.

Athleisure clothing is NOT allowed.

Dresses, shorts and skirts must be as long as the tip of your middle finger when your arms are at your sides. A good rule is 2 inches above the knee.

Clothing may not be sheer or revealing in nature.

Inappropriate attire includes but is not limited to short or tight skirts/dresses/shorts, excessively baggy clothing including pants or shorts, swimsuits, legging/jegging, low-rise or sagging pants without a shirt providing full coverage, tank tops, tube tops, muscle or cut off tee-shirts not covering the shoulders, athletic/work out clothing, ripped jeans or clothing.

Decisions regarding questionable attire will be made by the Program Director.

LABORATORY AND CLINICAL: ‘Galaxy Blue’ colored scrubs with approved SUSCC Veterinary Technology logo embroidery on right chest and cover jacket/warm up jackets with logo embroidered on the right arm sleeve. Note that “galaxy blue” is not “royal blue”, “indigo”, or “navy”.

Students will wear appropriately fitting, clean scrubs well-kept and free of wrinkles, pet hair, stains, fading, and holes while in the laboratory or at clinical sites. A white laboratory coat is to be worn during designated laboratory activities.

Athletic shoes/sneakers or nursing clogs that are easily cleaned and impervious to water (such as all leather) are required. All shoes must be closed toe *and* heel.

The scrub top or jacket and scrub pants should be the outermost clothing layer. A scrub jacket can be worn over scrubs during laboratory sessions and in the clinical environment.

Scrubs and lab coats are available for purchase at the SUSCC Bookstore, Tigertown Embroidery and Screen-printing, or Betty’s Uniforms in Opelika. Scrubs purchased elsewhere must be embroidered at Tigertown Embroidery and Screen-printing in Auburn, AL or Betty’s Uniform Center in Opelika, AL and in accordance with the handbook.

Scrub style must be a traditional V-neck top with straight or flare-leg pants. No jogger style pants, or mandarin collar or other style tops are permitted without approval. Scrub cover jackets are allowed in the same color and should closely match the style of scrubs selected.

Students unsure of style or requesting an exception should have their scrubs approved by the Program Director before purchase and/or embroidery.

It is recommended that students have at least two (2) sets of uniforms. Uniform colored scrubs are required at all clinical site locations off campus.

Students may wear any style/color scrubs to on-campus lecture/laboratory/clinical sessions.

If additional clothing is needed for warmth, it must be worn under scrubs. Plain, solid colored long-sleeved under tee shirts may be worn in white, black, yellow, or gray color in coordination with SUSCC branded color schemes.

LARGE ANIMAL CLINICALS: Work-style pants (thick/protective fabric) and dedicated scrub tops or approved SUSCC Veterinary Technology Program polos are appropriate for farm animal and equine clinical sites. Pants are approved in the following colors: khaki, dark brown, charcoal gray, black, or navy.

Polos are available from Tigertown Embroidery and Screen-printing or the campus bookstore and must have the approved SUSCC Veterinary Technology logo embroidered at the right chest. Polos purchased elsewhere must be approved prior to embroidery.

Work-wear style leather or tough textile boots (no steel toe) are required for farm animal/equine clinical sites. Rubber boots may be required for some clinical experiences.

Approved coveralls may be substituted over a scrub top or polo in some farm animal clinical site locations.

Ball caps may be allowable on some clinical farm animal location sites and should be well kept and reflective of a professional uniform.

Students are encouraged to donate new or gently worn uniforms or professional attire to our student uniform closet. This closet will allow students to donate or take uniforms as needed. See the Program Director for more information.

ID Badge: Official SUSCC issued student ID must be worn at the level of the left chest while participating in classroom, laboratory, and clinical activities. Additional ID badges may be required for off-campus clinical sites, such as Auburn University or Tuskegee University.

Supplies required for clinical and/or laboratory activities:

Analog/traditional wristwatch with second hand (smart watches are not allowed due to the variability of illumination and potential for interruption e.g. text messages received)

Stethoscope

Blue and black ink pens

Black permanent marker

Bandage scissors

Digital quick-read thermometer (Vicks Speed Read brand preferred)

Laboratory coat (of length meeting the knees and wrists)- embroidered logo not required

Dissection kit (available at SUSCC Opelika Bookstore)

iClicker for attendance and in class participation

For access to Auburn College of Veterinary Medicine, students will be required to obtain an Auburn University Affiliate ID and parking pass. Additional fees may be incurred. This may also be true for Tuskegee University.

PERSONAL GROOMING AND HYGIENE

Students are expected to maintain necessary personal hygiene including bathing, shampooing/cleansing of hair, and use of personal hygiene products to include mild deodorants/antiperspirants. The use of strongly scented products such as perfumes, lotions, colognes, and other fragrant body products should be minimized to avoid patient and client sensitivities. Resource assistance is available for students unable to meet this standard. Students in need should contact the Program Director for assistance. Any discussions related to assistance or provision of resources will be handled confidentially.

Hair: length and style should be appropriate for working in medical and farm environments. Hair must be natural in color (to humans) and must be clean and well-kept.

Hair should be such that it can be pulled/tied back (elastic holder, clips, headbands etc.) away from the face, off the shoulders and collar, and away from the field of work for all clinical laboratories and at clinical sites.

Students may not wear hair accessories in a clinical setting such as charms, beads or jewelry or other items not found in naturally occurring hair that could fall out or become entangled in equipment or to a patient.

Artificial hair extensions or pieces must follow the same guidelines.

Scarves, hats, and caps are not permitted. Head covers and hair wraps used for religious or medical purposes are allowable, and approval must be documented.

Medical and religious exemptions for attire and/or head coverings/attire may be made with prior discussion and with approval by the Program Director.

Artificial eyelashes: If worn, must be of natural length, fullness and color and professionally applied to not fall off. Extensions are not appropriate for surgical environments in any case.

Dramatic lashes or those with high volume or excessive length are not allowed because they may interfere with essential functions of the veterinary technician in laboratory or clinical settings such as microscope use or use of eyewear/personal protective equipment.

Facial hair: Facial hair must be kept at a minimum and be well maintained and trimmed. Facial coverings like beard covers and masks may be needed in some settings, such as surgery.

Fingernails: Nails will be kept shorter than 2mm beyond the tip of the finger and should not be visible from the palmar aspect (inside of the finger facing you).

Artificial nails are prohibited.

NO nail polish, enamel, dip, or gel application of any kind is allowed in clinics or during surgical laboratories.

Nails that are too long are a potential nidus for infection, especially in surgical environments. Artificial nails, nail embellishments and chipped nail polish can flake or fall off and are of concern for the same reason as above.

Jewelry/Piercings: Piercings of the face and/or tongue are prohibited while in clinical and laboratory settings. It may be acceptable to replace facial piercings with low-profile clear/neutral-colored studs. Approval for replacement is determined by the Program Director.

Modified/stretched ear lobes must have a solid plug.

Ear piercings must be minimal, with only small and non-dangling earrings allowed. All earrings must be secured.

Jewelry should be minimized to not interfere with patient or student safety in the laboratory and clinical environments. Dangling or loose jewelry of any kind is not permitted and poses a risk for snagging or entanglement in animal related activities.

Jewelry that cannot be fastened and secured is also prohibited.

Wedding bands and watches are acceptable in most settings. The instructor will advise students in situations where they pose a safety risk, such as when working with cattle in chutes.

Tattoos/body markings: Efforts to cover tattoos, brands and other personal symbols of expression should be made during clinical rotations. All markings that could be considered offensive in nature to others must be covered in all settings.

It is advisable that students consult with the Program Director before obtaining any new tattoos or body piercings (specifically on the hands or arms) while enrolled in the program. New tattoos and piercings are considered open wounds and may prevent students from engaging in clinical activities (such as surgery).

Markings or attire that are or could be interpreted as obscene, sexual, gang-affiliated, ethnically or racially political, discriminatory or symbolic in nature, or otherwise offensive are prohibited and must be covered.

Makeup: Makeup application should be minimal, natural in color, and appropriate for a medical professional setting while in clinical practice rotations.

Note: Students must adhere to and follow policies and procedures specific to assigned clinical site locations in addition to those outlined in this handbook. It is best practice to err on the side of conservatism and modesty and be aware of your intended audience when unsure. This handbook was written taking into account the policies of various partnering clinical sites.

STUDENT BEHAVIOR

The Veterinary Technology Program is a department within the Health Sciences Division at Southern Union. The Southern Union Health Sciences Division does not exercise control over the conduct of students in their private lives; however, when a group of students or an individual student acts as a recognized representative of a Southern Union Health Sciences Program or takes part in an off-campus activity sponsored by the Health Sciences Division, appropriate standards of conduct will be expected.

Any conduct by a student shall be subject to review and action will be taken by the Health Sciences Division faculty whenever it appears that the conduct has resulted in a hindrance or restriction of educational purposes or processes of the Health Sciences Division or when that conduct demonstrates a threat to the safety and well-being of others.

If at any time prior to graduation and during the course of participation in professional training as a Health Sciences student or in fulfilling other responsibilities as a Southern Union State Community College student, the student demonstrates patterns of behavior which constitute unprofessional conduct or which encroach on the student's ability to fulfill his or her responsibilities as a student, it will result in appropriate corrective action which may include suspension or expulsion from the Health Sciences program.

Such behavior includes, but is not limited to:

- habitual unexcused absences
- dishonesty in interactions with staff or instructors
- failure to adhere to dress code
- the use of inappropriate language
- being consistently late in fulfilling scheduled responsibilities
- failure to fulfill clinical rotation requirements
- unsafe animal handling
- bullying in any form
- intoxication while in class, labs or clinics

The demonstration of physiological or psychological disorders which interfere with a student's ability to fulfill academic responsibilities will necessitate intervention. This includes those that will infringe on the student's future abilities to fulfill professional responsibilities. Treatment could include referral to a proper agency for professional evaluation, diagnosis and assistance. Refusal to cooperate in this type of endeavor can result in suspension or expulsion from the Veterinary Technology program.

Abuse of alcohol which interferes with a student's ability to fulfill academic or professional responsibilities, or the illegal use of drugs may result in suspension or expulsion from the Veterinary Technology program. Punitive action may be delayed or discontinued while the student seeks treatment as directed by medical or mental health professionals.

The Veterinary Technology Program at Southern Union State Community College is acutely aware of the increased risk of mental health and substance abuse disorders in veterinary medical professionals. As such, we are committed to reducing the stigma associated with these disorders that may prevent students from seeking treatment. We encourage students who are experiencing any mental health or substance abuse issues to seek help. The Alabama Veterinary Professionals Wellness Program is available to assist all veterinary medical professionals, including students of veterinary technology. The program offers anonymous help, support, and referrals for ongoing treatment as needed. This help can be accessed at their website <https://alvetwellness.com/>.

Additionally Southern Union's BisonCARE is available to "find solutions for students experiencing academic, social and crisis situations including mental health concerns". This program can be accessed at their website <https://www.suscc.edu/students/bisoncare>.

ANTI-BULLYING POLICY

Southern Union State Community College is committed to a safe environment for all students and faculty. Veterinary medicine is a uniquely stressful profession, and the mental health and wellbeing of veterinary technology students is a top priority. Bullying in any form will not be tolerated. This includes but is not limited to:

- Disparaging comments about physical appearance and abilities or inabilities, academic performance, religious and political affiliation, sexual and gender orientation, medical conditions, socioeconomic status, culture or ethnicity
- Physical or verbal intimidation or threats
- Physical violence
- Any unwanted physical or other contact
- Derogatory language such as name-calling or the use of offensive slang
- Directing profanity toward others
- Behavior that has the effect of humiliating others
- Trolling social media or web accounts
- Defamation or slander of character
- Harassment in any form

UNIVERSAL HUMAN RIGHTS PLEDGE

It is the policy of Southern Union State Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, activity, or employment.

Additionally, the Veterinary Technology Program is grounded in the tenets of the Universal Human Rights Pledge as adopted by the Alabama State Board of Education, adapted from the Birmingham Pledge and the Universal Declaration of Human Rights:

“I believe that every individual has infinite and eternal worth.

I believe that the recognition of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world.

I believe that every individual is entitled to dignity and respect without prejudice toward race, color, gender, disability, language, religion, creed, national origin, property, age, or other status.

I believe that every thought and every act of such prejudice is harmful.

If it is my thought or act, then it is harmful to me as well as to others.

Therefore, I will strive every day of my life to eliminate such prejudice from my thoughts and actions.

I will discourage such prejudice by others at every opportunity.

I will treat all people with dignity and respect.

I will strive daily to honor this pledge, knowing that the world will be a better place because of my effort.”

<https://encyclopediaofalabama.org/article/birmingham-pledge/>

<https://www.un.org/en/about-us/universal-declaration-of-human-rights>

CLASSROOM INTERACTION

All interactions within the classroom and clinical sites are expected to be honest and respectful. Instructors set the tone and demeanor of their classes. Discussion and questions are encouraged when appropriate. Questions and comments by students should be thoughtful and relevant.

Unsanctioned talking, eating, sleeping, cell phone and smart device use, and reading unrelated material during a class or in a clinic is not acceptable. Students will be asked to leave the classroom if rude or disruptive to the learning environment. Students asked to leave must meet with the faculty member, Program Director, and/or the Dean before they can return to class.

Instructors will begin and end class promptly in accordance with the published class schedule. Students are expected to arrive on time and not leave or prepare to leave until the class has been dismissed. Faculty members

may close the door and not allow tardy students to enter a class until a class break. Doors may be locked for safety.

While one of the goals of the program is that the students become veterinary medical colleagues to the faculty and clinical supervisors after graduation, it is imperative that while a student is enrolled in the program an appropriate instructor-student relationship is maintained. Instructors and supervisors will inform students of how they wish to be addressed. Students must utilize appropriate professional titles when referencing their instructors or supervisors to clients and the public. Except for LinkedIn and professional organization memberships, outside relationships between students and faculty or clinical supervisors will not be allowed, including on social media, unless a pre-existing relationship exists. Pre-existing relationships, including students employed by clinical partners, must be disclosed to the instructor and Program Director prior to the semester or as soon as the possible conflict of interest is identified.

SMOKE-FREE AND TOBACCO-FREE POLICY

Tobacco products including chew/dip/smoke and vaping devices are prohibited on campus, in the classroom, the laboratory, and at all clinical sites.

Because Southern Union State Community College is committed to providing a safe and healthy working and learning environment for the students, faculty, and staff on its campuses, it is a smoke and tobacco-free environment. The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by Southern Union is expressly prohibited. "Tobacco Products" are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on Southern Union properties. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented or otherwise used by Southern Union.

The use of tobacco products is prohibited in all vehicles – private or public vehicles - located on Southern Union properties. This policy applies to all persons who enter the areas described above, including students, faculty, staff, contractors and subcontractors, spectators, and visitors. All events hosted by a Southern Union shall be smoke and tobacco-free.

Students must also observe these policies while at clinical site locations. Clothing and hair should be free of tobacco fragrance prior to entering the clinical setting. Hands should be properly washed after tobacco use and prior to entering clinical settings.

BACKGROUND CHECKS & DRUG SCREENING

Upon acceptance into the Veterinary Technology Program, an Advantage Students/Infomart registration link will be sent to your SUSCC email address. Students should monitor inboxes including junk folder. When registering, the cost for the background check is the responsibility of the student. ***Students must use their SUSCC email address to set up their Advantage Students/ Infomart account.*** The background check and urine

drug screen must be completed and shared with SUSCC before you can register for classes. Tests are valid for 18 months.

If additional information is needed from the student following screening, the Advantage Students Medical Review Officer (MRO) will attempt to contact the student three (3) times. If unable to contact the student after three attempts, the drug screen will be reported as positive. It will be up to the student to contact Advantage Students.

A percentage of each class will be randomly selected each semester for drug screening. Any positive drug screen without valid prescription and medical documentation will result in dismissal from the program.

ACADEMIC HONESTY AND PLAGIARISM

Plagiarism is defined as copying any part of someone else's intellectual work – their ideas and/or words – published or unpublished, including that of other students, and portraying it as one's own. Proper citation, utilizing the MLA or APA formats, is required when referencing or quoting any unoriginal work.

Generative artificial intelligence (AI) tools are not to be used to complete course assignments unless an instructor authorizes their use. These tools should be used only with the explicit and clear permission of each individual instructor, and only in the ways allowed by the instructor. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. Any use of artificial intelligence must be appropriately cited. The program's faculty may use electronic screening methods for plagiarism and AI use on all written assignments.

If a student knowingly submits plagiarized, AI generated or fabricated clinical information that is meant to be factual, they will fail the assignment. All allegations of plagiarism or unauthorized/undocumented AI use will be reviewed by the Program Director and/or referred to the Dean of Students.

Cheating in any form will not be permitted. If a student is found to be cheating during testing or on a required activity, they will receive a "zero" or an "incomplete" for that activity and a possible failure for the course. If the incident is referred to the Dean of Students, suspension or expulsion from the college may result.

Violations of the Academic Honesty Code include, but are not limited to the following:

- Looking on another student's paper during a test or examination or communicating in any way with anyone other than the test administrator/faculty/proctor
- Using unauthorized materials and/or devices in the preparation of any assignments or in the taking of any tests or examinations
- Having in the immediate testing area materials or devices not expressly authorized by the test administrator
- Accepting or providing unauthorized assistance in the preparation of assignments or the taking of any tests and examinations
- Submitting as your own work essays, term papers, lab reports, or other projects which have been prepared by others, or generated by artificial intelligence
- Obtaining, possessing, or gaining knowledge or answers to a current test or assignment

before it has been distributed to the class and without the knowledge and consent of the instructor

- Tests may not be duplicated in any form including, but not limited to: handwritten, photocopy, video, audio or recording.
- Plagiarizing (presenting as one's own the ideas, data, and/or works of another);
- Inventing data or information in the preparation of assignments except when such invention is expressly authorized

Personal, portable electronic devices including cameras, smart watches, laptops, cell phones, smart glasses, smart pens or any device capable of recording must not be visible/accessible during exams or exam reviews. Cell phones must be turned off or set to silent mode.

ATTENDANCE POLICY AND TARDINESS

Students are expected to attend all classes for which they are registered. Each student should recognize at the beginning of his/her/their college career that a mature acceptance of his/her/their academic responsibilities is a requisite for accomplishment in college; this applies particularly to class attendance. Any class sessions missed, regardless of cause, reduces the academic opportunities of the student. When a student is absent, the student is responsible for obtaining all announcements, content covered in class and for any assignments.

A student may be dropped administratively from any course for failure to attend class(es) when the student has missed more than 20% of the total number of hours that the class meets.

Attendance will be taken daily in class utilizing iClickers, and for clinical rotations and preceptorships by clocking in/out on Trajecsyst.

CELL PHONES AND ELECTRONIC DEVICE USE

Cell phones and all smart devices must be turned off or on silent during class time, clinical rotations and preceptorships. At all times phones should be in a pocket or bag and not on desks, tables, lab benches or held in hands unless specifically directed otherwise.

Smart watches can be used as time keeping devices and stopwatches, but should not be used to communicate, read emails or view social media. If this occurs, the instructor will ask the student to remove the smart watch and not wear it to class or the clinical site again. Analog watches are required as part of the clinical uniform.

Texting, direct messaging, voice and video calls during classes, clinical rotations, and preceptorships are prohibited. If a student anticipates a situation in which they need to take a call during class time, then it is the student's responsibility to alert the instructor or clinical supervisor prior to the class starting. The student will be asked to step outside of the classroom, laboratory or treatment area to take the call. If this situation occurs during a test, the student should arrange with the faculty member to answer the call.

Photography or videography is prohibited. Personal portable electronic devices including cameras, laptops, cell phones, smart glasses, smart pens or any device capable of recording must not be visible or accessible in any clinical setting.

Students may not wear earbuds at any time during classes, tests, clinical rotations or preceptorships.

The recording of lectures may be allowed for studying purposes **if approved by the instructor in advance**. Students are not allowed to retransmit lectures without the explicit consent of the instructor. Examples of transmission are posting lectures on websites like YouTube, Facebook, Instagram, artificial intelligence sites etc., and dispersion of copies of recorded lectures. This includes both whole lectures and portions of lectures.

SOCIAL NETWORKING POLICY/ SOCIAL MEDIA

Social networking sites/social media include but is not limited to: Facebook, Instagram, X (formerly Twitter), TikTok, Snapchat, Pinterest, Reddit, Bluesky, Substack, Truth Social etc.

Students are advised to use social media cautiously, both to protect client and clinical site privacy and to portray an appropriate professional image for future employment opportunities.

Students are not to make negative, disparaging or unprofessional remarks about the program, fellow students, instructors, patients, pet or farm owners, clinical sites or other veterinary professionals through social media. Any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and will be considered a form of misconduct.

VIDEO RECORDING AND PHOTOGRAPHY BY STUDENTS

In order to protect the privacy and safety of faculty, staff, students, clients and clinical partners, and to prevent inaccurate or misleading representation of animal research, care, and use by any party involved with the SUSCC Veterinary Technology Program, **photography or video recording will not be allowed on campus or at any clinical partner facility to include any off campus educational experience** for the duration of the program.

This policy covers the use of audio, visual or other recording devices in any area where animals are housed, located, or used at any affiliated location of the SUSCC Veterinary Technology program. This includes research laboratories, animal transport vehicles, veterinary clinics, veterinary teaching hospitals and animal shelters. **Public areas** of zoos, aquariums, and animal exhibition farms such as petting zoos may be exempt from this policy, and students will be informed of any applicable exemption as it occurs. This policy includes live and deceased animals, their body parts, housing or other animal use areas not occupied by animals at the time of the photo or recording.

This policy does not prohibit SUSCC faculty from taking photos or videos for **educational or program marketing purposes only**. SUSCC faculty will obtain permission from each clinical site partner prior to taking any videos or photos and will use them only for internal use at SUSCC or for accreditation purposes.

VACCINATION POLICY

Rabies PrEP (pre-exposure prophylaxis)

Rabies is a fatal, zoonotic, and preventable viral disease that affects animals and humans worldwide. Annually, over 50,000 people die from contracting rabies. Rabies is present in all states in the continental US. Rabies is

transmitted by contact with saliva or nervous system tissue of infected mammals (including dogs, cats, bats, racoons and foxes) into open wounds on the skin or in mucous membranes. Veterinary staff is at an increased risk of contracting Rabies and are classified as a Risk Category 3 by the Centers for Disease Control.

https://www.cdc.gov/rabies/hcp/prevention-recommendations/pre-exposure-prophylaxis.html?CDC_AAref_Val=https://www.cdc.gov/rabies/prevention/pre-exposure_vaccinations.html

More information on [Rabies can be found here.](#)

Information on Rabies in [Alabama can be found here.](#)

Due to the significant human health risk of contracting rabies from animals, **the program of veterinary technology at Southern Union State Community College (SUSCC) requires all students to be vaccinated against rabies to the extent allowable by law.** Veterinary staff are at an increased risk of contracting rabies, both due to exposure to animals and an increased risk of sustaining animal bites. Students are required to have completed the CDC recommended two vaccine series prior to live animal courses or clinical rotations. Students will also be required to complete a rabies antibody titer for verification of an appropriate level of immune response to the vaccination series, defined by the U.S. Centers for Disease Control as 0.5 IU/mL. A rabies vaccination booster will be required if titer values are insufficient for protection.

SUSCC must allow for exemption from vaccination to the extent required by Alabama law governing vaccine mandates. Sufficient documentation supporting an exemption will be required but will not need to include any legally protected medical or personal information. **Unvaccinated students will not be permitted to handle any animal with no history of rabies vaccination, an inadequate history of rabies vaccination or any species of animals capable of transmitting rabies for whom there is not a validated rabies vaccine available.** It is the unvaccinated student's responsibility to verify animal vaccination status prior to handling an animal. Details on these categories are outlined in the Alabama Department of Public Health's Rabies Control and Bite Manual 2023. Due to this limitation, **unvaccinated students may not be able to satisfactorily complete all clinical rotations required to graduate from the program.** Alternatives to these clinical experiences may be arranged on a case-by-case basis for students that cannot get vaccinated due to documented medical or religious exemptions but are not guaranteed. Students exposed to rabies shall be responsible for all costs associated with any post-exposure medical treatment.

Aside from preventive vaccination, the other important way to avoid human exposure to rabies is to reduce the risk of animal bites. SUSCC's Animal Related Injury and Aggressive Animal Policy outline the protocols for bite prevention. In addition to the details in that document, the following will also occur regarding rabies prevention specifically:

1. Students will receive a rabies exposure risk and prevention lecture before handling animals in the program.
2. All clinical partner sites will be informed of SUSCC's Animal Related Injury and Aggressive Animal Policy and will sign an agreement to abide by the animal handling protocols described as appropriate.
3. All clinical partner sites will be informed of SUSCC's Rabies Mitigation Policy and sign an agreement to uphold the restrictions for unvaccinated students as appropriate.

- a. While management of the clinical partner sites will be aware of which students are unvaccinated, no personal information regarding the reason for non-vaccination will be provided.

Tetanus (Tdap or Td)

Students must also provide proof of a current adult tetanus vaccination (Tdap or Td). Recommendations are that adults be vaccinated every 10 years.

COURSE MANAGEMENT SYSTEM

Courses in the Health Sciences Division are augmented using the course management system known as Canvas. Students will be expected to access these materials as outlined in the course syllabi. For students who do not have a computer at home, computers and printing services are available in the Learning Resource Centers available on all three campuses, and IT rooms by reservation. Students will be expected to utilize these resources.

Tracking of clinical hours, preceptorship hours, and clinical skill completion will be done utilizing Trajecs, a cloud based clinical management system. Students will be expected to utilize this system from a computer or their smartphone daily during the program. In-class participation and attendance will be recorded utilizing an electronic remote (iClicker).

RESPONSIBILITY IN TEACHING AND LEARNING

The main purpose of instruction is to promote student learning. This means that teachers direct all matters dealing with courses. That does not mean that teachers bear the sole responsibility for students' education. Students need to study, do homework, and prepare for class to master the information and skills being taught. Students cannot expect a good grade in a course without putting in several hours of studying for each hour of scheduled class time. The recommended amount of student time is 2 hours per day for each hour of class.

Extra-curricular activities, including jobs, will not affect teachers' expectations and should not interfere with students' preparation for classes. Teachers will use their expertise and experience to prepare and present the subject of a course in the best possible way and to adapt to evaluations and constructive criticism from students.

Teachers will do their best to provide a disciplined yet comfortable and supportive classroom environment. They will encourage questions and questioning, although students should remember that insight often comes from working through a problem rather than being given the answer.

The student is ultimately responsible for learning. Although faculty members will teach, guide, assist, and encourage, learning is the student's responsibility. Learning is hard work, and full-time students should consider this program to be a full-time job. A college's priority is their students. While students pay tuition to attend school, the tuition provides the student access to the expertise of the faculty members.

PARTICIPATION IN PROGRAM OF LEARNING

Students are encouraged to participate in the development, conduct, and evaluation of the program. The students may contribute through semester evaluation of the course work and instructors and through evaluation of the

program and curriculum after completion.

Students are responsible for evaluating their instructors honestly and candidly to contribute to each teacher's effectiveness and professional growth. This evaluation should be done respectfully.

The semester evaluations are distributed at the end of the semester to all college students and solicit anonymous comments regarding course content, instructors, clinical sites, clinical site supervisors, instructional tools, assigned coursework, and examinations. End of semester evaluations are a course requirement; course grades may be withheld until all semester evaluations have been completed. Students are asked to evaluate the entire curriculum at the program's completion and again in six months to one year after graduation.

CHANGES TO PROGRAM - INFORMING STUDENTS

Policies and procedures are communicated to students through the Health Sciences or program-specific handbook, course learning management systems, the College Catalog, and institutional website. This handbook is revised regularly to provide current and accurate information about the program on the Southern Union website. Annual updates are required, and changes may occur at any point during the academic year.

Changes in program, policies, and procedures will be announced to each class by the instructor(s) and announcements describing such changes will be posted in program learning management systems (in Trajecsyst and in Canvas). Program faculty will be available to answer questions regarding any changes.

COURSE SYLLABI

Each veterinary technology course has a syllabus that is the student-teacher agreement for that specific course. All syllabi will be available online through the Canvas learning platform and the lib guides available for the program through the Learning Resource Centers (libraries) on campus. The syllabus contains the course objectives, requirements, evaluation methods and College resources. **It is the student's responsibility to read and fully understand the course syllabi contents at the beginning of the semester for each course enrolled.** Students needing clarification must make an appointment with the faculty member and ensure all questions are answered.

Syllabi are projections of activities that will take place over several months; however, instructors may modify activities to fit unforeseen circumstances. Changes will be announced in class and/or provided in writing via the course management system Canvas and/or Trajecsyst. Every effort will be made to avoid disruptive or substantial changes during the semester, but these may be unavoidable at times. Students are expected to remain flexible and accommodating to these changes.

COURSE EVALUATION / GRADES

Theory and laboratory course assignments and exams will be graded on a numerical scale.

A minimum grade of “C” (75 or above) is required to complete the course.

A 90–100

B 80–89

C 75–79

D 60–74

F 59–below

Individual exam grades are not rounded to the next higher score.

A PASSING overall course grade of 0.5 or higher is raised to the next whole number. For example, if an overall course grade is 89.6, then an A will be recorded for that course grade.

A FAILING overall course grade of 0.5 or higher grade will not be rounded to a passing letter grade. For example, if an overall course grade is 74.9, then a D will be recorded for that course grade.

Clinical rotations and preceptorships will be graded as satisfactory or unsatisfactory. Clinical site supervising veterinarians, veterinary technicians and college faculty will work together to determine grading for clinical rotations utilizing skill rubrics. Course instructors and supervising veterinarians and veterinary technicians will utilize the Professionalism Grading system in this handbook to determine Professionalism grades in each course.

In addition to the above, completion of ALL required tasks outlined by AVMA CVTEA's Essential and Recommended Skills List (found here: <https://www.avma.org/education/center-for-veterinary-accreditation/committee-veterinary-technician-education-activities/cvtea-accreditation-policies-and-procedures-appendix-g>) is mandatory to be eligible for graduation. Recommended skills from the list are encouraged and will be tracked for programmatic purposes but will not impact student progression or graduation eligibility.

Each clinical skill required during the program can be found in the link above and within each course in Trajecsys.

Students must pass all components of the course to progress to the next course.

Readmittance to the next cohort of students will be considered through appeal to the Academic Progression Committee. The student may also be required to provide a statement outlining the reasons their initial enrollment was unsuccessful and how they plan on remedying those issues if readmitted. If readmitted, the student must meet with program faculty regularly to ensure continued academic progress.

TESTING POLICY

Students will be required to take standardized tests throughout the curriculum. Students must take the exams at assigned times. All exams are monitored.

Students experiencing extenuating circumstances immediately prior to any scheduled exam are responsible for contacting their course faculty prior to taking the exam to request other testing arrangements. Once an exam is attempted, the score is final.

Testing guidelines for each course will be determined by each instructor and the policies outlined on the course syllabus.

COMPUTERIZED TESTING

Students must arrive at the computer laboratory or designated location before the start time. Students are not allowed to enter the testing area before the scheduled testing time begins.

No food or drinks are allowed in the lab. Students may only bring a pencil and a basic calculator.

If paper is needed, faculty members will supply a blank sheet to be handed in at the test's completion.

No cell phones, smart watches or hand-held devices are allowed at your desk.

All bags and personal items must be left at the front of the classroom or in the classroom lockers.

Students are allowed only to access the test in progress. No other programs or internet applications are to be open on the taskbar or used now.

Once the test is complete and submitted, the student may review the test if allowed by the faculty member.

Once the test is complete, the student will end the testing session and exit the computer laboratory. Students may not check email, surf the web, or go to other web sites during, or after the test while in the lab.

If a test is administered on a personal computer, students must use exam proctoring software for the exam.

ANY violation in this policy will result in the student being referred to the Dean of Students for violation of the Academic Integrity policy in the college student handbook/catalog and program handbook.

MAKE-UP TESTS

If unable to take an exam at the scheduled date and time due to extenuating circumstances, the student must notify the instructor before the exam. If a student fails to notify the instructor before the scheduled exam time (unless a true emergency has occurred) or is unable to provide documentation of an extenuating circumstance, the student can ask to take a make-up test.

Make-up tests for excused absences, true emergencies or instructor approved pre-arranged circumstances will be provided to the student, at a time convenient to both parties, or with a scheduled proctor.

Make-up exams for unexcused absence are not guaranteed to the student. Make-up tests are provided at the instructor's discretion. The make-up test format is also at the instructor's discretion. Regardless of the circumstances, students may take only one make-up test per semester. If a student misses more than one exam during the semester, they may be administratively withdrawn from the course.

TEST REVIEW

Test results will be reviewed at the instructor's discretion. Student requests to review tests must be made by students within 3 business days of the grade being posted.

Students will not be allowed to review tests at the end of the semester to challenge question answers for points.

Students who wish to challenge a test question must do so in writing within 1 business day following the exam review. Students who challenge test questions must provide the course faculty with documentation from a reputable source supporting the reasoning for the challenge.

ACCESS TO INSTRUCTORS/ TUTORING

Students can meet with their instructors during designated office hours/ tutoring hours. Office hours are posted outside each faculty member's office and/or in the course syllabus.

To meet with faculty outside of office hours, students must initiate contact to schedule an appointment at a time that is mutually convenient for both the student and faculty. Appointments should be kept by both parties. If circumstances prevent this, the person unable to make the appointment should contact the other and attempt to reschedule.

APPEAL PROCEDURE

The College has established a grade appeal procedure to be used if a student has a valid reason to believe that a grade they have received for an examination, a presentation, a clinical, a lab, or a project is inaccurate, or an inaccurate grade has influenced the final grade in the class.

Formal appeals are accepted only when a student believes the instructor did not assign the grade correctly based on the syllabus guidelines. Students may also appeal the final grade in the class if they believe the final grade is inaccurate (calculation error).

The Academic Appeal Policy and Appeal Procedure steps are outlined in detail in the SUSCC College Catalog on the SUSCC website.

COMMUNICATION CHANNELS / CHAIN OF COMMAND

Should a problem arise during the semester, individuals should first strive to solve it with the instructor or student involved. If no agreement is reached or dissatisfaction results, the course coordinator should be consulted. If this does not solve the issue you may make an appointment with the Program Director. If the problem remains unresolved, the Dean of Health Sciences is then consulted.

Conversations with faculty and leadership will remain confidential to the extent that is legally permissible. Email or written correspondence should be considered for documentation purposes. Some issues may arise that require faculty to involve others. FERPA regulations will be followed when discussing student concerns with other faculty or College leadership.

ADMINISTRATIVE DROP

A student may be dropped administratively from any course for:

- Failure to complete college registration properly

- Failure to fulfill conditions of registration in those cases when a student may have been allowed to register on a conditional basis
- Falsification of application and/or records such as health insurance or immunization records
- Failure to fulfill other conditions of admissions and/or registration
- Failure to comply with student conduct standards
- Failure to attend class or clinical rotations consistently, to include being prohibited from returning to a specific clinical site by that location's supervising veterinarian or veterinary technician
- Failure to comply with program's Institutional Animal Care and Use Committee's protocols outlining safe and humane animal handling and use

COURSE WITHDRAWAL

Due to the consecutive nature of this program's courses, a withdrawal from a course while continuing in other courses will not be permitted. The program must be completed in the sequence it is offered.

Readmittance to the next cohort of students will be considered if the student goes through the Admissions Progression Committee appeal and reinstatement process. If readmitted, the student will be required to meet with program faculty on a regular basis to ensure continued academic progress.

MEDICAL / CATASTROPHIC WITHDRAWAL

A medical or catastrophic withdrawal may be granted in circumstances that are outside of the student's control in which a serious personal life situation prevents the student from progressing in the program for a period. This withdrawal option is intended to be considered on a case-by-case basis and may require additional documentation. Under approved circumstances, a student with a medical or catastrophic program withdrawal would be eligible for admittance to the next cohort of students without reapplication under the Admissions Progression Committee appeal process.

To request a medical withdrawal, please contact the Veterinary Technology Program Director. Please see the Academic Policies in the SUSCC College Catalog for additional information regarding catastrophic withdrawal.

VETERINARY TECHNOLOGY PROGRAM ADMISSION & PROGRESSION POLICIES

Definitions

Initial Admission: Initial Admission is classified as initial acceptance and entry into the Veterinary Technology Program; initial programmatic attempt.

Progression: Students receiving a final reported course grade of C (75-79) and above are eligible to progress academically in the VET program.

Students who interrupt the specified progression through the program of study for any reason must apply to return to the program.

Reinstatement: Students who have a withdrawal or failure in a VET course and are eligible to return to that course will be considered for reinstatement to the program at the following course offering. The student must notify, in writing, the Program Director within fourteen (14) calendar days of the end of the failed course(s) or date of withdrawal stating their intent to be considered for reinstatement. The end of the course will coincide with the final date of the semester as established by the college. Academic failure in the VET program is considered a final reported grade of D (74.99) or below. A student may be reinstated to the program once. The maximum of one (1) reinstatement is allowed after which a student must apply as a new student (Second Admission). Students with approved medical withdrawals will be considered for reinstatement prior to non-medical withdrawals. Reinstatement is not guaranteed and is dependent on the availability of space in the program and considers the limitations of clinical opportunities and faculty support. All program admission standards must be met. A student must have a 2.0 cumulative GPA at SUSCC for reinstatement. If a student has a documented extenuating circumstance that should be considered related to the course performance, then this student may request a hearing before the Admission Progression Committee for a decision on repeating a course or Second Admission to the program.

Second Admission: Students not eligible for program reinstatement may apply as a new student. If accepted as a new student, the student must take or retake all VET courses. To maintain academic standards and program integrity, a student may be admitted as a new student to the program a maximum of two (2) times. This includes initial program admission.

VIDEO RECORDING AND PHOTOGRAPHY BY PUBLIC RELATIONS

The SUSCC Health Sciences Division implements events and initiatives to promote the overall well-being of the college, to create awareness of the college's mission, history, and contributions to the region, and to foster positive relationships with prospective students, alumni and friends of the college.

Public relations and marketing activities include, but are not limited to, distributing press releases and news stories concerning college activities, developing and distributing publications regarding college mission and programs, participating in community activities, and designing and implementing marketing material for print and electronic media.

Any student who wishes not to be video recorded or have photographs taken during events or initiatives must notify the staff/faculty in writing prior to the scheduled event date. Failure to inform the College of the desire to not participate in college created media will result in implied consent for the use of a student's likeness in photographs or videos utilized in College's marketing or public relations materials.

COMPUTER LABS AND INTERNET

Computer labs are available for student use on each campus. Southern Union utilizes an open WiFi network.

COLLEGE LIBRARY RESOURCES

Students will be provided a mandatory library orientation, to familiarize themselves with the physical and electronic resources available to them during their first semester, and a library guide outlining all print and digital resources available to students is linked within each course syllabus, as well as accessible from Canvas.

Library facilities at SUSCC are available to students on each of the three campuses. Students may use any of these libraries during operating hours. Learning Resource Center (Library) information, including library hours and locations, is available here [SUSCC Learning Resource Center link](#). In addition, library resources and access to contact a librarian are available through SUSCC's website.

COLLEGE ACTIVITIES

Students have the opportunity to participate in College wide activities which serve to broaden the total academic experience. Activities vary from campus to campus and appeal to a variety of interests. Activities are described in the College Catalog, coordinated through the Student Services Office, and posted on bulletin boards and/or announced in class.

College sponsored clubs and organizations provide opportunities to share similar interests and work toward common goals. Please see the College Catalog for a list of approved organizations. All students are encouraged to participate.

Vet tech students are encouraged to join the Alabama Veterinary Technician Association (AVTA). Our program faculty are involved in professional associations at various levels. We encourage students to become active in professional organizations, and this is a great way to start. The Veterinary Technology students will be supported in becoming a member of and maintaining the SUSCC student chapter of the National Association of Veterinary Technicians in America (NAVTA).

FUNDRAISING

The Dean of Health Sciences and Dean of Students must approve all fundraising activities in advance. Fundraising is allowed only by organizations/clubs officially recognized by the College. The organization's senior officer should gain approval from the Program Director and then submit a written request (forms are available from the Health Sciences Division) to the Dean of Health Sciences. Upon approval by the Dean of Health Sciences, the request will be forwarded to the Dean of Students. Following approval from the Dean of Students, fundraising activities may proceed.

Essential Functions for Veterinary Technology

The American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants can pursue program admission. In accordance with College policy, reasonable accommodations will be provided for individuals with disabilities.

Every student will be held to the same standards with or without accommodations. For more information on accommodations visit: <https://www.suscc.edu/students/accessibility-services>

Physical, cognitive, psychomotor, affective, and social abilities are required in unique combinations to provide veterinary care. Student admission, progression, and successful completion of the program are contingent upon the ability to demonstrate the essential functions outlined for the profession of veterinary technology

The Veterinary Technology Program and/or its affiliated clinical agencies may identify additional essential functions and reserve the right to amend the essential functions as deemed necessary. To progress in the

Veterinary Technology Program, one must possess and demonstrate a functional level of ability to perform the duties required of a veterinary technician. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodation. Any reasonable accommodations made will be determined and applied to the respective aspect(s) of the Veterinary Technology Program and may vary from reasonable accommodations made by veterinary employers.

Physical Requirements

- Walk and stand for at least fifteen minutes at a time, multiple times per hour
- Lift and carry with or without assistance, up to 50 pounds from floor to waist level or higher several times per day, and carry an object or animal for 5-6 feet
- Handle, install, position and move materials, equipment, and supplies
- Fine motor skills and sufficient tactile ability necessary to perform essential functions of the profession
- Restrain, position, and lead live animals of a variety of species and sizes
- Animal or environmental allergies should be minimal or medically managed sufficiently as to not prevent sustained contact with allergens that would prohibit completion of clinical rotations
- Adequate visual ability, with or without correction, to detect variations in color and in fine detail, as well as adequate depth perception
- Adequate visual ability, with or without correction, to allow for animal observation and assessment, from a distance and close up
- Adequate auditory ability, with or without correction or accommodation, necessary to perform essential functions of the profession

Cognitive Ability

- Function in a structured environment within time constraints and be capable of making sound decisions rapidly in urgent situations
- Perform work under stressful and/or unpredictable conditions, including medical emergencies and adverse weather events
- Prioritize, organize, and utilize time-management skills
- Deduce, analyze, and communicate diagnostic and clinical information

Communication, Professionalism and Interpersonal Skills

- Read, write, speak the English language
- Comprehend and complete complex, multi-step written and oral instructions
- Professionally communicate with other individuals, in person, on the telephone, electronically and in writing
- Demonstrate empathy and compassion
- Demonstrate professional behavior in a variety of settings and under stress
- Maintain personal hygiene

PREGNANCY POLICY

It is the policy of Southern Union State Community College (SUSCC) to keep individual exposure to ionizing

radiation to the absolute minimum, especially during pregnancy. The following procedures are provided to protect both the pregnant student and SUSCC.

Questions or concerns about any policy or procedure regarding pregnancy should be addressed to the College's Title IX Coordinator and may consult with the Radiation Safety Officer of the Radiologic Technology Program. Reference material about radiation safety and other related information is available in the Radiologic Technology Program Clinical Coordinator's office.

Pregnancy Policy Procedure

- A pregnant veterinary technology student may voluntarily disclose the pregnancy to the Program Director in writing at their discretion. Students who become pregnant at any time during their enrollment in the Veterinary Technology Program will be counseled and advised of their rights if pregnancy has been declared.
- A pregnant student reserves the right to remain in the program unless it can be determined that unsafe radiation levels are likely to be exceeded.
- The choice to remain in the program or to be temporarily disenrolled is ultimately up to the student in question.
- The pregnant student must sign a statement of understanding about the risks involved should they choose to remain in the program.
- If the pregnant student stays in the program, they must continue to practice all radiation safety and protection techniques. Also, wearing a second radiation detection monitor at the abdomen level beneath the lead apron is required. The exposure will be recorded as "abdomen dose" and will be monitored monthly for the entire gestation.
- The student can also withdraw their declaration of pregnancy. Withdrawal of declaration of pregnancy must be done in writing.