



School for Veterinary Professionals

## Catalog and Handbook

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[learnwithmvp.com](http://learnwithmvp.com)

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## Introduction

Welcome to the MVP School for Veterinary Professionals. Our Veterinary Technology Diploma Program is an educational initiative designed exclusively for the employees of Mission Pet Health. Our mission is to provide you with a comprehensive learning environment that fosters both personal and professional growth in veterinary technology. At our school, you will engage with a curriculum tailored to enhance your skills and knowledge, equipping you with the tools needed in the ever-evolving field of veterinary medicine.

As we embark on this journey together, it's important to note that our school is committed to achieving the highest educational standards. While we are currently not institutionally or AVMA accredited, we are dedicated to providing a quality educational experience that aligns with industry standards and best practices. Our focus is on your development and success, preparing you to make a significant impact on the lives of animals and their owners.

We are excited to offer this opportunity to advance your career within the MVP community. Thank you for choosing to grow with us.

What makes our school unique:

- A team of dedicated, passionate, and expert veterinary professionals.
- A comprehensive mentorship program designed to guide students through their educational journey.
- A fully funded education program, with no tuition fees, allows students to immerse fully in their studies without financial burdens.
- Dynamic opportunities for students to both learn and serve by working directly with MVP clinics, ensuring hands-on experience.

## Mission

Our mission is to prepare highly skilled veterinary technicians who are dedicated to providing exceptional care and treatment for animals. We are committed to providing a comprehensive education that includes the latest advances in veterinary medicine, and hands-on training that emphasizes the importance of compassion, professionalism, and ethical behavior. Our program strives to produce graduates who will make meaningful contributions to the veterinary profession and the well-being of animals.

## Outcomes and Goals

Our program is designed to prepare veterinary staff who are not only skilled in the latest veterinary practices but are also compassionate caregivers dedicated to the welfare of animals. By

emphasizing clinical competence, ethical behavior, and professional development, we aim to equip our graduates with the tools necessary to make a profound impact in the field of veterinary medicine.

We have established a set of six **institutional learning outcomes** (ILOs) that reflect the core values and educational philosophy that we aspire to impart to all its students.

Institutional Learning Outcomes:

**Comprehensive Animal Care:** Demonstrate comprehensive knowledge and skills in animal care, including medical procedures, diagnostics, treatment, and disease prevention, that enable them to perform a wide range of clinical procedures confidently and competently. Capable of providing care that promotes the health and well-being of animals.

**Compassionate and Professional Communication:** Communicate effectively, professionally, and empathetically with clients and colleagues. Demonstrate the ability to convey complex medical information and animal treatment plans in a clear and compassionate manner.

**Critical Thinking and Problem-Solving:** Apply critical thinking skills to analyze and solve veterinary challenges, adapt to evolving situations, and make informed decisions that ensure the well-being of animals.

**Ethical Reasoning and Decision-Making in Humane Animal Care:** Exhibit ethical reasoning and judgment in their professional interactions and decision-making. Navigate complex situations with integrity, prioritizing the well-being of animals, clients, and the veterinary community.

**Commitment to Animal Welfare:** Demonstrate a commitment to the welfare and quality of life of animals. Advocate for the rights and well-being of animals, and practices that align with the profession's dedication to animal health and well-being.

**Professional Growth and Contribution:** Pursue continuous professional development to enhance their knowledge and skills. Actively contribute to the veterinary profession through engagement in ongoing learning, participation in industry events, and collaboration with peers.

## Institutional Approvals

The veterinary technician associate degree and veterinary technician diploma programs offered by MVP School on behalf of Mission Veterinary Partners is exempt from Tennessee Higher Education Commission pursuant to Rule 1540-01-02-.05(1)(a)1.

## Administration

Provost and Program Director: Lisa Kernaghan, LVT, RVT, CVT, VTS(ECC), CCFP  
Registrar : Dr. Tara Woyton, Ed.S, M.S., LVT, CVT

## Hours of Operation

### Administrative Offices

Monday through Friday, 9:00 AM – 5:00 PM (EST), during active academic terms as noted in the Academic Calendar.

Please note that administrative offices may have limited availability between quarters to allow for preparation and planning for the upcoming term.

We understand the diverse needs and schedules of our students. To accommodate this, we offer the convenience of booking online appointments with our faculty members. This flexible scheduling allows you to secure one-on-one time that fits into your personal and professional commitments. Whether you need guidance on coursework, career advice, or more in-depth discussions on study topics, our faculty are here to support you. Appointments can be easily scheduled online on our LMS, ensuring that you have access to personalized support when you need it most.

## Legal Control

*MVP School for Veterinary Professionals is owned by Mission Veterinary Partners.*

## Governing Board

Kelly Capasso

Mary Ellen Goldberg

Dr. Cheryl Rice

Dr. Janine Chapman

Mary E. Craig

Lisa Kernaghan

## Faculty

### Educational Qualifications:

All faculty members teaching veterinary courses must possess a Doctor of Veterinary Medicine (DVM) or Veterinary Medical Doctor (VMD) degree, or an associate degree in veterinary technology from a program accredited by the American Veterinary Medical Association (AVMA). Those teaching general education courses must hold a master's degree in the subject area being taught, or a minimum of 18 graduate semester hours in the subject area.

#### Licensure:

Veterinary faculty must hold current licensure or certification as a Veterinary Technician or Veterinarian. Licensure must be maintained in good standing throughout their tenure.

Faculty are expected to engage in continuous professional development to stay current with the latest advancements in veterinary technology and education methodologies.

Lisa Kernaghan, LVT, RVT, CVT, VTS(ECC), CCFP

Dr. Tara Woyton, Ed.S, M.S., LVT, CVT

Joseph Brown, MA, MS, ME

Melissa Boyer, DVM

Rebecca Benton, BS, LVT

Nicole Harchuk, BS, MS, LVT

Jordin Tillison, LVT, RVT, VTS(ECC), CWR, CCFP

Melanie Hemenway, DVM

## Policy Revisions

MVP School for Veterinary Professionals reserves the right to revise, modify, or update its policies, procedures, and requirements at any time to ensure compliance with accreditation standards, regulatory guidance, and institutional needs. When significant changes are made, students will be notified in a timely manner through official school communication channels.

## Applications and Admissions

### *Admission Policy and Equal Opportunity*

MVP School for Veterinary Professionals is committed to equality of opportunity in all its programs and services, including admissions, student services, graduate services, and employment. We firmly uphold a policy of non-discrimination on the basis of race, color, sex, age, religion, ethnic or national origin, pregnancy, sexual orientation, gender identity, veteran status, citizenship, or disability.

### *Admission Requirements*

To ensure a comprehensive education and foster a professional environment, the following are required for admission into our programs:

### *Age and Educational Background*

- All applicants must be at least 18 years of age.
- Applicants must have completed high school or hold a GED or equivalent certification.
- English Language Proficiency: Because all instruction is delivered in English, applicants must demonstrate proficiency. A U.S. high school diploma or GED from an English-language

institution satisfies this requirement. In cases where prior education was completed in another language, applicants must submit official scores from TOEFL iBT, IELTS Academic, or Duolingo English Test meeting the School's published minimum standards.

- Applicants must be current employees of Mission Pet Health.

#### *Application Materials*

- Completed Online Application: Available at [www.learnwithmvp.com](http://www.learnwithmvp.com)
- Two Letters of Reference: Must be from a non-relative. Veterinary professionals are preferred.
- Mentor in Clinic: Applicant must have a DVM or Credentialed Veterinary Technician in their workplace that agrees to mentor the student throughout their education, and the mentor needs to agree to the meetings and trainings held by the MVP School for Veterinary Professionals. This mentor must fill out a letter of commitment.
- Practice Manager Letter of Commitment
- High School Transcript or Equivalent: Must be official and mailed directly from the issuing institution to MVP School for Veterinary Professionals, including the date of graduation or completion. ( In the unlikely event that transcripts are issued in a language other than English, the School requires submission of a certified English translation and, if necessary, verification of U.S. equivalency by a recognized credential evaluation service before admission can be finalized.)
- Predictive Index Assessments

#### *Admission Deadlines and Procedures*

All applications and required documentation must be complete and submitted to the Registrar's office at least 30 days before the start of the desired admission quarter. For details on submitting applications after the standard deadline, please contact the MVP School for Veterinary Professionals admissions office.

Admission decisions are made by the leadership group on a quarterly basis, in the months of December, March, June, and September.

#### *Admissions Process*

As part of the admissions process, prospective students may be asked to undergo an interview with the leadership of the MVP School for Veterinary Professionals.

#### *Notification of Admission Status*

Acceptance letters are sent via email to applicants who fulfill the admissions criteria outlined previously. Applicants will also be informed if their application is deferred to a subsequent quarter or if their admission is denied. Those whose applications are denied, who did not complete the application process, or who withdrew their applications are welcome to reapply by following the standard guidelines for new applicants.

#### *Conditional Enrollment*

Applicants who meet the minimum admissions requirements but score below the established threshold in one or more evaluation categories (e.g., letter of recommendation, predictive index score, interview, or prior academic performance) may be offered **conditional enrollment** for a period of 45 days.

During this period, the student must:

- Meet all academic and participation expectations outlined in the enrollment agreement.
- Demonstrate satisfactory progress in courses and assignments.
- Comply with all attendance and communication requirements.

At the end of the conditional period, the Program Director and Registrar will review the student's performance. Students who meet program expectations will transition to fully enrolled status. Students who do not meet the stated expectations will be withdrawn from the program.

Applicants who are withdrawn under conditional enrollment may reapply after six months with a new application.

#### *Postponement or Cancellation of a Start Date*

MVP School for Veterinary Professionals does not have a late enrollment period and all required documentation, and admissions requirements must be completed and received by the Registrar no later than 30 days prior to the start of the academic quarter. Postponement of a student's starting date, whether at the request of the school or student, requires a written agreement signed by the student and the school. The agreement must set forth whether the postponement is for the convenience of the school or the student as well as the deadline for the new start date, beyond which the start date will not be postponed.

#### *Admission Requirements and Program Expectations*

##### *Emotional and Environmental Challenges*

Students entering the veterinary field must be prepared for the intellectually, physically, and emotionally challenging nature of the profession. This includes performing a variety of job-related duties in medical, surgical, diagnostic, and management areas. Handling sick, injured, or fractious animals, assisting in humane euthanasia, and engaging in difficult conversations with colleagues and clients are part of these duties. It is essential for students to develop coping strategies to manage the emotional demands of these tasks.

##### *Structured Environment and Interpersonal Skills*

Students are expected to function effectively within structured environments and under considerable time constraints. This includes adhering to timelines and meeting urgent task completion deadlines with effective prioritization and communication skills under stress. Additionally, students must demonstrate interpersonal skills that respect diverse perspectives and solutions, facilitating mutual respect and professional growth in academic and workplace settings.

##### *Physical, Intellectual, and Cognitive Abilities*

The program requires students to meet specific physical, intellectual, and cognitive standards:

**Cognitive Abilities:** Students must effectively access and comprehend information from various sources to perform job duties safely and competently. This includes an emphasis on understanding concepts over memorization.

**Physical Abilities:** Adequate vision, hearing, speech, manual dexterity, mobility, strength, and general body movement are essential to perform required tasks safely and effectively. This includes the ability to handle emergency situations promptly.

**Tactile and Fine Motor Skills:** Students must possess the tactile perception and fine motor skills necessary for detailed medical procedures and equipment handling.

#### *Grooming and Appearance*

Students are required to maintain high standards of personal cleanliness and appearance, which include wearing clean, size-appropriate scrubs when in veterinary hospitals, to accommodate unpredictable close contact with humans and animals.

#### *Instruction Levels*

Students should expect progressively less direct instruction on commonly performed tasks as they advance, adapting to varying levels of instruction and gaining confidence and competence in routine procedures.

#### *Safety and Hazards*

Students must be able to work in environments with potential chemical and biological hazards, including anesthetic gases and ionizing radiation, without significant risk to themselves or others. Understanding and respecting these hazards, and employing appropriate safety measures and personal protective equipment, is crucial.

## **Disability Accommodations for Students**

MVP does not discriminate against individuals on the basis of physical or mental disability. To ensure equal access to its programs and activities, MVP is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, academic adjustments (inside or outside the classroom), and/or modification to the school's policies and procedures, to qualified individuals with disabilities, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program or activity. To enable the ADA Coordinator to evaluate an individual's needs, engage in an interactive process with the student, and provide appropriate reasonable accommodations in a timely fashion, MVP requests that individuals complete and submit the required forms and supporting documentation at least 30 days before the first day of classes, or as soon as practical. MVP may request only medical information that is relevant and reasonably necessary to determine whether an individual is disabled, the nature and extent of the disability, and appropriate reasonable accommodations. Completed forms and supporting documentation must be submitted to the ADA/504 Coordinator Lisa Kernaghan ( 11904 Kingston Pike, Farragut TN 37934, (865) 381-1946, [lisa.kernaghan@mvetpartners.com](mailto:lisa.kernaghan@mvetpartners.com)).

## Registration

### *Registration Process*

Registration at the MVP School for Veterinary Professionals is the formal process through which students are officially enrolled in their chosen classes. To be considered actively registered, students must be enrolled in classes.

## Tuition and Fees

The MVP School for Veterinary Professionals is a tuition-free institution. All tuition and required instructional materials are fully funded. Students are not billed for enrollment, coursework, or required resources, and participation in the program does not create any financial obligation .

Because no tuition or fees are assessed, there are no financial refunds or charges under any circumstances. Students who withdraw or are administratively withdrawn incur no financial penalty.

## Refund and Cancellation Policy

This policy provides guidelines for students wishing to cancel their enrollment at MVP School for Veterinary Professionals. As all costs, including educational fees, materials, and other expenses, are fully covered by Mission Veterinary Partners, this policy will focus on the procedures for enrollment cancellation rather than financial refunds.

### Cancellation Policy:

**Enrollment Cancellation:** Students may cancel their enrollment at any time without financial penalty. To initiate the cancellation process, students must submit a written notice to the Registrar's Office.

**Effective Date of Cancellation:** The cancellation becomes effective immediately upon the Registrar's Office receiving the notice. The student will be withdrawn from all current and future classes.

**Notification Requirement:** While there are no financial penalties, students are encouraged to provide cancellation notice at least 30 days prior to the start of the quarter. This advance notice helps the administration manage enrollment and offer the available spot to other potential students.

#### Procedure for Cancellation:

Submitting Notice: Cancellation notices must be submitted in writing either via email or as hard copy delivered to the Registrar's Office.

Confirmation of Cancellation: Upon receipt of the cancellation notice, the Registrar's Office will send confirmation to the student's provided contact details.

#### Special Circumstances:

Students facing extenuating circumstances such as medical issues or significant personal hardships are encouraged to contact the Registrar's Office to discuss their situation. The school may provide additional support or adjustments based on individual circumstances.

## Withdrawal Policy

#### Voluntary Withdrawal

Students who wish to withdraw from the MVP School for Veterinary Professionals must submit a written request to the Provost/Program Director of the Registrar via school email. The effective date of withdrawal will be the date the request is received. Students are encouraged to meet with the Registrar or Provost prior to withdrawal to review academic standing and discuss options for re-enrollment in the future.

#### Administrative Withdrawal

The School reserves the right to administratively withdraw a student under the following circumstances:

- Failure to provide required admissions documentation (e.g., official transcripts) within the defined enrollment period.
- Failure to maintain satisfactory academic progress (SAP) as outlined in institutional policy.
- Failure to participate in coursework or clinical activities for 21 consecutive days without communication.
- Dismissal for violations of institutional policy or professional standards.

#### Effect of Withdrawal

- Students who withdraw will receive a "W" on their transcript for any courses not completed at the time of withdrawal.
- Students who are withdrawn for non-attendance will receive a grade of "FN" (Failure for Non-Attendance) in the affected course(s).
- Students must be in good standing to be eligible for re-admission; re-enrollment requests are reviewed by the Provost and Registrar.
- As the program is provided tuition-free, withdrawal does not result in financial charges, but students forfeit continued access to program resources and courses.

#### Recordkeeping

All withdrawal requests and approvals are documented in the student's permanent record in

## Academic Policies

### Time to Degree Completion

The Associate of Applied Science in Veterinary Technology is designed for part-time study by working veterinary assistants. Most students will complete the program within three to four years of continuous enrollment. Students who do not complete the program within this timeframe may be administratively withdrawn.

### Extensions

In cases of documented extenuating circumstances, students may request an extension of time to complete coursework or program requirements. Requests must be submitted in writing to the Registrar and require approval from the Provost/Program Director. Approved extensions will specify the revised completion deadline.

### Incomplete Grades

An Incomplete ("I") may be granted when a student has completed at least 75% of the required coursework with a passing grade but cannot finish remaining requirements due to extenuating circumstances. Requests for an Incomplete must be submitted to the course instructor and approved by the Provost/Program Director. Coursework must be completed within 30 calendar days of the end of the term. If requirements are not met within this timeframe, the "I" will convert to the earned grade.

### Code of Ethics

Students are expected to demonstrate professionalism, integrity, and respect for others in all academic and clinical settings. Ethical behavior includes honesty in academic work, responsible treatment of animals, and adherence to institutional and professional standards. Students must comply with all policies in the Student Handbook and uphold the ethical expectations of the veterinary profession.

### Academic Integrity, Plagiarism, and Use of Artificial Intelligence (AI) Tools

The School maintains a zero-tolerance policy for academic dishonesty. Plagiarism, cheating, falsification of records, or submitting work that is not one's own is strictly prohibited. All assignments, examinations, and assessments must reflect the student's own knowledge and skills.

The use of artificial intelligence (AI) tools (e.g., ChatGPT or other generative platforms) in coursework is permitted only when specifically authorized by the instructor for an assignment or activity. Students must clearly acknowledge and cite any authorized use of AI-generated content. Submitting AI-generated work as one's own without authorization or citation constitutes plagiarism and is a violation of the Academic Integrity policy.

Violations of academic integrity may result in a failing grade, disciplinary action, suspension, or dismissal from the institution.

### **Leave of Absence (LOA)**

Students may request a leave of absence (LOA) for personal, medical, or professional reasons. Requests must be made in writing to the Registrar prior to the start of the leave and must state the reason and expected return date. A leave of absence may be granted for up to 180 days within a 12-month period. Students who do not return within the approved timeframe will be administratively withdrawn.

## **Grading**

Students are awarded grades based on objective evaluations of assigned homework, quizzes, projects, midterms and final examinations, utilizing the scoring system as outlined below:

Letter Grade	Description	Percentage	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Grade Points
A+	Excellent	97 - 100	Yes	Yes	Yes	4.0
A		93 - 96				3.7
A-		90 - 92				3.5
B+	Good	86 - 89	Yes	Yes	Yes	3.3
B		83 - 85				3.0
B-		80 - 82				2.7
C+	Fair	76 - 79	Yes	Yes	Yes	2.3
C		73 - 75				2.0
C-		70 - 72				1.7
D+	Poor	66 - 69	Yes	Yes	Yes	1.3
D		63-65				1.0
D-		60 - 62				0.7
F	Unsatisfactory	0 - 59	No	Yes	Yes	0.0
FN	Failure for non-attendance	-	No	Yes	Yes	0.0
NP	Non-passing	-	No	No	No	NA
I	Incomplete	-	No	Yes	No	NA
W	Withdraw	-	No	Yes	No	NA
R	Repeat	-	No	Yes	No	NA

## Grade Reporting and Academic Records

### *Grade and Transcript Access*

Grades and academic standing are communicated to students electronically via the SIS/LMS student portal within 10 business days after the end of each quarter.

### *Record Keeping*

All student grades, academic progress, and other records are maintained electronically and are securely backed up to ensure their availability in perpetuity.

### *Course Enrollment Changes*

Students may withdraw from courses without incurring a grade penalty within the first two weeks of each quarter, known as the add/drop period, by submitting a formal request to the Registrar. Withdrawals after the add/drop period will result in students receiving grades for the attempted courses. Failure to meet the attendance requirements will lead to a grade of "NP" (Non-Passing), requiring students to retake those courses again.

### *Incomplete Grades*

Under certain extenuating circumstances and at the discretion of the course instructor and Registrar, students may be granted an incomplete grade ("I"). Students receiving an incomplete must adhere to an academic plan to complete course requirements, after which a final grade will be issued.

### *Impact of Non-Passing Grades*

Please be aware that receiving grades of "NP", "FN" and "I", as well as other non-passing grades, may extend the time required for completion of the curriculum, potentially delaying completion of the program.

## Transfer Credits

Currently MVP School for Veterinary Professionals does not accept transfer credits from other institutions.

Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credit transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

## Satisfactory Academic Progress

At MVP School for Veterinary Professionals, all students are required to maintain Satisfactory Academic Progress (SAP) towards their program completion, irrespective of their funding source (private, state, federal, scholarship, etc.). This includes adhering to the institution's standards for completion rate, maximum fundable credit hours, and maintaining a minimum cumulative GPA.

For example, a student enrolled in a 100-quarter credit program would have to complete the program in a maximum timeframe of 150-quarter credits (150% of 100 credits). If at any point a student cannot mathematically complete their program within the maximum allowable timeframe, the student will be dismissed.

#### *SAP Review and Standards*

Grade Point Average (GPA): All students must maintain a minimum cumulative GPA of 2.0 or higher. A grade of "C" or better is required to successfully pass each course.

#### *Course Completion and Essential Assignments Policy*

All courses at the MVP School for Veterinary Professionals require completion of designated essential assignments (including, but not limited to, laboratory activities, projects, skills checklists, and examinations). These assignments are integral to demonstrating competency in course learning outcomes and program objectives.

- **Failure to submit required course components, even if the overall grade average remains passing, will be considered incomplete course work.**
- A course with incomplete required assignments is treated as not successfully completed and may result in a grade of "F" or dismissal from the program.
- Extensions may be granted only with prior approval by the instructor. Multiple or repeated failures to complete required assignments are grounds for program dismissal.

#### *Monitoring and Enforcement*

The academic progress of all students is reviewed at the end of each academic quarter.

Students who fail to meet the minimum SAP requirements will receive one warning quarter. If insufficient progress continues, the student will be placed on academic probation.

#### *Academic Warning and Probation*

Warning Period: Students who do not meet SAP standards are given a warning quarter to improve their academic performance. Advising staff will closely monitor these students, providing guidance and support.

Appeal Requirement: Before a student can be placed on academic probation, they must first file an appeal if they fail to meet the SAP standards after the warning quarter. This appeal must be based on significant life events, such as serious illness or the death of a close family member, which have impacted their ability to meet academic requirements.

Approval of Appeal: The appeal must be documented and submitted to the Registrar for consideration. If the appeal is approved, the student will then be placed on academic probation. During probation, students are required to adhere to an academic plan developed in conjunction with their advisors, which outlines specific steps and milestones necessary to regain SAP compliance.

Probation: Once an appeal is approved, students on academic probation are expected to meet the conditions set forth in their academic plan to restore their academic standing and continue in their program.

### *Appeals and Reinstatement*

Students dismissed for failing to meet SAP may appeal based on significant life events such as serious illness or the death of a close family member. Appeals must be documented and submitted to the Registrar for consideration.

At MVP School for Veterinary Professionals, we strongly recommend that students submit their appeals immediately upon receiving notification of SAP ineligibility. For clarity on eligibility status, appeals should be filed by the first day of classes for the quarter in which SAP ineligibility is determined, ensuring that students receive a timely response.

Students who are dismissed from the program may not reapply for admission for a period of 6 months. Readmission is not guaranteed and will require a new application, review of academic history, and approval by the Program Director.

### *Additional Information*

Detailed policies regarding SAP standards, including the Essential Tasks List and further information on the appeals process, are available from the Registrar's Office.

## **Proctoring Requirement Policy**

The purpose of this policy is to ensure the integrity and security of major examinations administered at MVP School for Veterinary Professionals. It applies to midterms, finals, and other significant assessments that contribute substantially to course grades.

### *Proctoring Options*

#### *In-Person Proctoring:*

Students may be able to attend locations where proctors will oversee the examination process.

Proper identification must be presented by all students prior to taking the exam.

All examination rules must be strictly followed under the supervision of the proctor.

#### *Virtual Proctoring:*

Virtual proctoring will be available.

Virtual proctoring involves monitoring through webcam, microphone, and access to the student's computer screen during the examination.

Students must ensure a stable internet connection, functional webcam, and microphone. They are also required to verify their identity using approved digital methods before the start of the exam.

Specific software may be required to facilitate virtual proctoring, and students will be informed in advance to prepare accordingly.

## Scheduling Exams

Students must register for their exam slots according to the guidelines provided for each course. Registration details and the available options for in-person and virtual proctoring will be communicated prior to the examination period.

### *Student Responsibilities*

Students are responsible for selecting their preferred proctoring method and registering for their exams within the stipulated deadlines.

They must adhere to all examination rules and cooperate with proctors, ensuring a fair and orderly examination process.

### Consequences of Violating Examination Policies

Any violations of examination rules or misconduct during proctored exams will result in disciplinary actions, which may include, but are not limited to, grade penalties, failure of the exam, or more severe academic sanctions.

## Student Identification Policy

### Policy Overview

#### *Initial Account Setup:*

Upon enrollment, students will receive instructions to set up their accounts in both the SIS and LMS.

Students are required to complete a multi-factor authentication process during their first login to verify their identity.

#### *Identity Verification:*

Students are required to create strong passwords that meet specific security criteria (e.g., a minimum number of characters, inclusion of upper- and lower-case letters, numbers, and symbols).

Passwords must be changed immediately if compromised.

#### *Monitoring and Compliance:*

The school will monitor account activity for unusual or suspicious behavior that may indicate a breach of security.

Students are required to report any suspicious activities or perceived breaches of their account security to the school immediately.

#### *Account Recovery:*

In the event of forgotten login details or locked accounts, students must undergo a verification process to recover their access. This process may include answering security questions, providing

previously verified personal information, or following steps sent to their registered recovery email address or phone number.

*Confidentiality and Data Protection:*

The school is committed to maintaining the confidentiality of student identification information and will enforce strict data protection protocols to ensure that all student information is securely stored and accessed only by authorized personnel.

## Attendance Policy

### Attendance and Withdrawal for Non-Attendance

Any student who does not attend any of their courses for more than 21 consecutive calendar days—including weekends and holidays—without prior permission from the institution will be considered to have withdrawn from the institution. Attendance is tracked through the learning management system (LMS), and the institution will process the withdrawal no later than 30 days from the student's last date of attendance. Students withdrawn for non-attendance will receive a grade of "FN" for all courses in which they were enrolled at the time of withdrawal.

**Note:** Students may request prior permission for an extended absence by submitting a **Leave of Absence (LOA) form** to the Registrar. Approval must be obtained in advance to avoid withdrawal.

### Attendance Requirements:

Each student participating in an online course with asynchronous learning (without live instruction) is expected to actively participate through Academically Related Activities ("ARA"), all of which contribute to the students' overall academic goals.

The following activities that occur on a weekly basis after the course start date and on or before the course end date will be considered Academically Related Activities:

Submission of a gradable assignment, such as a paper, test, exam or quiz.

Participation in a gradable online discussion, as directed by an instructor, with classmates, in a way that is substantively and academically related to the enrolled course.

Participation in a gradable online discussion with an instructor in a way that is substantively and academically related to the enrolled course.

The purpose of substantive interaction in an online discussion forum or thread is to promote comprehension of the academic topic through a collaborative, collective and interactive conversation. Substantive interaction involves sustained, interactive communication. A substantive post adds to the discussion and encourages a response from fellow students. A student's discussion post may include a well thought out opinion that applies ideas relevant to the course content.

By substantively interacting, it opens up the lines of communication with fellow classmates and instructors to help foster and promote a deeper academic understanding of the topics discussed in the course, which will contribute to student academic achievement. Some examples of substantive posts that will be considered an ARA:

Making associations between coursework readings and interactive discussion.

Apply lessons from your work, clinical rotations, and/or life to the interactive discussion.

Ask additional questions of your classmates.

Explain why you agree or disagree, offering specific examples to support your beliefs.

Craft comprehensive academic thoughts on the academic topic that are at least 25 words.

Merely logging into an online course without active participation (as described above) does not constitute attendance.

**Engagement Tracking:**

Students are expected to maintain at least 70% engagement in each course. Engagement is tracked in the LMS and includes logins, completion of assignments, participation in discussions, and interaction with course content.

Failure to meet the 70% engagement requirement or the 21-day attendance rule will result in a grade of “FN” (Failure for Non-Attendance), which may affect the student’s Satisfactory Academic Progress (SAP).

**Completion of coursework:** Students working at a full-time pace must complete all coursework within the assigned quarter. Students working at a part-time pace may extend completion of coursework into a second consecutive quarter, provided they remain engaged and meet attendance requirements.

**Extensions beyond two quarters:** Coursework not completed within two consecutive quarters will receive a grade of zero unless the student has been approved for an **Incomplete** in accordance with institutional policy.

**Communication:** Students experiencing challenges that affect their ability to engage should promptly notify their instructor or academic advisor. Documentation (e.g., medical or family emergencies) may be required to support requests for an Incomplete or Leave of Absence.

**Policy on Late Submissions and Non-Participation:**

Students must complete all coursework within the prescribed timeframe. Late submissions may be accepted under mitigating circumstances but require prior approval from the instructor. Failure to complete assignments without approved extensions will result in a grade of zero for the missed activity.

#### Communication of Challenges:

Students experiencing difficulties that affect their engagement should promptly communicate with their instructor or academic advisor. Documentation supporting significant challenges, such as medical issues or family emergencies, may be considered for excused absences.

#### Readmission after Extended Leave:

Students who do not return from unapproved extended leave must reapply for admission according to the "Applications and Admissions" section of our catalog.

#### Clinical Attendance:

Each student participating in clinical experiences as part of their course requirements is expected to actively engage in all assigned clinical activities and demonstrate professionalism and commitment to their practical training. The following guidelines outline the expectations and requirements for clinical attendance and participation:

- Attendance and Punctuality:
  - Students must attend all scheduled clinical sessions. Absences are only excused for valid reasons such as illness, family emergencies, or other extenuating circumstances, and must be communicated to the clinical coordinator and preceptor as soon as possible.
  - Students are expected to arrive on time for each clinical session. Tardiness may be noted and could impact the student's evaluation.
- Active Participation:
  - Active participation in clinical activities is mandatory. This includes engaging in patient care, completing assigned tasks, and contributing to team discussions.
  - Students should be prepared to discuss cases, ask relevant questions, and apply theoretical knowledge to practical situations.
- Make-up Policy:
  - In the event of an excused absence, students are responsible for arranging make-up sessions with their mentor to ensure all required clinical hours are completed.
  - Unexcused absences may result in a need to make up missed time at the discretion of the mentor and may impact the student's grade.

## Technology Requirements

To successfully participate in our program, students must have consistent access to a computer or laptop equipped with modern capabilities to handle our web-based course platform.

## System and Browser Requirements

Hardware/Software	Recommended	Minimum
Operating System	<ul style="list-style-type: none"> <li>Windows 10 (latest stable release) (64-bit)</li> <li>Mac OS X 10.16 or higher (64-bit)</li> </ul>	<ul style="list-style-type: none"> <li>Windows 10 (64-bit)</li> <li>Mac OS X 10.13 (64-bit)</li> </ul>
Processor	Intel i7 (64-bit) Amd Ryzen 7 (64-bit)	Intel i5 (64-bit) Amd Ryzen 5 (64-bit)
Memory	8 GB of RAM or higher	8 GB of RAM
Monitor Resolution	1920 x 1080 or higher	1024 x 768
Free Hard Disk Space	50 GB or higher of free space	50 GB of free disk space
Additional Hardware and Accessories	<ul style="list-style-type: none"> <li>External mouse</li> <li>Power bank</li> <li>Protective sleeve or padded bag</li> <li>Flash/external drive</li> </ul>	<ul style="list-style-type: none"> <li>Speakers and microphone or headset</li> <li>Webcam</li> <li>Power cord / charging cord / charger</li> </ul>
Internet Connection	Broadband (high-speed) Internet connection with a speed of 3 Mbps or higher	Broadband (high-speed) Internet connection
Internet Browser	<ul style="list-style-type: none"> <li>Google Chrome (latest stable release)</li> <li>Mozilla Firefox (latest stable release)</li> </ul>	<ul style="list-style-type: none"> <li>Microsoft Edge 88+</li> <li>Safari 13+</li> </ul>
Document Processing	Microsoft Office	Google Suite

PDF Reader	Adobe Acrobat Reader	Google Chrome
Accessibility Technology (if needed)	Available in Brightspace and Window Office	Available in Brightspace
Third-party Proctoring for Assessment (some tests)	<p><b>Additional Software</b></p> <p><b>Device Types and Size Requirements*</b></p> <p>Acceptable devices used for assessment include laptops (PC or Mac) with a minimum screen size of 11 inches.</p> <p><i>*Please note a Chromebook or tablet may <b>NOT</b> be used for virtually proctored exams</i></p>	<p><b>Additional Software</b></p> <p><b>Device Types and Size Requirements*</b></p> <p>Acceptable devices used for assessment include laptops (PC or Mac) with a minimum screen size of 11 inches.</p> <p><i>*Please note a Chromebook or tablet may <b>NOT</b> be used for virtually proctored exams</i></p>
Mobile Device Use and Support	<p>Mobile device is defined as a smartphone or tablet computer. Mobile device use is acceptable for classroom learning activities if allowed by the faculty. However, mobile devices may NOT be used for any proctored assessment (quiz, text, or exam).</p>	<p>Mobile device is defined as a smartphone or tablet computer. Mobile device use is acceptable for classroom learning activities if allowed by the faculty. However, mobile devices may NOT be used for any assessment (quiz, text, or exam). examination requirements. For current Brightspace mobile browser support information, visit</p> <p><a href="https://community.d2l.com/brightspace/kb/articles/5663-browser-support">https://community.d2l.com/brightspace/kb/articles/5663-browser-support</a></p>

## Veterinary Technology Diploma Program

64 quarter credits in six quarters

Course objectives are clearly communicated to students and available via our LMS where students may access syllabi, lessons, assignments and/or other course documents from any location with wi-fi access. Course offerings to meet curriculum requirements for the program typically take a minimum of 6 quarters to accomplish.

## Quarter 1- 12.5 Credits

### BIO 101 – Biology

5.0 CREDITS

Biology introduces the major classes of inorganic and organic molecules and their major roles and reaction types in mammalian organisms. Reaction controls including pH, ion dynamics, and enzymes are emphasized. Cell physiology considers intracellular organelle structure and function with emphasis on how inherited genetic codes translate to cells' expression of their function. Description and identification of tissues, including integumentary tissues, relate to the population and organization of the cells they contain. Features of tissues are considered at the gross and microscopic levels. Biology also introduces zoologic taxonomies and the general biologic features for the species of concern.

### VET 201 – Anatomy and Physiology/Medical Terminology I

4.0 CREDITS

Veterinary medicine, surgery, and husbandry require thorough knowledge of the form and function of the animal body. The study of anatomy and physiology provides animal health caregivers with a basis for understanding clinical application involved in the care of animals. Anatomy and Physiology I - introduces terminology, location, and clinical relevance of the structures and functions of the body. Comparative gross and microscopic anatomy and physiology between species will be presented (canine, feline, bovine, equine, and others) with physiological processes associated with various body systems. Anatomy and Physiology I - will focus on skeletal, integumentary, muscular, nervous, endocrine, blood, immunologic, and cardiovascular systems. Multiple formats will be used to demonstrate location, variation, and function of the tissues and organs of the body including an associated online laboratory component.

Basic veterinary terminology is introduced through common rules for building and breaking down medical terms utilizing word parts – prefixes, roots, combining forms, and suffixes. Scientific names, directional and positional terms, and anatomical regions including body cavities and tissue divisions are discussed. A review of the following body systems concludes Medical Terminology I – integumentary, skeletal, muscular, and cardiovascular.

### ALG 104 – Algebra

3.5 CREDITS

Algebra offers an in-depth study of real-number calculations. Students focus on solving equations with decimals, fractions, and ratios using algebraic rules. Students can utilize multiple methods of equation solving including algebraic formulas, ratio and proportion, and dimensional analysis. The course also offers a focus on numbering systems, using algebra to convert values, and visualizing

numbers and values.

## Quarter 2- 10 credits

### VET 202 – Anatomy and Physiology & Medical Terminology II

4.0 CREDITS

Prerequisites:

- VET 201 –Anatomy and Physiology/Med Term I

Anatomy and Physiology II will review competency with Anatomy and Physiology I and continue the exploration of respiratory, digestive, urinary, reproductive, pregnancy, fetal development, and lactation systems as well as avian, reptile, and amphibian anatomy and physiology, and nutrition. Comparative anatomy and physiology will focus on clinical applications for the veterinary technician with multiple formats presenting relevant material. This course will be accompanied by an associated online laboratory component.

Veterinary medical terminology learning is continued with a systemic review of the language utilized to describe the remaining organ systems. This includes the components and functions of blood and lymph, the respiratory system, the digestive system, the nervous system, the senses, the endocrine system, the urinary system, and the reproductive system.

### VET303- Clinical Calculations

3.0 CREDITS

Prerequisites:

- ALG 104- Algebra

This course presents drug dose calculations and how to solve a variety of fluid doses and rate administration problems. Practice is given for using computational arithmetic to make pharmaceutical and patient-care calculations to change concentration or volume from stock solutions. Students will practice calculating IV drugs' doses, including Constant Rate Infusions (CRIs). Modules will stress how to ensure medical prescriptions are given at the properly administered dose.

### COM 105 – Interpersonal Communication and Organization

4.0 CREDITS

Interpersonal Communication and Organization teaches students strategies to organize their thoughts and ideas utilizing them more effectively to communicate with others. Students are presented with many styles of communication, thinking, and learning to be able to apply this knowledge to develop personal organization and communication strategies. Students will practice

communication through writing, discussion, and presentation where their ideas are supported with organized thought, study, and research.

### Quarter 3- 10.5 Credits

#### **VET 301– Patient Management, Nursing and Nutrition**

4.0 CREDITS

In this course, students delve into core areas of veterinary care. The curriculum covers essential patient management techniques, from initial assessments to safe animal handling. Participants will gain knowledge in various nursing procedures, including animal restraint and wound care. The course also addresses the intricacies of veterinary nutrition, exploring everything from pet food label comprehension to life stage-specific dietary needs. The course integrates real-life case studies and offers continuous assessments, ensuring a holistic grasp of the subject matter.

#### **VET 302 – Pharmacology I**

2.0 CREDITS

Prerequisites:

- VET 201 – Anatomy and Physiology/Med Term I
- VET303- Clinical Calculations

The pharmacology courses present drug actions, kinetics and drug classes and individual prescription and non-prescription drugs commonly used in contemporary veterinary practice. Course emphasis is clinical use by the veterinary technician, drug safety and caregivers' monitoring for both efficacy and side effects during therapy. Educational points to clients are emphasized and all drugs are presented in an organ system approach. Pharmacology I - covers drugs that affect the nervous, cardiovascular, respiratory, gastrointestinal, and urinary systems; those used for anesthesia and analgesia; and those utilized for anti-inflammatory purposes.

#### **BEH 106- Behavior and Learning**

4.5 credits

Behavior and Learning introduces students to the principles of behavior in humans and non-human animals and the theories behind the drivers for behavior both natural and learned. Students are introduced to established and new theories in behavior modification and conditioning. Discussion connects these theories to practical applications for the students' own behavior and their relationships, understanding, and interactions with other humans and with animals.

## Quarter 4- 10 Credits

### VET 503 – Survey of Companion Animal Diseases

4.0 CREDITS

Prerequisites:

- VET301 Patient Management, Nursing, and Nutrition

An overview of a number of more common companion animal diseases and injuries with which the credentialed veterinary technician will be familiar for purposes of case management, patient care, staff and referral communications and client contact. Topics covered include an introduction to the more common classes of etiologic agents including – infectious, congenital, metabolic, and endocrine, traumatic, neoplastic, nutritional, and environmental, and degenerative. A survey of typical response patterns to these etiologies will complete the introduction followed by descriptions of disease situations on a systems basis. Course coverage will necessarily incorporate concepts and facts from previous work including medical terminology, anatomy and physiology, nutrition, pharmacology, laboratory procedures/results, and nursing.

### VET 402 – Pharmacology II

2.0 CREDITS

Prerequisites:

- VET 302 – Pharmacology I

The pharmacology courses present drug actions, kinetics and drug classes and individual prescription and non-prescription drugs commonly used in contemporary veterinary practice. Course emphasis is clinical use by the veterinary technician, drug safety and caregivers' monitoring for both efficacy and side effects during therapy. Educational points to clients are emphasized and all drugs are presented in an organ system approach. Pharmacology II covers fluids and intravenous solutions, antimicrobics, antiparasitic, endocrine and reproductive drugs, chemotherapeutic agents, immunizations, otic, and ophthalmic drugs, integumentary drugs, and emergency drugs.

### VET 401 – Medical and Surgical Nursing

4.0 CREDITS

Prerequisites:

- VET 301 – Patient Management, Nursing and Nutrition

This course facilitates the understanding and growth of knowledge related to small animal diseases. Participants will engage with modules on diagnostic sampling, therapeutic techniques, and delve into the realms of physical therapy, rehabilitation, and alternative medicine. The course

offers virtual walkthroughs on preparing surgical packs and central supply activities. Learners will become familiar with operating room protocols, specifically for circulating and scrub assistant roles. Additionally, the course emphasizes the identification and inventory of surgical instruments, as well as best practices for ensuring safety within an operating room environment.

## Quarter 5- 10 Credits

### VET 501 – Clinical Parasitology and Microbiology

#### 3.0 CREDITS

Clinical Parasitology and Microbiology allows students to focus on host-parasite relationships as found in common infestations and infections as well as selected microbe pathogens of concern in veterinary medicine. The course provides descriptions of the pathophysiologic mechanisms of various parasite classes with emphasis on life cycles parasites employ to perpetuate reproduction. Course emphasis is a comprehensive consideration of the major classes of internal and external parasites in companion and large animal species and the use of microscopic and immunologic testing techniques to detect parasites. Microbiologic laboratory techniques focus on collecting, processing, and submitting microbial specimens for identification, overview of their various pathogenic mechanisms, and how responses to potential antimicrobial therapy are predicated by laboratory means.

### VET 701 – Diagnostic Imaging

#### 4.0 CREDITS

#### Prerequisites:

- VET 202 – Anatomy and Physiology/Med Term II

This course opens with a deep dive into the physics of x-ray generation and the differential absorption of ionizing radiation by tissues. Students will explore the intricacies of both analog and digital image production and display. Through interactive modules, learners will virtually engage with a variety of radiographic equipment and accessories, gaining insights into the theory and best practices for ensuring personnel and patient safety during radiographic procedures. Virtual simulations will guide students in practicing veterinary patient positioning techniques for dogs, cats, and horses. The course also introduces students to radiographic contrast studies, axial imaging options, and the latest uses of ultrasonography and endoscopy in diagnostic image creation.

## VET 601– Clinical Chemistry and Interpretive Cytology

3.0 CREDITS

In this course, students learn how to collect, prepare, and interpret specimens for various analytic procedures and microscopy. This includes handling whole blood, serum, plasma, urine, cavity effusions, aspirates, tissue swabs, impressions, and scrapings. The course places significant emphasis on conducting both automated and manual procedures for complete blood counts, chemical analyte quantification, immunodiagnostics, and the microscopic evaluation of cell populations. Additionally, it covers best practices for laboratory quality control, adherence to safety regulations, and effective communication with external laboratory services and consultants.

### Quarter 6- 10 Credits

## VET 602 – Critical Care Nursing

4.0 CREDITS

Reading, lecture and case-discussions introduce emergency and critical care topics including clinical triage, assessment of polytrauma, cardiopulmonary resuscitation CPR, and the physiologic and metabolic monitoring techniques appropriate to the veterinary critical care unit. Course emphasis is how technicians and medical teams prepare for a variety of emergency presentations including shock, fluid and transfusion medicine, pain assessment and management, hypoventilation and airway control, common intoxications, and metabolic emergencies. This course also considers technicians' perspectives and participation in hospice and end-of-life concerns.

## VET 702 – Large Animal Nursing

3.0 CREDITS

Presentations and readings provide an overview of veterinary procedures associated with cattle, sheep, goats, and horses. This course features information on populations of livestock and horses with objectives of seeing and practicing safe restraint and handling for procedural assisting.

## VET 703 – Exotic and Laboratory Animal Nursing

3.0 CREDITS

Exotic and Laboratory Animal Nursing provides an overview of the zoologic taxonomies and the natural nutrition, lifestyle, and behaviors, expected for laboratory and exotic animal species. Course emphasis on husbandry will help in accommodating the needs and instincts to best promote wellness and safety for the animals. Options for restraint, examination and treatment are also considered.

## Veterinary Technician Associate Degree Program

97 quarter credits in eight quarters

Course objectives are clearly communicated to students and available via our LMS where students may access syllabi, lessons, assignments and/or other course documents from any location with wi-fi access. Course offerings to meet curriculum requirements for the program typically take a minimum of 6 quarters to accomplish.

### Quarter 1- 12.5 Credits

#### BIO 101 – Biology

5.0 CREDITS

Biology introduces the major classes of inorganic and organic molecules and their major roles and reaction types in mammalian organisms. Reaction controls including pH, ion dynamics, and enzymes are emphasized. Cell physiology considers intracellular organelle structure and function with emphasis on how inherited genetic codes translate to cells' expression of their function. Description and identification of tissues, including integumentary tissues, relate to the population and organization of the cells they contain. Features of tissues are considered at the gross and microscopic levels. Biology also introduces zoologic taxonomies and the general biologic features for the species of concern.

#### VET 201 – Anatomy and Physiology/Medical Terminology I

4.0 CREDITS

Veterinary medicine, surgery, and husbandry require thorough knowledge of the form and function of the animal body. The study of anatomy and physiology provides animal health caregivers with a basis for understanding clinical application involved in the care of animals. Anatomy and Physiology I - introduces terminology, location, and clinical relevance of the structures and functions of the body. Comparative gross and microscopic anatomy and physiology between species will be presented (canine, feline, bovine, equine, and others) with physiological processes associated with various body systems. Anatomy and Physiology I - will focus on skeletal, integumentary, muscular, nervous, endocrine, blood, immunologic, and cardiovascular systems. Multiple formats will be used to demonstrate location, variation, and function of the tissues and organs of the body including an associated online laboratory component.

Basic veterinary terminology is introduced through common rules for building and breaking down medical terms utilizing word parts – prefixes, roots, combining forms, and suffixes. Scientific names, directional and positional terms, and anatomical regions including body cavities and tissue divisions are discussed. A review of the following body systems concludes Medical Terminology I – integumentary, skeletal, muscular, and cardiovascular.

## ALG 104 – Algebra

3.5 CREDITS

Algebra offers an in-depth study of real-number calculations. Students focus on solving equations with decimals, fractions, and ratios using algebraic rules. Students can utilize multiple methods of equation solving including algebraic formulas, ratio and proportion, and dimensional analysis. The course also offers a focus on numbering systems, using algebra to convert values, and visualizing numbers and values.

### Quarter 2- 10 credits

## VET 202 – Anatomy and Physiology & Medical Terminology II

4.0 CREDITS

Prerequisites:

- VET 201 –Anatomy and Physiology/Med Term I

Anatomy and Physiology II will review competency with Anatomy and Physiology I and continue the exploration of respiratory, digestive, urinary, reproductive, pregnancy, fetal development, and lactation systems as well as avian, reptile, and amphibian anatomy and physiology, and nutrition. Comparative anatomy and physiology will focus on clinical applications for the veterinary technician with multiple formats presenting relevant material. This course will be accompanied by an associated online laboratory component.

Veterinary medical terminology learning is continued with a systemic review of the language utilized to describe the remaining organ systems. This includes the components and functions of blood and lymph, the respiratory system, the digestive system, the nervous system, the senses, the endocrine system, the urinary system, and the reproductive system.

## VET303- Clinical Calculations

3.0 CREDITS

Prerequisites:

- ALG 104- Algebra

This course presents drug dose calculations and how to solve a variety of fluid doses and rate administration problems. Practice is given for using computational arithmetic to make pharmaceutical and patient-care calculations to change concentration or volume from stock solutions. Students will practice calculating IV drugs' doses, including Constant Rate Infusions (CRIs). Modules will stress how to ensure medical prescriptions are given at the properly administered dose.

## COM 105 – Interpersonal Communication and Organization

4.0 CREDITS

Interpersonal Communication and Organization teaches students strategies to organize their thoughts and ideas utilizing them more effectively to communicate with others. Students are presented with many styles of communication, thinking, and learning to be able to apply this knowledge to develop personal organization and communication strategies. Students will practice communication through writing, discussion, and presentation where their ideas are supported with organized thought, study, and research.

### Quarter 3- 10.5 Credits

## VET 301– Patient Management, Nursing and Nutrition

4.0 CREDITS

In this course, students delve into core areas of veterinary care. The curriculum covers essential patient management techniques, from initial assessments to safe animal handling. Participants will gain knowledge in various nursing procedures, including animal restraint and wound care. The course also addresses the intricacies of veterinary nutrition, exploring everything from pet food label comprehension to life stage-specific dietary needs. The course integrates real-life case studies and offers continuous assessments, ensuring a holistic grasp of the subject matter.

## VET 302 – Pharmacology I

2.0 CREDITS

Prerequisites:

- VET 201 – Anatomy and Physiology/Med Term I
- VET303- Clinical Calculations

The pharmacology courses present drug actions, kinetics and drug classes and individual prescription and non-prescription drugs commonly used in contemporary veterinary practice. Course emphasis is clinical use by the veterinary technician, drug safety and caregivers' monitoring for both efficacy and side effects during therapy. Educational points to clients are emphasized and all drugs are presented in an organ system approach. Pharmacology I - covers drugs that affect the nervous, cardiovascular, respiratory, gastrointestinal, and urinary systems; those used for anesthesia and analgesia; and those utilized for anti-inflammatory purposes.

## BEH 106- Behavior and Learning

4.5 credits

Behavior and Learning introduces students to the principles of behavior in humans and non-human animals and the theories behind the drivers for behavior both natural and learned. Students are introduced to established and new theories in behavior modification and conditioning. Discussion

connects these theories to practical applications for the students' own behavior and their relationships, understanding, and interactions with other humans and with animals.

#### Quarter 4- 10 Credits

##### VET 503 – Survey of Companion Animal Diseases

4.0 CREDITS

Prerequisites:

- VET301 Patient Management, Nursing, and Nutrition

An overview of a number of more common companion animal diseases and injuries with which the credentialed veterinary technician will be familiar for purposes of case management, patient care, staff and referral communications and client contact. Topics covered include an introduction to the more common classes of etiologic agents including – infectious, congenital, metabolic, and endocrine, traumatic, neoplastic, nutritional, and environmental, and degenerative. A survey of typical response patterns to these etiologies will complete the introduction followed by descriptions of disease situations on a systems basis. Course coverage will necessarily incorporate concepts and facts from previous work including medical terminology, anatomy and physiology, nutrition, pharmacology, laboratory procedures/results, and nursing.

##### VET 402 – Pharmacology II

2.0 CREDITS

Prerequisites:

- VET 302 – Pharmacology I

The pharmacology courses present drug actions, kinetics and drug classes and individual prescription and non-prescription drugs commonly used in contemporary veterinary practice. Course emphasis is clinical use by the veterinary technician, drug safety and caregivers' monitoring for both efficacy and side effects during therapy. Educational points to clients are emphasized and all drugs are presented in an organ system approach. Pharmacology II covers fluids and intravenous solutions, antimicrobics, antiparasitic, endocrine and reproductive drugs, chemotherapeutic agents, immunizations, otic, and ophthalmic drugs, integumentary drugs, and emergency drugs.

##### VET 401 – Medical and Surgical Nursing

4.0 CREDITS

Prerequisites:

- VET 301 – Patient Management, Nursing and Nutrition

This course facilitates the understanding and growth of knowledge related to small animal diseases. Participants will engage with modules on diagnostic sampling, therapeutic techniques, and delve into the realms of physical therapy, rehabilitation, and alternative medicine. The course offers virtual walkthroughs on preparing surgical packs and central supply activities. Learners will become familiar with operating room protocols, specifically for circulating and scrub assistant roles. Additionally, the course emphasizes the identification and inventory of surgical instruments, as well as best practices for ensuring safety within an operating room environment.

**Quarter 5- 10 Credits**

**VET 501 – Clinical Parasitology and Microbiology**

**3.0 CREDITS**

Clinical Parasitology and Microbiology allows students to focus on host-parasite relationships as found in common infestations and infections as well as selected microbe pathogens of concern in veterinary medicine. The course provides descriptions of the pathophysiologic mechanisms of various parasite classes with emphasis on life cycles parasites employ to perpetuate reproduction. Course emphasis is a comprehensive consideration of the major classes of internal and external parasites in companion and large animal species and the use of microscopic and immunologic testing techniques to detect parasites. Microbiologic laboratory techniques focus on collecting, processing, and submitting microbial specimens for identification, overview of their various pathogenic mechanisms, and how responses to potential antimicrobial therapy are predicated by laboratory means.

**VET 701 – Diagnostic Imaging**

**4.0 CREDITS**

Prerequisites:

- VET 202 – Anatomy and Physiology/Med Term II

This course opens with a deep dive into the physics of x-ray generation and the differential absorption of ionizing radiation by tissues. Students will explore the intricacies of both analog and digital image production and display. Through interactive modules, learners will virtually engage with a variety of radiographic equipment and accessories, gaining insights into the theory and best practices for ensuring personnel and patient safety during radiographic procedures. Virtual simulations will guide students in practicing veterinary patient positioning techniques for dogs, cats, and horses. The course also introduces students to radiographic contrast studies, axial

imaging options, and the latest uses of ultrasonography and endoscopy in diagnostic image creation.

### VET 601– Clinical Chemistry and Interpretive Cytology

3.0 CREDITS

In this course, students learn how to collect, prepare, and interpret specimens for various analytic procedures and microscopy. This includes handling whole blood, serum, plasma, urine, cavity effusions, aspirates, tissue swabs, impressions, and scrapings. The course places significant emphasis on conducting both automated and manual procedures for complete blood counts, chemical analyte quantification, immunodiagnostics, and the microscopic evaluation of cell populations. Additionally, it covers best practices for laboratory quality control, adherence to safety regulations, and effective communication with external laboratory services and consultants.

Quarter 6- 10 Credits

### VET 602 – Critical Care Nursing

4.0 CREDITS

Reading, lecture and case-discussions introduce emergency and critical care topics including clinical triage, assessment of polytrauma, cardiopulmonary resuscitation CPR, and the physiologic and metabolic monitoring techniques appropriate to the veterinary critical care unit. Course emphasis is how technicians and medical teams prepare for a variety of emergency presentations including shock, fluid and transfusion medicine, pain assessment and management, hypoventilation and airway control, common intoxications, and metabolic emergencies. This course also considers technicians' perspectives and participation in hospice and end-of-life concerns.

### VET 702 – Large Animal Nursing

3.0 CREDITS

Presentations and readings provide an overview of veterinary procedures associated with cattle, sheep, goats, and horses. This course features information on populations of livestock and horses with objectives of seeing and practicing safe restraint and handling for procedural assisting.

### VET 703 – Exotic and Laboratory Animal Nursing

3.0 CREDITS

Exotic and Laboratory Animal Nursing provides an overview of the zoologic taxonomies and the natural nutrition, lifestyle, and behaviors, expected for laboratory and exotic animal species. Course emphasis on husbandry will help in accommodating the needs and instincts to best

promote wellness and safety for the animals. Options for restraint, examination and treatment are also considered.

#### Quarter 7 – 15 Credits

#### VET 502 -Anesthesia and Analgesia

5.0 CREDITS

Anesthesia and Analgesia starts with a review of cardiorespiratory mechanics and control mechanisms and the physiology of pulmonary gas exchange and an overview of the pharmacology of all classes of injectable anesthetics and analgesics. Course emphasis is pre-anesthesia data collection and assessment for risk; how to consider the benefits and risks of drug protocols and the options for inducing, maintaining, assessing, and monitoring general anesthesia. We will examine a variety of anesthesia machines, breathing circuits, monitoring modalities and equipment and how these melds into systems for safe and effective care of an individual patient. At the end of this course the student should be able to understand and describe an anesthetized patient's status changes from physiologic monitoring information, be able to respond to changing conditions within the period of general anesthesia, and demonstrate the skills and behaviors required to accept the responsibility of caring for any sedated or anesthetized patient.

#### VET 603 -Dentistry

5.0 CREDITS

Dentistry teaches students anatomy of the soft tissue, bony and dental structures of the oral cavity; tooth identification and numbering systems for large and small animals; normal vs. abnormal dental occlusion and common pathologic changes to the teeth and the subgingival sulcus. Course emphases are oral/dental radiography, periodontal examination, dental charting, and the theory and techniques for periodontal treatment in naturally occurring dental disease as well as client education for pets' preventive and post-procedural dental care.

#### GENED 102 -English

3.0 CREDITS

English composition emphasizes planning, writing, and revising of assigned compositions, including development of critical and logical thinking skills. It includes compositions that stress analytical, persuasive, and/or argumentative writing. Knowledge of quality information resources, library use, and development and application of information retrieval skills are included in this course.

#### VET403 Capstone I

2.0 CREDITS

Competence Capstone I - reviews, summarizes, and integrates all previous course material from the first four quarters to "connect the dots" between facts, concepts, skills, and behaviors relevant

to the field. The reviews conclude with a comprehensive examination to assess and support current learning.

## Quarter 8- 18 credits

### GENED 103 US History

4.0 CREDITS

A chronological exploration of the formative years of the United States, this course delves into the nation's journey from colonization to its emergence as a unified republic. Charting political, economic, cultural, and environmental milestones, students will gain insight into the diverse tapestry of early American life. The curriculum covers key topics such as colonial trade dynamics, the gold rush era, interactions with Native American communities, and the evolution of agriculture. By the end of the course, students will have an understanding of the myriad factors that coalesced to shape the foundational narrative of the United States.

### VET 704 Capstone II

2.0 CREDITS

This course reviews, summarizes and integrates all course material from the fifth through the seventh quarter of Veterinary Technology progression, from all sources, to "connect the dots" between facts, concepts, skills and behaviors relevant to the field. The course concludes with a comprehensive examination to assess and support current learning. This examination measures students' readiness for graduation and the VTNE.

### VET 801 Externship

12.0 CREDITS

Externship involves external student deployment to participating clinics, hospitals, or other appropriate venues, to reinforce academic learning, psychomotor skills and professional behaviors prior to graduation. This practical veterinary experience expands student knowledge and builds proficiency of acquired skills through task specific exercises. Practical experiences are for the purpose of honing skills learned in formal instructional settings and are scheduled to occur following the completion of essential skills acquisition. Successful completion of all required skills must be evaluated by program personnel prior to externship.

## Student Conduct

Students at MVP School for Veterinary Professionals are expected to uphold the standards of conduct demanded by the veterinary medical profession. This includes adhering to all institutional policies, which, if violated, may lead to written notifications and disciplinary actions determined by

directors and faculty. These actions can range from official warnings and fines to mandatory leaves of absence and possible program termination.

*Professional Behavior Expectations:*

**In Class and Laboratories:** Conduct should align with professional standards and the ethical codes of the medical profession.

**Attendance:** Adherence to the institution's attendance policy is mandatory.

**Respect for Rights:** Consideration must be given to the legal rights of all students, faculty, and staff.

*Prohibited Behaviors Include:*

- Theft or destruction of property belonging to the institution, faculty, staff, or students.
- Possession of weapons, alcohol, or illegal drugs (including marijuana) on institution or clinic property.
- Being under the influence of substances that impair performance or safety in educational settings.
- Academic dishonesty, including plagiarism and cheating. Plagiarism encompasses using someone else's work without proper citation. Cheating includes unauthorized assistance on academic assignments in any learning environment.
- Bullying or hazing, which violates respect for the rights and safety of others.
- Disruptive behavior in externships or labs, such as refusal to participate, not following directions, or other actions that detract from the learning environment.
- Social media and Technology: For specific guidelines, please refer to Appendix B of this catalog.

*Sexual Harassment:*

MVP is committed to providing an environment free from discrimination on the basis of sex. MVP commits to an environment free of sexual misconduct and promotes safety that is conducive to student learning.

MVP takes complaints and allegations of sexual misconduct very seriously and provides an array of resources to help anyone impacted by sexual misconduct and need support. Sexual harassment of students in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favor, and other verbal or physical conduct of a sexual nature., sexual exploitation, sexual and interpersonal violence. Any student who feels that he or she is a victim of sexual harassment by any student, faculty member or other school employee should bring the matter to the attention of Lisa Kernaghan ([lisa.kernaghan@mvetpartners.com](mailto:lisa.kernaghan@mvetpartners.com), ( 865) 381-1946). MVP will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action, if warranted.

***Substance Abuse:***

Students must not be under the influence of any substance that impairs judgment or motor skills, whether legal or illegal, during field trips or patient care. Possession of alcohol or illegal drugs on hospital grounds is strictly prohibited.

***Student Dismissal/Termination:***

Violations of any institutional policies may lead to disciplinary actions, including dismissal. The official dismissal date will be recorded based on documented violations.

***Student Safety:***

The institution prioritizes the safety of students, faculty, and animals involved in educational programs. Compliance with OSHA regulations and adherence to established safety protocols is mandatory. Program personnel model behaviors that minimize zoonotic exposures and the curriculum includes the potential risks of animals as sources of zoonotic exposure or disease transmission to humans.

***Animal Handling:***

Students receive training in proper animal handling techniques to minimize the risk of injury. All animal use complies with USDA regulations under the Animal Welfare Act and is overseen by the Chief Medical Officer and the Institutional Animal Care and Use Committee (IACUC). All off-campus providers of instructional support meet objective requirements set by the school regarding the care and use of animals, physical facilities, and available equipment.

***Personal Safety:***

**Security and Safety Training**

For detailed information on all personal safety policies, please refer to Appendix D of this catalog

## **Additional Student Services and Information**

**Additional Student Services and Information**

- **Change of Contact Information:** Students must notify the Registrar in writing within five (5) business days of any change in mailing address, email, or phone number so that institutional records remain current.
- **Orientation:** All new students are required to complete orientation prior to starting classes. Orientation introduces the Learning Management System, student services, academic policies, and expectations for clinical mentorship.
- **Graduation Ceremony:** The School does not currently hold a graduation ceremony. If the institution chooses to offer a ceremony in the future, students will be notified in advance and provided with participation details.

- **Alumni Services:** The School does not yet have graduates and therefore does not currently provide alumni services. As cohorts complete the program, the School may develop alumni engagement opportunities in the future.
- **Career Services:** As students are employed by Mission Pet Health clinics during enrollment, formal career placement services are not offered. However, students have access to mentorship, continuing education, and internal career pathways within the MVP network.
- **Honor Society:** The School does not currently sponsor an honor society. This may be revisited as the institution matures.

## Student Feedback, Grievances, Complaints, and Concerns

MVP is committed to resolving all student concerns timely and thoroughly.

Students with concerns should first contact their instructor. If the complaint is not resolved within 5 business days, the student should contact the program director. If the complaint remains unresolved after 10 business days, the student should file a formal grievance with Jessica Moran, Vice President of People Solutions ([Jessica.Moran@mvetpartners.com](mailto:Jessica.Moran@mvetpartners.com)). The grievance should include:

- Student name and contact information
- Date and location of the incident
- Name(s) of the individual(s) involved
- Names of any witnesses
- Supporting documentation
- An explanation of the situation and the applicable policy or standard believed to have been violated
- The desired resolution

Jessica Moran may contact the student within 5 business days to request additional information, will seek to ensure fair and consistent treatment of the investigation of the grievance, and will provide the student with a written response no later than 30 business days after receiving the complaint outlining the conclusions of the investigation.

Any grievance not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, 312 Rosa L. Parks Avenue, 9th Floor, Nashville, TN 37243-1102  
Phone: (615) 741-5293

## Student Records

Students have the right to review the contents of their individual records. Students will be given access to their own records within a reasonable period, but in no case shall access be withheld for more than 45 days after the request has been made in writing to the Registrar. Students shall have the opportunity for a hearing to challenge the contents of their MVP School for Veterinary Professionals records to ensure accuracy. Challenges must be made in writing to the Provost and the Registrar.

Students may authorize release of their records to intended persons or institutions by making the request, in writing, to the Registrar. No access or release of any personally identifiable records or files on students will be allowed to any individual, agency, or organization without prior written consent of the student, except as is required and allowed by the Family Education Rights and Privacy Act (FERPA).

### **Outcomes Assessment**

Program-specific outcome assessment instruments and data collection methods have been developed and are utilized to assist MVP School for Veterinary Professionals to determine attainment of educational goals and to report outcomes for each educational program to accreditors and governing bodies.

MVP School for Veterinary Professionals collects and shares data with employers to determine the relevance of program content. The results of outcome assessment data are used to improve the related educational programs. MVP School for Veterinary Professionals encourages and supports program review and the evaluation process for outcomes of the educational programs.

MVP School for Veterinary Professionals surveys alumni, employers of alumni, and draws from registration data to report on the following for outcomes assessment:

- Completion and attrition rates
- Alumni feedback concerning program content
- Employer feedback concerning program content
- Testing results

### **Placement Services**

As all students will be current employees of Mission Pet Health there are no placement services for graduates.

Hard copies of this catalog/handbook are available on request.

## **Appendix A – Instructional Resources and Equipment List**

This list designed by the American Veterinary Medical Association, Committee on Veterinary Technician Education and Activities is utilized to monitor resources used in educating veterinary technicians. Items on this list are either available to MVP School for Veterinary Professionals students in clinics or at Fast Track Lab Sites for primary teaching purposes. In addition to the required items listed below, MVP School for Veterinary Professionals has a much broader assortment of instructional resources and equipment available for primary teaching purposes both in hospitals and in off campus clinical sites for use by students and faculty.

### **Companion Animals**

- Cats
- Dogs
- Horses/ponies

### **Food Animals**

- Cattle

### **Laboratory and Exotic Animals**

- Mice
- Rabbits
- Rats
- Birds

### **Instructional Equipment**

- Camera
- Computer
- Microscope with camera or teaching microscope
- Presentation system and software
- Video recording/viewing equipment

### **Specimens and Models**

- Large animal skeletal limb
- Small animal skeletons

### **Clinical Equipment**

- Anesthesia machine – small animal
  - Isoflurane and Sevoflurane
  - Non-rebreathing system

- Waste anesthetic gas exhaust system
- Animal gurney or stretcher
- Autoclave
- Bandaging/casting material
- Bathing equipment
- Blood pressure monitoring equipment
- Cages complying with federal regulations
- Capnometer
- Cardiac monitor
- Controlled drug cabinet
- Dehorners
- Dental instruments
  - Large animal dental floats
  - Small animal
    - Ultrasonic scaler and polisher
    - Hand instruments
- Electric clippers
- Electrocardiograph
- Electrosurgical Equipment
- Emasculator
- Emergency crash kit
  - Emergency drugs and dosages
  - Supplies and equipment
    - ET tubes
    - Ambu bag
- Endotracheal tubes
- Esophageal stethoscope
- Examination tables
- Fluid pump
- Hoof trimmer and picks
- Laryngoscope
- Microchip scanner
- Nail trimmers
- Ophthalmoscope
- Oral dosing equipment
  - Laboratory animal
  - Large animal
  - Small animal
- Oral speculum for small animals

- Orthopedic equipment
- Otoscope
- Pulse Oximeter
- Resuscitation bag
- Scales
- Stethoscope
- Surgical instruments (basic)
- Surgical lights
- Surgical suction
- Syringe pump
- Surgical tables
- Syringes
- Temperature monitoring device
- Tonometer
- Tourniquet
- Tubes, feeding and gavage
- Ultrasound Machine
- Vaginal speculum
- Ventilator
- Warming device

#### Restraint Equipment

- Rodent restraint equipment
- Cattle chute
- Twitch
- Ropes
- Halter
- Elizabethan collar
- Restraint pole
- Muzzle

#### Laboratory Equipment

- Blood mixer/rocker
- Centrifuge
- Clinical chemistry analyzer
- Manual blood cell counter
- Electronic blood cell counter
- Hand tally cell counter

- Incubator
- McMaster method slide
- Microhematocrit centrifuge
- Microscopes
- Refractometer
- Scales, laboratory

#### Radiographic Imaging Equipment

- Protective aprons and gloves
- Calipers
- Cassette holders
- Film identification markers
- Protective thyroid collar
- Radiation safety badges
- Storage racks for gloves and aprons
- Radiographic machine
  - Fixed
  - Portable
  - Dental

## **Appendix B – Social Media and Technology Policy**

Questions or concerns regarding the social media and technology policy should be directed to the Program Director.

### **Guidelines for Representing the School on Social Media Websites**

If you are an employee or student of MVP School for Veterinary Professionals and are using social media websites that will reference MVP School for Veterinary Professionals in any way (including mentioning our employees, services, and competitors), you must state that your opinions are yours alone and are not those of MVP School for Veterinary Professionals. You must also identify yourself as an employee or student of MVP School for Veterinary Professionals.

You are not authorized to speak on behalf of MVP School for Veterinary Professionals without expressed permission from the Program Director. If you have permission to speak on behalf of MVP School for Veterinary Professionals on such websites, please notify MVP School for Veterinary Professionals you are writing on social media websites or blogs.

### **Confidentiality**

You are prohibited from writing information on your social media page, blog or website that is considered proprietary or confidential. Confidential or proprietary information can include course information and documents, company or marketing strategies and plans, or any other information that has not already been released to the public. If you are not sure what is considered proprietary and confidential, consult with the Program Director.

MVP School for Veterinary Professionals logos or trademarked items may not be used without prior written authorization from MVP School for Veterinary Professionals

### **Ownership of Social Media Pages**

If you create or manage a social media page on behalf of MVP School for Veterinary Professionals, all information contained on the social media page, including friends, contacts, followers, likes, and any other proprietary or sensitive information, will be considered property of MVP School for Veterinary Professionals. No employee or student will have any ownership rights over such materials. These social media websites include, but are not limited to: Facebook, Twitter (X), Tik Tok, Instagram, Myspace, LinkedIn; YouTube, and Pinterest.

### **Privacy**

The contents of your social media page, blog or website should always treat MVP School for Veterinary Professionals and its employees or students and customers/clients with respect. No name-calling or negative behavior that will reflect onto the school will be tolerated. Unfounded accusations, name-calling or using trademarks or logos without permission are grounds for dismissal.

You must consider the privacy rights of your fellow employees or students. If you are choosing to write about them, you should obtain prior permission to ensure you are not infringing on their right of privacy.

MVP School for Veterinary Professionals encourages students, staff, and faculty to become familiar with and adjust the privacy settings of their social media and other web accounts so that they have appropriate control over who can see what they post and understand what content is potentially public.

### **Liability**

You are legally liable for anything you write online. Anything that infringes on the rights of MVP School for Veterinary Professionals could cause a hostile environment is subject to disciplinary action by MVP School for Veterinary Professionals as well as potential legal action.

### **Media Contact**

Any inquiries from third-party organizations about MVP School for Veterinary Professionals, our products, customers or employees or students should be referred to the Program Director.

## **Appendix C – Confidentiality and Privacy Policy**

The MVP School for Veterinary Professionals is committed to protecting the privacy and confidentiality of student records and personal information. The School maintains all student academic and personal records in accordance with applicable state and federal laws, including the Family Educational Rights and Privacy Act (FERPA).

### **Access to Records**

Access to student information is restricted to authorized personnel who require it to perform their job duties. Academic and personal records are maintained securely to prevent unauthorized access, alteration, or disclosure.

### **Disclosure of Information**

The School may share limited student information with approved third-party service providers for the purpose of delivering educational content, tools, and resources. Such providers are required to safeguard student information in accordance with applicable privacy laws and may not use the information for any other purpose.

Information is released to any other third parties only with the student's written consent or when required by law, such as in response to a court order, accreditation review, or in cases involving health or safety emergencies.

### **Student Rights**

Students have the right to:

- Inspect and review their educational records.
- Request amendments to records they believe are inaccurate.
- Consent to disclosures of personally identifiable information, except where permitted by law without consent.

## Appendix D – Personal Safety Policies

These policies are general personal safety policies that apply to all students, while on campus, at an off campus clinical site, or at an MVP School for Veterinary Professionals sponsored event. Additional specific policies and training are provided in courses where they best apply.

### Aggressive Animal Policy

Any animal deemed “aggressive” is identified by a red laminated card at the front of the cage, run or stall. To eliminate the risk of injury to students and animals, only trained faculty and/or staff members handle animals identified as “aggressive”. Students are not permitted to handle any animals identified as “aggressive”.

### Bite/Scratch Policy and Procedure

Students understand that curriculum requirements will require interaction with a variety of animal species, including but not limited to dogs, cats, birds, rodents, cows, horses, goats, and reptiles. Students understand that the temperament of an individual animal is inherently unpredictable and although every reasonable precaution shall be taken, the possibility exists for severe injury, which may require medical attention including hospitalization, and although highly unlikely, may result in death.

Federal Law requires that every individual, including students, carry health insurance. Students are responsible for their medical expenses and for providing adequate health insurance coverage while attending MVP School for Veterinary Professionals.

### Incident Reporting Policy and Procedure

All students, faculty and staff accidents/incidents while engaged in curricular activities either on campus or off-site clinical locations must be reported to the course instructor of record or the nearest staff or faculty member. Incident report forms are available in administration and must be completed and returned to the Registrar.

### Pregnancy and Potential Risk to Fetus Policy and Disclosure

Students who are pregnant, who think they may be pregnant, or who become pregnant while enrolled in the MVP School for Veterinary Professionals are strongly encouraged to inform the Program Director to discuss educational options and safety procedures and/or precautions including but not limited to:

- Accommodations to decrease risk to the mother/fetus, which may require:
  - Signed waiver from student
  - Signed acknowledgement from student’s attending physician
- Leave of absence (LOA)
- Withdrawal from the program

Students acknowledge that they are being informed of the following safety statement:

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***Exposure to ionizing radiation, anesthetic gases, infectious agents, zoonotic diseases, physical injury, and the necessity to lift 20-50 pounds, hormonal agents, and other biohazards may be potential health hazards to a developing fetus.***

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Pregnant students are advised to discuss risk factors with their attending physician and obtain signed acknowledgment regarding risk factors from their attending physician. The Registrar will place the form in the student's file.

Pregnant students electing to remain in the MVP School for Veterinary Professionals accept full responsibility for their actions and relieve MVP School for Veterinary Professionals, the faculty, and clinical affiliation sites of any responsibilities in the event of any issues resulting from the practice of veterinary medicine while pregnant.

#### **Immunization Policy and Disclosure**

MVP School for Veterinary Professionals adheres to National Guidelines regarding immunization for students.

Vaccinations that are highly recommended prior to any clinical experiences include:

- MMR (Measles, Mumps, Rubella)
- Tetanus
  - Td (Tetanus, Diphtheria), or
  - DTP (Diphtheria, Tetanus, Pertussis)
- Rabies

The Center for Disease Control also recommends the following vaccinations for students:

- Covid-19
- Influenza
- Meningococcal
- OPV/IPV (Polio)
- Hepatitis B
- Hepatitis A
- Varicella (Chickenpox)
- HPV

## Rabies Prophylaxis Policy

The Centers for Disease Control and Prevention (CDC) recommend pre-exposure vaccination for rabies to persons in high-risk groups, such as veterinarians, veterinary technicians, animal handlers, and certain laboratory workers.

Veterinarians and their staff are classified in either the frequent or infrequent risk categories based on whether they are in rabies enzootic areas. Persons in rabies enzootic areas are in the frequent risk category and should have pre-exposure prophylaxis and serum samples tested for rabies antibody every 2 years.

Students understand that rabies is a fatal virus transmitted through the saliva of infected animals and that it may not be possible to identify an infected animal prior to any interaction.

Students understand that a pre-exposure vaccination series is required by the AVMA.

All students enrolled at MVP School for Veterinary Professionals should understand and acknowledge the inherent risks associated with working with mammals. Students must provide records of rabies prophylaxis or pre-exposure vaccination to the Registrar for inclusion in student files, along with titer or testing records.

## Appendix E – Student Services

### Legal Assistance and Advocacy

- [Office of Child Support Services](#)
- [Legal Services \(low income\)](#)
- [Consumer Credit Counseling Services](#)
- [Domestic Violence Hotline](#) 1800-799-SAFE (7233)

### Medical Assistance

- [AIDS Information](#) (800) 448-0440
- [Center for Disease Control and Prevention](#)
- [National Coalition for the Homeless](#)
- [Medicaid Information](#) – 1(800) 221-3943
- [National Institute on Deafness and Other Communication Disorders](#)
- [Substance Abuse and Mental Health Service Administration](#)
- [US Department of Health and Human Services- Pregnancy Assistance](#)

### Food and/or Shelter Assistance

- [211](#)- Help with Housing, Utilities, Food
- [Feeding America](#)- Food Banks
- [Salvation Army](#)- Rent, Utility, Food Assistance, LBGTQ Support

### Mental Health Assistance

MVP School for Veterinary Professionals recognizes the importance of mental well-being, especially for those in the demanding veterinary profession. To support this, we highlight a range of external resources and programs designed to assist with personal, family, or work-related challenges. These services offer confidential support for issues facing mental health issues. We encourage exploring the wide array of support options, including managing stress through healthy practices, engaging in self-care routines, and finding ways to support peers facing difficulties. There are several free mental health resources available to the public. These resources can offer support through various means, such as hotlines, text services, online platforms, and community programs. Here are some options that might be beneficial:

- National Suicide Prevention Lifeline – Offers 24/7, free and confidential support for people in distress, prevention and crisis resources. As of my last update, the Lifeline can be reached by dialing 988 in the United States.
- Crisis Text Line – Provides free, 24/7 crisis support via text. Individuals can text a keyword (such as "HOME") to 741741 to connect with a trained crisis counselor.

- 7 Cups – Offers free online chat for individuals needing emotional support. Trained volunteer listeners are available 24/7 to chat. There are also paid options for professional therapy.
- Mental Health America (MHA) – Provides a variety of resources, including free online screening tools for mental health conditions, and information on finding free or low-cost mental health services.
- Substance Abuse and Mental Health Services Administration (SAMHSA) – Offers a national helpline that provides free, confidential information and treatment referral 24/7 for individuals and families facing mental and/or substance use disorders. The helpline can be reached at 1-800-662-HELP (4357).
- Not One More Vet Support Staff – While specifically aimed at veterinary professionals, this organization offers support and resources that may be beneficial for students in the veterinary field. <https://www.nomv.org/>

MPH offers several programs for employees that may need mental health support that can all be found on MVetConnect on the Benefits and Wellness page. There you can find links to Mental Health America, our EAP plan, and AVMA Well Being Resources.

[MVP Mental Health Support](#)

## Appendix F- Course Extension Request Forms

### Course Extension Request Form

#### Student Information:

- Name: \_\_\_\_\_
- Student ID: \_\_\_\_\_
- Email: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

#### Course Information:

- Course Name: \_\_\_\_\_
- Course Code: \_\_\_\_\_
- Instructor's Name: \_\_\_\_\_

#### Request Details:

- Reason for Time Extension:
  - Medical
  - Personal
  - Academic
  - Other: \_\_\_\_\_
- Detailed Explanation:
  - Please provide a detailed explanation for your request, including any relevant dates and information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Previous Extensions:

- Have you previously requested an extension for this course?
  - Yes
  - No

If yes, please provide details:

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Supporting Documentation:

- Attach any supporting documents that verify the reason for your request (e.g., medical documentation, advisor support letters).

Student Acknowledgment:

I acknowledge that the submission of this form does not guarantee the approval of my request. I understand that I will be notified of the decision via my official school email.

- Student Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

Instructor Use Only:

- Instructor Decision:
  - Approved
  - Denied
  - Further Discussion Needed
- Comments:

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- Instructor Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

Office Use Only:

- Received By: \_\_\_\_\_
- Date: \_\_\_\_\_
- Action Taken:

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## Appendix G- Quarter Extension Request Forms

### Quarter Extension Request Form

#### Student Information:

- Name: \_\_\_\_\_
- Student ID: \_\_\_\_\_
- Email: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

#### Course Information:

- Course Name: \_\_\_\_\_
- Course Code: \_\_\_\_\_
- Instructor's Name: \_\_\_\_\_
  
- Course Name: \_\_\_\_\_
- Course Code: \_\_\_\_\_
- Instructor's Name: \_\_\_\_\_
  
- Course Name: \_\_\_\_\_
- Course Code: \_\_\_\_\_
- Instructor's Name: \_\_\_\_\_

#### Request Details:

- Reason for Time Extension:
  - Medical
  - Personal
  - Academic
  - Other: \_\_\_\_\_
  
- Detailed Explanation:
  - Please provide a detailed explanation for your request, including any relevant dates and information:  

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#### Previous Extensions:

- Have you previously requested an extension?
  - Yes
  - No

If yes, please provide details:

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---

Supporting Documentation:

- Attach any supporting documents that verify the reason for your request (e.g., medical documentation, advisor support letters).

Student Acknowledgment:

I acknowledge that the submission of this form does not guarantee the approval of my request. I understand that I will be notified of the decision via my official school email.

- Student Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

Program Director Use Only:

- Director Decision:
  - Approved
  - Denied
  - Further Discussion Needed
- Comments:

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- Director Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

Office Use Only:

- Received By: \_\_\_\_\_
- Date: \_\_\_\_\_
- Action Taken:

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## Appendix H- Leave of Absence Form

### Leave of Absence Request Form

#### Student Information:

- Name: \_\_\_\_\_
- Student ID: \_\_\_\_\_
- Email: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

#### Program Information:

- Current Term: \_\_\_\_\_

#### Request Details:

- Reason for Program Break:
  - Medical
  - Personal
  - Academic
  - Other: \_\_\_\_\_
- Detailed Explanation:
  - Please provide a detailed explanation for your request, including any relevant dates and supporting information

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- Requested Break Period ( can be no longer than 90 days):
  - Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

#### Previous Breaks:

- Have you previously requested a break from this program?
  - Yes
  - No

If yes, please provide details:

---

---

Supporting Documentation:

- Attach any supporting documents that verify the reason for your request (e.g., medical documentation, letters from supervisors ).

Student Acknowledgment:

I acknowledge that the submission of this form does not guarantee the approval of my request. I understand that I will be notified of the decision via my official school email. I am aware of the potential impact on my program completion timeline and that I may have a waiting period before I may be reenrolled back into the program.

- Student Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

Program Director Use Only:

- Decision:
  - Approved
  - Denied
  - Further Discussion Needed
- Comments:

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- Program Director Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

Office Use Only:

- Received By: \_\_\_\_\_
- Date: \_\_\_\_\_
- Action Taken:

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## Appendix I- Academic Calendar

### July/August 2025

Date	Event
Friday, July 4, 2025	School Closed for Independence Day Holiday
Monday July 14, 2025	Add/Drop Deadline
Thursday, July 17, 2025	Application Window Opens for Fall 2025
Thursday, August 7, 2025	Admission Application Deadline for Fall 2025

### September/October 2025

Date	Event
Monday September 1, 2025	School Closed for Labor Day Holiday
Friday, September 5, 2025	Last Day of Summer 2025 Quarter
Monday, September 29, 2025	Fall 2026 Quarter Begins
Monday, October 13, 2025	Add/Drop Deadline
Thursday, October 16, 2025	Application Window Opens for Winter 2026

### November/December 2025

Date	Event
Thursday, November 6, 2025	Admission Application Deadline for Winter 2026
Thursday, November 27, 2025	School Closed for Thanksgiving Holiday
Friday, December 5, 2025	Last Day of Fall 2025 Quarter
Thursday, December 25, 2025	School Closed for Christmas Holiday
Monday, December 29, 2025	Winter 2026 Quarter Begins

### January/February 2026

Date	Event
Thursday, January 1, 2026	School Closed for New Years Holiday
Monday, January 12, 2026	Add/Drop Deadline
Thursday, January 15, 2026	Application Window Opens for Spring 2026
Thursday, February 5, 2026	Admission Application Deadline for Spring 2026

## March/April 2026

Date	Event
Friday, March 6, 2026	Last Day of Winter 2026 Quarter
Monday, March 30, 2026	Spring 2026 Quarter Begins
Monday, April 13, 2026	Add/Drop Deadline
Thursday, April 16, 2026	Application Window Opens for Summer 2026

## May/June 2026

Date	Event
Thursday, May 7, 2026	Admission Application Deadline for Summer 2026
Monday, May 25, 2026	School Closed for Memorial Day
Friday, June 5, 2026	Last Day Spring Quarter 2026
Monday, June 29, 2026	Summer 2026 Quarter Begins

## July/August 2026

Date	Event
Saturday, July 4, 2026	Independence Day
Monday, July 13, 2026	Add/Drop Deadline
Thursday, July 16, 2026	Admission Window Opens for Fall 2026
Thursday, August 6, 2026	Admission Application Deadline for Fall 2026

## September/October 2026

Date	Event
Monday, September 7, 2026	School Closed for Labor Day
Monday, September 28, 2026	Fall 2026 Quarter Begins
Monday, October 12, 2026	Add/Drop Deadline
Thursday, October 15, 2026	Admission Window Opens for Winter 2027

## November/December 2026

Date	Event
Thursday, November 5, 2026	Admission Application Deadline for Winter 2027
Thursday, November 26, 2026	School Closed for Thanksgiving
Friday, December 4, 2026	Last Day Fall Quarter 2026
Friday, December 25, 2026	School Closed for Christmas
Monday, December 28, 2026	Winter 2027 Quarter Begins

## January/February 2027

Date	Event
Thursday, January 1, 2027	School Closed for New Years Holiday
Monday, January 11, 2027	Add/Drop Deadline
Thursday, January 14, 2027	Application Window Opens for Spring 2027
Thursday, February 4, 2027	Admission Application Deadline for Spring 2027

## March/April 2027

Date	Event
Friday, March 5, 2027	Last Day of Winter 2027 Quarter
Monday, March 29, 2027	Spring 2027 Quarter Begins
Monday, April 12, 2027	Add/Drop Deadline
Thursday, April 15, 2027	Application Window Opens for Summer 2027

## May/June 2027

Date	Event
Thursday, May 6, 2027	Admission Application Deadline for Summer 2027
Monday, May 31, 2027	School Closed for Memorial Day
Friday, June 4, 2027	Last Day Spring Quarter 2027
Monday, June 28, 2027	Summer 2027 Quarter Begins

## July/August 2027

Date	Event
Sunday, July 4, 2027	School Closed for Independence Day
Monday, July 12, 2027	Add/Drop Deadline
Thursday, July 15, 2027	Admission Window Opens for Fall 2027
Thursday, August 5, 2027	Admission Application Deadline for Fall 2027

## September/October 2027

Date	Event
Monday, September 6, 2027	School Closed for Labor Day
Monday, September 27, 2027	Fall 2027 Quarter Begins
Monday, October 11, 2027	Add/Drop Deadline
Thursday, October 14, 2027	Admission Window Opens for Winter 2028

## November/December 2027

Date	Event
Thursday, November 4, 2027	Admission Application Deadline for Winter 2028
Thursday, November 25, 2027	School Closed for Thanksgiving
Friday, December 2, 2027	Last Day Fall Quarter 2027
Friday, December 25, 2027	School Closed for Christmas
Monday, December 27, 2027	Winter 2028 Quarter Begins