



VET TECH
INSTITUTE®



2023-24 ACADEMIC CATALOG

This publication includes the school's current
Campus Annual Security Report.

Vet Tech Institute

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Academic Catalog

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GENERAL INFORMATION

HISTORY

Vet Tech Institute is a private licensed school exclusively devoted to training people of all ages in competency-based skills leading to careers in veterinary technology. Vet Tech Institute (formerly Median School of Allied Health Careers) was founded in 1958 and became a part of Bradford Schools in January 2005.

MISSION

Vet Tech Institute is focused on excellence in preparing motivated students for successful careers in a variety of professional roles within the veterinary care industry through an accredited 18-month program that combines lecture and hands-on learning.

LOCATION AND FACILITIES

Vet Tech Institute is located in downtown Pittsburgh at 125 Seventh Street. It is easily accessible to public transportation, and ample parking is available. The school is centrally located in the heart of Pittsburgh's cultural district. The non-smoking/vaping facility features amphitheater classrooms, animal tech rooms, laboratory facilities, an on-site kennel, a radiology room, an operational surgical suite and preparation area, and a full range of building services. The learning resource system includes two computer labs, appropriate volumes and periodicals, and a wireless network. Major equipment includes, but is not limited to, blood gas machine, blood chemistry machine, hematology machine, sevoflurane and isoflurane anesthesia machines, ultrasonic dental polisher, EKG machine, digital x-ray machines, microscopes, and autoclaves. Vet Tech Institute is accessible to disabled persons.

ACCREDITATION

Vet Tech Institute is accredited by the Accrediting Commission of Career Schools and Colleges. The address, telephone number, and website of the Accrediting Commission of Career Schools and Colleges are 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212, www.accsc.org.

Vet Tech Institute's Veterinary Technology Program is currently accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). The address and telephone number of the American Veterinary Medical Association are 1931 N. Meacham Road, Schaumburg, IL 60173, (847) 925-8070.

APPROVALS

Vet Tech Institute is licensed by the Pennsylvania State Board of Private Licensed Schools located at 333 Market Street, Harrisburg, PA 17126-0333. Vet Tech Institute is approved for federal veterans' educational benefits and Pennsylvania State Bureau of Vocational Rehabilitation educational assistance.

LEGAL CONTROL

Vet Tech Institute is legally controlled by Bradford Schools LLC, 133 Freeport Road, Pittsburgh, PA 15215. Officers of the corporation are Martin J. Calihan, Chairman, President, and Treasurer, and Jennifer G. Calihan, Secretary.

Other affiliated Bradford schools include:

Fox College, Tinley Park, Illinois
International Business College, Indianapolis, Indiana
Vet Tech Institute of Houston, Houston, Texas

DISASTER AFFECTING THE SCHOOL'S OPERATIONS

Vet Tech Institute will not be liable for any damages, including but not limited to consequential damages resulting from the school's inability to fulfill its obligations as outlined in this catalog, including but not limited to the failure to provide the instruction and other resources to enable a student to complete the program in which the student has enrolled or received a graduation award where such inability or failure is directly or indirectly caused by or results from a fire, war, terrorist act, strike, work stoppage, riot, utility failure or shortage, damage by the elements, infectious diseases, pandemics, acts of nature, acts of god, or any other cause beyond the control of the school. In the event the school is unable to perform any of the obligations under this catalog for any of the reasons set above, the school shall not be responsible for any damages, including but not limited to consequential damages, or have an obligation to issue tuition refunds other than required by an applicable refund policy.

PROGRAM MODERNIZATION

Vet Tech Institute prepares its students for employment in the animal health care industry. To best meet the needs of these employers, periodic revision of our courses and program is necessary. Vet Tech Institute, therefore, reserves the right to add to or delete material from courses; alter program content; change software and equipment; change faculty; adjust tuition and fee rates; deliver any portion of the program via remote education or at another qualified location, subject to approval of the various state and national agencies under whose regulations we operate; and modify cancellation/refund policies as circumstances indicate, subject to approval of the various state and national agencies under whose regulations we operate. Also included is the right to cancel a program if there is insufficient enrollment.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

Vet Tech Institute strives to instill positive lessons of valuing diversity, equity, and inclusion that will extend beyond our program and impact the future of the veterinary medicine profession.

Educational institutions receiving federal financial assistance are required to comply with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. These federal laws prohibit discrimination on the basis of gender, including sexual harassment and sexual violence; sexual orientation or identity; pregnancy, parental, family, or marital status; genetic information; race; color; religion; age; veteran status; national origin; and disability in the education programs and activities that they operate. Vet Tech Institute is subject to these laws and complies fully with them in the enrollment of students, the hiring of faculty and staff, and in all other activities of the school.

The school President, who is identified in the Administration, Faculty, and Staff section of this catalog and who may be reached by phone at (412) 232-4345 Extension 204, by email at title9coordinator@vti.edu, or by mail or in person at 125 Seventh Street, Pittsburgh, PA 15222, is the Title IX coordinator at Vet Tech Institute. Questions regarding Title IX may be referred to the Title IX Coordinator or to the U. S. Department of Education Office for Civil Rights.

Students, faculty, and administrative employees are encouraged to bring any complaints or reports of discrimination to the coordinator's attention. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address or by mail to the office address listed for the Title IX Coordinator. The matter will be investigated promptly, and both parties will be notified in writing about the outcome of the complaint. Appropriate follow-up will be implemented to ensure that no person associated with the Vet Tech Institute is subjected to unlawful discrimination. Individuals who report discrimination will not be subjected to any retaliation for doing so.

The Pennsylvania Human Relations Act (PHRA) prohibits discrimination because of an applicant's or current student's race, color, sex, religion, ancestry, national origin, handicap or disability, record of a handicap or disability or relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support animals. The Pennsylvania Fair Educational Opportunities Act (PFEOA) prohibits discrimination against prospective and current students because of a prospective or current student's race, religion, color, ancestry, national origin, sex, handicap or disability, record of a handicap or disability, and/or relationship or association with an individual with a handicap or disability. It is also unlawful to retaliate against any prospective or current student because they have filed a complaint with the Pennsylvania Human Relations Commission or to aid or abet any unlawful discriminatory practice under the PHRA or the PFEOA.

HEALTH AND RELATED INFORMATION

It is the student's responsibility to maintain health insurance coverage. The school does not offer health services or insurance. The Education Administrator can provide verification of full-time student status for health insurance purposes upon receiving a request in writing.

In order to participate in school-related trips and recreational activities, the student will be responsible for agreeing to release and indemnify the school and related parties from all liability related to the student's participation.

The Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA) requires that all veterinary technology students receive the pre-exposure rabies vaccination prior to handling animals that are not fully vaccinated. The school will disseminate information regarding the risks of rabies and vaccination opportunities.

The veterinary technology program presents some possible health risks for the pregnant woman and her developing fetus. Exposure to materials such as gas anesthetics, x-ray radiation, toxic chemicals or drugs; injuries from animal bites, scratches, or kicks; lifting heavy animals, equipment, or supplies; and exposure to zoonotic diseases are just a few examples of the possible health risks that may be encountered during the program. The pregnant student must accept full responsibility for her health and the health of her fetus.

The pregnant student is strongly advised to consult her physician about any health concerns that she may have regarding her health or the health of the fetus. The pregnant student is expected to inform the Program/Medical Director of her condition and to have her physician complete a "Pregnant Student Physician Release" form. While this form will assist program faculty in better accommodating the student during her pregnancy, the pregnant student must still complete all course requirements and demonstrate all necessary skills in order to graduate from the program.

TECHNOLOGY ACCEPTABLE USE POLICY

The following guidelines have been established as part of a larger commitment to ensure the ethical behavior of Vet Tech Institute students when using computer technology and/or software applications on the school's premises. Failure to adhere to these guidelines may result in the suspension of computer technology privileges and/or prosecution under state and federal laws, where applicable.

1. The use of Vet Tech Institute computers and networks is a privilege, not a right. Students have no expectation of privacy in any material that is stored, transmitted, or received via computer/network. Electronic communications, downloaded material, and stored files may be monitored or read by Vet Tech Institute officials at any time.

2. The hardware, software, and network resources available to our students are intended to be used for research and educational purposes.
3. The use of social media sites is prohibited on Vet Tech Institute computers.
4. The computer technology will not be used for illegal activities, for-profit purposes, or to access, upload, download, or distribute pornographic, obscene, or sexually explicit and offensive materials.
5. Users shall not obtain copies of or modify: files, other data, or passwords belonging to other users.
6. Loading or use of unauthorized games, programs, files, or other electronic media is prohibited.
7. Respect for the intellectual work and creativity of others is critical and expected; therefore, copyright violations and plagiarism will not be tolerated.
8. The network shall not be used to disrupt the work of others, harass or threaten others, or publicly display, design, copy, draw, print, or publish obscene language or graphics. Hardware or software shall not be modified or abused in any way.
9. The user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or intentional acts, including the intentional introduction of viruses.
10. Vet Tech Institute students may access email using third-party email accounts.
11. Vet Tech Institute assumes no liability for the content of any advice or information acquired neither over the Internet nor for any cost or charges incurred for this advice or information.
12. Computer equipment is cataloged and monitored. Students are not to dismantle or move any equipment, including the mouse, keyboard, monitors, and CPUs.

COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS

Vet Tech Institute requires all students, faculty, and staff to comply with copyright laws. Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of “original works of authorship.” The owner of copyright has the exclusive rights of reproduction, adaptation, publication, performance, and display. Types of works that are covered by copyright law include but are not limited to text, music, art, photographs, graphics, film, and software. Copyright covers all forms of work, including its digital transmission and subsequent use.

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of the copyright. Copying copyrighted materials in excess of the “fair use” limitation without the authority of the copyright owner, including uploading or downloading works protected by copyright, is an infringement of the copyright owner’s exclusive rights of reproduction and/or distribution. Unauthorized distribution of copyrighted material, including distribution of copyrighted material through unauthorized peer-to-peer file sharing, may subject individuals to civil and criminal liabilities.

Copyright infringement violates the institution’s policies and the law. Anyone who engages in copyright infringement, including the unauthorized distribution of copyrighted materials using the institution’s information technology system, will be subject to discipline by the school, which may include warning, suspension, expulsion, or termination. Copyright infringement may also subject the individual to civil and criminal liabilities. Anyone found to have infringed a copyrighted work may be liable for actual damages or statutory damages up to \$30,000 for each work infringed, and if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, individual infringers may be subject to criminal prosecution.

STUDENT CONSUMER INFORMATION

Federal regulations set forth by the Higher Education Act of 1965 as amended require Vet Tech Institute to annually distribute to all enrolled students and to prospective students upon request information about the availability of specific types of consumer information. To comply with these regulations, Vet Tech Institute has prepared a "Guide to Student Consumer Information." This report is distributed annually to enrolled students. Copies are available at www.vti.edu/pdf/consumer.pdf or upon request in the office of the Student Services Director.

Graduation and employment rates are reported annually to the Accrediting Commission of Career Schools and Colleges (ACCSC) and are updated each October at https://www.vettechinstitute.edu/_performance/pit_performance.pdf. 64% of the 247 students entering the program between January 2019 and December 2019 and available for graduation completed their degrees; the employment rate for these graduates, as verified by a third party, was 92%. 67% of the 247 students entering the program between January 2018 and December 2018 and available for graduation completed their degrees; the employment rate for these graduates, as verified by a third party, was 95%. More graduates may have been placed subsequently.

To comply with federal regulatory requirements, Vet Tech Institute is required to disseminate its graduation and transfer-out rates to enrolled students and, upon request, to prospective students. A new rate is calculated by January 1 and is available for review in the Director of Student Services' office.

ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS

To be considered for acceptance, the \$50 application fee must be paid.

To be accepted for admission to Vet Tech Institute, an applicant must have: graduated from a valid high school, private school, or equivalent (GED); achieved above-average grades/scores in math and science, and achieved a score equivalent to at least 20 on the Wonderlic Scholastic Level Exam.

Applicants must also demonstrate an aptitude for, an interest in, and an understanding of a career in veterinary technology. Applicants who do not have above-average math and science grades/scores may demonstrate the ability to succeed in the program by meeting with a member of the school's administration and/or submitting additional information. Such additional information may include the following: previous college transcripts, recommendation letters, job shadow verification, and/or animal-related work or volunteer experience.

When an applicant has not yet graduated, offers of admission are contingent on high school graduation.

PROCEDURE

Potential students should call or write the Admissions Department to request an application form. To apply for enrollment, the student should complete the application form and submit it with the application fee to the Admissions Office, Vet Tech Institute, 125 Seventh Street, Pittsburgh, Pennsylvania 15222. Prior to application, potential students are expected to receive a tour of the school.

Upon receipt of the application, the school will typically request a transcript of the applicant's high school record. Applicants should work with their admissions coordinator to determine what other types of information may be helpful to them in the acceptance process. Generally, the applicant should forward information that demonstrates their ability to succeed in the program and career field. School officials will review the application for enrollment and notify the applicant in writing regarding the status of their admission to the school. Generally, the applicant is notified of the school's decision within four weeks of submitting the application.

FINANCIAL INFORMATION

TUITION AND FEES

Application Fee \$50

This fee is payable with all applications for admission. This fee is refunded if the applicant is not accepted for enrollment or within ten calendar days of signing the enrollment agreement.

Tuition Deposit..... \$50

A \$50 tuition deposit is due no later than 30 days after an applicant is accepted for admission.* This deposit is credited to tuition when the student begins classes. It is refundable if the applicant cancels enrollment before classes begin.

Confirmation Deposit \$100

A \$100 confirmation deposit is due no later than 30 days after an applicant's financial plan is held.* This deposit is credited to tuition when the student begins classes. It is refundable if the applicant cancels enrollment before classes begin.

Rates effective for students entering between July 1, 2023, and December 31, 2023:

Total tuition, fees, books, and other charges by the school for the program are estimated to be approximately \$38,968.

Tuition (per semester)**

Veterinary Technology \$7,490

Tuition for the final term of this program is \$2,600.

Lab Fees (per semester)**

Veterinary Technology \$970

This fee is charged for the first four semesters of the program.

Rabies Vaccination Fee \$850

This fee is charged one time in the first semester of the program.

Textbooks

Book charges will vary from semester to semester. These charges will range from \$269-\$576 per semester. Actual charges will be used in the student's enrollment agreement. Students may opt-out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on their account, those funds will be made available immediately upon the student's request so that the student may purchase books and supplies.

Rates effective for students entering between January 1, 2024, and December 31, 2024:

Total tuition, fees, books, and other charges by the school for the program are estimated to be approximately \$39,862.

Tuition (per semester)**

Veterinary Technology \$7,680
Tuition for the final term of this program is \$2,600.

Lab Fees (per semester)**

Veterinary Technology \$980
This fee is charged for the first four semesters of the program.

Rabies Vaccination Fee \$850
This fee is charged one time in the first semester of the program.

Textbooks

Book charges will vary from semester to semester. These charges will range from \$383- \$485 per semester. Actual charges will be used in the student’s enrollment agreement. Students may opt-out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on their account, those funds will be made available immediately upon the student’s request so that the student may purchase books and supplies.

**Applicants who are accepted or apply within 30 days of their original start date must pay all deposits before classes begin.*

***The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted proportionately. Students reenrolling may see additional charges based on attempting additional credits and/or rates effective at the time of reenrollment. Students reenrolling mid-semester will be charged for a stand-alone term. The charge for a stand-alone term is equal to one-half the semester rate and is based on enrollment for the equivalent of 6 credit hours or more in the stand-alone term. Tuition charges for a student enrolled in less than 6 credit hours in a stand-alone term will be adjusted proportionately.*

Repeat Course Charges

Extra-Term Administrative Fee \$700

This nonrefundable administrative fee is charged instead of any tuition or lab fees for an extra term in which a student enrolls as a result of failing a course. At the discretion of the Director of Education, the designated extra term may include any number of credits, may be at any time, and should include the course(s) to be retaken. If the extra term is part of a semester that also contains a normal term, the charge for that normal term is equal to one-half the semester rate.

CANCELLATION POLICIES

If an applicant notifies the school, verbally or in writing, to cancel the applicant's enrollment, all monies paid are fully refunded if that notice is received within ten days of signing the enrollment agreement. If an applicant notifies the school to cancel the applicant's enrollment after ten days of signing the enrollment agreement or does not begin classes on the starting day, all monies paid are fully refunded except the \$50 application fee. Applicants who have not visited the school prior to enrollment will have the opportunity to cancel without penalty within three business days following the date of the first visit.

REFUND POLICIES

When students withdraw or are dismissed, refunds shall be based on and computed from the last day of attendance (LDA) and shall be made within 30 days of the LDA. Questions about refunds of tuition and other charges should be referred to the school's administrative or financial aid office. Examples of refund calculations are available upon request.

Tuition Refund

Students who withdraw or who are dismissed during a semester or stand-alone term may be refunded a portion of the tuition charged. The minimum refund amount will be governed by standards published by the state of Pennsylvania. The expected amount of the refund is illustrated in the table below:

<u>LDA in Semester or Stand-Alone Term</u>	<u>% Refund</u>
Within first 7 calendar days	100%
After first 7 calendar days through first 25%	55%
After 25% through 50.99%	30%
After 50.99%	None

The percentage of the semester or stand-alone term is determined by dividing the number of calendar days through the last day of attendance by the number of calendar days in the semester or stand-alone term.

Lab Fee

For the purposes of refunds, lab fees are treated the same as tuition. To avoid fluctuation in semester charges, lab fees are allocated over the first four semesters of the program. Lab fees are an additional cost of attending the program, and these fees apply regardless of whether a student is actually enrolled in a lab at any particular time.

Textbooks

Textbooks are available from the school bookstore; however, students are not required to purchase books from the school. If a student elects to purchase textbooks from the bookstore and have them charged to the student's account, the cost will be included as an

institutional charge. In effect, the amount charged will be treated for the purpose of refunds as additional tuition. Unused and unmarked textbooks may be returned to the bookstore for full credit at the beginning of the semester in which they would be used.

Refund Policy for Students Called to Active Military Service

A student who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the National Guard will receive a waiver for the current semester tuition and lab fees. Except as discussed elsewhere in the school's refund policy, charges for current semester textbooks and supply kits will not be reversed. Any cash paid by the student will be used to cover textbook and supply charges. Upon withdrawal, the student should submit a copy of their military orders to the Director of Education.

Return of Federal Title IV Funds Upon Withdrawal

Regardless of amounts resulting from the school's tuition refund policy as described above, upon a student's withdrawal or dismissal from school, the U.S. Department of Education requires the school to make refunds to the federal Title IV program funds according to the regulations published in Chapter 34 of the Code of Federal Regulations, Section 668.22.

These regulations apply unless the student is found to be exempt. A student is exempt and is not considered to have withdrawn for purposes of determining the amount of Title IV grant or loan assistance that the student earned if the student completes all the requirements for graduation, if the student completes one or more modules (terms) that include 49 percent or more of the number of days in the payment period (semester), excluding scheduled breaks of five or more consecutive days and all days between modules (terms), or if the institution obtains written confirmation that the student will resume attendance in the same payment period (semester) within 45 calendar days.

The regulations in Section 668.22 allow the school to keep as "earned" the amount of federal Title IV aid that is equivalent to the amount of time the student has been in attendance, except during the first 30 days of a new student's first semester when the school is sometimes not permitted under regulations to disburse the student's federal Stafford loan. For example, if the student completed 30 percent of the payment period or period of enrollment, 30 percent of the assistance originally scheduled for receipt may be earned. Once the student has completed more than 60 percent of the payment period or period of enrollment, all the assistance that the student was scheduled to receive for that period may be earned. Federal Title IV funds disbursed in excess of this amount must be returned by the school in the order noted below.

During the calculation of federal Title IV aid earned, the school will determine whether the student is due a post-withdrawal disbursement of federal aid. The school will make a determination as to whether the aid could have been disbursed under normal conditions and whether a post-withdrawal disbursement is necessary and appropriate. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned federal Title IV aid and has no relationship to incurred educational costs. In addition, any post-withdrawal disbursement due to the student must meet the current

required conditions for late disbursements. If the student is due a post-withdrawal disbursement of loan funds, the school will notify the student and offer those funds. If the student is due a post-withdrawal disbursement of grant funds, the grant funds will be applied to the student's account, and the student will be notified.

If a student withdraws from the school mid-semester as a result of the student being called to active duty in a military service of the United States or the National Guard, all financial aid (grants and loans) for that current semester will be refunded. In the event the school is prevented from retaining the student's planned financial aid to satisfy tuition and other charges, the student is directly responsible for paying those charges.

If a student provides notice of withdrawal either verbally or in writing to the Director of Education, the date on which the notice is given is the date of withdrawal. A student who has missed ten (10) consecutive days of class is considered to have withdrawn. If a student is absent from class for a period of 10 consecutive class days, excluding scheduled holidays or breaks, the date of withdrawal will be the first class day after the 10-day period of nonattendance.

Order of Refund

Funds that must be returned to the federal government when a student is withdrawn, dismissed, or graduated will be applied in the following sequence to eliminate or reduce balances in the aid programs from which the student received funds during the period: (1) unsubsidized Federal Direct Stafford loans, (2) subsidized Federal Direct Stafford loans, (3) Federal Direct PLUS loans, (4) Federal Pell Grants (for which a return is required), (5) Iraq and Afghanistan Service Grants, (6) Federal Supplemental Educational Opportunity Grants (FSEOG) (for which a return is required), and (7) other assistance under federal Title IV for which a return of funds is required. Any state or private aid programs will be refunded according to the program requirements. Remaining credit balances will be refunded to the student or on the student's behalf as directed by the student.

FINANCIAL AID

A variety of financial plans are available to assist qualified students in securing an education, regardless of financial status or family income level. These plans include a combination of student loans, grants, scholarships, and payment plans. The variety of available plans affords flexibility in choosing the one best-suited for a specific need. Vet Tech Institute offers individual financial planning sessions for each student and family, beginning with the completion of the Free Application for Federal Student Aid. Information about these plans is available from the Admissions or Financial Aid Office.

Vet Tech Institute's financial aid administrator has the authority to compensate for special and unusual circumstances on a case-by-case basis with adequate documentation. Upon request, the financial aid administrator may evaluate the family's situation and make appropriate adjustments to more accurately reflect the financial need of students and families. This authority is called professional judgment. Under professional judgment, the financial aid administrator may not change the eligibility formula itself but may adjust inputs to the data

elements and/or override a student's dependency status. The changes are dictated by the student and family's current circumstances and their income and assets. The decision of the financial aid administrator is final. There is no appeal. By law, neither Vet Tech Institute's President nor the US Department of Education can override the financial aid administrator's decision.

Financial aid is disbursed each semester and, upon disbursement, is credited directly to the student's account. Additionally, students will be notified in writing when federal student loans are disbursed. Other federal loan information, including the terms and conditions, is presented during the planning and again during the entrance interview; it is also available at any time from the Admissions or Financial Aid Office.

In the unexpected circumstance that all students in a program are not able to use federal Title IV aid to continue to pay for the program, Vet Tech Institute will continue to provide instruction in the program to allow those students to complete the program and will waive unpaid tuition, fees, and textbooks and supplies charges that were scheduled to be paid using federal Title IV aid lost.

Verification Policies and Procedures

To ensure that only eligible students receive federal Title IV aid, the government randomly selects applicants whose application information must be verified. The school will also exercise its option to verify additional student aid applicants not selected by the government. The school will not make any disbursement of federal Title IV aid to any student that is selected for verification until all verification documentation is complete.

Time Frame: The school will notify students within 30 days of receipt of the applicable Institutional Student Information Record (ISIR), which is generally within two weeks of when the Free Application for Federal Student Aid (FAFSA) is submitted to the Department of Education if verification is required. Students will be expected to submit all requested documentation within two weeks or no later than the start of the academic year to which the ISIR applies. Students who do not meet this deadline will be given two weeks from the start date to supply the verification documentation. An extension may be granted beyond the two weeks when circumstances beyond the student's control prohibit them from submitting the required documentation. In no way, however, will an extension be granted beyond the date for a subsequent financial disbursement.

Consequences for not Submitting Proper Documentation Within the Proper Time Frame: If the student is unable to submit the required documentation within two weeks or no later than the start of the academic year, the student may request an extension. If the student does not request an extension or, at the end of the extension, does not submit the required documentation, the federal Title IV aid awarded will be canceled. The student must then make new arrangements for paying all tuition and fee charges due to the school.

Notification of Verification Results: If no errors or discrepancies are found during the verification process, the student will be awarded the financial aid for which the student is eligible. The disbursement of the aid will serve as a notification to the student. If errors or

discrepancies are found during the verification process, the student will be counseled on how to resolve the discrepancies or correct the errors.

Correction of Incorrect Information: If discrepancies are found in household size or number in postsecondary education, the student will be asked for additional proof of these items. If the independent status is questionable, the student will be asked for additional information to support the student's status. The school will assume the information on the individual's tax return to be correct. Corrections will be made on financial aid applications to reflect the information on the tax return. When applicable, the use of "tolerance" may be exercised. If there is a change in the award amount, or if tolerance may not be applied, the Institutional Student Information Record (ISIR) will be reprocessed. In no case will the school ever disburse on the original ISIR when resubmitting the ISIR would result in an increased award.

In the case of campus-based aid and federal Stafford loans, the school will follow the same procedures that it takes for federal Pell. When applicable, the expected family contribution is recalculated. If an overaward is determined, the aid will be decreased to an eligible amount, and the student and the lender will be notified of the change in the award amount.

SCHOLARSHIPS AND INSTITUTIONALLY-FUNDED GRANTS AND INSTALLMENT CONTRACTS

Each year, the school awards seven partial scholarships to high school seniors who will attend the school. These scholarships are awarded based on achievement on a competitive examination given annually to applicants for future classes. There are five scholarships of \$1,000 each to be awarded to students who will commute to school daily and two scholarships of \$2,000 each for students who must live away from home in order to attend school. One-fourth of the scholarship will be disbursed each semester. Students who withdraw will forfeit any scholarship award for semesters not attended.

Vet Tech Institute awards an institutional grant to each student scheduled to graduate with an institutional installment contract. A grant of \$100-\$5,500 will be awarded to each eligible, active student approximately one month before graduation or before the end of the fiscal year. Institutional installment contracts are available on a limited basis for students who have exhausted other possible means of financing. Institutional installment contract applications are accepted throughout the year. Installment contract amounts will vary depending on financial need and may not exceed institutional charges. Installment contract recipients are required to make minimum monthly cash payments to offset institutional charges while in school. Monthly cash payments and interest charges begin following graduation or withdrawal.

TERMS OF PAYMENT

Tuition, textbook/supply charges, and lab fees are due on the first day a student begins class each semester unless other prior arrangements have been made with the school. The school does not add any interest charges. Payments may be made by cash, check, money order, or credit card. For payments by credit card exceeding \$350, the school will charge a 2.5% convenience fee on the amount exceeding \$350. Financial aid funds are applied to school costs

in accordance with state and federal regulations. All financial obligations must be satisfied prior to graduation. If other financial arrangements have been made with the school, the student should ensure that the financial obligations have been met before graduation.

VETERANS BENEFITS

Vet Tech Institute complies with all requirements of Title 38 United States Code Section 3679(e) regarding the distribution of all Department of Veterans Affairs (VA) benefits. Vet Tech Institute will permit any covered individual to attend or participate in the course of education even if the VA has not yet paid tuition and fees. Vet Tech Institute will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds on any covered individual because of the individual's inability to meet their financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33. However, the individual is responsible for paying the difference between the amount of the individual's financial obligation and the amount of the VA education benefit disbursement. To qualify, individuals may be required to submit the VA's Certificate of Eligibility by the first day of classes and provide additional information necessary for the proper certification of enrollment by the institution.

STUDENT SERVICES

STUDENT ADVISORY SERVICES

All students are encouraged to explore the advising services available at Vet Tech Institute. All faculty members assume responsibility for continually monitoring students' needs for services, helping students as possible, and directing students to appropriate staff members. The Director of Education and the program director are primarily responsible for academic advising, addressing concerns such as grades, subject matter, accommodations, attendance, schedules, or graduation requirements. The Director of Student Services is available to help students with financial planning, transportation, daycare, housing, health, safety, well-being, and other life and personal issues. The Career Services Department provides assistance in seeking employment after graduation. Students with issues that require professional counseling will be referred to appropriate agencies.

CAREER SERVICES

Graduates of the school are entitled to use the services of the Career Services Department at no additional charge. The school cannot, of course, guarantee employment or placement in the student's field of study but can provide contacts and guidance during the placement process. Any employment that a student or graduate may obtain with the help of the school's Career Services department will most likely be at an entry-level position.

Students begin active job search preparation during their final months of training. They are taught to:

- Prepare a resume, cover letter, and thank you letter.
- Create a career portfolio.
- Generate job leads effectively.
- Participate in the interviewing process.
- Communicate valuable skills to the employer during an interview.
- Function successfully as a professional.

Students nearing program completion meet with a Career Services representative to discuss job expectations, needs, and requirements, as well as geographic preferences. This information is obtained in order to provide more personalized, effective employment assistance. Employers contact the Career Services department on a consistent basis to inquire about our graduates, and these job leads are supplied to graduates pursuing employment.

Vet Tech Institute reserves the right to deny career services to a graduate at any time if the graduate is delinquent or in default on a student loan, owes a refund on any federal or state student financial aid program, or the graduate's conduct is significantly detrimental to the integrity of the institution. Examples of causes that could lead to forfeiture of career services privileges are failure to pass a drug test and conviction of criminal activity.

CAMPUS ANNUAL SECURITY REPORT

Vet Tech Institute strives to provide a safe environment for our students' learning experience. We have located our facility in a typical business setting, and trespassing laws are enforced on our premises. If, however, a crime is committed on our premises, school personnel, and building management are available to assist students and staff.

How to Report Criminal Actions or Other Emergencies

If a student or other campus member is the victim of a crime, believes they see a crime being committed or becomes aware of any other emergency, the individual should report it in a timely manner to a Campus Security Authority. Campus Security Authorities at Vet Tech Institute include the President, directors, and security personnel. All incidents are then reported to the Director of Student Services, who is responsible for collecting crime reports for inclusion in the annual crime statistics report.

Vet Tech Institute does not employ any professional, licensed counselors who are not required to report information about criminal offenses about which they are informed. Students and employees are directed to call the city of Pittsburgh's 911 emergency phone to reach the city police or fire department should an emergency arise when a school official is not available.

Campus Safety Procedures and Crime Prevention Programs

Procedures for reporting criminal actions or other emergencies are reviewed with students during their orientation session. Also, guests are invited to speak to the students during the course of their program on topics such as self-protection. It is the school's policy to actively educate students about the realities of campus sexual assault and other campus crimes by publishing and distributing, at no cost to students, the following:

- * Crime Prevention Tips
- * Prevention Ideas for Self-Protection
- * Directory of Counseling Services

Vet Tech Institute does not provide residential facilities for students on campus.

Employees are informed about safety procedures and crime prevention at a yearly meeting or on an as-needed basis. The meeting includes but is not limited to workplace safety, personal safety, and emergency evacuation procedures.

Timely Warning Reports

The school administration will provide students, faculty, and staff with timely warnings of reported crimes and other events that are considered to be a serious or ongoing threat to the safety of students and employees. These warnings include a description of the crime and the time, date, and location of the occurrence in a manner that withholds the names of victims as confidential. The warnings are posted on campus bulletin boards and other appropriate areas. If campus bulletin boards are not timely enough, the campus community will be notified by a more urgent means as deemed appropriate for the situation.

Security and Access to Campus Facilities

During business hours, the building is open to students, parents, employees, applicants, and other individuals who have a legitimate purpose for being in the building, including customers of other tenants. A security guard is located in the lobby of the building and is on duty during all school hours. The building is locked by the security guard after school hours and can only be accessed by keycards, which have been assigned to designated personnel. Vet Tech Institute does not provide residential facilities for students on campus. Safety and security issues are considered and implemented in the maintenance of all campus areas that could affect the safety of individuals on campus. Safety and security maintenance requests receive priority treatment over non-safety and non-emergency requests.

Authority of Campus Security Personnel

Vet Tech Institute does not have a campus police or security department. The school contracts with an outside agency to provide security services on its campus. Security personnel at the campus have no formal relationship with any state or local law enforcement agency, although they strive to maintain a good working relationship with local law enforcement personnel. Security personnel have no authority to arrest anyone.

Crime Statistics

The following is a summary of the crimes that were committed and reported on our campus and on public property within the campus or immediately adjacent to and accessible from the campus during the periods indicated.

Category	Location	2020	2021	2022
Murder/Non-negligent Manslaughter	On Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Public Property	0	0	0
Domestic Violence	On Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	0	0	0
	Public Property	0	0	0
Rape	On Campus	0	0	0
	Public Property	0	0	0
Incest	On Campus	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Public Property	2	0	0
Burglary	On Campus	0	0	0
	Public Property	0	0	0

Category	Location	2020	2021	2022
Motor Vehicle Theft	On Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Public Property	0	0	0
Drug Law Arrests	On Campus	0	0	0
	Public Property	0	0	0
Drug Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	On Campus	0	0	0
	Public Property	0	0	0

Hate Crimes: Hate crimes are criminal offenses committed against a person or property that are motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation or identity, ethnicity, or national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the years 2020, 2021, and 2022, there were no reported hate crimes at any of the above-listed geographic locations.

Caveat: Vet Tech Institute has no residential facilities for students on campus, and it does not recognize any off-campus locations of student organizations.

Disclosures to Alleged Victims

Vet Tech Institute will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school will provide the results of the disciplinary hearing to the victim's next of kin if so requested.

Policy for Preparing the Annual Disclosure of Crime Statistics

Campus crime, arrest, and referral statistics include those reported to campus officials and local law enforcement agencies. The report includes crimes that have occurred on campus, in or on non-campus buildings or property, and on public property within or adjacent to the campus. The Student Services Department is responsible for collecting all crime reports and preparing the annual crime statistics disclosure to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Policy on Alcoholic Beverages and Illegal Drugs

Expulsion, suspension, or some lesser sanction may be imposed for the use, possession, or furnishing of alcoholic beverages or illegal drugs while on campus or while involved in school-related activities. Please refer to the Vet Tech Institute Drug-Free School and Workplace Statement of Policy and Plan for the full details. The Vet Tech Institute campus is designated as drug-free, and the consumption of alcohol is not permitted in any circumstances, even by students who are of legal age, to purchase alcohol. The school will support local law enforcement agencies in the enforcement of underage drinking laws and federal and state drug laws. Individuals who, in good faith, report incidents of dating violence, domestic violence, stalking, or sexual assault will not be subject to code of conduct action for violations of drug or alcohol policies occurring at or near the time of the alleged incident.

Policy on Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Vet Tech Institute prohibits the offenses of dating violence, domestic violence, sexual assault, and stalking. For the purpose of reporting crime statistics in this Campus Security report, the following federal definitions of dating violence, domestic violence, sexual assault, and stalking are used.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape, as used in the FBI's Uniform Crime Reporting program. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person without the consent of the victim. Fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is sexual intercourse with a person who is under the statutory age of consent. In Pennsylvania, children less than 13 years old cannot legally give consent. Teens aged 13-15 cannot legally give consent to anyone who

is four or more years older than them. People ages 16 years and older can legally give consent. Stalking is engaging in the course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

Corresponding definitions for these crimes in the state of Pennsylvania are as follows:

Dating violence includes violence, including but not limited to sexual or physical abuse or the threat of such violence, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person. The existence of such a relationship will be determined based on the reporting party's statement and other relevant information, taking into consideration the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic violence includes felony and misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under domestic or family violence laws of the Commonwealth of Pennsylvania or by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the Commonwealth of Pennsylvania. Pennsylvania law defines domestic abuse as knowingly, intentionally, or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), rape, sexually abusing minor children, or knowingly engaging in repetitive conduct toward a certain person (i.e., stalking) that puts them in fear of bodily injury. Per 18 Pa. C. S. Section 3121, rape is a felony of the first degree defined as engaging in sexual intercourse with a complainant by forcible compulsion; by the threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring; where the person has substantially impaired the complainant's power to appraise or control their conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants, or other means for the purpose of preventing resistance; or who suffers from a mental disability which renders the complainant incapable of consent.

Except as provided in Section 3121 (relating to rape), a person commits statutory sexual assault, a felony of the second degree, when that person engages in sexual intercourse with a complainant to whom the person is not married and who is under the age of 16 years and that person is either four years older but less than eight years older than the complainant or eight years older but less than 11 years older than the complainant. A person commits a felony of the first degree when that person engages in sexual intercourse with a complainant under the age of 16 years, and that person is 11 or more years older than the complainant, and the complainant and the person are not married to each other.

Per 18 Pa. C. S. Section 3123, a person commits the crime of involuntary deviate sexual intercourse, a felony of the first degree, when the person engages in deviate sexual intercourse with a complainant by forcible compulsion; by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring; where

the person has substantially impaired the complainant's power to appraise or control their conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants, or other means for the purpose of preventing resistance; who suffers from a mental disability which renders them incapable of consent; or who is less than 16 years of age and the person is four or more years older than the complainant, and the complainant and person are not married to each other.

Except as provided in Section 3121 (relating to rape) or Section 3123 (relating to involuntary deviate sexual intercourse), a person commits a sexual assault felony of the second degree when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent.

According to Pennsylvania's stalking law, a person commits the crime of stalking when the person either engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances that demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person or engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Consent is an informed, affirmative decision made freely and actively by all parties to engage in mutually acceptable sexual activity. Consent is given by clear words or actions and may not be inferred from silence, passivity, or lack of resistance alone. The existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute consent to additional sexual activity. Consent to one type of sexual activity does not imply consent to other types of sexual activity. Someone who is unconscious, asleep, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition, cannot give consent. Consent cannot be obtained by force, intimidation, threat, coercion, isolation, or confinement. Agreement obtained under such conditions does not constitute consent.

Vet Tech Institute offers an educational program to prevent and promote awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. The program discusses sexual violence, dating violence, domestic violence, stalking, consent, drug and alcohol-facilitated sexual violence, and the possibilities of pregnancy and transmission of sexual diseases. The primary prevention and awareness programs are new student and employee seminars developed and conducted by Crisis Center North, online administrator training, and student orientation sessions.

Ongoing prevention, awareness campaigns, counseling sessions, legal help, sexual violence protection, protection from intimidation, crime victims compensation, and free walk-in support are also offered by Pittsburgh Action Against Rape (PAAR) or Crisis Center North. PAAR can be contacted at (866) 363-7273 or <https://paar.net/education> to find out more information about its programs. Crisis Center North can be contacted at (412) 364-5556 or <https://www.crisiscenternorth.org/> to find out more information about its programs and to seek help. Information on registered sex offenders can be obtained from the Pennsylvania State Police at <http://www.pameganslaw.state.pa.us>.

One of the most effective methods of preventing sexual assault is bystander intervention. Bystander intervention refers to safe and positive options that an individual or individuals may carry out to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking. There are a variety of ways to intervene. Some of them are direct, and some of them are less obvious to the perpetrator. Options include:

- Stepping in and asking if the person needs help.
- Getting support from people around you if you witness sexual violence. You do not have to act alone.
- Distracting the perpetrator so there's time to intervene.
- Being respectful, direct, and honest when intervening.
- Taking steps to curb someone's use of alcohol before problems occur.
- Calling 911 when the situation warrants.

Common sense, situational awareness, and trusting your instincts will reduce the risk of sexual assault. The tips below may help decrease the potential chance of sexual assault:

- If you consume alcohol, do so in moderation. Know your alcohol limits.
- Do not leave your beverage unattended; take your drink to the restroom with you.
- Never drink a beverage that has been given to you by someone else or taken from a communal alcohol source, like a punch bowl.
- If you go on a date with someone you do not know very well, tell a close friend what your plans are.
- Make sure your cell phone is with you and charged and that you have extra money to get home. Have a plan for someone you can call if you need help.
- If you get a bad feeling about a location or a person, leave the situation immediately and go to a safe place.
- When you go to a party, go with a group of friends. Arrive together, watch out for each other, and leave together.
- Be alert and aware of your surroundings at all times.
- Don't be afraid to ask for help in situations where you feel unsafe.
- Travel, walk, or park in well-lighted areas after dark and with a friend if possible.
- Keep the doors to your home, residence room, and car locked.

Procedures for reporting dating violence, domestic violence, sexual assault, or stalking incidents are the same as for any other crime. If a student or employee is the victim of dating violence, domestic violence, sexual assault, or stalking offense, the individual should report

the offense in a timely manner to a school official either in person or by phone at (412) 391-7021. Campus complaints of sexual harassment and sexual violence can also be filed electronically at www.vti.edu/other-information/incident. While anonymous complaints are accepted, Vet Tech Institute's ability to address misconduct reported anonymously is significantly limited.

Campus Security Authorities include security personnel as well as the administration. Campus Security Authorities are required to submit a report for statistical purposes. Their report can be submitted without identifying the victim.

Reports of dating violence, domestic violence, sexual assault, or stalking will be handled with discretion, dignity, and confidentiality. Personally identifiable information about the victim will only be shared with persons with a specific need to know who is investigating/adjudicating the complaint or delivering resources or support services to the complainant. Reports are kept in a secure location. The crime statistics included in the Annual Security Report do not include any information that would identify the victim or the person accused of committing the crime. Neither the name of the victim, specific housing information, nor any other information that would serve to identify any individual will be published in the crime log. The school will maintain as confidential any accommodations or supportive measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or supportive measures.

If the victim wishes to notify the proper law enforcement authorities, school officials are available and willing to assist. It is important for the victim to preserve evidence for proof of criminal dating violence, domestic violence, sexual assault, or stalking offense or for obtaining a protection order. If the abuse is ongoing and it is safe to do, maintain records of when and where it occurred and keep photographs of injuries or copies of doctor visits and receipts. If the victim elects to notify authorities, it is important that the offense be reported immediately. The victim may decline to notify such authorities.

When a student or employee of the school reports to the institution that they were a victim of dating violence, domestic violence, sexual assault, or stalking, the victim will be provided with a written explanation of their rights and options, whether the offense occurred on-campus or off-campus. The Financial Aid office is available on campus to provide student victims with financial aid-related services and information. A written listing of off-campus counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services will be provided to victims of dating violence, domestic violence, sexual assault, or stalking by the Student Services Department. Other than financial aid assistance, no on-campus professional services are available.

Upon receiving a report of an alleged sex offense, school officials will also provide victims with a written explanation of the supportive measures available to the victim to ensure their safety and equal access to educational programs and activities, including notification of reasonably available options for changing academic, living, transportation, and working situations. A written request for accommodations should be submitted to the Director of Education, who will be responsible for determining what accommodations are reasonable. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. School officials are obligated to comply with a student's reasonable request for a

living and/or academic situation change following an alleged sex offense and will assist in notifying the victim of all reasonably available options available for these changes regardless of whether the victim chooses to report the crime to local law enforcement. Examples of supportive measures include restrictions on contact, changes to a living situation, if applicable, and course rescheduling. Vet Tech Institute does not issue orders of protection. However, if requested, school officials will provide information on where and how to obtain protection orders and similar lawful orders issued by the court system. Vet Tech Institute will take the necessary measures, within reason, to comply with any orders issued by the courts that the institution is made aware.

Whether or not law enforcement is notified or criminal charges are filed, a victim may file a disciplinary complaint in writing or verbally with either the school President or the Director of Education. A student who is accused of dating violence, domestic violence, sexual assault, or stalking will be subject to action in accordance with the Title IX grievance process or the Student Conduct policy published in the school's catalog. Sanctions that may be imposed are warnings, suspension, or expulsion. Faculty or staff will be subject to action in accordance with the Title IX grievance process or the Anti-Harassment policy in the Bradford Schools Personnel Policies and Procedures Manual. Sanctions may include verbal or written reprimand, referral to appropriate counseling, withholding of a promotion or bonus, reassignment, suspension, or termination without severance benefits.

In a situation where disciplinary action is required, proceedings will provide a prompt, fair, and impartial investigation and resolution and be conducted by officials who receive annual training that addresses but is not limited to issues related to dating violence, domestic violence, sexual assault, and stalking; sexual harassment; and issues of relevance and conducting an investigation and grievance process. Following a reported incident of dating violence, domestic violence, sexual assault, or stalking, the investigation generally shall include interviews with the parties, if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. If necessary, a hearing may be scheduled. School officials shall complete the investigation in a prompt and equitable manner.

The school will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved to the extent permissible by law. The accuser and the accused will be entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Officials will use the clear and convincing standard of evidence during the procedures, which means that officials must reach a firm belief or conviction that the evidence presented is factual, and it is substantially more likely than not that the alleged misconduct occurred. Both the accuser and the accused shall be simultaneously informed in writing of the outcome of the proceeding, including any sanctions imposed by the institution and the rationale for the result and the sanctions; the institution's procedures for appealing the results of the proceeding; any change to the results that occurs prior to the time that such results become final; and when such results become final. Both the accuser and the accused shall be informed following a final determination of the alleged offense as well as the appropriate sanctions that the school imposed and the rationale for the result and the sanctions. Appropriate sanctions may range from a warning to a suspension, dismissal, or termination.

No one shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against the complainant or anyone else as a result of reporting or participating in an investigation or adjudication of alleged sexual misconduct.

Student Bill of Rights

The following outlines your rights according to Pennsylvania's Sexual Violence Education at Institutions of Higher Education Act should you become a victim of sexual violence.

- **You** have the right to notify the President, Director of Education, Director of Student Services, building security, and local law enforcement agencies if you are a victim of sexual violence.
- **You** have the right to request assistance from the school to make these notifications.
- **You** have the right to obtain an order of protection, no-contact order, restraining order, or similar lawful orders issued by a criminal or civil court or to enforce an order already in existence.
- **You** have the right to request that a prompt disciplinary proceeding be initiated against the accused.
- **You** have the right to be notified of the outcome of any disciplinary action against the accused.
- **You** have the right to be notified of any options in changing your academic or campus living situation.
- **You** have the right to have others present during disciplinary proceedings or other related meetings.
- **You** have the right to be notified of available counseling services.

The health and safety of every student at Vet Tech Institute is of utmost importance. Vet Tech Institute recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time sexual misconduct occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Vet Tech Institute strongly encourages students to report incidents of sexual misconduct. A witness to or individual who experiences sexual misconduct, acting in good faith, who discloses any incident of sexual misconduct to Institution officials or law enforcement will not be sanctioned for violations of alcohol and/or drug use policies occurring at or near the time of the incident(s) of sexual misconduct. Vet Tech Institute may require the individual to attend an approved alcohol or drug education program without assessing any charges for such a program. Amnesty does not preclude or prevent action by police or other legal authorities pursuant to relevant state or federal criminal statutes.

Emergency Response and Evacuation Procedures

In the event of a report of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, the president or any other member of the school administration will promptly investigate and, if appropriate, confer with local law enforcement or other first responders to confirm the circumstances of the report. In the event of a confirmed emergency or dangerous situation, the school administration will determine the segment(s) of the campus community affected, determine the content of the notification, and immediately notify the school community or the appropriate segment of the campus community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The decision will be made on a case-by-case basis. In the event of an emergency or dangerous situation, students should follow the guidance provided by the administration through classroom announcements and personal communications.

Fire alarms are located throughout the building. In the event that the building needs to be evacuated for any reason, a fire alarm will be activated. At the sound of the alarm, all building occupants shall evacuate the building immediately. Classroom instructors are expected to interrupt class activity and instruct students to evacuate the building when the alarm sounds. Students are expected to follow directions as given to them by their instructor or other school officials. All exits are marked, and students are expected to leave the building in a prompt and orderly fashion using these exits. Instructors should close any windows, turn off room lights, take the sheet for taking attendance, make sure everyone has left the room, close the door of the room, lead students to a safe location, take roll immediately, and stay with the students until instructed to return to the building. Periodically, at least on an annual basis, announced or unannounced fire and other emergency drills will be conducted at the school in order to familiarize students with fire and emergency evacuation procedures. Emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year. Documentation supporting the conduction of the exercise, including a description of the practice exercise, the date, the time, and whether it was announced or unannounced, will be maintained in the office of the President.

In the event of an incident that would require the larger community to be notified, the school administration will utilize the 911 emergency phone system to report the event.

The school's Emergency Preparedness Plan may be obtained in the office of the President.

PERSONAL PROPERTY

Students are assigned lockers for personal property. Vet Tech Institute cannot be responsible for loss or damage to the personal property of students. Students are urged to provide adequate insurance through personal or family policies to cover such a loss.

GRIEVANCE AND COMPLAINT PROCEDURES

If a student has a problem regarding a specific course, instructor, or decision, the student should first appeal to the instructor or staff member involved.

If the problem is not resolved and the problem involves an academic matter, the Program Coordinator should be contacted. If the problem is still not resolved, the student should request a meeting with the Director of Education. If the problem is not resolved and the problem is not an academic matter, the student should request a meeting with the appropriate department director.

If the problem is still not resolved, or if the problem concerns any representation or promise made by any instructor or staff member, the student should request a meeting with the President, who will endeavor to resolve the grievance in a prompt and equitable manner. If the problem still is not resolved, a formal complaint may be made in writing to the school President. The school will endeavor to resolve the complaint in a prompt and equitable manner.

An appeal of decisions by the department director can be made in writing to the school President. The school will endeavor to resolve the grievance in a prompt and equitable manner.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at www.accsc.org/Student-Corner/Complaints.aspx.

Additionally, a student has the right to bring a complaint in writing to the Pennsylvania State Board of Private Licensed Schools located at 333 Market Street, 12th Floor, Harrisburg, PA 17126-0333, once any school representative has been made aware that a problem exists.

ACADEMIC INFORMATION

CLASS SCHEDULE

Instructional hours are 50 minutes in length. Classes are scheduled Monday through Friday from 7:00 a.m. to 5:00 p.m. Individual class schedules will vary according to the student's cohort. All courses are taught in English. In the event of unscheduled school closings due to weather or other events, make-up classes may be scheduled on Saturdays, holidays, or during evening hours and may result in an extended semester.

A regularly enrolled student is required to attempt the number of classes normally scheduled for a program for the length of the program. Students will not be permitted to attempt less than the normal load for the program in which they are enrolled except when the student has changed programs or is returning to a program in which the student was previously enrolled.

Vet Tech Institute maintains an on-site kennel that houses dogs, cats, and rodents. An important part of the education provided by the Veterinary Technology program is learning the duties and responsibilities of animal care and sanitation. Therefore, animal care is a vital part of that learning experience, and all veterinary technology students are assigned mandatory animal care rotations. Each eight-week term, students choose a shift day and time and complete a minimum of ten morning or afternoon shifts. Shifts are performed before classes starting at 7:00 a.m., between classes, and after classes until 5:00 p.m. on weekdays and in shifts of 8:00 a.m. to noon or noon to 5:00 p.m. on weekends.

ATTENDANCE

Regular class attendance is considered essential. The cultivation of desirable habits is just as important as the development of skills. Students should train themselves to be present and on time for all classes. Development of this important habit while in school makes it considerably easier to satisfy the employer who demands regular and punctual attendance. Absence from class, regardless of reason, involves a loss to both the student and other class members. The school's policy is that students should attend all classes. While it is recognized that certain reasons beyond the student's control may make it impossible to attend class, excessive absenteeism may result in a lowered grade or other administrative action.

Students are permitted to have two unexcused absences in each class during each 8-week term. Unexcused absences beyond the two permitted may result in a reduction of the final grade of 2 percent for each additional unexcused absence. Final course grades will not be lowered to an F (failing) solely due to lack of attendance; however, individual grades within a course will be treated according to the Make-Up Policy published in this catalog and will be used in the calculation of the final course grade.

Absences may be considered excused when the student provides proper documentation (i.e., doctor excuse, hospital receipt, death notice, court documents). There will be no reduction in the final grade for documented excused absences. Although there will be no reduction in the final grade for excused absences, students may be unable to make up in-class work and tests,

resulting in a lower final grade. An absence rate of over 10 percent of the classes scheduled may result in dismissal from school. A student accumulating 10 consecutive days of absence is considered to have withdrawn from school.

MAKE-UP POLICY

All work (written and reading assignments, projects, tests, etc.) missed due to absence from class must be made up within three class days after returning to class. Work not made up will receive a zero grade. Instructors are responsible for assigning make-up work. Make-up work is not permitted for the purposes of receiving Veterans Administration training allowances.

Students can make up one test per class with no penalty if completed the first day back. If that test is not made up until the second or third day, the following penalty will be applied: 10 percent on day two and 20 percent on day three. If the test is not made up by the third day, it will be recorded as a zero with no additional opportunity to make it up. Should an additional make-up test be necessary, the student must provide appropriate documentation within three days of their return with the same time frame and penalties.

No extra credit or bonus will be available to any student who receives a zero for failing to make up a test. Instructors reserve the right to issue an alternate version of a test for any make-up test. Final exams must be taken on the scheduled day unless the Director of Education has pre-approved an alternate schedule due to extreme mitigating circumstances.

DRESS CODE

Appearance and professionalism are extremely important in the Veterinary Technician profession. Therefore, the dress code reflects the professionalism expected while in school, during the externship, and on the job.

1. Approved uniforms include properly fitting VTI or NAVTA T-shirts, VTI scrub tops, navy blue scrub pants, lab coats, VTI hoodies, and rubber-soled shoes covering the foot. Students will refrain from wearing hats or other headgear during class.
2. Hair must be pulled back so that it does not interfere with the skills or procedures performed.
3. Jewelry should be limited to engagement, wedding rings, and small earrings with no dangle. Instructors may require that piercings or implants be removed or covered if considered unsafe for the current skill or procedure.
4. Fingernails must be fingertip length.

STUDENT CONDUCT

Students at Vet Tech Institute are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses: 1) academic cheating, plagiarism, or copyright infringement; 2) interruption or any manner of interference with the normal operation of the school; 3) destruction, damage, or misuse of school equipment, facilities, or property; 4) intoxication, which is defined as being affected by alcohol or drugs to the point where physical and mental control is diminished, while on campus or while involved in school-related activities; 5) possession, use, or furnishing of alcoholic beverages while on campus or while involved in school-related activities; 6) illegal possession, use, or furnishing of drugs while on campus or while involved in school-related activities; 7) possession, use, or furnishing of weapons while on campus or while involved in school-related activities; 8) verbal, physical, sexual, social media, or online assault that injures, causes serious emotional harm, or grievously demeans or threatens another person in the school community; 9) theft of another's property occurring on school premises; 10) participation in hazing; 11) stalking; 12) taking or posting pictures/videos of invasive procedures on the school's animals; 13) violating privacy by using any recording device without advance, written approval by the Administration; 14) smoking or vaping within the school; 15) intentional misrepresentation of important documentation or information; 16) commission of other offenses that in the opinion of the administration may be contrary to the best interest of the school community.

Sanctions that may be imposed are 1) written warning, 2) suspension, or 3) expulsion. In general, the school will issue at least one written warning prior to dismissing a student for poor conduct. The school, however, may dismiss a student without written warning if the offense is serious. Serious offenses may be any of those listed in the policy on conduct but are considered to be those that directly affect the physical well-being of other persons in the school community. The Director of Education will investigate all complaints of student misconduct and determine the appropriate sanction to be imposed. Incidents involving possible sexual harassment or sexual violence will also be reported to and investigated by the Title IX Coordinator. A student who wishes to question any decision made by the Director of Education may appeal to the school President, who will then render a final decision. Conviction on a drug-related charge while enrolled and receiving financial aid, may result in the loss of certain types of financial aid. Additionally, failure to obtain an externship because of inability to pass a drug test or termination for cause from externships may result in dismissal from the program, loss of time, loss of credit, and/or increased charges.

Academic Dishonesty

Any student deemed guilty of academic dishonesty will be subject to disciplinary action, which may result in dismissal from school. Academic dishonesty is defined as:

- Dependence on the aid of others beyond that approved by the instructor in writing reports, solving problems, or carrying out assignments.
- Plagiarism (presenting the work of others as your own, including the cut and paste of materials from the internet), cheating on quizzes, tests, or examinations.
- Referring to a book, paper, or notes during a test unless specifically authorized to do so by the instructor.

- Not following specific instructions in all testing situations.
- Buying, selling, stealing, or otherwise obtaining a copy of a test in advance of its administration.
- Permitting another student to use one's work as their own or using another student's work as one's own.

Disciplinary actions:

- First Offense results in an automatic zero on the test, exam, project, or paper; meeting with the Program Coordinator and/or the Director of Education.
- Second Offense may result in dismissal from the program.

CLASS SIZE

Although class size will vary over a considerable range, lecture classes usually do not exceed 55 students. Laboratory classes usually do not exceed 25 students, with a maximum number of 30 students in laboratory classes.

SCHEDULING

Vet Tech Institute reserves the right not to offer a planned program if there is insufficient enrollment. Vet Tech Institute also reserves the right to schedule or deliver any portion of any program via remote education or at another qualified location, subject to approval of the various state and national agencies under whose regulations it operates.

GRADE REPORTS

Grade reports are supplied to each student following the completion of each semester.

TRANSCRIPTS

Upon graduation, each student receives a final transcript. Students will be charged a processing fee for additional transcript copies.

COURSE NUMBERING SYSTEM

The school uses a five-character course numbering system. The course number consists of two letters and three digits. The letters identify the field of study. The first digit indicates the course level. Level-100 courses are primarily introductory and first-year courses, and level-200 courses are primarily advanced and second-year courses. The second and third digits are used to differentiate between courses in the same field.

DEFINITION OF A CREDIT HOUR

A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution comprised of units of the following:

- didactic learning environment, in which teaching and learning are led by a qualified faculty member;
- supervised laboratory setting of instruction, in which a faculty member supervises students applying and/or discussing information from didactic and/or out-of-class learning;
- externship, in which students apply learning and practice skills in an occupational environment; and
- out-of-class work/preparation, in which students complete assignments and prepare for these learning environments.

In establishing credit hour awards, one semester credit hour equals 45 units comprised of the following academic activities:

- One clock hour of didactic learning = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that is designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

GRADING SYSTEM

Letter grades are assigned as a final grade in each course. The following scale is used to assign course grades.

<u>Grade</u>	<u>Percent Grade</u>	<u>QPA Weight</u>
A	92 - 100	4.00
B	83 - 91	3.00
C	74 - 82	2.00
D	70 - 73	1.00
F	0 - 69	0.00
I	Incomplete	0.00
S	Waived by Substitution	
T	Credit by Transfer	
W	Withdrawn	

The quality point average (QPA) is calculated as follows:

1. For each course taken, multiply the number of quality points assigned to the grade earned by the number of credits received for the course.
2. Add all accumulated quality points.
3. Divide by the total number of credit hours the student has attempted.

Courses in which a student received a failing grade (F) or an incomplete (I) are included in the total number of credits attempted when calculating the quality point average and the successful course completion percentage. Courses in which the student received an S or T are not used in computing the quality point average. Courses in which the student received a T are included in both the attempted and successfully completed hours when calculating the successful course completion percentage. A student who withdraws from a program receives a grade of W in all uncompleted courses. Courses given the grade of W are included in hours attempted when calculating the successful course completion percentage but are not included in the total number of credit hours attempted when calculating the quality point average. Withdrawal from individual courses is not allowed.

WITHDRAWAL

Students who find it necessary to withdraw from a program should have a preliminary interview with the Director of Education. The student is also required to have an exit interview with a representative of the financial aid department.

If a student provides notice of withdrawal either verbally or in writing to the Director of Education, the date on which the notice is given is the date of withdrawal. If a student provides notice of withdrawal either verbally or in writing within the first 6 class days of a term (drop period), the end date of the previous term will be considered the last date of attendance. If a student withdraws by the second Friday of a student's first semester in a program (first semester drop period), the student will be considered not to have enrolled in the program.

A student who has missed ten (10) consecutive days of class is considered to have withdrawn. If a student is absent from class for a period of 10 consecutive class days, excluding scheduled holidays or breaks, the date of withdrawal will be the first class day after the 10-day period of non-attendance.

DISMISSAL

A student could be dismissed by the school for any of the following reasons:

- | | |
|---------------|---|
| 1. Academic | Failure of coursework or failure to meet Standards of Satisfactory Academic Progress. |
| 2. Attendance | Excessive absences. |
| 3. Misconduct | Behavior unbecoming of a health professional or offenses listed in the Student Conduct section. |

4. Financial Failure to meet obligations outlined in the student's financial plan.

A student who is dismissed may appeal to the Director of Education, who will make the final determination.

READMISSION

Readmission to Vet Tech Institute following dismissal or withdrawal will be at the discretion of the school. Students wishing to reenter must contact the Director of Education.

A student cannot reenter the school if the student 1) has a loan in default or 2) was dismissed for a violation of the conduct policy.

A reentering student who was not maintaining satisfactory academic progress but did not complete an academic warning period generally may appeal to reenter for an academic warning period.

A student who was not maintaining satisfactory academic progress at the end of an academic warning period may appeal but generally will not be allowed to reenter for an academic probationary period.

A student who was dismissed for not maintaining satisfactory academic progress at the end of an academic probationary period will be allowed to reenter only in exceptional circumstances.

Except as discussed below, reentering students will be charged the tuition in effect upon reentry and will be required to meet current graduation requirements. Following dismissal or withdrawal for nonmilitary reasons, a student may be considered for readmission only two times.

If a withdrawal was due to being called to active military duty, a student who notifies the school of the student's intent to return to the school within three years after the completion of the period of service will be readmitted with the same academic status as at the time of withdrawal. The student will be required to meet current graduation requirements. The readmitted student will be charged the tuition and fee charges that would have been charged for the academic year during which the student left the school.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Academic progress standards for students receiving federal financial assistance are the same as the standards for students enrolled in the same academic program who are not receiving assistance. All students, including those students not currently receiving any financial aid, will be evaluated.

Maximum Time Frame

Students are expected to complete graduation requirements within the normal completion time specified in the program description for the program in which they are enrolled. Under certain circumstances, however, the student may require more than the normal completion time to fulfill graduation requirements. The maximum time frame in which a student must complete their program is 150 percent of the published length of the program as measured in credit hours to complete the program. To determine the maximum time frame, multiply the published credit hours needed to graduate from the program of study by 1.5 (150 percent). For example, the number of credit hours it should take to complete the Veterinary Technology program is 63 credits. Using that number, 150 percent would equal 94 credit hours, which would be the maximum number of credits for which a student could receive financial aid. Transfer credits that apply toward the student's program and all courses the student attempts will be counted toward the maximum time frame.

Satisfactory Progress Measurements

All students must progress satisfactorily toward meeting graduation requirements. Formal financial aid satisfactory progress evaluations will be conducted at the end of each semester. Informal reviews of academic progress may occur at the midpoint of each semester. A student's progress toward graduation is considered satisfactory only if the student is meeting all three of these requirements:

1. The student is within the maximum time frame.
2. The student has successfully completed at least: (a) 25% of credit hours if it is the first semester evaluation point, (b) 33% of credit hours if it is the second semester evaluation point, (c) 67% of credit hours if it is the third semester evaluation point, and (d) 75% of credit hours if it is the fourth semester evaluation point. The successful course completion percentage is calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted.
3. The student has achieved a cumulative grade point average of at least (a) 1.80 if it is the first semester evaluation point, (b) 2.00 if it is the second semester evaluation point, (c) 2.00 if it is the third semester evaluation point, and (d) 2.00 if it is the fourth semester or later evaluation point. The cumulative grade point average will include all grades earned at Vet Tech Institute.

At each end-of-semester formal financial aid evaluation point, a student who is not meeting all three requirements will receive a notification of unsatisfactory progress.

If the notification is not at the end of an academic warning period or academic probationary period, a student may appeal the notification and, if successful, be reinstated for an academic warning period, usually one semester. An academic warning period is an opportunity for a student to improve to be meeting all three requirements at its completion. During an academic warning period, a student will be eligible to receive assistance under federal Title IV HEA programs, if applicable.

If the notification is at the end of an academic warning period, a student may appeal the notification, but a successful appeal will be highly unlikely. If the appeal is successful, the student will be reinstated for an academic probationary period with an accompanying academic plan, usually one semester. An academic probationary period is an opportunity for a student to improve to be meeting all three requirements at its completion. During an academic probationary period, a student will be eligible to receive assistance under federal Title IV HEA programs, if applicable. A student who receives notification of unsatisfactory progress at the end of an academic probationary period will be dismissed.

An appeal of a notification of unsatisfactory progress should be submitted in writing to the Director of Education within five days of notification. An appeal must explain why the student failed to make satisfactory progress and what has changed that will allow satisfactory progress to be met by the next formal financial aid evaluation point. An appeal must explain unusual mitigating circumstances that reasonably impaired academic performance and are not expected to recur. Examples include a student's injury or illness, the death of a relative, or other special circumstances. The school may require documentation or additional information. If the school determines that, based on the cumulative grade point average and the expected absence of the mitigating circumstances, the student should be able to be meeting satisfactory progress requirements at the next formal financial aid evaluation point, the notification may be rescinded, and the student may be reinstated for one academic warning period or one academic probationary period. A student whose appeal is unsuccessful may not continue. The school's decision will be final.

Course Failures

Students also are expected to successfully complete all courses attempted, but a failure of a course is not itself a failure to make satisfactory progress.

If a student fails a course that is a prerequisite for an upcoming course in the program, the student should expect to be required to join a later program cohort by withdrawing and being readmitted to that cohort. The student would retake the prerequisite course and then take the remainder of the required courses and graduate with that later program cohort.

If a student fails a course that is not a prerequisite for another course in the program, circumstances may occur where a student could continue in the program and repeat the course at a later date, provided that the maximum time frame would permit. However, the student should expect to be required to join a later program cohort by withdrawing and being readmitted to that cohort. The student would retake the course and then take the remainder of the required courses and graduate with that later program cohort.

Treatment of Failures, Incompletes, Withdrawals, Transfer Credits, and Course Repetitions

Credits for courses in which a student received an F (failing grade) or an I (incomplete) are included in the total number of credits attempted when calculating the quality point average and as credits attempted but not successfully completed when calculating the successful course completion percentage.

A student who withdraws from a program receives a grade of W (withdrawn) in all uncompleted courses. Courses given the grade of W are included in credits attempted but not successfully completed when calculating the successful course completion percentage. They are not included in the total number of credit hours attempted when calculating the quality point average.

Credits for courses in which the student received a T (transfer credit) are not used in computing the quality point average. Transfer credits that are accepted toward a student's program are included in both the attempted and successfully completed hours when calculating the successful course completion percentage.

In the case of repeated courses, credits and grades for both courses are included when computing the cumulative quality point average. Credit hours for both courses are included when calculating the successful course completion percentage and count toward the maximum time frame.

In summary, courses with grades of F, I, W, and T, as well as both original and repeated courses, count toward the maximum time frame and are included in the successful course completion percentage calculation. Courses with grades of F and I, as well as repeated courses, are included when computing the cumulative quality point average; courses with grades of W and T are not. Vet Tech Institute does not offer noncredit remedial courses.

Incomplete Grades

An incomplete (I) grade may be issued to a student who is passing a course but who has not been able to complete all required work, generally because of some extenuating circumstance. The student usually will be allowed no more than one or two weeks of scheduled classes to complete the coursework. When the coursework is completed, a grade will be issued for the course. If the work is not completed during the allotted time, the incomplete (I) will revert to an "F."

However, in cases involving extreme mitigating or special circumstances, exceptions to this policy may be considered. In such cases, the student must file a written appeal, and documentation of the circumstances may be required. Appeals will be considered on a case-by-case basis. If granted, the school and the student will agree on a time frame for completion of the course, not to exceed 180 calendar days. If the work is not completed during the allotted time, the incomplete (I) will revert to an "F." A student may appeal only one time.

When calculating the quality point average for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F." The student accumulates no quality points for the course, but the number of credits assigned to the course is included in the total number of credit hours attempted both in the quality point average and successful course completion calculations.

If the incomplete prevents a student from meeting graduation requirements, the student will be eligible for career services assistance. If the incomplete is not resolved within the allotted time period, however, the student will forfeit the future use of the school's career services assistance and will not be issued a diploma.

Leave of Absence

A student attempting only an externship course may request a leave of absence for extreme mitigating or special circumstances that will affect the student's ability to complete the required number of hours in that course. The student must submit a written, signed, and dated request that includes the reason for the request. The request should be submitted prior to the end of the student's current term of enrollment.

A leave of absence may be approved if the school determines there is a reasonable expectation that the student will return and complete the course requirements. The length of the leave of absence is at the school's discretion but will not exceed 180 calendar days. If the student does not resume attendance in an externship course at or before the end of the leave of absence, the student will be treated as a withdrawal.

GRADUATION REQUIREMENTS

To be eligible for graduation, students in all programs must:

1. Attain an overall 2.00 quality point average.
2. Pass all courses in the program in which they are enrolled.
3. Satisfy all financial obligations.

Upon fulfillment of these graduation requirements, the student will be issued the associate in specialized technology degree, indicating satisfactory completion of all program requirements.

CREDIT TRANSFER FROM ANOTHER SCHOOL

Transcripts of work completed at institutions that are accredited by agencies recognized by the United States Department of Education, recommended by the American Council on Education's College Credit Recommendation Service (ACE), or recognized by their respective government as institutions of higher education for internationally-based institutions, may be submitted to the Director of Education for review. Transcripts should be submitted during the first term of a student's program. Foreign transcripts must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) prior to the evaluation and award of credit. Other documentation may also be required. Credits considered for transfer are evaluated by the Director of Education to determine if the coursework is similar in nature, content, and level to that required at Vet Tech Institute. If the coursework is comparable, transfer students may be given credit for courses completed at other accredited colleges, provided the grades received for the courses were "C" or better. However, in the case where a program has been separately accredited by a specialized accreditor and that accreditor requires the credential-granting institution to certify student competency in specified skill areas, coursework will not be evaluated, and transfer credits will not be awarded for any courses that contain skill evaluations and certification. Because programs at Vet Tech Institute are specially tailored to career preparation, course credits

from other postsecondary schools may not be transferable. At a minimum, 51% percent of the credits required for graduation must be completed at Vet Tech Institute or an affiliated school listed under Legal Control.

Credit is not granted for advanced placement or experiential learning. One exception is credit for military training that has been evaluated and recommended for credit by the American Council on Education (ACE). Vet Tech Institute may award credit based on these recommendations when the credit is for courses similar in nature, content, and level to that required at the school. Students seeking credit for military training should provide a transcript from the American Council on Education for evaluation. Credit will be treated as transfer credit and will count toward graduation.

CREDIT TRANSFER TO ANOTHER SCHOOL

The acceptance of credits is always at the discretion of the institution to which a student is attempting to transfer credits. There may be articulation agreements in place at the time the student enters that may not be in place when the student graduates or desires to attend a particular school. **Because programs at Vet Tech Institute are designed specifically for career preparation, students must assume that credits for courses taken at Vet Tech Institute are not transferable to other institutions.** Neither Vet Tech Institute nor any of its employees can represent that another institution will accept any courses for credit.

A student who is interested in attempting to transfer credits to another institution should contact the Director of Education. Vet Tech Institute will supply the necessary documentation that may aid the student in receiving credits for the completed coursework provided the student does not owe the school money, is not delinquent or in default on a student loan, or does not owe a refund on any federal or state student financial aid program.

DISABILITY SUPPORT SERVICES

Vet Tech Institute is committed to providing equal access to the school's academic programs and services to qualified individuals with disabilities through reasonable accommodation. Students who believe they are in need of accommodations should contact the designated Section 504 coordinator, who is the Director of Education identified in the Administration, Faculty, and Staff section of this catalog, at 125 Seventh Street, Pittsburgh, Pennsylvania 15222 or 412-391-7021. The student should provide the designated Section 504 coordinator with a current comprehensive evaluation of a specific disability from a qualified diagnostician that identifies the type of disability and lists recommended accommodations. All documentation will be reviewed by the designated Section 504 coordinator in a timely manner, and appropriate reasonable accommodations will be provided based on the individual student's needs.

ONLINE LEARNING AS A SUPPORT TOOL

Vet Tech Institute offers synchronous virtual attendance for students to continue their education for a short time due to rare and extenuating circumstances to be determined and

approved by the school. The duration of this online support coincides with the short-term interruption's length but can be no longer than 15 school days. Students are required to return to on-campus classes after the short duration of online education is complete. Students must complete all hours of the VT290 Externship in person.

A student who uses this support tool must have internet access to virtually attend classes synchronously and complete necessary coursework via the school's learning management system. Make-up work, including hands-on skills that could not be completed while attending virtually, is completed upon return to the on-campus classes. Students with internet access should have sufficient access to learning resources and communication tools during such short-term interruptions.

A student should contact the Director of Education to seek approval and coordination of short-term synchronous virtual attendance. Each student is responsible for providing documentation of the need for the accommodation for approval, attending classes, submitting work, and completing make-up work upon return to classes.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Vet Tech Institute receives a request for access. Students should submit to the Education Administrator or head of the academic department written requests that identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Vet Tech Institute to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, Vet Tech Institute will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the Vet Tech Institute in an administrative, supervisory, academic, or support staff position (including law

enforcement unit and health staff); a person or company with whom Vet Tech Institute has contracted (such as an attorney, auditor, or collection agent); a person serving as a Manager; or a person assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Directory information may be released without a student's prior consent; this information generally is limited to student name, date admitted, mailing address and telephone number, local address and telephone number, email address, semesters of attendance, major, specialization, enrollment status, full- or part-time status, degree sought, honors and awards, and degrees and dates received but may include other information that would not generally be considered harmful or an invasion of privacy if disclosed.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Vet Tech Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-5901

PROGRAM OF STUDY

Vet Tech Institute provides one specialized program: Veterinary Technology.

VETERINARY TECHNOLOGY ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE

The Veterinary Technology program provides students with the necessary clinical, laboratory, surgical assisting, and administrative training to become skilled entry-level members of the veterinary care industry. Application of classroom instruction is achieved through a veterinary externship in which each student participates. This program will normally be completed in 18 months of full-time enrollment. Upon successful completion of this program, students will receive an associate in specialized technology degree.

In order to receive veterinary technician certification in Pennsylvania, an individual must graduate from a program accredited by the American Veterinary Medical Association (AVMA) and pass the Veterinary Technician National Examination (VTNE). Other states may have additional requirements for certification. The Veterinary Technology program is currently accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). Graduates of the program are eligible to take the Veterinary Technician National Examination (VTNE). The requirements for taking and passing the VTNE are controlled by an outside agency and subject to change without notice. Therefore, Vet Tech Institute cannot guarantee that graduates will be eligible to take the exam at all or at any specific time, regardless of their eligibility status upon enrollment. Vet Tech Institute cannot guarantee that graduates will be eligible to work as veterinary technicians in Pennsylvania or any other state at all or at any specific time, regardless of their eligibility status upon enrollment.

FIRST ACADEMIC YEAR

<u>Course Number</u>	<u>Course Name</u>	<u>Semester Credits</u>
Technical Courses		
VT101	Clinical Medicine I	2
VT102	Clinical Medicine II	2
VT103	Animal Technology I	1
VT104	Animal Technology II	1
VT107	Clinical Laboratory I	1
VT108	Clinical Laboratory II	1
VT111	Clinical Medicine III	2
VT113	Animal Technology III	1
VT114	Animal Technology IV	1
VT115	Clinical Laboratory III	1
VT117	Anesthesia I	2
VT129	Animal Anatomy & Physiology I	2
VT130	Animal Anatomy & Physiology II	2
VT131	Pharmacology I	2
VT132	Pharmacology II	2

<u>Course Number</u>	<u>Course Name</u>	<u>Semester Credits</u>
Applied General Education Courses		
AR105	Terminology	2
AR110	General Biology	2
AR114	Math for Veterinary Technician	2
EN211	Business English	2

SECOND ACADEMIC YEAR

<u>Course Number</u>	<u>Course Name</u>	<u>Semester Credits</u>
Technical Courses		
VT109	Surgical Nursing I	2
VT112	Clinical Medicine IV	2
VT118	Anesthesia II	2
VT202	Animal Technology V	1
VT203	Animal Technology VI	1
VT210	VTNE Preparation	2
VT212	Radiography II	1
VT214	Large Animal Theory I	1
VT215	Clinical Laboratory IV	1
VT221	Clinical Medicine V	2
VT225	Radiography I	1
VT226	Surgical Nursing II	3
VT235	Large Animal Theory II	2

Applied General Education Courses

AR202	Professional Development	1
AR213	Veterinary Office Procedures	1
AR220	Personal Finance	1
GE205	Psychology of Human Relations	2

THIRD ACADEMIC YEAR

<u>Course Number</u>	<u>Course Name</u>	<u>Semester Credits</u>
Technical Course		
VT290	Vet Tech Externship	6

TOTAL CREDITS REQUIRED FOR GRADUATION: 63

COURSE DESCRIPTIONS

AR105 Terminology

Students will be introduced to basic terminology used in veterinary medicine. Emphasis is placed on the understanding of composition of terms including the use of prefixes and suffixes. Prerequisite: None (38 Clock Hours/2 Semester Credits)

AR110 General Biology

This course focuses on the fundamental biology and chemistry concepts of the animal cell including structure and function, life cycle, physiology, nutrition and metabolism, and basic genetic principles. This course also focuses on the understanding of the chemical elements and how they compose the body. Prerequisite: None (38 Clock Hours/2 Semester Credits)

AR114 Math for Veterinary Technicians

Students will be introduced to basic math skills, including dosage calculations that are an important part of the career. Prerequisite: None (57 Clock Hours/2 Semester Credits)

AR202 Professional Development

This course focuses on students' learning effective job search techniques, resume/cover letter preparation, essential interview skills, and expected work ethics for career success. Communication skills and professionalism standards are honed via classroom lectures and discussions, instructor-prepared handouts, and textbook study. Internet job search techniques as well as relocation and program-specific information and opportunities will be discussed. Prerequisite: None (19 Clock Hours/1 Semester Credit)

AR213 Veterinary Office Procedures

This course focuses on aspects of veterinary practice operations. Topics such as appointment scheduling, general office and billing procedures, client relations, OSHA, client education, teamwork, the veterinary technician's role in euthanasia, and ethical situations are discussed. Prerequisite: None (36 Clock Hours/1 Semester Credit)

AR220 Personal Finance

In this course students acquire the knowledge and develop the necessary analytical skills to make informed choices related to topics such as managing finances and budgeting, banking and saving, earning and reporting income, buying goods and services, using credit, and protecting against risk. This course puts emphasis on goal setting, lifelong learning, and active decision making. Prerequisite: None (18 Clock Hours/1 Semester Credit)

EN211 Business English

Business English provides a traditional basic overview of the language skills necessary to write complete and accurate sentences, well-structured paragraphs, memos, and letters. Focus is put on grammar, sentence structure, mechanics, and spelling. Additionally, students will apply basic language and research skills to prepare a written and oral presentation. Prerequisite: None (38 Clock Hours/2 Semester Credits)

GE205 Psychology of Human Relations

This course provides a general overview of the foundational psychology that influences the dynamics of human relationships in both personal life and the workplace. It will also include theories of learning, social psychology, and issues relating to physical and emotional wellness. Prerequisite: None (38 Clock Hours/2 Semester Credits)

VT101 Clinical Medicine I

This course focuses on recognition of canine, feline, equine, bovine, caprine, porcine, and ovine breeds. Included is an introduction to basic concepts for canine and feline behavior, behavior modification techniques, permanent identification, vaccine types, and protocols. Prerequisite: None (38 Clock Hours/2 Semester Credits)

VT102 Clinical Medicine II

This course focuses on animal nutrition and presents detailed information on a variety of nutrients, vitamins, and minerals emphasizing the role nutrition plays in an animal's overall health. Prerequisite: VT101 Clinical Medicine I (38 Clock Hours/2 Semester Credits)

VT103 Animal Technology I

Through theory and practical application, this course introduces the students to the aspects of kennel care and management. Additionally, restraint techniques, common abbreviations, physical exams, administration of medication, and basic grooming are included. Prerequisite: None (38 Clock Hours/1 Semester Credit)

VT104 Animal Technology II

This course builds upon Animal Technology I with an emphasis on sample collection. Instruction will cover sample collection of both urine and blood specimens through various collection routes. Student will take part in hands-on skills such as injections and phlebotomy on feline and canine patients. Prerequisite: VT103 Animal Technology I (38 Clock Hours/1 Semester Credit)

VT107 Clinical Laboratory I

This course reviews basic laboratory equipment and glassware. Students are introduced to basic veterinary hematology with emphasis placed on the components of blood, red blood cell maturation, and morphology. Students will identify various types of red blood cells, blood parasites, and disease processes and will determine normal/abnormal test values of individual animal species. Prerequisite: None (38 Clock Hours/1 Semester Credit)

VT108 Clinical Laboratory II

This course builds upon Clinical Laboratory I with a more in-depth study of hematology. Students are introduced to basic veterinary hematology with emphasis placed on the components of blood, white blood cell maturation, and morphology. Students will identify various types of white blood cells, blood parasites, and disease processes and will determine normal/abnormal test values of individual animal species. Student will learn concepts of immunology, serology, and blood typing. Students will also learn clinical chemistry analysis through theory and practical application using in-house diagnostic equipment. Prerequisite: VT107 Clinical Laboratory I (38 Clock Hours/1 Semester Credit)

VT109 Surgical Nursing I

This course will prepare students to assist in veterinary surgery. Students are introduced to aseptic surgical techniques, surgical instrumentation identification and use, patient preparation, positioning for various surgical procedures, electrocardiography, and common veterinary suture materials and patterns. Prerequisite: VT132 Pharmacology II (38 Clock Hours/2 Semester Credits)

VT111 Clinical Medicine III

This course is an in-depth study of canine and feline diseases. Students will focus on pathology of disease, necropsy, viruses, bacteria, protozoa-borne and vector-borne diseases, zoonosis, dermatology, and the endocrine system. Prerequisite: VT102 Clinical Medicine II (38 Clock Hours/2 Semester Credits)

VT112 Clinical Medicine IV

This course is a continuation of Clinical Medicine III. Diseases of the reproductive, neurological, musculoskeletal, digestive, and cardio respiratory systems are presented. Prerequisite: VT111 Clinical Medicine III (38 Clock Hours/2 Semester Credits)

VT113 Animal Technology III

This course builds upon Animal Technology II and is focused on parasitology and fecal tests. Prerequisite: VT104 Animal Technology II (38 Clock Hours/1 Semester Credit)

VT114 Animal Technology IV

This course focuses on advanced techniques of laboratory animal research, including care and maintenance, disease process, blood collection procedures, anesthesia administration, and regulatory requirements for rats, mice, guinea pigs, rabbits, and non-human primates. Prerequisite: VT113 Animal Technology III (38 Clock Hours/1 Semester Credit)

VT115 Clinical Laboratory III

This course builds upon Clinical Laboratory II, with further emphasis placed on individual animal species testing including urinalysis and cytological samples. Prerequisite: VT108 Clinical Laboratory II (38 Clock Hours/1 Semester Credit)

VT117 Anesthesia I

This course concerns all aspects of the anesthetic process, anesthetic agents used in veterinary medicine and their effects, and the anesthetic equipment's functions and use. Students will apply mathematical skills to determine appropriate dosages of common anesthetic agents. The veterinary technician's role in relationship to the veterinarian is a key point of study. Prerequisites: AR114 Math for Veterinary Technician and VT130 Animal Anatomy & Physiology II (38 Clock Hours/2 Semester Credits)

VT118 Anesthesia II

This course provides a more in-depth approach to all phases of the administration of anesthesia in both the pre- and post-operative phases of treatment as well as instruction in fluid therapy and dentistry. Prerequisite: VT117 Anesthesia I (38 Clock Hours/2 Semester Credits)

VT129 Animal Anatomy & Physiology I

This course concerns the structure and function of the animal body and its parts. Instruction is geared toward anatomical terms, musculoskeletal system, nervous system, and sense organs. Prerequisites: AR105 Terminology and AR110 General Biology (57 Clock Hours/2 Semester Credits)

VT130 Animal Anatomy & Physiology II

This course builds on Animal Anatomy & Physiology I. In this course the structure and function of the cardiovascular, lymphatic, respiratory, gastrointestinal, excretory/renal, reproductive, integumentary, and endocrine systems are studied. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine. Prerequisite: VT129 Animal Anatomy & Physiology I (57 Clock Hours/2 Semester Credits)

VT131 Pharmacology I

This course concerns clinical usage of medications and methods of administration. Emphasis is placed on the veterinary technician's role in the veterinary pharmacy. This course also focuses on drug dosage calculations. Prerequisite: AR114 Math for Veterinary Technicians (38 Clock Hours/2 Semester Credits)

VT132 Pharmacology II

This course continues its focus on all aspects of clinical usage of medications and methods of administration. Students will continue to calculate pharmacological dosages. Prerequisite: VT131 Pharmacology I (38 Clock Hours/2 Semester Credits)

VT202 Animal Technology V

This course focuses on the care and maintenance, disease process, blood collection procedures, anesthesia administration, and regulatory requirements for exotics, ferrets, avians, reptiles, and amphibians. Prerequisite: VT114 Animal Technology IV (38 Clock Hours/1 Semester Credit)

VT203 Animal Technology VI

This course builds upon Animal Technology V with an emphasis placed on advanced techniques, such as advanced surgical procedures, bandaging and wound management, orthopedics, feeding tube usage, blood transfusions, and other special procedures. Prerequisite: VT202 Animal Technology V (38 Clock Hours/1 Semester Credit)

VT210 VTNE Preparation

This course is a comprehensive review of both theory and practical application. It is designed to prepare students to sit for the Veterinary Technician National Examination. Discussions will be followed by exams formatted and timed using parameters similar to the actual test. Prerequisite: None (38 Clock Hours/2 Semester Credits)

VT212 Radiography II

This course builds upon the first radiography course with students beginning their practical hands-on repetitions to achieve competency in taking and developing radiographs. This course also focuses on the theory and application of ultrasonography, endoscopy, fluoroscopy, and dental radiography. Prerequisite: VT225 Radiography I (36 Clock Hours/1 Semester Credit)

VT214 Large Animal Theory I

This course will introduce students to farm animal medicine. Students will learn anatomy, breed identification, restraint methods, physical exams, reproduction, nutrition, and husbandry. This course also includes information on herd health maintenance measures, nursing care, and surgical considerations of farm animal species. Prerequisite: None (38 Clock Hours/1 Semester Credit)

VT215 Clinical Laboratory IV

This course builds upon Clinical Laboratory III. Students will learn the principles and perform basic microbiology techniques as well as collect, culture, stain, identify, and perform sensitivity testing on bacterial specimens. This final lab course serves to provide an overall review in the most pertinent concepts and practices taught in previous courses. Prerequisite: VT115 Clinical Laboratory III (57 Clock Hours/1 Semester Credit)

VT221 Clinical Medicine V

This course is a continuation of Clinical Medicine IV focusing on the diseases of the digestive and renal systems and the veterinary technician's role in emergency situations. Emphasis is placed on: proper methods of evaluating an animal in an emergency situation, how disease processes manifest as emergencies, and the equipment and medications used during emergencies. Prerequisite: VT112 Clinical Medicine IV (57 Clock Hours/2 Semester Credits)

VT225 Radiography I

This course includes the theory of general radiography, radiation safety, proper restraint, proper positioning, methods for exposing and developing films, and recognition and correction of technique errors. Prerequisite: None (38 Clock Hours/1 Semester Credit)

VT226 Surgical Nursing II

In this course students will apply all skills and knowledge acquired in previous courses to perform the various roles in assisting surgical procedures. Students will gain experience in anesthesia administration, sterile and non-sterile assisting, patient preparation, surgical clean up, and patient recovery. Prerequisites: VT109 Surgical Nursing I, VT118 Anesthesia II, and VT132 Pharmacology II (90 Clock Hours/3 Semester Credits)

VT235 Large Animal Theory II

This course continues with the farm animal theories introduced in Large Animal Theory I. Emphasis is placed on the basic skills of large animal care, handling, restraint, physical exams, medication administration, and blood collection. Hands-on skills will be learned and assessed at offsite settings. Prerequisite: VT214 Large Animal Theory I (54 Clock Hours/2 Semester Credits)

VT290 Vet Tech Externship

Externships are served in a veterinary clinic, hospital, or other animal facility. The externship experience provides students with the opportunity to build upon the clinical and practical skills learned in the classroom. During this time, students are expected to maintain a required number of case logs in order to prepare case studies. Prerequisites: VT203 Animal Technology VI, VT215 Clinical Laboratory IV, VT226 Surgical Nursing II, and a cumulative GPA of 2.00 prior to start of externship (270 Clock Hours/6 Semester Credits)

ACADEMIC CALENDAR

The scheduled academic year at Vet Tech Institute is composed of the summer, fall, and spring semesters. The academic years for individual students may vary and are made up of the equivalent of two semesters of work.

Summer Semester 2023

July 5	Summer Semester Begins
August 25	Term I Ends
August 28	Term II Begins
September 4	No Classes: Labor Day
October 19	Summer Semester Ends
October 20	No Classes: In-Service Day

Fall Semester 2023

October 23	Fall Semester Begins
November 23 – 24	No Classes: Thanksgiving
December 15	Term I Ends
December 18 – January 1	No Classes: Winter Break
January 2	Term II Begins
February 22	Fall Semester Ends
February 23	No Classes: In-Service Day (Make-up snow day if necessary)

Spring Semester 2024

February 26	Spring Semester Begins
March 29	No Classes
April 18	Term 1 Ends
April 19	No Classes: In-Service Day

April 22 – April 26	No Classes: Spring Break
April 29	Term II Begins
May 27	No Classes: Memorial Day
June 20	Spring Semester Ends
June 21	No Classes: In-Service Day
June 24 – July 5	No Classes: Summer Break

Summer Semester 2024

July 8	Summer Semester Begins
August 29	Term I Ends
August 30	No Classes: In-Service Day
September 2	No Classes: Labor Day
September 3	Term II Begins
October 24	Summer Semester Ends
October 25	No Classes: In-Service Day

Fall Semester 2024

October 28	Fall Semester Begins
November 28 – 29	No Classes: Thanksgiving
December 20	Term I Ends
December 23 – January 3	No Classes: Winter Break
January 6	Term II Begins
February 26	Fall Semester Ends
February 27 – 28	No Classes: In-Service Days (Make-up snow days if necessary)

Spring Semester 2025

March 3	Spring Semester Begins
April 23	Spring Semester Ends
April 24 – 25	No Classes: In-Service Days (Make-up snow days if necessary)
April 28 – May 2	No Classes: Spring Break
May 5	Term II Begins
May 26	No Classes: Memorial Day
June 26	Spring Semester Ends
June 27	No Classes: In-Service Day
June 30 – July 4	No Classes: Summer Break

Summer Semester 2025

July 7	Summer Semester Begins
August 27	Term I Ends
August 28 – 29	No Classes: In-Service Days
September 1	No Classes: Labor Day
September 2	Term II Begins
October 23	Summer Semester Ends
October 24	No Classes: In-Service Day

ADMINISTRATION, FACULTY, AND STAFF

ADMINISTRATION

Jackie Flynn.....President
Lynn Slack..... Director of Education
Deborah Spozarski.....Director of Student Services
Donna Durr.....Director of Financial Aid
Carol Stannard..... Director of Career Services

FACULTY

Courtney Cole..... Veterinary Technology Education
B.A., Arizona State University
A.S.T., Median School of Allied Health Careers
C.V.T. Curriculum Coordinator

Nicole DiMichele Veterinary Technology Education
B.A., Edinboro University of Pennsylvania
A.S.T., Median School of Allied Health Careers

Amy Geramita Veterinary Technology Education
A.S.T., Vet Tech Institute
R.V.T. Kennel Manager

Nicole Girimonti..... Veterinary Technology Education
B.S., Duquesne University
L.V.T.

Crystal Gordon Veterinary Technology Education
A.S.T., Vet Tech Institute
C.V.T.

Joshua Goreczny.....General Education
M.A., University of Pittsburgh
B.S., University of Pittsburgh

Russell Grego Veterinary Technology Education
A.S.T., Vet Tech Institute
C.V.T.

Sara Hurst..... Veterinary Technology Education
D.V.M., Texas A&M University of Veterinary Medicine
B.S., Texas A&M University

Allison Kiser..... Veterinary Technology Education
D.V.M., Iowa State University Program/Medical Director
B.S., University of Findlay

Carolyn Klar Veterinary Technology Education
A.S.T., Median School of Allied Health Careers
C.V.T.

Molly Meadows.....General Education
M.H., Tiffin University
B.A., West Virginia University

Kylie Pringle..... Veterinary Technology Education
A.S.T., Vet Tech Institute
C.V.T.

Melissa Sowa..... Veterinary Technology Education
M.A., Argosy University
B.S., University of Pittsburgh
A.S.T., Vet Tech Institute
C.V.T.

Lisa Szafranski Veterinary Technology Education
A.S.T., Median School of Allied Health Careers Program Coordinator
C.V.T.

STAFF

John Free	Admissions Coordinator
Deanna Hess	Admissions Administrator
Kristina Jackson.....	Admissions Coordinator
Kristen Livingstone	Education Administrator
Susan Mcclellen.....	Librarian
Julia Miller	Student Services Administrator
Shane Miller	Admissions Coordinator

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