APPSTATE
Vet Tech

Veterinary Technology, BS
Student Handbook 2025-2026

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Department of Rural Resiliency and Innovation College of Arts and Sciences
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Welcome

Welcome to the Appalachian State University Veterinary Technology Program ("VTN Program"). This handbook contains the most essential and commonly used policies of the University, as well as specific VTN Program policies.

Please note that the handbook is subject to change as needed at the University's discretion.

As you begin your education in veterinary technology at Appalachian State University, remember that you are the veterinary professional leaders of tomorrow. The VTN Program supports the mission of the University, which includes excellence in teaching and learning and the fostering of scholarship and service to community. The complete text of these statements is included in the Appalachian State University Undergraduate Bulletin. The VTN Program does not discriminate on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation in either the selection of Students for participation Program, or as to any aspect of the clinical training.

Program Directory

Title	Name	Office Location	Office Phone	Email
Administration/Leadership Team				
Program Director	Jennifer Serling - CVT, RVT, MVEd, BVSc	Remote Office	828-262-6320	serlingja@appstate.edu
Assistant Program Director & Wellbeing Coordinator	Rebecca Newman - BA, Psy.M, RVT	Remote Office	828-262-6883	newmanrl@appstate.edu
Director of Clinical Program	Leigha Wright - BS, RVT, MBA	Remote Office	828-262-6884	wrightld1@appstate.edu
Assistant Clinical Coordinator & Lecturer	Dr. Jason Stanhill - DVM	Remote Office	828-262-4656	stanhillje@appstate.edu
Practice Management Coordinator	Beckie Mossor - BS, RVT, MPA	Remote Office	828-262-3188	mossorrl@appstate.edu
Lead Instructional Designer	Mary Beth McKee - BS, MS	Howard Street Hall 202	828-262-8637	mckeemb@appstate.edu
Academic Advisor	Hannah Huff - BS, MA	Remote Office	828-262-6476	huffhc@appstate.edu
Administrative Support Specialist	Trisha Stincic	Howard Street Hall 202	828-262-7196	brownetr@appstate.edu
Full-Time Faculty				
Lecturer & Content Development	Ann Wortinger - BIS, LVT, VTS (ECC, SAIM,	Remote Office	828-262-7764	wortingerae@appstate.edu

Coordinator	Nutrition), Elite FFCP			
Lecturer & Content Developer	Laura Switkowski - AAS, BS, MS, RVT	Remote Office	828-262-7728	switkowskill@appstate.edu
Lecturer & Content Developer	Kristen Gaul - ME, BTAS, RVT, VTS (ECC), CCRP	Remote Office	828-262-8099	gaulk@appstate.edu
Lecturer & Content Developer	Jamie Morgan, MS, MAEd, CVT, RVT	Remote Office	828-262-8104	morganjd3@appstate.edu
Lecturer and Content Developer	Dr. Lori Renda-Francis - LVT, BA, MA, PhD	Remote Office	828-262-7947	rendafrancisl@appstate.edu
Lecturer and Content Developer	Becky Roesler - MVSc, RVT, VTS (ECC)	Remote Office	828-827-6517	roeslerrj@appstate.edu
Lecturer and Content Developer	Sarah Charles - M.E.d., RVT	Remote Office	828-262-6763	charlesse@appstate.edu
Lecturer and Content Developer	Bethany Gabrie - LVMTg, LVT, MBA, FFCP	Remote Office	828-262-7100	gabriebj@appstate.edu
Lecturer and Content Developer	Valerie Montanez - CVT, LVT, MBA	Remote Office	828-262-6762	ramosvj@appstate.edu
Lecturer	Dr. Mark Robinson - DVM, PhD	Remote Office	828-262-2679	robinsonmm2@appstate.edu
Part-Time Faculty				
Adjunct Faculty	Heather Derk - RVT, CVPM, SPHR	Remote office		derkhp@appstate.edu
Adjunct	Tammi Smith -	Remote		smithtl8@appstat

Faculty	MEd, CVT, RVT, VTS (Dentistry)	office		e.edu
Adjunct Faculty	Amanda Dillard - RVT, LATG	Remote office		dillardag@appstate.edu
Adjunct Faculty	Heather Hopkinson - RVT, VTS-EVN	Remote office		hopkinsonhr@appstate.edu
Adjunct Faculty	Kelly Guy - BS, LVT, VTS (DI)	Remote Office		guyak2@appstate.edu

Vision, Mission, Core Values, Philosophy, and Goals

Vision:
Shaping the future of veterinary medicine

Mission:
To cultivate an innovative educational experience and advance a thriving veterinary community.

Core Values:
- Wellbeing
- Curiosity
- Compassion
- Optimism
- Integrity

Philosophy:
We believe that veterinary medicine is a team sport, and well-being is essential to thriving in this profession. We believe that veterinary medical professionals provide the best care for animals and service to society when they are able to prioritize and be supported for compassionately caring for themselves. We believe in providing an engaging learning environment where students can foster an enduring passion for veterinary medicine.

Goals:
1. Strengthen the pipeline of credentialed veterinary technicians and veterinary nurses
2. Improve sustainability within the veterinary profession
3. Elevate the role of credentialed veterinary technicians and veterinary nurses

Program Outcomes

The following educational outcomes are based on the mission, vision, goals, and philosophy of the Appalachian State University VTN Program and are adapted from the Association of Veterinary Medical Colleges ("AAVMC") Competency Based Veterinary Nursing Education ("CBVNE") framework for four- year B.S. programs in veterinary technology / veterinary nursing. These outcomes in addition to the required Committee on Veterinary Technician Education and Activities ("CVTEA") standards will result in a well prepared veterinary technology graduate and one who will thrive and flourish in the profession.

Students will:

1. Demonstrate critical thinking and problem solving to support evidence-based decisions that consider animal and client needs, available resources, and social context.

2. Perform preventive, diagnostic, and therapeutic procedures for the health, wellness and treatment of animals, as directed by a veterinarian.

3. Under the direction of a veterinarian, implement programs in disease prevention and control to improve the health, welfare and productivity of animal populations.

4. Respond to issues at the interface of animals, humans, and the environment.

5. Communicate effectively with clients, colleagues, other healthcare professionals and the public to promote animal, human and environmental health and wellbeing.

6. Collaborate with colleagues, clients and other stakeholders and demonstrate skills as a leader and inter-professional team member to improve outcomes and reduce error.

7. Demonstrate expected behaviors including ethical reasoning, reflective practice, self-regulation, self-advocacy, professional development, and personal wellbeing.

8. Utilize business acumen to manage professional and personal decisions, complies with legal and regulatory requirements and ensures safety of the workplace.

9. Demonstrate the systematic identification, evaluation, integration and adaptation of evidence and experience to formulate questions and solutions, and educate others.

Veterinary Technician Oath and Code of Ethics

I solemnly dedicate myself to aiding animals and society by providing excellent care and services for animals, by alleviating animal suffering, and promoting public health.

I accept the obligations to practice my profession conscientiously and with sensitivity, adhering to the profession's Code of Ethics, furthering my knowledge and competence through a commitment to lifelong learning.

The NAVTA Ethics Committee has developed a Veterinary Technician Code of Ethics. This can be reviewed at the following link: **http://navta.net/policies/**

General Information

Student Advisement

Academic Advising assignment is based on the following criteria:

Students with…
- At least 30 semester hours completed
- Credit for R_C 1000 or an equivalent course
- Credit for or current enrollment in UCO 1200 or an equivalent course
- 2.0 cumulative GPA (does not apply to new transfer students)
- Selected Gen Ed theme(s)

…will be assigned to the dedicated Veterinary Technology departmental advisor in the College of Arts and Sciences – Hannah Huff (huffhc@appstate.edu)

Students who have not met the requirements listed above will be assigned to a dedicated App State Online advisor within the University College Advising Center. Once you meet the requirements to **officially declare your major** (the criteria listed above + successful completion of VTN 1030 [with a minimum grade of "C" (2.0)] and VTN 1040, you will be eligible to officially declare your major and receive departmental advising within the College of Arts and Sciences.

A student's assigned advisor can be found in **Degree Works**

Student Input Into Quality Program Improvement

The VTN Program invites students to provide input for quality program improvement through completion of faculty and course evaluations, participation in voluntary focus groups and surveys, and through representation on the Program Advisory Board.

Student Information and Consents

Throughout the Veterinary Technology program, students are required to convey current information to the department regarding the following:
- Contact information (changes in name, address, and phone number)
- Family emergency contact
- Illness or injury
- Course drops, additions, withdrawals from one or more classes

Academic Affairs Policies

Students must comply with all Appalachian State University policies including:
- **Student Code of Conduct**
- **Academic Regulations** on the Appalachian State University **Bulletin**
- **College of Arts and Sciences Academic Policies**
- **Attendance Policy and Student Engagement in Coursework**
- **Academic Integrity**

Formal Complaints

The Veterinary Technology Program abides by the University guidelines in addressing formal complaints for:

- **Student Misconduct - 828-262-2704**
  - Each student is responsible for maintaining current knowledge of disciplinary rules and regulations. The most current Code of Student Conduct can be accessed at **studentconduct.appstate.edu**
- **Student Grievances - 828-262-2070**
  - Appalachian State University provides several means by which student complaints and grievances may be addressed. In all cases, students are advised to put their concerns in writing and carefully document the events that led to the complaint or grievance. Because it is sometimes confusing as to which of the routes listed below should be followed, students are advised to contact the Office of the Dean of Students (262-8284) for advice on which procedure to follow. Concerns should

be expressed as soon as possible after the event occurs; some of the procedures below have specific deadlines for filing grievances or complaints.

- **[Final Grade Appeals](#) - 828-262-2070**
  - Any student considering a grade appeal should understand that each faculty member has the right and responsibility to determine grades according to any method chosen by the faculty member which is professionally acceptable, communicated to everyone in the class, and applied to all students equally. Prejudiced, arbitrary, or capricious academic evaluation by a faculty member, however, is a violation of the student's rights and is a valid ground for a final grade appeal.

Campus Resources

The student success office offers a collection of resources that aim to connect students with key services and support available: **https://studentsuccess.appstate.edu/campus-resources**.

Students can also find a myriad of opportunities to engage with groups, resources, and initiatives on the App State resources page: **https://www.appstate.edu/resources/**

Resources/Services for App State Online Students

Included/Eligible	Not included but can opt in for a fee	Not included and currently **cannot opt in**
- Academic Success Courses - Academic Success Workshops - AsUR - Career Development - Common Reading - Disability Resources - Office of Access and Opportunity - Engage - Library Services - Student Support Services (SSS) - Tech Support - Textbook rental (with option to opt out) - Tutoring - Wellness & Prevention - Writing Center	- Counseling Center - Health Services - Parking - Dining meal plans - Housing (opt-in option for Vet Tech students) - *NOTE: Vet Tech students who want main campus housing will have ONL campus code and MAIN rate code. This means they will be subject to ALL main campus tuition and fees.* There is no deadline but these charges are not prorated.	- Anything that requires payment of student activity fee - Intramural sports - Student Recreation Center, the Quinn Recreation Center, and Mt. Mitchell Fitness Center - Free athletic tickets

● Early Intervention Team ● Financial Aid		

Expanded Guide to Important Campus Resources

Library Services - 828-262-2818: The University Libraries serve the students, faculty, and staff of Appalachian State University's campuses as well as community members and public school teachers.
- **Veterinary Technology Library Guide**
- **Services for Students**
- **Research Help**

Counseling Center - 828-262-3180: The Counseling Center is available to App State Online students through opting-in. For emergencies, on weekends and evenings, students may contact the **Appalachian Police Department** if a counseling staff member is needed. In addition, the counseling center may refer students to local mental health services.

Office of Access and Opportunity: Disability Resources - 828-262-3056: The Disability Resources (ODR) unit of Access & Opportunity is the designated office at Appalachian State University for promoting opportunity, access, and civil rights based on a disability. ODR oversees access needs, applicable University resources/supports, and eligibility of appropriate accommodations (adjustments, auxiliary aids/services and reasonable modifications) based on disability for students and visitors. ODR is also responsible for oversight of accessibility of programs, services and activities; disability compliance requirements; and the facilitation of removing existing disability-related barriers within the built environment.

Office of Access and Opportunity: Equal Opportunity - 828-262-2144: The Equal Opportunity (EO) unit of Access & Opportunity strives to make Appalachian State University a discrimination-free, harassment-free environment for faculty, students, and staff to work, live, and learn. EO oversees university equal opportunity policies, responds to complaints of discrimination & harassment based on protected class or workplace violence, conducts investigations, develops and delivers training and educational outreach to campus, as well as provides consultation to supervisors and managers regarding equal opportunity concerns and initiatives.

Office of Student Financial Aid - 828-262-2190: The Office of Student Financial Aid provides assistance with state and federal grants, loans and work programs, and scholarships

Accreditation Status

Regional Accreditation:

The Bachelor of Science degree program in Veterinary Technology is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

AVMA CVTEA Accreditation:

The American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA) evaluates and awards accreditation to veterinary technology programs. This accreditation is crucial as state veterinary boards require veterinary technicians to have graduated from an accredited program to be eligible to take the Veterinary Technician National Exam (VTNE) and state board examinations. This allows new graduates to become credentialed technicians.

The Appalachian State Veterinary Technology Program was granted Initial Accreditation to the AVMA CVTEA in September 2024.

Veterinary technician credentialing eligibility is the responsibility of each autonomous state licensing board. Check with your state to determine its licensure requirements at www.aavsb.org.

Source: https://www.avma.org/education/center-for-veterinary-accreditation/accredited-programs-cvte

Veterinary Technology Program Fee

A fee will be assessed each semester to support the educational needs directly associated with the Veterinary Technology program.

Who: Students with a declared, or intended, major in Banner set as Veterinary Technology (note: students must be a declared or intended Vet Tech major to register for VTN courses at the 2000 & higher levels)

What: a $150 fee each year When: $75 assessed on the tuition bill each Fall and Spring semester (summer enrollment is excluded.)

Why: To provide students with educational materials specific to the Veterinary profession; Notably, access to specific online content and resources that enable online instruction.

Student Conduct

Prohibited Conduct at Appalachian State University:

All Students are responsible for conducting themselves in a manner that creates an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected. Students are responsible for abiding by this Code, agree to the expectations set forth by the University, and can be held responsible for their behavior. Lack of familiarity with University policy, intoxication or impairment from alcohol, drugs, or other substances, or an individual's disability is not an excuse or defense to a violation of the Code. Unless specifically noted in the policy definition, intent is not a required element to establish a policy violation. Additionally, attempting to engage in behavior(s) that may be in violation of this Code may also be pursued as an alleged violation.

Wellbeing

Wellbeing is a core value of the VTN program and a priority of the university as a whole. The office of **Wellness and Prevention Services** offers students a variety of resources, in addition to the programming provided within the VTN program.

University and Academic Major Policies and Requirements

Purpose of the Bachelor of Science in Veterinary Technology (VTN)

The purpose of this degree program is to prepare students to become credentialed veterinary technicians. In this pre-licensure program, students develop academic knowledge and skills for the care of animals while also building the foundation for a wide array of career opportunities in the field of veterinary medicine. This program is not intended to prepare students to become Doctors of Veterinary Medicine (DVM) nor prepare students for entrance into DVM programs.

Admission Criteria

Students must meet the admission criteria set by Appalachian State University and apply for admittance.
- App State Office of Admissions: **https://admissions.appstate.edu/**
- App State Office of Transfer Admissions & Engagement: **https://transfer.appstate.edu**

Major Declaration Criteria

University major declaration requirements:
- At least 30 semester hours completed
- Credit for R_C 1000 or an equivalent course

- Credit for or current enrollment in UCO 1200 or an equivalent course
- 2.0 cumulative GPA (does not apply to new transfer students)
- Selected Gen Ed theme(s)

Department major declaration requirements:
- Successful completion of VTN 1030 with a minimum grade of C or higher
- Successful completion of VTN 1040

Transfer Credit

- Transfer credit is reviewed through the **Transfer Admissions and Engagement Office** upon applying to the university
- Students can use the **Transfer Course Equivalency Course Search Tool** to identify how credits may transfer
- Transfer students from AVMA accredited veterinary technology programs are eligible for transfer credits as well. If you are transferring in credits from an AVMA program in which there is an existing articulation agreement, those credits will be evaluated and awarded by the Transfer Admissions and Engagement Office. If your credit is not from a program in which there is an existing articulation agreement, those credits will be evaluated on a case-by-case basis by the department.

Graduation Requirements

- 2.0 cumulative GPA is required for graduation
- 2.5 major GPA is required for graduation
  - Major GPA calculation will include all courses taken in the major discipline plus any other courses under Major Requirements.

Prerequisite Requirements

Prerequisite rules follow the term in which a student registers for a specific course

- Prerequisite rules are **not** based on a student's catalog year
- All VTN prerequisite courses must be completed with a minimum grade of C or higher to enroll in the clinical externships (VTN 2998 & VTN 3998)

Academic Probation and Suspension Policy

Students must maintain a 2.0 (a C average) or higher GPA to be in good academic standing. If you fall below that, you'll be on academic probation.

- **How long can I be on academic probation?**
  - You can use two regular (Fall or Spring) probation semesters to raise your GPA to at least a 2.0.
  - You can also attend summer school which does not count as a probation semester.
  - If you do not raise your GPA in that amount of time, you'll be academically suspended - EXCEPTION: If you make a 0.0 GPA in your first full-time semester you'll be automatically suspended without being able to use any probation semesters, although you can return during summer sessions or by using academic forgiveness.
- **How can I get help if I'm on academic probation?**
  - Start with your assigned academic advisor
  - Utilize **services through the Student Learning Center** for students on academic probation
- **Can I ever come back to App State if I've been suspended?**
  - Yes! You can come back to App State through the following options:
    - Attending summer sessions is one way, but you should always talk to your advisor to make sure it's mathematically possible to regain good standing in just one summer
    - Using Academic Renewal or a forgiveness policy is another option
      - Options available to students who do not meet academic standards (including repeats, summer school, one-year forgiveness, and two-year forgiveness): **https://registrar.appstate.edu/resources/policies/academic-policies/academic-probation-and-suspension**
      - Academic Renewal: **https://registrar.appstate.edu/students/readmission/undergraduate-readmission/academic-renewal-forgiveness-policies**

Withdrawal/Leave of Absence Policy

- Current students who find it necessary to **withdraw from the current semester/term** (i.e. unenroll from all classes once the semester/term has started) should complete the **Withdraw from the Current Term form on the Registrar's Office website**.
- Current students who find it necessary to **take a leave of absence from the university for an upcoming or future semester/term and classes have NOT started** should complete the **Withdraw from a Future Term form on the Registrar's Office website**.

- **What is the deadline to withdraw?**
  - You must fill out the form during the first nine weeks of classes in order to be allowed to withdraw without extenuating circumstances.

- **What if I really need to withdraw after the deadline?**
    - If you need to withdraw after the deadline, you must be able to document extenuating circumstances in order to be allowed to do so.
    - You would submit a **late withdrawal request for extenuating circumstances** to the Registrar's website. NOTE: Health issues, military service, and personal hardship are considered valid reasons for a late withdrawal, but poor academic performance, missing deadlines, or legal issues are not.
- **What happens after I withdraw?**
    - After your form is processed, you will be assigned grades of W for all your courses. W grades DO count in your attempted hours but will not affect your GPA
- **Are retroactive withdrawals possible?**
    - You can request a **withdrawal after the end of the academic term**; however, as with late withdrawals, you need to document valid extenuating circumstances in order for your request to be granted.
- **How can I come back to App State after withdrawing?**
    - You will need to apply for **readmission** to return to App State

Refund Policy

Information and/or questions regarding refunds can be found on the **Office of Student Accounts website**. Students may also contact them via email at **studentaccounts@appstate.edu** or call at **828-262-2113**

Dismissal Policy

Students may be sanctioned or dismissed from the Program. Students dismissed from the VTN Program will receive notification via a formal letter from the Director that includes a reason for the sanction or dismissal and information regarding eligibility for readmission, if applicable.

The VTN Program's Academic Performance Standards and expectations of essential behaviors for each standard were developed to ensure clarity of expectations for behavior and achievement and to ensure that students from our program are well-suited for the professional demands, roles, and responsibilities of veterinary medical professionals, acknowledging that the development of competency in every area is progressive, beginning with a basic level of commitment, knowledge, understanding and skill and moving towards an appropriate degree of professional competency in all areas by graduation. Therefore, academic performance expectations will follow this developmental sequence, with increasing competency expected over time.

Student academic performance is monitored throughout the VTN Program. When concerns are noted in any of the areas outlined in the Academic Performance Standards, the Department

will utilize the policies and procedures outlined in the following paragraphs.

The severity of the concern will influence the level of intervention and steps followed. It is important to note that if a Clinical Affiliate Site requests a student be removed, the VTN Program is required to honor the request.

When an academic, behavioral, or professional concern is identified the following steps are strongly recommended: *(Refer to the Student Grievance Policy previously outlined in the Academic Affairs Policies section).*

1. The faculty member and student should attempt to resolve concerns as soon as possible through open discussion of the issues. Possible solutions will be identified, implemented, and documented. Documentation may include email summaries of meetings. The Program Director may serve as resources to assist the student and the faculty member in resolving concerns.
2. If a satisfactory solution is not reached and/or if another issue arises following the meeting with the faculty member and student, the Program Director should be contacted. The faculty member and Program Director may use a variety of documented methods including joint and individual meetings to assist in resolving the problems; efforts to resolve the problems will be documented. Documentation may include email summaries of meetings.
3. If agreeable solutions are not found, the problem is not remedied, or a new problem occurs following consultation with the Program Director, the Program Director will notify the Dean. Possible actions may include but are not limited to the following items. The Dean will determine a course of action and may consult with appropriate University and Department personnel.
   a. Gather more information which may include contact with the student, faculty members, agency, or others;
   b. Conduct a meeting to resolve issues;
   c. Develop a written performance plan;
   d. Remove the student from a Clinical Affiliate Site;
   e. Conduct an Academic Performance Review (APR);
   f. Suspend/dismiss the student.

   NOTE: Any active criminal charge or criminal conviction or active or substantiated violation of the Student Code of Conduct and Academic Integrity Code must be reported to the Program Director. If students have previously earned professional licenses or certifications, they must also notify the Program of any current or past complaints, disciplinary actions, sanctions, and/or suspensions related to those credentials. Failure to meet these reporting requirements may result in an Academic Performance Review and/or dismissal from the VTN Program.

Violence or threat of harm to any human being or animal, cheating, or two documented instances of plagiarism may result in immediate dismissal from the VTN Program. Engaging in conduct that results in dismissal from Clinical Externships may also result in immediate dismissal from the program. Any other actions required by law and/or University policy will also be taken.

Although every effort is made to identify and positively address student concerns as early as possible, the Department may conduct an APR, or take other appropriate action, at any time to address concerns, even if the relevant issues arise late in the student's final semester. Concerns related to student academic performance, behavior, or professionalism can delay awarding the Veterinary Technology degree or lead to dismissal from the program *(refer to Grading Disputes, Resolutions, and Appeals section on p. 33).*

Readmission Policy

Students who have withdrawn, taken a leave of absence, or have been suspended from the university can return through the process of readmission:
https://registrar.appstate.edu/students/readmission/undergraduate-readmission

Curriculum

The curriculum for the VTN Program can be found on the **Veterinary Technology Program of Study** through the Appalachian State University **Bulletin**.

Where do I find the program of study?
- Access the Bulletin
- Select the Undergraduate Bulletin for the current academic year on the left side of the page
- Select "Programs of Study" on the left side of the page
- Scroll to find the "Veterinary Technology, BS" Program of Study under the list of majors

The curriculum below is for the 2025-2026 academic year

Veterinary Technology, BS (923A)

Program Code: 923A
CIP Code: 01.8301

Foundations of American Democracy Requirement (3 Hours)

Foundations of American Democracy Requirement

Three (3) credits of Foundations of American Democracy (FAD) are required for degree completion. Courses that meet this requirement may also be used to meet other major, minor, or General Education requirements.

General Education Requirements (41 Hours)

General Education Requirements (41 Hours)

BIO 1201, BIO 1202, and BIO 1203 (or BIO 1201, BIO 1202, BIO 1204 and BIO 1205 for transfer students) OR CHE 1101-CHE 1110 and CHE 1102-CHE 1120 or CHE 1051-CHE 1053 and CHE

1052-CHE 1054 fulfill the Science Inquiry. MAT 1020 fulfills the Quantitative Literacy requirement. P_H 2000 may also count in General Education.

Major Requirements (79 Hours)

Not including 15 semester hours already counted in General Education Requirements, above

Successful completion of VTN 1030 [with a minimum grade of "C" (2.0)] and VTN 1040 required for major declaration. All VTN prerequisite courses must be completed with a minimum grade of C or higher to enroll in VTN 2998 and VTN 3998.

2.0 cumulative GPA required for graduation. 2.5 major GPA is required for graduation. Major GPA calculation will include all courses taken in the major discipline plus any other courses under Major Requirements. Minimum of 18 semester hours of courses taken to fulfill major requirements must be courses offered by Appalachian.

Veterinary Technology Core Requirements (56 Hours)

- VTN 1030 - Introduction to Veterinary Nursing (3)
- VTN 1040 - Animal Behavior and Handling (3)
- VTN 2010 - Animal Anatomy (3)
- VTN 2020 - Animal Physiology (3)
- VTN 2030 - Small Companion Animal Nursing (3)
- VTN 2050 - Veterinary Surgical Nursing (3)
- VTN 2060 - Veterinary Clinical Pathology I (3)
- VTN 2070 - Large Animal Nursing (3)
- VTN 2080 - Laboratory and Exotic Animal Nursing (2)
- VTN 2998 - Clinical Externship (1-3) **Students must complete a minimum of three semester hours of VTN 2998. Externship registration is to be planned and approved in consultation with the Externship Coordinator.
- VTN 3010 - Introduction to Veterinary Practice Management (2)
- VTN 3020 - Introduction to Veterinary Dentistry (2)
- VTN 3030 - Principles of Veterinary Pharmacology (2)
- VTN 3040 - Veterinary Clinical Pathology II (3)
- VTN 3060 - Veterinary Diagnostic Imaging (3)
- VTN 3070 - Veterinary Anesthesia and Analgesia (3)
- VTN 3080 - Professional Communication Skills in Veterinary Medicine (2) [WID]
- VTN 3100 - Introduction to Veterinary Emergency Medicine (3)

- VTN 3998 - Clinical Externship (1-3) **Students must complete a minimum of three semester hours of VTN 3998. Externship registration is to be planned and approved in consultation with the Externship Coordinator.
- VTN 4300 - Compassionate End of Life Care (1)
- VTN 4800 - Professional Veterinary Technology Capstone (3) [CAP]

Veterinary Studies Focus Area (15 Hours)

In consultation with your advisor, complete VTN 4250 and choose and additional 12 hours from one of the following Focus Areas provided below

Required course for all Focus Areas:

- VTN 4250 - Leadership and Empowered Teams in Veterinary Medicine (3)

Companion Animal Focus Area (Choose 12 hours from course options below)

- VTN 4010 - Veterinary Nursing Care Plan Design: Evidence Based Practices (3)
- VTN 4030 - Advanced Emergency and Critical Care for the Veterinary Technician/Veterinary Nurse (3)
- VTN 4040 - Advanced Veterinary Dentistry for the Veterinary Technician/Veterinary Nurse (3)
- VTN 4060 - Advanced Companion Animal Preventive Care for the Veterinary Technician/Veterinary Nurse (3)
- VTN 4070 - Ultrasound and Advanced Diagnostic Imaging for the Veterinary Technician/Veterinary Nurse (3)
- VTN 4310 - Physical Rehabilitation, Complementary Medicine, and Hospice/Palliative Care for the Veterinary Technician/Veterinary Nurse (3)
- VTN 4330 - Advanced Internal Medicine and Clinical Nutrition for the Veterinary Technician/Veterinary Nurse (3)
- VTN 4998 - Track Specific Clinical Externship (1-3) (Strongly recommended)

Leadership and Veterinary Practice Management Focus Area (Choose 12 hours from course options below)

- VTN 4120 - Foundations of Veterinary Practice Management (3)
- VTN 4130 - Benchmarking, Projecting, & Planning in Veterinary Management (3)

- VTN 4160 - People, Laws, and Ethics in Veterinary Management (3)
- VTN 4170 - Innovation and Application of Veterinary Practice Management Concepts (3)
- VTN 4998 - Track Specific Clinical Externship (1-3) (Strongly recommended)

One Health Focus Area (Choose 12 hours from course options below)

- P_H 2200 - Chronic and Infectious Disease (3)
- P_H 3130 - Environmental Health (3)
- P_H 3600 - Global Public Health (3)
- P_H 4650 - Seminar in Rural Public Health (3)
- VTN 4210 - Advanced Laboratory Animal Nursing Topics for the Veterinary Technician / Nurse (3)
- VTN 4220 - Advanced Large Animal Nursing Topics for the Veterinary Technician/Veterinary Nurse (3)
- VTN 4230 - Advanced Exotic Animal and Wildlife Nursing Topics for the Veterinary Technician/Veterinary Nurse (3)
- VTN 4240 - Veterinary Public Health (3)
- VTN 4998 - Track Specific Clinical Externship (1-3) (Strongly recommended)

Multidisciplinary Focus Area (Choose 12 hours)

(Choose 12 hours from courses listed above within the Companion Animal Focus Area, the Practice Management Focus Area and/or the One Health Focus Area.)

Required Cognate Courses (23 Hours)

Biology (Choose one 8 Hour sequence)

BIO 1201 - Biology in Society I (3)
BIO 1202 - Biology in Society II (3)
BIO 1203 - Biology in Society Laboratory (2)
or
BIO 1801 - Biological Concepts I (4)
BIO 1802 - Biological Concepts II (4)

Chemistry (8 Hours)

CHE 1101 - Introductory Chemistry I (3)
CHE 1110 - Introductory Chemistry Laboratory I (1)
CHE 1102 - Introductory Chemistry II (3)
CHE 1120 - Introductory Chemistry Laboratory II (1)
or
CHE 1051 - Chemistry of Life I (3)
CHE 1053 - Chemistry of Life Laboratory I (1)
CHE 1052 - Chemistry of Life II (3)
CHE 1054 - Chemistry of Life Laboratory II (1)

Mathematics (4 Hours)

- MAT 1020 - College Algebra with Applications (4)
- or
- Higher MAT course (above MAT 1020). If MAT course used is not part of the General Education curriculum, a General Education Quantitative Literacy course may still be required or additional electives may be needed. Please consult your advisor.

Public Health (3 Hours)

- P_H 2000 - Introduction to Public Health (3) [GenEd: SS]

Total Required (120 Hours)

Classroom Policies

Attendance Policy

Appalachian State University Attendance Policy (refer to the "Class Attendance" section of the Academic Regulations in the Bulletin):
https://bulletin.appstate.edu/content.php?catoid=39&navoid=2449#class-attendance

Veterinary Technology Attendance Policy

The VTN Program is an online program with both synchronous and asynchronous courses. Attendance will be evaluated in all courses. The attendance policy for individual courses within the program will be provided in the course syllabus at the beginning of every semester.

Excessive absences and/or or excessive tardies may result in a meeting with the Program Directors. Students will be responsible for engaging with their instructor as soon as an absence is anticipated. Students should send notice of a possible prolonged absence to the Program Directors.

Clinical Externship Attendance Policy
- VTN 2998 (Clinical Externship 1), VTN 3998 (Clinical Externship 2), and VTN 4998 (Optional Clinical Externship 3) are the hands-on portion of the program and attendance will be accounted for as it would for a traditional employment. Students will be expected to show up on time and ready to work at their scheduled clinical rotation. Significant absences may result in a failing grade.

Fall and Spring Semester Lecture Course Attendance Policy (16 week semester)
- Significant Absences: Two total missed synchronous Zoom meetings or two missed assignments and/or quizzes in asynchronous courses. When this occurs, students will be required to meet with the faculty member. If there is no response, the student will be referred to the Appalachian State University Early Intervention Team (EIT).
- Excessive Absences: Three or more total missed synchronous Zoom meetings or three or more missed assignments and/or quizzes in asynchronous courses. When this occurs, students will be referred to EIT.

Summer Semester Lecture Course Attendance Policy (10 week semester)
- Significant Absences: One total missed synchronous Zoom meeting or one missed assignment and/or quiz in asynchronous courses. When this occurs, students will be required to meet with the faculty member. If there is no response, the student will be referred to EIT.

- Excessive Absences: Two or more total missed synchronous Zoom meetings or two or more missed assignments and/or quizzes in asynchronous courses. When this occurs, students will be referred to EIT.

All exams will be proctored virtually and attendance is required. More information will be provided on the individual course syllabus.

For hospitalization, death in the family, or other extenuating circumstances, students should contact the Program Director *AND* the **Office of the Dean of Students**
- Case Management FAQs for students: **https://casemanagement.appstate.edu/pagesmith/14**

To report an absence to the Office of the Dean of Students:
- **Class Absence Notification Information**
- **Class Absence Notification Online Form**

Late/Make-Up Assignments
Late assignments will be accepted for extenuating circumstances with a point deduction when proper communication is conducted following the student handbook. All assignments are expected to be submitted on time. If an assignment is submitted late for extenuating circumstances, a 50% deduction will be taken from the total points. No assignment will be accepted after 7 days past the due date and a zero will be given.

Online Program Etiquette and Expectations

Failure to adhere to proper Zoom etiquette may result in points being deducted from your grade as determined by the instructor and may also result in meeting with faculty and administration. As a general rule, if you wouldn't do it in an in-person class, don't do it in the Zoom lecture. Please talk to your instructor first if you have questions.

- Log onto your Zoom meeting and AsULearn course site 10 minutes before class starts to ensure time to troubleshoot any technical issues before class. If these occur, directly communicate with your instructor (e.g. send them an email)
- Mute your microphone if you aren't talking to limit background noise. Unmute and identify yourself (it is hard to tell who is talking) when talking/asking questions/answering questions and then put yourself back on mute to prevent feedback. When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.
- Turn on video and ensure your entire face is visible. Camera should be on at all times except for on break. Keep the camera focused at eye level and be centered in your frame.

- Be mindful of your background lighting. If you are sitting in front of a window, your silhouette may be completely darkened by the light coming through the window. Your overhead light also might need to be turned off or dimmed as well. Please feel free to blur your background or use an appropriate filter for your background.
- Use your preferred name on you Zoom screen
- Be on time and prepared
- If you need to step away from the computer for an extended period of time, please send a brief chat to the instructor informing them of your need to step away
- Only post chat messages relevant to the lessons
- Remain engaged in the lecture and class activities the entire time
  - Limit distractions as much as possible. It is recommended that students turn off notifications or minimize running apps and mute phones.
  - Try to log online to our class meeting from a quiet, distraction-free environment.
  - Zooming while driving or doing errands is not acceptable.
  - Avoid multitasking such as homework assignments, emails, text messaging, side conversations
- Have a plan for taking notes (paper and pencil, digital notepad, Word/Pages doc). Jot down questions as you listen to lectures to either ask the instructor or email them questions later

Online Education Expectations

1. Check your App State University email daily for announcements and other communications.
2. Log into AsULearn every day before your scheduled class time.
3. Be in your "Virtual" Zoom Classroom during your scheduled time. You should not be at work during these times or have any other scheduled events/appointments. Work schedules will not be considered as a reason to miss class.
4. When you enter the Zoom classroom, type a greeting (*Hello*!) in the Chat box. When you leave the Zoom classroom, type a farewell (*Goodbye*!).
5. Every class has "outside hours" that include homework, reading assignments, projects, and studying for quizzes, just as they would on campus. Plan on allocating an average of 1-2 hours per credit hours per week, in addition to class time.
6. Check in the Instructor tab in AsULearn for the office hours and contact information for your instructor. This may include email, Google Hangouts, Zoom, or other channels.
7. It is your responsibility to communicate directly with your instructor on absences, late attendance, having to leave early, and make up quizzes or lab skills.
8. Communication needs to be timely. If you are going to miss assignments for unforeseen circumstances, email prior to the day of class. Last-minute communication should be limited to emergencies and illnesses. *Failure to plan is not considered an emergency.*
9. Email etiquette: Every email should have an address (who you are writing to), body with correct basic punctuation and grammar, and a signature. Be appropriate in your email

communications (as if you were in a job communicating with an employer or client).

10. Reach out with questions – it's our #1 job to support you in your success. It's *your* job to take the initiative to ask for help! **DO NOT WAIT UNTIL THE LAST MINUTE TO LET US KNOW YOU ARE HAVING DIFFICULTIES. THE EARLIER WE CAN HELP THE BETTER YOU WILL DO.**

Netiquette

"Netiquette" is the term used to describe rules of courtesy in using electronic communication. These rules are intended to help use the medium effectively and considerately. The ideas below are intended to help with electronic class discussion. When communicating in an online course you are addressing a group of people. The following guidelines will help you to communicate effectively.

1. Don't share confidential information.
2. Use the subject line to identify the content of the message.
3. Stay up-to-date on forum postings by reading them regularly.
4. Always comply with copyright by citing your references when posting online content.
5. Use individual email for messages to individuals rather than tying up the group list.
6. Do not forward emails or discussion forum postings without asking permission from the original author.
7. Avoid using all capital letters in your text. This is considered 'shouting' in the online classroom.
8. Aim for clarity and readability in your text.
9. Use proper English and remember to spell check.
10. If you do not understand the assignment's directions or the posts of your classmates don't be afraid to ask for clarification.
11. The online classroom is a community of learners. Participate actively in the community and reach out to your classmates with a helping hand.

Faculty and Staff Communication Expectations

The VTN Program encourages you to make contact with and get to know your instructors and administrative staff in the department. They are here to help you. We ask you to please be aware of the following guidelines:

1. Faculty and staff will be available via email during business hours Monday-Friday, except for university holidays and closures. In most circumstances, students can expect a reply within one business day.
2. Virtual Office Hours for individual faculty will be posted on AsULearn.
3. Please use your App State email when corresponding with faculty and staff
4. Please check the course site or syllabus prior to emailing with a question regarding class.
5. Faculty will have the desired method of contact listed in their individual course syllabus

Note-Taking Expectations

Students enrolled in the Veterinary Technology Program at Appalachian State University are strongly encouraged to take thorough, organized notes throughout each VTN course. These notes are not only essential for reinforcing course content but will also serve as a valuable reference for future coursework, clinical externship experiences, and preparation for the Veterinary Technician National Examination (VTNE).

Please be advised that access to individual VTN course materials, including lecture PowerPoints and other resources, will not be available after the conclusion of each course. Therefore, maintaining comprehensive personal notes is critical to continued academic and professional success within the program and in the veterinary field.

Students are responsible for tracking and organizing their own notes throughout the duration of the program.

Grading Policies

Students must earn a 2.0 cumulative GPA and a 2.5 major GPA for graduation. All VTN prerequisite courses must be completed with a minimum grade of C or higher to enroll in the clinical externships (VTN 2998 and VTN 3998)

Grading Scale

A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	< 60%

Grading Disputes, Resolutions, and Appeals

Students who believe that the final grade earned in a course is arbitrary or inaccurate must follow the following procedure:
1. Discuss concerns with instructor directly
2. If unable to resolve, elevate concerns to the Program Director
3. If still unable to resolve, follow the remaining steps in the **Final Grade Appeal Procedure**

Clinical Externship Policies and Requirements

Professionalism

Students are expected to conduct themselves in a professional manner at all times while they are enrolled as a student in the VTN Program. This includes both online behavior in courses, and in-person behavior in clinical rotations.

If a student has a complaint regarding grades or classroom activity, they should first try to resolve the complaint with the faculty member. If this does not end in favorable resolution, the complaint should be brought to the attention of the Assistant Program Director and/or Program Director.

If a student has a complaint concerning another student, they should first try to resolve the complaint with that student directly. If this does not end in a favorable resolution, the complaint should be brought to the attention of the faculty member/faculty evaluator for your section of the clinical externship you are experiencing the issue in.

Students are expected to treat all persons and animals with courtesy, compassion, and respect.

Students are expected to be in proper uniform during their clinical rotations

Social Media Policy

No animals from a clinical site should have their image taken or posted on a personal social media site.

Dress Code Policy

Appalachian State University Veterinary Technology students are required to apply the dress code policy to clinical sites as indicated below. It is important that the students wear the appropriate uniform. Please contact the Clinicals Team (Leigha Wright and Dr. Jason Stanhill) with any questions.

When participating in clinical externships, please be aware that you are representing yourself, Appalachian State University, and your clinical site. Please be courteous and respectful.

Attire - Professional attire appropriate for the field helps to protect the student and demonstrate professionalism
- Scrub top and pants
- App State ID card & lanyard
- Scrub jacket/Lab coat
- No jeans allowed
- All pants must be hemmed and not drag on the floor
- No shorts allowed (pants must come down to the ankle)
- No crop top (tummy revealing) shirts
- Uniforms are clean
- Solid colored T-shirt or turtleneck may be worn underneath scrub top
- No undergarments may show from outside of uniform (including boxer shorts)

Shoes - Footwear appropriate for clinical settings helps avoid potential injury to the student
- Closed-toe, non-fabric shoes or sneakers
- No slip soles
- No Crocs, clogs, or sandals

Hair and Nails - Maintaining appropriate hair and nail practices decreases the potential transmission of disease or infection via fomites or harmful microorganisms
- Students should wash hair regularly, especially after work in the clinical setting
- Shoulder length hair or longer hair should be tied or pinned back
- Fingernails should be kept short and clean
  - Nails should not be visible over the palm of hand
- No artificial nails

Fragrances - Students should refrain from the use of fragrances to avoid causing additional fear, anxiety, and stress in feline patients

Jewelry - Safe jewelry-wearing practices must be followed to avoid potential injury to the student
- One finger ring or combination of engagement and wedding ring per hand
  - Silicon bands are highly recommended
- An analog wrist-watch with a sweeping second hand is required
- Only small piercing jewelry may be worn
  - No hoops in either face or ear piercings

Clinical sites may have their own dress code requirements. All students are required to comply with their clinical site policies and requirements. In the event of a conflict between this dress code and those at a student's clinical site or if a student has questions concerning the requirements please contact the Clinicals Team (Leigha Wright and Dr. Jason Stanhill).

Clinicals and Essential Skills

Clinical Rotations
- Clinical Externships (VTN 2998, VTN 3998, VTN 4998) will occur at approved veterinary clinical affiliate sites in the students' region.
- During these rotations, students will participate in the day-to-day running of the facility while completing their hands-on essential skills.
- Students will report to a DVM/VMD and/or Credentialed Veterinary Technician that is a graduate of an AVMA accredited program within the clinical site, and the program's Clinicals Team.
- If a student would like to request the approval of a specific clinical site close to them, the student will need to reach out to the Clinicals Team a minimum of six (6) months before the start of their Clinical Externship.

Essential Skills
- Students are required to complete all required essential skills provided by the AVMA-CVTEA: **https://www.avma.org/education/center-for-veterinary-accreditation/committee-veterinary-technician-education-activities/cvtea-accreditation-policies-and-procedures-appendix-g**
- All didactic skills will be learned during the students' online courses.
- All psychomotor skills will be completed during the students' clinical rotations.

Performance Standards

1. Assimilate knowledge acquired in classroom and clinical experience, including lecture, discussion, skill performance, reading, and theory application
2. Comprehend and implement accurate mathematical skills (e.g., ratio and proportion concepts, use of conversion tables, and drug dose and solution calculations).
3. Communicate clearly, accurately, and appropriately (orally and in writing).
4. Aptitude for attention to detail, careful observation, and accurate record keeping.
5. Accurately read charts, syringes, records, scales, small print, handwritten notations, and be able to distinguish colors.
6. Accurately distinguish tonal difference and use a variety of communication devices (e.g., telephone, alarms, computer tones, beepers, etc.)
7. Accurately distinguish voices while wearing masks for effective communication.
8. Accurately distinguish odors
9. Accurately demonstrate ability to perceive and identify a variety of tactile stimuli (e.g., temperature, texture, moisture, pain, etc.)

10. Demonstrate unassisted ability to therapeutically and safely lift, hold, and mobilize patients and/or loads of 50 lbs.
11. Ambulate unassisted for up to four hours at a time.
12. Safely and therapeutically, maneuver in small spaces.
13. Demonstrate appropriate manual dexterity to accurately manipulate devices and equipment such as, but not limited to, muzzles, syringes, infusion pumps, scales, laboratory equipment, anesthesia machines, and monitoring devices.
14. Establish and maintain therapeutic interpersonal relationships with diverse clients, coworkers, and fellow students.
15. Establish and maintain collegial relationships with peers, faculty, and other health care professionals.
16. Social skills suited to exhibit respect, concern, and compassion for both animals and humans.
17. Possess the capacity to make independent decisions, be creative, adaptable, and resourceful, as well as believe in the highest standards of care and uphold the values of personal responsibility, honesty, integrity, ethical behavior, trust, and professionalism.
18. Demonstrate the ability to be in close proximity and/or physical contact with a variety of animal species for extended periods, including the ability to tolerate frequent exposure to animal hair, dander and many other potential allergens.
19. Amenable to learning to safely handle, restrain, and work with any species of domestic and exotic animals that may be sick, injured, fractious, or aggressive.
20. Willingness to assist with or perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting; including humane euthanasia.
21. Understanding of the requirement to work with and around potential fractious animals, hazardous chemicals, compressed gasses, pharmaceuticals, sharp objects, radiation, and biohazards.
22. Ability to tolerate frequent exposure to loud noise, odors, invasive medical, surgical and diagnostic procedures, potentially fractious animals, sharp objects, hazardous chemicals, compressed gasses, pharmaceuticals (including controlled substances), radiation and biohazards during the routine practice of veterinary medicine.
23. A student whose work or conduct is deemed unsafe or detrimental to patients or other students will not be permitted to continue with class and/or clinical rotations.
24. If there is reasonable suspicion that a student is suspected of being under the influence of drugs or alcohol while in the clinical setting, the student will be referred to the Program Director and can potentially be pulled out of their clinical rotation.

These standards do not prohibit a student from admittance within the program, but should be used as success points for completion of the program. For any questions or concerns regarding the above standards, please contact the Program Director and/or the **Office of Access and Opportunity: Equal Opportunity**.

Required Supplies and Equipment List

- Stethoscope
  - Required: Dual bells for multiple species
  - Recommended: 3M Littmann Classic III Stethoscope
- Uniform *(refer to Dress Code Policy)*

- Bandage scissors
  - Recommended: Size-6 inches and stainless steel
- Computer
- Webcam
- Small notebook (recommended)
- Pen - black and blue ink
- Sharpie - black
- Pocket calculator (recommended)
- Nurse Tool Belt (recommended)

Background Check Policy

Criminal background checks (CBCs) are required by the VTN Program. Students must complete a CBC prior to each clinical externship placement. Students are responsible for paying the minimal fee (usually $10-20). University typically uses Certiphi as a CBC provider. Students entering clinical externship placements will receive an email from Certiphi at studentedition@certiphi.com and will be required to follow the instructions listed in the email to complete their Criminal Background Check prior to starting clinical externships. If you have not received an email from Certiphi within two weeks of the email notification, please check your spam first, then notify the Clinicals Team.

If you have received the email from Certiphi, complete your CBC within two weeks of receiving the email. If you are unable to do so, please let the Clinical Coordinator know. Based on the CBC results, students may be required to meet with the Clinicals Team and/or the Program Director in order to be permitted to move forward in the placement process or may not be permitted to engage in the externship. Registration for the clinical externship will not occur until the CBC is completed and concerns are addressed or resolved.

Proof of a background check is required of all students prior to enrollment in a student's first clinical externship. Felonies and misdemeanors particularly drug related may affect eligibility to become licensed in your state and progression in the program. Please contact the Program Director and Assistant Program Director with any questions.

For faculty/staff ONLY: There is a feature to request a background check for students as their record is submitted in the Internship Inventory. It is processed through Certiphi. More information can be found under Background Checks and Drug Panels:
https://careers.appstate.edu/faculty-staff-internship-resources

Health, Immunization, and Safety Policies

Appalachian State University Student Liability Plan

Appalachian State University requires professional and general liability coverage for all students enrolled in internship, field experience, practicum, clinical, and student teaching experiences. Therefore, the University has assisted by locating a cost-effective policy for students to purchase for this purpose. The premium for this coverage is charged to each student's account upon enrollment in the internship, field experience, practicum, clinical, or student teaching course.

> If the student is enrolled in a course not designated as an Internship (INT), Practicum (PRA), Field Experience (FLD), Clinical (CLN) or Student Teaching (ST), but the course has an experiential component embedded in the curriculum with students applying their skills on-site in a manner similar to internships, such courses will also carry the insurance requirement. The premium for this coverage is charged to each student's account upon enrollment.

> Upon enrollment in Clinical Externships (VTN 2998,VTN 3998, VTN 4998), students will be entered into the Internship Inventory. Please read more on the website: **https://careers.appstate.edu/insurance**

Aggressive Animal Policy

Students who are in their clinical rotations can refuse to work with an aggressive animal with whom they feel their skills are not honed enough to properly and safely interact. In this case, the student should inform their clinical externship supervisor/preceptor (DVM or credentialed veterinary technician) when faced with an animal displaying aggressive behaviors. The clinical externship supervisor and/or the program Clinicals Team (on an as-needed basis) will instruct the student on how to proceed.

Bite and Scratch Policy

Students who are in their clinical rotations who receive a bite and/or scratch from an animal and/or any injury from an animal will need to inform their clinical externship supervisor and the program Clinicals Team. Students should follow the following procedure of how to handle these situations:
- Student should inform the clinical externship supervisor of bite/scratch/injury
- Student and clinical externship supervisor should perform the necessary first aid required to obtain a handle on the injury

- ○ Call emergency services (911) if necessary
- ○ Wash the injured area with soap and water for a minimum of 15 minutes
- ○ Lightly and carefully bandage the injured area
- ○ Students are advised to seek the serves of a physician or qualified medical professional for any wounds that break skin
- Once the bite/scratch/injury has been handled, the student is required to report the incident to the Clinicals Team and complete an Appalachian State University Incident Report within 24 hours: **https://veoci.com/v/p/form/gbp9hb993zd5?c=194273**

Emergency Planning

Appalachian State University has a full disaster recovery plan in place as well as a completed set of rigorous warning preparedness criteria established by the National Weather Service to earn the distinction of being a StormReady® University

Students can find the emergency plans for various specific emergency situations on the App State Emergency Preparedness website: **https://emergency.appstate.edu/emergencies**

Whistleblower Policy

The Appalachian State University Veterinary Technology Program is committed to ensuring that animals used by personnel and students on behalf of the University are treated in a humane, ethical manner and in accordance with federal, state, and local regulations.

Individuals aware of potential violations to animal care and use regulations or who observe misuse or mistreatment of animals are strongly encouraged to report their concerns.

In accordance with federal laws, individuals reporting animal welfare concerns may do so without fear of discrimination or reprisal. Confidentiality of the individual raising the concern will be preserved to the extent necessary to conduct the review. Complaints may be submitted in writing or reported verbally. The complaint should include a factual description of the event with the date, time, location, animal species, identification of animals, specific care or handling concerns, and other relevant details. Anonymous complaints are also acceptable.

Complaints or concerns may be submitted to the following individuals:

Veterinary Technology Program Director
Phone: (828) 262-6320
Email: serlingja@appstate.edu
Form: **https://forms.gle/gnKuCh24nmTosCs77**

Vice Provost of Research
Phone: (828) 262-8557
Form: https://researchprotections.appstate.edu/contact/report-concern

Occupational Health Policies

The safety of students, faculty, and staff is a paramount concern of the Appalachian State University Veterinary Technology program. This statement is being provided to inform students enrolled in the Veterinary Technology program about occupational health and safety concerns they may encounter in live animal handling courses (clinical externships).

All students who enroll in any live animal handling course (VTN 2998, VTN 3998, VTN 4998) are required to read, understand, and adhere to all departmental safety rules and requirements before and during any work in any animal healthcare and/or veterinary clinical setting. All students shall wear appropriate personal protective equipment (PPE) for the activities in accordance with the policies of the veterinary clinical site and the instructor of record. Students should immediately report any accident or injury to both their clinical site supervisor and their instructor(s). The safety precautions in place are to be followed by all students as they significantly minimize health and safety risks for everyone participating in live animal handling activities.

Students with Medical Conditions and Pregnancy

Live animal handling courses may present hazards that are not encountered in other classes. Students are not legally required to disclose any medical condition or pregnancy to the program or University. Students who have temporary impairments/injuries, medical conditions, including but not limited to certain respiratory issues, allergies, or pregnancy, may need to seek reasonable accommodations to ensure further risk mitigation during live animal handling courses. While exposure levels to chemicals and other hazards commonly encountered in veterinary healthcare settings may pose low or no risk to an adult, they can pose a significantly higher level of risk to students with certain medical conditions or to a developing embryo or fetus. The toxicological properties of many chemicals are not well studied, and often it is not known what exposure level is acceptable for students with underlying medical issues. This is especially true for pregnant students if the chemicals are mutagenic (cause damage to chromosomes) or teratogenic (cause birth defects and/or fetal death).

Additional information on chemicals and other hazards commonly encountered in veterinary healthcare settings can be made available upon request to the Clinicals Team.

Where can I find more information about pregnancy and the veterinary profession?

[Compendium of Veterinary Standard Precautions: Zoonotic Disease Prevention in Veterinary Personnel](#)

Process to Seek Accommodations

Any student enrolled in or wishing to enroll in a live animal handling course that has an underlying medical condition or concern, has allergies, respiratory issues, is pregnant, nursing, or anticipates becoming pregnant while taking the live animal handling course should discuss the possible risks of exposure to chemicals and other hazards with their personal physician. If a student needs accommodation to participate in any live animal handling course, they should reach out to the **[Office of Access and Opportunity: Disability Resources](#)** for assistance. ODR engages in a collaborative process and considers each individual's condition, the request, and the essential elements of Appalachian State University programs, services and activities in determining eligibility. Accommodations are determined individually and are intended to remove disability related barriers to ensure equal opportunities for participation. Accommodations may include appropriate academic adjustments, auxiliary aids/services, modifications to policies/procedures, and reasonable workplace accommodations. By following the safety precautions in all live animal handling settings, students will ensure that there is no unnecessary occupational health exposure that would cause injury to the student or others.

Additional Information about Potential Hazards

- Ionizing Radiation - **[https://www.cdc.gov/niosh/reproductive-health/prevention/ionizing-radiation.html?CDC_AAref_Val=https://www.cdc.gov/niosh/topics/repro/ionizingradiation.html](#)**
  - Exposure to ionizing radiation while pregnant may increase risks of birth defects or miscarriage. Risks vary based on dosage of radiation and stage of pregnancy during exposure.
- Zoonotic diseases and infectious agents - -**[https://www.cdc.gov/one-health/about/about-zoonotic-diseases.html](#)** -**[https://www.cdc.gov/niosh/reproductive-health/prevention/infectious.html?CDC_AAref_Val=https://www.cdc.gov/niosh/topics/repro/infectious.html](#)** -**[http://www.nasphv.org/Documents/VeterinaryStandardPrecautions.pdf](#)**
  - Veterinary professionals may encounter zoonotic bacteria, fungi, parasites, and viruses in professional settings. Some of these infectious agents may present specific risks to pregnant women and/or the developing fetus.
  - Organisms of concern to pregnant women include, but are not limited to, *Toxoplasma, Brucella, Salmonella, Cryptosporidia, Listeria, Chlamydophila psittaci, Coxiella burnetii*, and Lymphocytic Choriomeningitis Virus.
  - Students who are pregnant should contact their supervising faculty and take appropriate precautions if they believe they have been in contact with a suspect or confirmed case of these infections.

- Chemicals
  - Anesthetic Gases - **https://www.cdc.gov/niosh/reproductive-health/prevention/anesthetic-gases.html?CDC_AAref_Val=https://www.cdc.gov/niosh/topics/repro/anestheticgases.html**
    - Pregnant women exposed to waste anesthetic gases may have an increased risk of miscarriage. Decisions regarding pregnant student exposure to anesthetic gasses, including normal waste gasses during anesthetic procedures or patients recovering from anesthesia, should be made in conjunction with the student's physician.
    - Students may wear a respirator during periods of potential exposure to waste anesthetic gasses as directed by their physician.
  - Formaldehyde - **https://www.cdc.gov/niosh/reproductive-health/prevention/formaldehyde.html?CDC_AAref_Val=https://www.cdc.gov/niosh/topics/repro/formaldehyde.html**
    - Working with formaldehyde (and closely related formalin and glutaraldehyde) while pregnant may increase chances of miscarriage.
    - A student may wear a respirator during periods of potential exposure to formaldehyde as directed by their physician.
  - Chemotherapeutic agents - **https://www.cdc.gov/niosh/reproductive-health/prevention/antineoplastic.html?CDC_AAref_Val=https://www.cdc.gov/niosh/topics/repro/antineoplastic.html**
    - Working with certain chemotherapeutic agents during pregnancy could increase chances of fetal loss or miscarriage, fetal defects, preterm births, or learning disabilities in children exposed during pregnancy.
  - Exogenous hormones (e.g. prostaglandins, oxytocin)
    - Veterinary professionals routinely work with exogenous hormones that affect reproductive organs of animals and people. Exposure to these types of compounds may increase risks for fetal loss and miscarriage.
    - Students should talk with their supervising faculty in cases where these compounds are administered to patients.
    - When working with these compounds, students should wear personal protective equipment to avoid contact.

Rabies Policy

Rabies Vaccination

The Veterinary Technology Program requires that students are vaccinated for rabies with the human-approved rabies prophylaxis vaccination before handling live animals. The vaccination is to be performed either through a personal physician or the student's state health department at the sole expense of the individual student. In some cases, insurance may cover part or all of the expense; it is highly encouraged to explore individual coverage for the rabies vaccination. Students will need to provide proof of immunization prior to handling live animals. Failure to obtain this vaccination will result in an inability to enroll in clinical externship courses (VTN 2998, VTN 3998, and VTN 4998).

The rabies prophylaxis vaccination is composed of a series of two vaccinations, Day Zero and Day Seven. It is strongly advised for students to complete the rabies prophylaxis vaccination series prior to the start of the VTN Program and is required prior to the start of clinical externship courses. Proof of vaccination will be required prior to handling live animals in clinical externship courses (VTN 2998, VTN 3998, and VTN 4998). If a student has already received the pre-exposure rabies vaccine, an official lab report showing immunity by positive blood titer for rabies antibodies within the previous three (3) years must be provided.

Per CDC guidelines, individuals who received the 2-dose vaccination series require a titer check between one (1) and three (3) years following the first 2-dose vaccination. Currently, CDC's Advisory Committee on Immunization Practices (ACIP) guidelines recommend individuals in high-risk professions, such as veterinary technicians, obtain a titer check every two (2) years to determine and maintain efficacy. Without vaccination, an individual is at risk of contracting the rabies virus infection, which is a fatal disease.Please visit this CDC web page as part of this information policy document:
https://www.cdc.gov/vaccines/hcp/current-vis/rabies.html?CDC_AAref_Val=https://www.cdc.gov/vaccines/hcp/vis/vis-statements/rabies.html

Students requesting a waiver of the rabies requirement for medical or religious reasons should contact the **Office of Access and Opportunity: Equal Opportunity**.

A student who declines the pre-exposure rabies vaccine or is unable to complete the vaccine series requirements and has not been granted a waiver will be able to progress through the program, but will not be able to enroll in clinical externship courses — a minimum of 240 cumulative contact hours of practical veterinary experience is a requirement for graduation from an AVMA CVTEA accredited Veterinary Technology program.

AVMA CVTEA Rabies Policy

The AVMA CVTEA requires compliance with the following standard to decrease the potential of human exposure to the Rabies virus:

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

Rabies in the United States: Protecting Public Health (includes human rabies surveillance and weekly reports of morbidity and mortality):
https://www.cdc.gov/rabies/php/protecting-public-health/index.html

Reasoning/Justification:
- Rabies is a viral disease with a close to 100% mortality rate in people or animals that contract this disease. The program's curriculum exposes students to a variety of animals in different settings for hands-on clinical experience and, in many cases, students may come in contact with animals that may have not been vaccinated against rabies or that have unknown vaccination histories.
- The AVMA CVTEA accreditation body requires all programs to have a policy that either includes a requirement that all students be vaccinated against rabies or implement a comprehensive rabies mitigation protocol. Our program has elected to require rabies vaccination for all students.
- By receiving the vaccine while in the program, students will be well prepared for the workforce and possibly have an advantage over other applicants who have not received the vaccine series.

Rabies in humans can be prevented either by eliminating exposures to rabid animals or by providing exposed persons with prompt local treatment of wounds combined with appropriate postexposure prophylaxis (including both passive antibody administration and active immunization with cell culture vaccines). In addition, pre-exposure vaccination should be offered to persons in high-risk groups, such as veterinarians, animal handlers, and certain laboratory workers.

Benefits of pre-exposure rabies vaccination for the veterinary healthcare team:
- Pre-exposure rabies vaccination does not eliminate the need for additional treatment after rabies exposure. However, it does eliminate the need for post- exposure rabies immunoglobulin administration and decreases the number of post-exposure doses of vaccine needed. Pre-exposure prophylaxis also may provide protection if post-exposure rabies treatment is delayed or if rabies exposure is unrecognized.
- The active antibody response develops in approximately 7–10 days, and detectable rabies virus-neutralizing antibodies generally persist for several years. The duration of protection varies, so regular titers are necessary to assess the need for a booster

vaccination. According to the ACIP guidelines: "Although virus neutralizing antibody levels might not definitively determine a person's susceptibility or protection from a rabies virus exposure, titers in persons at risk for exposure are used to monitor the relative rabies immune status over time. To ensure the presence of a primed immune response over time among persons at higher than normal risk for exposure, titers should be checked periodically, with booster doses administered only as needed."

Fully vaccinated animal - Animals that have been held for twenty-eight (28) days after their first rabies vaccine to allow for seroconversion according to the CDC. Animals previously vaccinated against rabies are considered fully vaccinated immediately after their booster vaccine is given if their booster vaccine is given on schedule.

Fully vaccinated students/staff/faculty - People are considered fully vaccinated after they have completed their initial Rabies vaccine series (2-dose series given at days 0 and 7) plus either (a) a 1-dose booster between 3 weeks and 3 years following the first vaccine in the 2-dose series or (b) a one-time titer check after 1 year and up to 3 years following the first 2-dose series.

Rabies Vaccination Requirement for ALL Veterinary Technology Program students

Rabies pre-exposure or prophylactic proof of vaccination (PrEP) is required of all students prior to beginning VTN 2998 Clinical Externship. Documentation showing a student has received the vaccination is required to be provided to the Clinical Coordinator prior to the first clinical externship.

Vaccinations can be obtained from your local physician or from local pharmacies. It is highly recommended that you call first to inquire about the availability as many do not carry this vaccine in stock and it must be ordered. Additionally, Passport Health Clinics also administer the vaccine but again it is recommended to call first to ensure availability - **https://www.passporthealthusa.com/**

The CDC defines veterinary technicians as a Risk Category 3 since they interact with, or are at higher risk to interact with, mammals other than bats that could be rabid, for a period longer than three (3) years after they receive PrEP.

The following is the schedule for Rabies Vaccinations: 2 doses, days 0 and 7

PLUS

● Either a one-time titer check between one (1) and three (3) years after receiving the first 2-dose vaccination

OR

● A one-dose booster between three (3) weeks and three (3) years following the first vaccine in the 2-dose vaccination

Previously vaccinated individuals:

Previous vaccination may serve as justification; however, individuals vaccinated two (2) years or more prior to entering the program must produce titer results documenting immunity. These results must be obtained within the six (6) month period prior to the first day of the clinical externships (VTN 2998, VTN 3998, VTN 4998). Titer levels greater than 0.11 IU/mL are recommended by the CDC ACIP as evidence that an individual still has a detectable level of rabies virus-neutralizing antibodies. At this level, an immune-competent individual would be expected to mount a rapid response to a booster dose of rabies vaccine in the event of an exposure, precluding the need for rabies immune globulin during post-exposure prophylaxis. If a person with an occupational risk of rabies virus exposure does not have evidence of rabies virus neutralizing antibodies at a titer lower than WHO and CDC recommendations (>0.11 IU/mL), then they should receive a single booster dose of rabies vaccine. This booster must be completed prior to the first day of live animal handling in any clinical externship course.

**** *Individual Clinical Sites may require other vaccinations*

Student Chapter of National Association of Veterinary Technicians in America (NAVTA)

Student Membership Information

From the NAVTA website: **https://navta.net/students/**

Student Chapters of NAVTA (SCNAVTA) enable students to experience the responsibilities that go along with being a member of the profession.

Benefits to a Student Chapter of NAVTA:
- Enables students to become more active in the community by participating in and providing a variety of public education.
- Provides students with responsibilities allowing them to become a more professional and productive member of the veterinary team.
- Introduces new/incoming students to the career, while at the same time forming a strong bond with mentoring senior students.
- Creates a well rounded veterinary technician/nurse.

The Appalachian State University Veterinary Technology Program has developed a SCNAVTA and it is highly encouraged that students participate in virtual and potentially regional in-person events. This is an excellent way to have a sense of belonging and build life-long friendships as well as develop professional contacts. Despite being a nationwide program, the veterinary community is small.