

MERCY UNIVERSITY VETERINARY TECHNOLOGY PROGRAM 2026 – 2027 STUDENT HANDBOOK



Main Hall, Room 327
555 Broadway
Dobbs Ferry, New York 10522
Telephone: (914) 674-7530
VT office e-mail: vtprogram@mercy.edu



CONTENTS

PROGRAM MISSION STATEMENT	4
INTRODUCTION	4
NON-DISCRIMINATION STATEMENT	5
HISTORY AND STRUCTURE OF THE PROGRAM	5
THE VETERINARY TECHNOLOGY MAJOR	6
CURRICULUM FOR THE VETERINARY TECHNOLOGY MAJOR	7
VETERINARY TECHNOLOGY PROGRAM ADMISSION CRITERIA (as of fall 2018)	9
VETERINARY TECHNOLOGY MAJOR STANDARDS	10
VETERINARY TECHNOLOGY STUDENT ESSENTIAL SKILLS	11
STUDENTS INTERESTED IN APPLYING TO VETERINARY MEDICAL SCHOOL	11
PRE-VETERINARY MEDICAL SCHOOL OPTIONAL ELECTIVE COURSE BLOCK	13
MINIMAL TECHNICAL STANDARDS, SKILLS, AND ABILITIES	14
RABIES IMMUNIZATION	14
GENERAL INFORMATION AND PROGRAM POLICIES	15
REQUIREMENTS FOR ETHICAL AND PROFESSIONAL BEHAVIOR	17
SPECIAL NOTE ABOUT MICROBIOLOGY COURSES ACCEPTED IN TRANSFER	20
SPECIAL NOTE ABOUT VETC 375 PRINCIPLES OF LARGE ANIMAL MEDICINE	20
SPECIAL NOTE ABOUT VETC 360 FUNDAMENTALS OF ANIMAL RESEARCH	21
SPECIAL NOTE ABOUT SUMMER COURSES	22
PROGRAM COMMUNICATIONS	22
VETERINARY TECHNOLOGY PROGRAM ESSENTIAL SKILLS LIST PROTOCOL (as of fall 2018)	22
GRADING SCALE	23
GRADES OF "INCOMPLETE"	24
BLACKBOARD	25
BLACKBOARD STUDENT HANDBOOK AND COURSE OUTLINE QUIZZES	25
SCHEDULING AND ATTENDANCE POLICIES	26
STUDENT PREPAREDNESS FOR LABORATORIES OR CLINICAL PRACTICUMS	27
USE OF RECORDING AND/OR ELECTRONIC DEVICES	27
ARTIFICIAL INTELLIGENCE (AI) ETHICAL USE POLICY	28
POLICIES ON VISITORS TO CLASS	28
ADVISING	28
POLICIES REGARDING EXAMINATIONS AND QUIZZES	29



MERCY UNIVERSITY ACADEMIC INTEGRITY POLICY	30
TUTORING AND ACADEMIC SUPPORT	31
EXTERNSHIPS	31
EXTERNSHIP MEDICAL INSURANCE REQUIREMENT	31
EXTERNSHIP ATTENDANCE POLICIES	31
EXTERNSHIP PLACEMENT AND SCHEDULING	31
CONFLICT OF INTEREST AND EXTERNSHIP PLACEMENT	32
DISMISSAL FROM OR FAILURE OF EXTERNSHIP	33
MARIJUANA STATEMENT	34
ANIMAL CARE REGULATIONS	34
POLICY FOR INVESTIGATING AND RESPONDING TO COMPLAINTS OF INAPPROPRIATE ANIMAL CARE OR USE	34
STUDENTS WITH DISABILITIES	35
Office of Accessibility	35
GRADUATION AND LICENSURE	35
APPLICATION FOR GRADUATION	35
LICENSURE AND PROFESSIONAL PRACTICE	35
HEALTH AND SAFETY	36
STUDENT WELLNESS	36
STUDENT COUNSELING SERVICES	36
PROTOCOL FOR HANDLING AGGRESSIVE OR DANGEROUS ANIMALS	36
ANIMAL BITE WOUNDS AND OTHER MEDICAL EMERGENCIES	36
LABORATORY RULES AND SAFETY	37
SAFETY EQUIPMENT	39
LABORATORY OPERATING PROCEDURES	39
PLEASE READ, UNDERSTAND, AND PRACTICE the following precautions in the laboratory.	39
DISPOSAL OF SHARP OBJECTS AND MEDICAL WASTE	40
CLEAN UP IN LABORATORIES AND PRACTICUMS	41
STUDENT HEALTH	41
ANIMALS ON CAMPUS	41
MERCY UNIVERSITY RESOURCES	42
MERCY UNIVERSITY SECURITY OFFICE	42
MERCY UNIVERSITY WEATHER LINE	42
MERCY UNIVERSITY LIBRARIES	43



QUESTIONS OR CONCERNS ABOUT THE PROGRAM	43
ACADEMIC INFORMATION	46
SUBMISSION OF APPLICATION	46
GUIDELINES FOR WRITING YOUR ESSAY	47
MID-TERM GRADE REPORT FOR PREREQUISITE COURSES	48
MINIMUM TECHNICAL STANDARDS, SKILLS, AND ABILITIES	49
VETERINARY TECHNOLOGY PROGRAM	49
VETERINARY TECHNOLOGY PROGRAM WAIVERS	51
STUDENT ACCEPTANCE FORM	49
MERCY UNIVERSITY VETERINARY TECHNOLOGY PROGRAM	49
STUDENT HANDBOOK	49
SCHEDULING AND ATTENDANCE POLICIES	50
STUDENT ACKNOWLEDGEMENT FORM	50
GRADE AND GPA REQUIREMENTS STUDENT ACKNOWLEDGEMENT FORM	52
VETERINARY TECHNOLOGY PROGRAM	52
MINIMUM TECHNICAL STANDARDS, SKILLS, AND ABILITIES STUDENT ACKNOWLEDGEMENT FORM	53
HEALTH CONCERNS IN LABORATORY AND CLINICAL COURSES	55
NOTIFICATION OF RABIES IMMUNIZATION POLICY	57
REQUIREMENTS FOR ETHICAL AND PROFESSIONAL BEHAVIOR IN THE VETERINARY TECHNOLOGY PROGRAM	
STUDENT ACKNOWLEDGEMENT FORM	58
PROTOCOL FOR ESSENTIAL SKILL LIST STUDENT ACKNOWLEDGEMENT FORM	60
EXTERNSHIP REQUIREMENTS AND CONFLICT OF INTEREST STUDENT ACKNOWLEDGEMENT FORM	62
EXTERNSHIP MEDICAL INSURANCE REQUIREMENT	62
MERCY UNIVERSITY ACADEMIC INTEGRITY POLICY STUDENT ACKNOWLEDGEMENT FORM	66
ARTIFICIAL INTELLIGENCE (AI) ETHICAL USE POLICY	68
COURSE OUTLINE ACKNOWLEDGEMENT	67

PROGRAM MISSION STATEMENT

The Mercy University Veterinary Technology Program is committed to providing motivated students the opportunity to transform their lives by preparing them for rewarding careers as professionals in the fields of veterinary health and science, guided by high ethical standards and a dedication to lifelong continuing education.

INTRODUCTION

This Handbook has been prepared to provide general information and protocols for the Veterinary Technology Program. Students enrolled in VETC 101 Introduction to Veterinary Science, as well as students enrolled Undecided Veterinary Technology (VTPR), Veterinary Technology (VTNS) and Biology majors in the Animal



Sciences tract (BIAS) that are taking veterinary technology courses as electives are responsible for knowing the contents of this Handbook, for following its procedures, and for understanding its policies. It is required that students consult the Mercy University Undergraduate Catalogue as it pertains to Veterinary Technology Program requirements and course descriptions. Students need to consult the University website, including the Mercy University Student Handbook, for additional information regarding the University's academic standards and requirements. Keep in mind that there are other rules and regulations that are not listed herein, provided by way of materials like course outlines, for which students are also held accountable. Any questions regarding this information should be addressed to the veterinary technology faculty or the veterinary technology administrative assistant.

Admission into the Veterinary Technology Program is contingent upon the student achieving the requisite grade in VETC 101 Introduction to Veterinary Science, BIOL 160/160A General Biology I Lecture/Laboratory, ENGL 111 English Composition I and MATH 116 College Algebra. Prior to acceptance into the Veterinary Technology major concentration, students should be registered as "Undecided – Veterinary Technology (code VTPR)" majors.

Students in Veterinary Technology at Mercy University are part of a highly regarded Program. The mission of the Veterinary Technology Program is to provide motivated students with a superior education, emphasizing critical thinking and the integration of theoretical knowledge with cutting-edge clinical practice, to prepare them for rewarding careers in the veterinary professions. The Veterinary Technology Program is dedicated to promoting exceptional veterinary care, guided by high ethical standards and a commitment to lifelong continuing education. The curriculum emphasizes the necessity for ethical and responsible conduct in the health professions as well as in everyday life. The policies and regulations of the Veterinary Technology Program are aimed at developing and reinforcing all facets of professional behavior to prepare the student for professional practice. The student must have not only academic skills, but also compassion for animals, empathy and concern for people, and the capacity to work cooperatively and productively with others.

NON-DISCRIMINATION STATEMENT

As noted by the American Veterinary Medical Association, in order to best serve the patients, clients and communities that the veterinary profession serves, an understanding and respect of human diversity is essential. This requires acknowledgement of many dimensions, including, but not limited to race; ethnicity; physical and mental abilities; gender; sexual orientation; gender identity or expression; parental, marital, or pregnancy status; religious or political beliefs; military or veteran status; and geographic, socioeconomic, and educational backgrounds (<https://www.avma.org/resources-tools/avma-policies/avma-policy-diversity-and-inclusion>). The Mercy University Veterinary Technology Program is dedicated to providing an inclusive environment that provides academic support and a sense of belonging to the diverse student population that the Program serves. Therefore, the goal of the Program is to embrace differences and build a community that is founded on mutual respect and to graduate veterinary professionals fluent in the culture competency that is necessary to effectively serve an increasingly diverse world.

HISTORY AND STRUCTURE OF THE PROGRAM

The Bachelor of Science degree program in Veterinary Technology at Mercy University was implemented in February 1982 and has been fully accredited by the American Veterinary Medical Association's Committee on Veterinary Technician Education and Activities (AVMA CVTEA) since November 1989. The Veterinary Technology Program has earned a reputation for excellence based on graduate success in the field, and an outstanding pass



rate on the Veterinary Technician National Examination (VTNE). Students from 21 different states have come to Mercy solely to enroll in the Veterinary Technology Program.

The Veterinary Technology major provides students with a superior education combined with the technical skills they need to succeed as veterinary technologists. Students successfully completing the Veterinary Technology Program, and who are within six months of graduation or have completed the Veterinary Technology curriculum and have obtained the Mercy University Bachelor of Science degree, qualify to take the Veterinary Technician National Exam (VTNE). The VTNE credentialing examination is available only to graduates of AVMA-accredited veterinary technology programs such as that at Mercy University and is required for licensure in New York State. There is no separate New York State test for licensure beyond the VTNE. The American Veterinary Medical Association recognizes a graduate of a Bachelor of Science degree program such as Mercy's as a veterinary technologist. A graduate of an associate degree program is properly called a veterinary technician.

For those students interested in applying to veterinary medical school, the Veterinary Technology Program provides students with many of the prerequisite courses and animal experiences needed to apply to veterinary medical school. Unlike other programs, the Mercy University Veterinary Technology Program does not just provide some of the prerequisites – it is specifically and uniquely designed to prepare students for the academic rigors of veterinary medical school. Its focus is on veterinary rather than human science and medicine. Courses include comparative domestic animal anatomy, animal physiology, animal handling, veterinary pharmacology, veterinary clinical laboratory techniques and analysis, and small animal internal medicine. For those students that are interested in obtaining their license in veterinary technology as well as applying to veterinary medical school, satisfactory completion of the Veterinary Technology major curriculum is required to qualify to take the VTNE (national licensing exam). This provides students with the opportunity to work in the veterinary field as they continue their studies to earn their Doctor of Veterinary Medicine degree.

Part of the Veterinary Technology Program involves participation in off-campus externships. Students in the Veterinary Technology major are required to complete two externships at facilities designated by Program faculty. The first provides extensive experience in general small-animal medicine and surgery. The second allows the student to gain experience in an area of specialization, such as emergency medicine and critical care, surgical nursing and anesthesia, exotic animal medicine, zoo animal medicine, diagnostic imaging, dentistry, ophthalmology, rehabilitation, and sports medicine, research, or internal medicine. Each externship requires 360 hours of closely supervised clinical experience over the course of the semester. The Program faculty regularly monitors the student's progress and maintains a close working relationship with each externship site.

The roster of guest lecturers includes specialists from throughout veterinary science, many with national reputations, who work closely with students. The Veterinary Technology Program utilizes the resources of acclaimed institutions such as Cornell University Veterinary Specialists for instruction in upper-level courses. Externships at this and other renowned veterinary and research facilities provide students with outstanding clinical experience.

THE VETERINARY TECHNOLOGY MAJOR

Whether a veterinarian or veterinary technologist, the profession requires excellent skills in math, natural sciences, communication, and veterinary sciences. The ability to think critically, make logical conclusions, and act decisively is crucial.



Veterinary science is a rewarding profession. Please note that working with animals involves inherent risks. The work is both physically and emotionally demanding. The ability to work with people is as important as working with our animal patients. Constant attention to laboratory and workplace safety is essential.

Job prospects for veterinary technologists are expected to increase by approximately 9% (for the years 2024-2034) which is faster than the average growth rate, according to the US Bureau of Labor Statistics (<https://www.bls.gov/ooh/healthcare/veterinary-technologists-and-technicians.htm>). Employment opportunities include small animal practice, specialty practice, shelter medicine, research, zoological parks, pharmaceutical companies, and teaching. Graduates can go on to accrue additional experience and education leading to specialty certification in a variety of areas, including, but not limited to, internal medicine, anesthesia, dentistry, and emergency/critical care. For more information about these and other areas of specialization, refer to the websites of the National Association of Veterinary Technicians in America (NAVTA) at www.navta.net and the American Veterinary Medical Association (AVMA) at www.avma.org.

CURRICULUM FOR THE VETERINARY TECHNOLOGY MAJOR

BACHELOR OF SCIENCE

General Liberal Arts and Sciences

General Education Requirements* 60 credits

Major Concentration

Veterinary Technology 58 credits

Veterinary Technology Elective 2 credits

Total 120 credits

Students Who Choose the Major Concentration in Veterinary Technology must complete:

VETC 101 Introduction to Veterinary Science

VETC 110 Applied Animal Behavior

VETC 140 Veterinary Management

VETC 256 Anatomy of Domestic Animals Lecture

VETC 256A Anatomy of Domestic Animals Laboratory

VETC 258 Animal Handling and Restraint

VETC 300 Physiology of Domestic Animals

VETC 306 Clinical Laboratory Techniques and Analysis

VETC 306A Clinical Laboratory Techniques Laboratory

VETC 320 Pharmacology and Toxicology

VETC 340 Clinical Veterinary Team Communication

VETC 341 Small Animal Diseases: A Case Based Approach

VETC 350 Applied Clinical Veterinary Nursing Lecture

VETC 350A Applied Clinical Veterinary Nursing Laboratory

VETC 360 Fundamentals of Animal Research

VETC 375 Principles of Large Animal Medicine Lecture

VETC 375A Principles of Large Animal Medicine Laboratory

VETC 495 Externship I

VETC 496 Externship II

and the following related courses in Natural Science and Mathematics:



BIOL 160* General Biology I Lecture
BIOL 160A* General Biology I Laboratory
BIOL 161* General Biology II Lecture
BIOL 161A* General Biology II Laboratory
BIOL 265* Microbiology Lecture
BIOL 265A* Microbiology Laboratory
CHEM 160* General Chemistry I Lecture
CHEM 160A* General Chemistry I Laboratory
CISC 120* Introduction to Computers and Application Software
MATH 116* College Algebra

Recommended Electives

VETC 295 Special Topics in Veterinary Medicine
VETC 305 Global Veterinary Experiences
VETC 380- 381 Workplace Experience I and II
VETC 397 Independent Study in Veterinary Technology

There is a 15-credit residency requirement in the major concentration of Veterinary Technology.

** Students must complete these courses as part of their General Education Requirements.*

Students in the Veterinary Technology Program (or enrolled as undecided Veterinary Technology majors) must earn a minimum letter grade of C or better in all veterinary technology courses, a grade of C+ or better in BIOL 160/160A General Biology I Lecture/Laboratory, a minimum grade of C in all other natural science courses, and a minimum grade of B or better in ENGL 111 English Composition I and MATH 116 College Algebra. Students must maintain a minimum cumulative index of 2.75 in veterinary technology courses for admittance into clinical courses VETC 340, VETC 341, VETC 350, VETC 350A, VETC 360, VETC 375, VETC 375A, VETC 495, and VETC 496 and to graduate in the Veterinary Technology major. However, it is highly advised that students maintain a minimum cumulative index of 2.75 in veterinary technology courses throughout the program to avoid a delay in graduation.

Students enrolled in the Undecided Veterinary Technology major (VTPR) or Veterinary Technology major (VTNS) **may not repeat a course required in the curriculum more than once.** Two withdrawals from a course required in the curriculum constitute one completion of the course, thus resulting in only one more opportunity to repeat the course. **Important note:** During the Program's sunset period, this repeat opportunity is subject to course availability and the approved teach-out schedule. Students are responsible for meeting with their academic advisor to review their individual progression status, repeat options, course availability, and completion plan. Any student who earns a grade less than the requisite minimum grade in a course required in the curriculum must repeat the course the next semester that it is offered at Mercy University to progress to any course for which it is a prerequisite. If the pre-requisite course was taken at Mercy University, it must be repeated at Mercy University and not at another institution.

Any student who receives less than the requisite minimum grade more than once in a course required in the curriculum will automatically be dismissed from the Program.

For any Veterinary Technology lecture course that has a laboratory course as a corequisite, both the lecture and laboratory courses must be taken concurrently. If a student must withdraw from the lecture course, the student must also withdraw from the corequisite laboratory course. Students who wish to retake the lecture or laboratory



course without repeating the corequisite lecture or laboratory course will require Program Director authorization and may be required to participate in relevant laboratories or lecture topics. A student seeking this authorization must meet with the Program Director to discuss the situation. Students will not be permitted to take a laboratory course without taking the corequisite lecture course.

Graduates of the Mercy University Veterinary Technology Program are eligible to sit for the Veterinary Technician National Examination (VTNE) administered by the American Association of Veterinary State Boards (AAVSB) (Graduates of the Mercy University Biology Program Animal Sciences track (BIAS) that have taken Veterinary Technology courses as electives are **NOT eligible** to take the VTNE). Successful completion of this examination is required for licensure as a veterinary technician or veterinary technologist by the New York State Education Department (NYSED). Licensure information can be found at <https://www.op.nysed.gov/veterinary-technician>.

NOTE: A felony conviction may affect a graduate's ability to attain state licensure.

VETERINARY TECHNOLOGY PROGRAM ADMISSION CRITERIA

1. Admittance into Mercy University
2. High School Assessment Criteria
 - a. ≥85% overall GPA required with upper 1/3 of class rank preferred
 - b. Minimum of two years high school math with ≥85% (B) average
 - i. More than two years high school math preferred
 - ii. Preference for one year of algebra
 - c. Minimum of two years high school English with ≥85% (B) average
 - i. More than two years high school English preferred
 - d. Minimum of two years high school laboratory science with ≥85% (B) average
 - i. More than two years high school laboratory science preferred
 - ii. Preference for one year each in biology and chemistry

Students that meet the high school assessment criteria will be admitted as undecided-veterinary technology (VTPR). Students that do not meet the high school assessment criteria will be required to take additional courses.

3. Application to Veterinary Technology Program

Students that are admitted as undecided-veterinary technology (VTPR) must submit an application while taking the VETC 101 Introduction to Veterinary Science course. In general, first-time freshmen take VETC 101 in the second semester of their first year after completing the pre-requisites courses with the requisite minimum grades. The application must include short essays in response to the given prompts on the application. The application must also demonstrate that the student has met the following criteria:

- a. Overall minimum GPA of 2.75 for the first academic year at Mercy University.
- b. Satisfactory completion of ENGL 111 English Composition I and MATH 116 College Algebra with a grade of B or better, BIOL 160/160A General Biology I Lecture/Laboratory with a grade of C+ or better, and VETC 101 Introduction to Veterinary Science with a C or better. A required course in the curriculum can only be repeated once.
- c. Volunteer hours or shadowing experience in a veterinary practice is preferred.



The application timeline and relevant deadlines will be announced to students enrolled in VETC 101 Introduction to Veterinary Science at the beginning of each semester. Failure to submit required documentation in a professional and timely manner may negatively impact a student's progression into the Veterinary Technology Program.

Pending the final grade in VETC 101 Introduction to Veterinary Science and the calculation of the overall GPA for the first academic year, students will be informed of a provisional acceptance after midterm grade reports have been evaluated. Students will be informed of full acceptance into the Veterinary Technology Program, in general, no later than fourteen days after the end of the semester. Once a student has been informed of their progression status into the Veterinary Technology Program, the Veterinary Technology Program Director will authorize a change of major to Veterinary Technology (VTNS). It is the student's responsibility to confirm the change has been made. If the change of major has not occurred, it is the responsibility of the student to contact their PACT advisor to help facilitate the correction.

The application can be found in the appendix of this handbook.

VETERINARY TECHNOLOGY MAJOR STANDARDS

1. Students must earn a minimum letter grade of C or better in all veterinary technology courses, a grade of C+ or better in BIOL 160/160A General Biology I Lecture/Laboratory, a minimum grade of C in all other natural science courses, and a minimum grade of B or better in ENGL 111 English Composition I and MATH 116 College Algebra.
2. Students must maintain a minimum GPA of 2.75 in veterinary technology courses to be admitted into clinical courses VETC 340, VETC 341, VETC 350, VETC 350A, VETC 360, VETC 375, VETC 375A, VETC 495, and VETC 496. A minimum GPA in veterinary technology courses of 2.75 is also required for graduation from the Veterinary Technology Program. However, it is highly advised that students maintain a minimum cumulative index of 2.75 in veterinary technology courses throughout the program to avoid a delay in graduation.
3. Students may not repeat a course required in the curriculum more than once. Two withdrawals from a course constitutes one completion of that course, resulting in only one more opportunity to successfully complete the course. **Important note:** During the Program's sunset period, this repeat opportunity is subject to course availability and the approved teach-out schedule. Students are responsible for meeting with their academic advisor to review their individual progression status, repeat options, course availability, and completion plan.
4. Any student who earns a grade less than the required minimum grade in a course required in the curriculum must repeat the course the next semester it is offered at Mercy University to progress to any course for which it is a prerequisite. If the prerequisite course was taken at Mercy University, it must be repeated at Mercy University and not at another institution.
5. Any student who receives less than the required minimum grade in a course required in the curriculum more than once will automatically be dismissed from the Program.
6. For any veterinary technology lecture course that has a laboratory course as a corequisite, both the lecture and laboratory courses must be taken concurrently. If a student must withdraw from the lecture course, the student must also withdraw from the corequisite laboratory course. Students who wish to take the lecture course alone



will require Program Director authorization and may be required to participate in relevant labs or retake relevant lecture topics. A student seeking this authorization must meet with the Program Director to discuss the situation. Students will not be permitted to take a laboratory course without taking the corequisite lecture course.

7. Except for VETC 375A Principles of Large Animal Medicine Laboratory, Veterinary Technology courses within the Veterinary Technology curriculum are not offered in the summer semester.
8. Students who receive an unsatisfactory evaluation in any category, including but not limited to professional and ethical behavior, or required skill in clinical courses VETC 340, VETC 341, VETC 350, VETC 350A, VETC 360, VETC 375, VETC 375A, VETC 495, or VETC 496, or who are dismissed from any externship site, will receive an “F” in the course and will have their records reviewed by the Veterinary Technology faculty. The faculty will determine if the student will be given the opportunity to repeat the experience or course in a future semester, and/or be placed on probation, or be dismissed by the Program.
9. If a student is dismissed from any externship site because of an inability to demonstrate content knowledge, the faculty may require the student to pass a competency exam and either retake or audit the course covering the content prior to reassignment to an externship site.
10. Any student that has been dismissed from the Veterinary Technology Program is not eligible to reapply to the Veterinary Technology Program.

Failure to meet the preceding standards may result in dismissal from the Program.

VETERINARY TECHNOLOGY STUDENT ESSENTIAL SKILLS

The Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA) has issued a list of essential skills that must be satisfactorily accomplished and decision-making abilities that must be adequately developed by veterinary technology students. Successful acquisition of all of the required essential skills is a graduation requirement.

For a complete list of these essential skills please follow the following link [CVTEA accreditation policies and procedures | American Veterinary Medical Association \(avma.org\)](#)

STUDENTS INTERESTED IN APPLYING TO VETERINARY MEDICAL SCHOOL

The majority of veterinary medical schools do not require students to obtain a specific degree; however, they do require students complete specific pre-requisites to apply for admission (please refer to <https://www.aavmc.org/wp-content/uploads/2022/01/AAVMC-VMCAS2023-Applicant-Guide.pdf> for more information). Although many programs will consider applicants that have completed 90 credits of undergraduate courses, the more coursework completed at the college level, the stronger the application. According to the Association of American Veterinary Medical Colleges (AAVMC), the majority of applicants are accepted into veterinary medical school after four years of undergraduate study. Therefore, completing a Bachelor of Science degree is highly recommended. At Mercy University, students have at least two degree options to pursue in preparation for application to veterinary medical school.

1. Veterinary Technology Major

The Veterinary Technology major uniquely prepares a student for Veterinary Medical School by offering many of the courses required for application, including veterinary science courses, as well as providing the

number of hours of veterinary experience most Veterinary Medical Schools require (through 720 hours of externship). Students who choose to complete the Veterinary Technology degree prior to applying to Veterinary Medical School would need to complete additional courses (see below) either during the summer between terms in the Program or after the completion of the Program to complete Veterinary Medical School admission requirements. (Please refer to <https://www.aavmc.org/wp-content/uploads/2025/02/AAVMC-VMCAS-ApplicantGuide-2026-FINAL.pdf> for more information.) Satisfactory completion of the Veterinary Technology major qualifies graduates to take the VTNE. NOTE: financial aid may not cover the tuition of summer courses

Additional Courses	Credits
BIOL 360 Genetics	4
MATH 201 Pre-calculus*	3
MATH 122 Statistics*	3
CHEM 161/161A Chemistry II	4
CHEM 260/260A Organic Chemistry I	4
CHEM 261/261A Organic Chemistry II	4
CHEM 354 Biochemistry	4
PHYS 160 Physics for the Life Sciences*	4
PHYS 161 Physics for Life Sciences II	4

*May be taken to fulfill General Education requirement

2. *Biology Major Animal Science Track*

Most veterinary medical schools require several biology courses including microbiology, genetics, and biochemistry. Veterinary medical schools prefer courses that are taken at four-year institutions with rigorous science programs. Those students who pursue the biology major may be able to take a few veterinary technology courses as electives to fulfill their biology degree and strengthen their veterinary medical school application.

In order to take veterinary technology courses to fulfill the Animal Sciences major elective requirements, students must first earn a grade of B in ENGL 111, grade of B in Math 116, grade of C+ in BIOL 160/160A and minimum grades of C in all Natural Sciences courses. Recommendations and/or evaluations will not be considered for students with a minimum cumulative index of less than 3.2 in Veterinary Technology and natural science courses.

Students may not repeat a Veterinary Technology or prerequisite natural science course more than once. Any student who earns below the required grade in a prerequisite natural science course or veterinary technology course must repeat the course the next semester it is offered at Mercy University to progress to any course for which it is a prerequisite. For any veterinary technology lecture course that has a laboratory course as a corequisite, both the lecture and laboratory courses must be taken concurrently. If a student must withdraw from the lecture course, the student must also withdraw from the corequisite laboratory course. **Important note:** During the Program's sunset period, this repeat opportunity is subject to course availability and the approved teach-out schedule. Students are responsible for meeting with their academic advisor to review their individual progression status, repeat options, course availability, and completion plan.



Students who receive an unsatisfactory evaluation in any category, including but not limited to professional and ethical behavior, or required skill in a veterinary technology course, will receive an “F” in the course and will not receive a recommendation for veterinary medical school from the Veterinary Technology faculty.

Students that graduate with a Biology Major Animal Science Track (BIAS) are **NOT eligible** to take the Veterinary Technician National Examination (VTNE). They may take the following Veterinary Technology courses as open electives providing they meet the above criteria:

Veterinary Technology Course	Credits
VETC 256/256A Anatomy of Domestic Animals (Lecture and Lab)	3/1
VETC 300 Physiology of Domestic Animals	4
VETC 306/306A Clinical Laboratory Techniques and Analysis (Lecture and Lab)	4/1

PRE-VETERINARY MEDICAL SCHOOL OPTIONAL ELECTIVE COURSE BLOCK

Veterinary Technology Program students interested in applying for veterinary medical school may choose to pursue a Pre-Veterinary Medical School Optional Elective Course Block. This optional block of elective courses is not part of the Veterinary Technology Program curriculum, and therefore, completion of these elective courses is not required to earn a Bachelor of Science degree in Veterinary Technology. By completing the Pre-Veterinary Medical School Optional Elective Course Block as well as earning the Bachelor of Science degree in Veterinary Technology, students are eligible to take the Veterinary Technician National Examination for licensure as a Veterinary Technologist and meet the clinical/animal experience and prerequisite course requirements for application to veterinary medical school.

Students who choose to complete the Pre-Veterinary Medical School Optional Elective Course Block must complete the following 31 credits:

CHEM 161	General Chemistry II Lecture	3
CHEM 161A	General Chemistry II Laboratory	1
CHEM 260	Organic Chemistry I Lecture	3
CHEM 260A	Organic Chemistry I Laboratory	1
CHEM 261	Organic Chemistry II Lecture	3
CHEM 261A	Organic Chemistry II Laboratory	1
PHYS 160	Physics for Life Sciences I	4
PHYS 161	Physics for Life Sciences II	4
CHEM 354	Biochemistry	4
BIOL 360	Genetics	4
MATH 122	Statistics	3
Total Credits:		31 Credits



MINIMAL TECHNICAL STANDARDS, SKILLS, AND ABILITIES

The following technical standards, skills and abilities are required for admission, continuation, and graduation from the Mercy University Veterinary Technology Program. These standards, skills and abilities serve to ensure that the student possesses all the necessary attributes required for graduation. They serve to protect the student and patient and are deemed essential for performance as a competent veterinary professional.

Failure to meet the following minimal technical standards, skills and abilities constitutes grounds for denial of acceptance into the Program and/or dismissal from the Program.

- a. Capable of frequently lifting and/or carrying up to 50 pounds from floor to waist level.
- b. Ability to tolerate walking and standing for sustained periods of time.
- c. Capable of handling, positioning, and restraining live animals.
- d. Capable of using hands and arms to handle, install, position, and move materials.
- e. Auditory ability sufficient to monitor and assess health needs, including auscultatory sounds, alarms, animal vocalizations, cries for help, and warning sounds from animals and humans. Ability to perceive and understand the natural or amplified human voice when lips, facial expressions and/or other visual clues are not able to be seen.
- f. Tactile ability sufficient for physical assessment and to perform nursing duties.
- g. Eyesight capable of viewing small visual images and reading instrumentation.
- h. Amenable to learning the safe handling and restraint of all Program-required species of domestic and exotic animals without a level of fear that interferes with satisfactory performance.
- i. Ability to handle and/or be exposed to a wide variety of animal species and their environment without adverse medical consequences (ex. Allergic reaction).
- j. Capacities to read, hear, understand, and quickly execute complex verbal and written instructions given in English.
- k. Willingness to assist with or perform a wide variety of medical, surgical, and diagnostic procedures in the veterinary setting, including humane euthanasia.
- l. Ability to act in a professional and ethical manner. Ability to respond positively to constructive criticism.
- m. Ability to respond promptly and appropriately in emergency situations. Emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
- n. Ability to speak and write in English and be understood by others who speak English.
- o. Ability to understand the basis and content of ethical veterinary practice and the professionalism required in such practice. Possession of attributes which include compassion, empathy, altruism, integrity, responsibility, and tolerance.
- p. Cognitive abilities necessary to master relevant content in the curriculum at a level deemed appropriate by the faculty. These skills may be described as the ability to comprehend, memorize, analyze, and synthesize the material. Ability to develop reasoning, critical thinking and decision-making skills at a level deemed appropriate by the faculty.

RABIES IMMUNIZATION

Students enrolled in the Veterinary Technology Program will be exposed to live animals, both on and off-campus. Due to the inherent risk of possible exposure to an animal carrying the rabies virus, all students enrolled in the Veterinary Technology Program are required to receive the pre-exposure prophylaxis series



of rabies immunizations. The Centers for Disease Control and Prevention (CDC) recommends the following schedule for the veterinary field¹:

- 1) Three doses: day 0, day 7, and 28
- OR**
- 2) Two doses: day 0 and day 7; antibody titer 1 year after second dose

The Veterinary Technology Program arranges for an on-campus rabies vaccination clinic once per semester. The course fee associated with VETC 300 Physiology of Domestic Animals covers the three vaccination pre-exposure prophylaxis series and all costs associated with administration of the series. If an antibody titer is required, students are responsible for scheduling and fees associated with the antibody titer. Students are required to submit proof of completion of the pre-exposure prophylaxis series prior to enrolling in any course that includes live animals. Students must also submit proof of the antibody titer if required (refer to the CDC recommendations above).

GENERAL INFORMATION AND PROGRAM POLICIES

All students seeking admission into the Veterinary Technology Program are required to take VETC 101 Introduction to Veterinary Science, whether beginning college for the first time or transferring in from another institution. Students seeking admission into the Veterinary Technology major are considered to be Undecided – Veterinary Technology majors (code VTPR) until and unless they receive a C or better in this course, a C+ or better in BIOL General Biology I Lecture and BIOL 160A General Biology I Laboratory, and a B or better in ENGL 111 English Composition I and MATH 116 College Algebra and whose application has been accepted into the Veterinary Technology Program.

It is the responsibility of the student to check their major on Mercy connect to make sure the major has been updated appropriately from VTPR to VTNS once they have earned a grade of C or better in VETC 101, C+ or better in BIOL 160, BIOL 160A, and a grade of B or better in ENGL 111 and MATH 116 and have officially been accepted into the Veterinary Technology Program. Incorrect coding of the major may negatively impact a student's degree audit which may have further implications in the progression in the Program as well as graduation. Students are advised to contact their PACT advisor to ensure that the correct form is submitted.

As is true for all other VETC courses, natural science courses, ENGL 111, and MATH 116 can only be repeated once. If the student does not meet the grade requirement for these courses, and the courses were taken at Mercy University, they must repeat the course at Mercy University. Transfer credit will not be accepted for this situation. If the requisite grade is not achieved the second time, the student is not and will not be accepted into the Program, regardless of any other Veterinary Technology courses that may have been completed by this student.

After successfully completing VETC 101, BIOL 160, BIOL 160A, ENGL 111, and MATH 116, students are encouraged to consult with their PACT mentor each semester for advising regarding future coursework. Students that are entering the clinical courses VETC 340, VETC 341, VETC 350, VETC 350A, VETC 360, VETC 375 and VETC 375A are required to consult with Program faculty as well as their PACT mentor for advising. For those students that are entering VETC 495 Externship I and VETC 496 Externship II, meeting with either the Program Director or Associate Program Director for advisement is required. Failure to meet with the Program faculty or Program Director or

¹ <https://www.cdc.gov/rabies/hcp/prevention-recommendations/pre-exposure-prophylaxis.html>
Updated 6/30/26 LS



Associate Program Director as required prior to the deadline stated in the advising memo may result in the student not being authorized into the clinical courses or placed at an externship site, respectively. Advisement for the spring semester generally begins in the previous October-November and advisement for the summer and fall semesters generally begins in the previous March-April.

To schedule an appointment with any of the Veterinary Technology Faculty for advisement please follow the following link: <https://calendly.com/veterinary-technology>

Students in the Veterinary Technology major must earn a minimum letter grade of C or better in ALL veterinary technology and natural science courses, as well as a C+ or better in BIOL 160 General Biology I Lecture and BIOL 160A General Biology I Lab, and a B or better in ENGL 111 English Composition I and MATH 116 College Algebra. Students must maintain a 2.75 cumulative index in veterinary technology courses in order to be admitted into clinical courses VETC 340, VETC 341, VETC 350, VETC 350A, VETC 360, VETC 375, VETC 375A, VETC 495, and VETC 496 and to graduate in the Veterinary Technology major concentration. Please note that, if a student receives a letter grade of less than C in a veterinary technology or natural science course or less than a C+ in BIOL 160 General Biology I Lecture and BIOL 160A General Biology I Lab, or less than a B in ENGL 111 and MATH 116, that course must be repeated the next semester it is offered at Mercy University in order to earn the required minimum grade and progress to the next course for which it is a prerequisite. Any student who receives less than the required minimum grade in a course required in the curriculum more than once will automatically be dismissed from the Program.

In order to take veterinary technology courses to fulfill the Animal Sciences major elective requirements, students must first earn a grade of B in ENGL 111, grade of B in Math 116, grade of C+ in BIOL 160/160A and minimum grades of C in all Natural Sciences courses. Recommendations and/or references will not be considered for Veterinary Medical School application for any student with a minimum cumulative index of less than 3.2 in veterinary technology and natural science courses. Please note that, if a student receives a letter grade of less than the required minimum grade in a Veterinary Technology or natural science course (or ENGL 111, MATH 116 College Algebra, and MATH 201 Pre-calculus), that course must be repeated the next semester that it is offered at Mercy University to earn the required minimum grade and progress to any course for which it is a prerequisite. If they took the course at Mercy University, they must repeat the course at Mercy University. Failure to meet the above requirements will result in students being unable to take additional veterinary courses as electives. Students that graduate with a Biology Animal Science Major (BIAS) are **NOT ELIGIBLE** to take the Veterinary Technician National Examination (VTNE).

For any Veterinary Technology lecture course that has a laboratory course as a corequisite, both the lecture and laboratory courses must be taken concurrently. If a student must withdraw from the lecture course, the student must also withdraw from the corequisite laboratory course. Students who wish to retake the lecture or laboratory course without repeating the corequisite lecture or laboratory course will require Program Director authorization and may be required to participate in relevant laboratories or audit relevant lecture topics. A student seeking this authorization must meet with the Program Director to discuss the situation. Students will not be permitted to take a laboratory course without taking the corequisite lecture course.

It is the responsibility of students enrolled in (or seeking admission into) the Veterinary Technology or Biology majors (who are taking elective Veterinary Technology courses) to be aware of and to maintain a record of all their grades throughout each semester. It is also the responsibility of students to consult Mercy Connect at the end of



each semester to determine their course grades and keep updated with respect to their academic transcripts. It is the responsibility of the student to be aware when they fail to meet Program requirements and are subject to dismissal from the Program. The Program is not required to notify students when they fail to meet Program requirements and reserves the right to dismiss students without prior notice during any subsequent semester.

REQUIREMENTS FOR ETHICAL AND PROFESSIONAL BEHAVIOR

The policies and regulations of the Veterinary Technology Program are aimed at developing and reinforcing all facets of professional behavior in order to prepare the student for professional practice. The Veterinary Technology Program expects students to exhibit the same professional conduct during their studies as they would exhibit as professionals in the field.

Being accepted into the Veterinary Technology Program also means accepting responsibility for a high level of professional behavior. **Students in the Veterinary Technology Program are required to behave in an ethical, professional, and mature manner at all times when on-campus or in a classroom, clinical practicum, or externship or other educational environment. Students in the Biology major Animal Science track must abide by the ethical and professional standards of the Veterinary Technology Program to be eligible to take veterinary technology courses as electives.**

- Violations of this requirement include, but are not limited to, cheating (or any other form of academic dishonesty), lying, failure to follow reasonable directions, rudeness, disrespectful statements or behavior, misrepresentation or fraudulent behavior, theft or destruction of equipment or other property, misuse of supplies or equipment, inappropriate treatment of animals, insulting or aggressive words or actions, disruptive words or actions, and/or use of cell phones, smart phones or other electronic equipment during classes (unless authorized by the instructor), clinical practicums, laboratories or externships.
- Students shall accept and learn from constructive criticism in a positive, polite, and respectful manner. Students shall work with instructors, fellow students, colleagues, externship supervisors, and co-workers in a cooperative, collegial, and helpful manner.
- Students shall be punctual and reliable. Repeated lateness or absence is a violation of the Program's requirement for professional behavior and may lead to failure of the course and/or Program dismissal if this is a consistent pattern of behavior.
- No student may disrupt or interfere with the learning process or behave in an unprofessional or unethical manner while in class or any other setting while representing the Veterinary Technology Program.
- Students shall not use or be under the influence of alcohol or other any drug or other controlled substance, except for prescription medications taken in accordance with the prescribing physician's instructions, at any time when the student is in a classroom, clinical practicum, externship or other educational environment.

Violation of any of the above requirements may be grounds for failure of the course, up to and including immediate dismissal from the Veterinary Technology Program. Violation of any of the above requirements may also constitute grounds for denial of admission into the Veterinary Technology Program.

Students will be assessed for their ability to demonstrate appropriate ethical and professional behavior throughout their time in the Program. Students that, **at any time, on-campus and off-campus**, behave in an unethical or unprofessional manner will have their record reviewed by the Program faculty for probation and possible dismissal from the Program.



A student that is placed on probation will be provided with a Veterinary Technology Program learning contract that will clearly outline the areas in which the student needs improvement. It is the responsibility of the student to meet the requirements of the learning contract. Failure to meet the requirements of the learning contract may result in immediate dismissal from the Program.

The following Veterinary Technology Professional Development Assessment rubric will be used by the Program to assess core competencies of ethical and professional behavior. **A rating of “satisfactory” in each category is required in order for students to be placed into an externship.** Consistent “unsatisfactory” ratings may lead to failure of a course and/or dismissal from the Program.

Response Legend:

- 1 = Does not meet competency/Unsatisfactory
- 2 = Needs improvement
- 3 = Meets competency/Satisfactory

Veterinary Technology Program Professional Development Assessment	1	2	3
HONESTY / INTEGRITY adheres to code of ethics; admits and corrects mistakes; maintains confidentiality; represents the facts/situation in an accurate manner			
INITIATION / MOTIVATION independently seeks out learning experiences; takes initiative to direct own learning; assumes responsibility for learning; uses adequate and appropriate resources to achieve goal			
ABILITY TO WORK AS A TEAM MEMBER aware of others’ verbal/nonverbal reactions; responsive and respectful to the needs of others; allows others to express their opinions; remains open-minded to different perspectives; tactful in giving others suggestions/feedback; participates as part of team when required			
RESPONSE TO FEEDBACK/SUPERVISION respectful to instructor/clinical supervisor; chooses appropriate times to approach instructor/clinical supervisor; proactively identifies problem and possible plan; discusses problem and ideas with instructor/clinical supervisor; accepts feedback in a positive manner; modifies performance in response to feedback			
COMMUNICATION actively participates in discussions with classmates and their instructors; initiates thoughtful/relevant questions; recognizes impact of non-verbal communication in professional interactions with peers and instructors; demonstrates effective and professional oral and written communication skills			
DEPENDABILITY/RESPONSIBILITY attends all scheduled sessions; is on time for class/scheduled meetings/externships; hands in assignments/papers when due; complies with program/course expectations; fulfills commitments and responsibilities; maintains a safe environment in class/lab/externship; acknowledges and takes responsibility for own behavior and actions			
ORGANIZATIONAL ABILITY has all materials ready for class; manages time/materials to meet program requirements; uses organizational skills to contribute to the development of others			

JUDGMENT / CLINICAL REASONING uses an inquiring or questioning approach in class/externship; analyzes options prior to making a judgment; develops rationale to support choice; demonstrates awareness of possible bias; makes sound decisions based upon factual information; gives alternative solutions to complex issues/situations; employs logical thinking, critical analysis, problem solving, and creativity			
TECHNOLOGY/SOCIAL MEDIA demonstrates ability to maintain appropriate boundaries with use of technology and social media; maintains confidentiality within the university and while in the practice environment			
PROFESSIONALISM wears neat, clean clothing appropriate to setting; maintains appropriate personal hygiene, projects professional images to instructors, peers, clients, supervisors; displays a positive attitude towards becoming a professional; maintains professional boundaries			

Your studies contain confidential information and sometimes proprietary information. You may not discuss your externships or other animal experiences related to the Program on any social network (such as Facebook, Instagram or X (Twitter)) or other public resource. This prohibition includes release of information, images, or documentation, as well as discussing the animals, procedures, cases or studies in off-campus facilities. You are expected to act professionally and maintain the confidentiality of information. In addition to being ethically unacceptable, breaches of confidentiality may violate privacy laws. Externship sites have the right to dismiss a student if any breach of conduct is discovered. Any breach of confidentiality in dealing with Program or externship settings constitutes grounds for dismissal from the Program.

During clinical practicums, laboratories or externships, audio- and/or video-recording equipment, cameras, cellular and smart phones, earphones, and earbuds are strictly prohibited (unless the instructor gives permission for such use for a classroom activity) and will incur penalties from failure of the course up to and including dismissal from the Program. Smart phones and cell phones are a major distraction and could result in injury to you, others, or an animal. The use of MP3 players, iPods, smart phones or watches with or without headsets or earbuds is strictly prohibited as well. These devices present a significant safety hazard and a major distraction.

All class materials, including but not limited to PowerPoints and lectures, are the property of the university. They are not to be posted on the internet, social media, or any other public resource. Violation of this policy constitutes grounds for dismissal from the Program.

Students who are completing the Biology Degree Animal Science track and planning to apply to veterinary medical school that are taking Veterinary Technology courses as electives must abide by the same level of professionalism and ethical standards as those in the Veterinary Technology Program.

Students are **required to behave in an ethical, professional, and mature manner at all times when in a classroom, clinical practicum, externship, or other educational environment. Failure to do so at any time during the Program, on-campus and off-campus, may result in failure of a course, dismissal from an externship site and/or dismissal from the Program.**

Students will be assessed for their ability to demonstrate appropriate ethical and professional behavior throughout their time in the veterinary technology courses. Students that, **AT ANY TIME, on-campus and off-campus,** behave in an unethical or unprofessional manner will have their record reviewed by the Program faculty to determine their eligibility to take veterinary technology courses.



SPECIAL NOTE ABOUT MICROBIOLOGY COURSES ACCEPTED IN TRANSFER

Any student who received transfer credit for a microbiology course taken at another institution is required to complete a two-day non-credit competency at Mercy University to demonstrate satisfactory completion of Program-required essential skills in microbiology. This competency is mandatory and required for graduation. It is generally given over two weekdays, approximately one week apart, over the spring semester. The competency does not reteach the course content; rather it provides the student with the opportunity to demonstrate proficiency in required microbiology skills. It is the student's responsibility to review the content and come prepared to demonstrate their competency in the required skills. Exceptions may be made, however, for students who have successfully completed and previously graduated from another AVMA-accredited veterinary technology program.

It is the responsibility of the student to email the Veterinary Technology Program Director at lschenkel@mercy.edu by February 15th of the spring semester of his/her/their intention to take the competency that semester in accordance with the program memo emailed at the beginning of the spring semester.

Please note that, if for any reason, the two-day non-credit competency is not being offered, the student will be required to wait until the following year to take the competency or the student can take the entire BIOL 265A Microbiology Laboratory course at Mercy University to demonstrate satisfactory completion of Program-required essential skills in microbiology.

If the student fails the two-day-non-credit microbiology competency, the student will receive only one more opportunity to retake the competency the following spring semester. If the student fails the competency a second time, then the student will be required to repeat the microbiology lecture and laboratory at Mercy University and may not be eligible to register for any veterinary technology course for which microbiology is a prerequisite. Successful completion of essential skills in microbiology is a graduation requirement.

SPECIAL NOTE ABOUT VETC 375 PRINCIPLES OF LARGE ANIMAL MEDICINE

Students who have the required prerequisites will take the VETC 375 Principles of Large Animal Medicine Lecture during the Spring semester of their third year online. During the subsequent summer term, students will be required to complete the VETC 375A Principles of Large Animal Medicine Laboratory course. All students interested in registering for the VETC 375/A Principles of Large Animal Medicine Lecture and Laboratory courses are required to notify the Program Director of their intent before November 15 of the preceding semester to make the appropriate arrangements to take the courses during the spring and summer. A link to a form which must be completed will be provided in an email from the Program prior to November 15. Students who fail to complete the form indicating their intention to take VETC 375/A by November 15 may be required to take the course the following year that it is offered.

The lecture (didactic) VETC 375 course is given online (by SUNY-Delhi) during the spring semester and the laboratory VETC 375A course is given over the summer at SUNY-Delhi. In order to take either the lecture or the laboratory VETC 375 course, the students in the Veterinary Technology major must have earned a minimum letter grade of "C" or better in all prerequisite veterinary technology courses, included but not limited to VETC 341 Small Animal Diseases and VETC 350/350A Applied Clinical Veterinary Nursing Lecture/lab and must have a GPA of at least 2.75 in Veterinary Technology courses. Students that earn less than a "C" for the online lecture course will not be allowed to move forward into the VETC 375A Principles of Large Animal Laboratory course and must repeat the VETC 375 Principles of Large Animal Lecture Course the next semester it is offered.



Please note that students are required to register for VETC 375 (spring semester) and VETC 375A (summer term) at Mercy University and pay Mercy's tuition for the courses. (The reason for this is that you will be granted credits for this course by Mercy University.) Registration requires Program Director authorization. Students that fail to register on time for the courses will not be permitted to participate in either course. Any student that successfully completed the lecture course but failed to register on time for the lab course will be required to repeat both courses (lecture and lab) the following year. In addition, for the laboratory course at SUNY-Delhi, students are expected to pay the costs for housing, food and necessary equipment. (However, you do not pay tuition to SUNY-Delhi). It is the student's responsibility to arrange accommodation and transportation to and from SUNY-Delhi.

In order to take VETC 375A Principles of Large Animal Medicine Lab, students must successfully complete the following prerequisites: VETC 340; VETC 341; VETC 350; VETC 350A; VETC 360, VETC 375. Note: Preference for registration in this course will go to graduating seniors.

Students that fail to successfully complete the prerequisite clinical courses including VETC 375 Lecture will not be permitted to continue into VETC 375A Laboratory and will be required to repeat VETC 375 Lecture the next time it is offered.

If a student's GPA in Veterinary Technology courses falls below 2.75 at the end of the spring semester or if the minimum grade in any required course has not been achieved or if any prerequisite course has not been taken, the student will **not** be permitted to complete VETC 375A (lab course). This is regardless of grade or performance in VETC 375 (lecture course). Once the preceding criteria are met, VETC 375 (lecture course) will have to be repeated prior to completing VETC 375A (lab course) regardless of the grade previously received in VETC 375 (lecture course).

Please also note that you are required to earn a grade of 73 or higher (equivalent to a grade of C or higher) in both the online lecture course (VETC 375) and the in-person lab course (VETC 375A) to pass the large animal requirement of the Veterinary Technology major. In addition, students must earn a grade of 3 or better for all large animal hands-on essential skills. Failure to achieve the minimum grades as stated will require you to retake **both** courses (VETC 375/375A) the next time they are offered.

It is the responsibility of the student to ensure that all of the required large animal essential skills are completed on *Salthouse*, the digital platform that houses the Program's essential skills, after the successful completion of VETC 375/375A. Failure to do so may lead to a delay in graduation.

Students in the Veterinary Technology Program are required to behave in an ethical, professional and mature manner at all times when on-campus or in a classroom, clinical practicum, externship or other educational environment, including SUNY-Delhi. Violation of the Veterinary Technology Program requirements for ethical and professional behavior may be grounds for failure of the course, up to and including immediate dismissal from the Veterinary Technology Program.

SPECIAL NOTE ABOUT VETC 360 FUNDAMENTALS OF ANIMAL RESEARCH

VETC 360 Fundamentals of Animal Research is a clinical course that is required in the Veterinary Technology major. VETC 360 is taught at New York Medical College in Valhalla, NY. Students are required to register for VETC 360 as a fall or spring course at Mercy University and pay Mercy's tuition for this course. (The reason for this is that students will be granted credits for this course by Mercy University.) It is the student's responsibility to arrange transportation to and from New York Medical College.



Since this course is taught at New York Medical College, the class schedule is subject to the academic calendar of New York Medical College, not Mercy University. As such, the class may begin as much as 2-3 weeks earlier than the start of the Mercy University semester. In addition, there may be a class scheduled even though the Mercy campus is closed, and vice versa.

Registration for VETC 360 requires Program Director authorization. Any student that has met the required prerequisites and is planning to enroll in the clinical courses, VETC 340, VETC 341, VETC 350, VETC 350A, VETC 360, VETC 375 and VETC 375A, must meet with one of the Program faculty for advisement. Any student that does not meet with the Program faculty and their PACT mentor for advisement by the deadline that is stated in the advising memo will not be placed on the authorization list and, since course space is limited, the student may need to wait an additional semester to take the course. As space is limited, and the course is taught at New York Medical College, students must be prepared to be authorized into either section that is being offered (if more than one section is being offered).

Students in the Veterinary Technology major must earn a minimum letter grade of C or better in ALL Veterinary Technology and natural science courses, as well as a C+ or better in BIOL 160 General Biology I Lecture and BIOL 160A General Biology I Lab, and a B or better in ENGL 111 English Composition I and MATH 116 College Algebra, as well as maintain a 2.75 cumulative index in veterinary technology courses in order to be admitted into clinical courses, which includes VETC 360.

Students in the Veterinary Technology Program are required to behave in an ethical, professional, and mature manner at all times when on-campus and off-campus, in a classroom, clinical practicum, externship or other educational environment, including New York Medical College. Violation of the Veterinary Technology Program requirements for ethical and professional behavior may be grounds for failure of the course, up to and including immediate dismissal from the Veterinary Technology Program.

SPECIAL NOTE ABOUT SUMMER COURSES

Please be aware that, with the exception of VETC 375A Principles of Large Animal Medicine Laboratory, Veterinary Technology courses are not offered during the summer semester. Veterinary Technology courses are only offered during the fall and spring semesters.

PROGRAM COMMUNICATIONS

Students are expected to check their mercy.edu email every day. All official communications will be sent to that email address in order to ensure that all students receive all necessary information. It is the responsibility of the student to be up to date regarding any material sent to their mercy.edu email address. In addition, students are required to provide the Veterinary Technology Program with a current, valid telephone number every semester. It is the responsibility of the student to notify the Program of any changes regarding student information from the time the student enters the Program until she, he, or they graduate. Notification should be made by contacting the Program's e-mail, at vtprogram@mercy.edu or program phone number, at (914)674-7530.

VETERINARY TECHNOLOGY PROGRAM ESSENTIAL SKILLS LIST PROTOCOL

The Committee on Veterinary Technician Education and Activities (CVTEA®) of the American Veterinary Medical Association (AVMA) has issued a list of essential skills that must be satisfactorily accomplished and decision-making abilities that must be adequately developed by veterinary technology students. Successful completion of all required skills must be evaluated and documented by Mercy University faculty members or Mercy University



Certified Skills Evaluators. Students are expected to keep track of their lists at all times and are responsible for making sure that each skill is signed off in the appropriate course by the instructor within two weeks of completing the course in which essential skills are taught.

As of fall 2018, the Program Essential Skills List is digital and can be found at <https://www.thesalthouse.co/>. This website contains all of the Program's required essential skills as well as the criteria used to assess each skill. At the end of the semester, after final grades are reported, the instructor will sign off on skills that were successfully acquired in that course. Each hands-on skill is acknowledged not only by the instructor's digital confirmation but is assigned a grade on a 1 – 5 scale, with 5 being the highest and 1 being the lowest. Performance on any hands-on skill graded as less than a 3 by the end of the course is considered unsatisfactory and a failure to complete the course. Students who receive an unsatisfactory evaluation in any category or required skill will have their records reviewed by the Veterinary Technology faculty. The faculty will determine if the student will be given the opportunity to repeat the course in a future semester, and/or be placed on probation, or be dismissed from the Program.

Once a student has progressed into the Veterinary Technology Program major (VTNS), an invitation to join Salthouse will be sent via email to the student's mercy.edu email address. It is recommended that upon receipt of the invitation, the student set up their account as directed in the email. **It is highly recommended that students change their password after the initial log on to the Salthouse website.** The Program's administrative assistant should be contacted as soon as possible via vtprogram@mercy.edu if the invitation email has not been received or difficulties in setting up an account has been encountered.

GRADING SCALE

The grading scale for the Veterinary Technology Program (and School of Health and Natural Sciences) is as follows:

LETTER GRADE	EQUIVALENT NUMERICAL GRADE	
A	93-100	
A-	90-92	
B+	87-89	
B	83-86	Note: minimum course grade required in ENGL 111 and MATH 116 and for Veterinary Technology and Biology Animal Science majors (BIAS) that are taking Veterinary Technology courses as open electives.
B-	80-82	
C+	77-79	Note: minimum course grade required in Veterinary Technology Program major BIOL 160 and 160A
C	73-76	Note: minimum course grade required in

		Veterinary Technology Program major courses (except ENGL 111, MATH 116 and BIOL 160 and 160A).
C-	70-72	
D+	67-69	
D	60-66	
F	below 59	

In the Veterinary Technology Program, hands-on skills are graded on a scale from 1 – 5 with 5 being the highest and 1 being the lowest. The grading scale for hands-on skills in the Veterinary Technology Program is as follows:

SKILLS LIST NUMERICAL GRADE	EQUIVALENT LETTER GRADE	
5	A	
4.5	A-	
4	B	
3.5	B-	
3	C	Note: Performance on any skill graded as less than a 3 by the end of the course is considered unsatisfactory and a failure to complete the course.
2.5	C-	
2.0	D	
1.0	F	

GRADES OF “INCOMPLETE”

A student who cannot finish course requirements by the end of the semester may request a grade of **Incomplete** if eligible under institutional policy. An Incomplete is not automatic.

In order to be considered for a grade of Incomplete, the student must:

1. Have spoken with the instructor of the course before submitting the request.
2. Have satisfactorily completed the majority of the course requirements (e.g., only one or two assignments need completion).
3. Provide official documentation of the extenuating circumstances (personal emergency, illness, etc.) that prevented the student from completing all course requirements by the last day of the semester.
4. Complete and submit the Incomplete Grade Request form located in the Student Hub on Mercy Connect.



After submission, the course instructor will review the request through Mercy Connect and approve, deny, or modify it based on institutional criteria and the course completion plan.

Please note the following:

- No grade of “Incomplete” will be given unless the student follows the correct procedure for requesting a grade of “Incomplete” and meets all required criteria.
- It is prerogative of the instructor to deny the student’s request for a grade of Incomplete in the course.
- It is the prerogative of the instructor to designate a date by which the student is required to complete the work. If the work is not completed by the designated date, the “Incomplete” will automatically be converted to a grade of F.
- If the instructor judges that the students work taken together does not justify the change from “I” to a passing grade, the “I” will automatically become an “F.”
- Students cannot progress to courses for which the course with an incomplete grade is a prerequisite, unless the “Incomplete” grade is resolved and converted to a passing grade prior to the start of the term.

BLACKBOARD

All students are expected to check Blackboard daily and are responsible for awareness of any announcements and posted course materials. It is the responsibility of the student to be up to date regarding any assignments, test dates, and other material on the Blackboard site of any course being taken.

BLACKBOARD STUDENT HANDBOOK AND COURSE OUTLINE QUIZZES

At the beginning of each semester, all students that are registered for veterinary technology courses are required to pass one quiz based on the current academic year Mercy University Veterinary Technology Student Handbook as well as a quiz on the course outline for the veterinary technology course(s) for which they are enrolled in the current semester. The Mercy University Veterinary Technology Student Handbook quiz can be found via a Microsoft Forms link that will be provided by the instructor at the beginning of each semester. The course outline quiz can be found on the Blackboard course shell of the veterinary technology course in which the student is enrolled. The following lists the criteria required for passing the quizzes:

- The quiz must be completed prior to the second meeting of the course
- The minimum grade required for all VTPR and VTNS students is 73, and for Biology Animal Science track (BIAS) students taking veterinary courses, the minimum grade required is 83.
- The quizzes can only be taken once.
- If a student fails to achieve the required minimum grade, then the student must meet with the course instructor to participate in an oral quiz regarding the student handbook and course outline.

Failure to pass the quizzes will result in a student being placed on Program probation for the semester due to violation of the ethical and professional standards of the Veterinary Technology Program. A student that is placed on probation will be provided with a Veterinary Technology Program learning contract that will clearly outline the areas in which the student needs improvement. It is the responsibility of the student to meet the requirements of the learning contract. Failure to meet the requirements of the learning contract may result in immediate dismissal from the Program.



Please also note that as per the updated Mercy University policy on attendance reporting, successful completion of the course outline quiz will serve as reporting attendance for that veterinary technology course. Failure to successfully complete and submit the course outline quiz by the deadline may negatively impact disbursement of financial aid.

STUDENT HANDBOOK WAIVERS

The Veterinary Technology waivers must be signed, witnessed, and uploaded as directed by the second week of the semester. These waivers are based on the information found in the Mercy University Veterinary Technology Program Student Handbook. The instructor of the course will inform the students of the appropriate link to use on the first day of class. Only one set of waivers must be signed and uploaded per semester.

SCHEDULING AND ATTENDANCE POLICIES

The Program is cognizant of and sympathetic to time constraints imposed by the realities of work, family, etc. Nevertheless, the student is expected to schedule work and other activities around academic requirements of the Program, such as classes and externships, rather than the other way around. Please note, therefore, that student work schedules may not interfere with scheduling for externships, practicums, or other academic requirements. Please be aware that students are expected to devote a minimum of three weekdays to their externships during the semester.

Please note, unless otherwise specified, the Veterinary Technology Program's attendance policies apply to ALL Program courses, including those that are taught off-campus, such as VETC 360, VETC 375 and VETC 375A.

Punctual class attendance is mandatory. If a student comes to class late, a one-half absence will be noted. Similarly, if a student returns late from a class break, a one-half absence will be noted. Lateness is inconsiderate, highly disruptive to the learning process and diminishes needed class time. **More than four late appearances will automatically result in a failing grade.** Arrival at a class an hour or more late will be considered an absence. Similarly, leaving class early without permission from the instructor will be considered an absence.

For lecture courses, more than two absences will automatically result in a failing grade. For laboratory courses without live animals, more than one absence will automatically result in a failing grade. For laboratory courses with live animals and externships, ANY absence will result in a failing grade. Please note that in some of these courses, the attendance policy will be stated in the course outline, and it is possible that students may not be permitted any absences whatsoever. For term B and C courses, ANY absence will automatically result in a failing grade.

It is the responsibility of and expectation for students to communicate with their instructors as soon as possible regarding any possible absence or lateness. It is also the responsibility of the student to obtain any missed assignments or materials from their classmates.

Quizzes and exams will be announced. **There will be no make-up exams or quizzes without official documentation of an emergency.** Make-up Exams days will be scheduled twice a semester and be proctored. If official documentation is provided for a missed exam no later than at the next scheduled class, the student will take the make-up exam on the next make-up exam day. The make-up exam days will be announced at the beginning of the semester.



LOST CLASS TIME POLICY

In the case of a University cancellation of classes due to COVID-19, weather or other circumstances, students are responsible for making up the class work based on instructions from the faculty member. Unless otherwise indicated by the faculty member, the class that has been cancelled by the University will take place at the regularly scheduled day and time via Zoom. If it is a laboratory or practicum that has been cancelled, the faculty member will reschedule the laboratory or practicum such that the lost class time can be made up. Rescheduling of the lost class time is at the discretion of the faculty member and may be outside of regular class time.

It is the responsibility of the student to know how to use Zoom and Respondus including having the most updated versions of the programs available so that the student will be able to participate in an online exam and/or session that has been scheduled due to the cancellation of class by the University. If the student has any problems regarding technology, it is their responsibility to contact the Mercy University Help Desk at helpdesk@mercy.edu, [Help Desk website](#) or via phone at 914-674-7526 for further help prior to any required deadlines. Failure to participate via Zoom or otherwise as directed by the class instructor when a class has been cancelled by the University will count as an unexcused absence.

STUDENT PREPAREDNESS FOR LABORATORIES OR CLINICAL PRACTICUMS

Students registered for laboratory courses or clinical practicums who are found to be unprepared or unable to safely engage in required activities will not be permitted to participate in the laboratory or practicum. Arriving unprepared or unable to safely engage in required activities constitutes grounds for failure of the laboratory or practicum and may result in failure of the course.

USE OF RECORDING AND/OR ELECTRONIC DEVICES

During clinical practicums, laboratories or externships, audio- and/or video-recording equipment, cameras, cellular and smart phones, smart glasses, headsets, and wireless ear buds/headphones are strictly prohibited and will incur penalties from failure of the course up to and including dismissal from the Program (unless permitted by the instructor). Smart phones and cell phones are a major distraction and a significant safety hazard. Their use, or even their presence, could result in injury to you, others, or an animal. The use of MP3 players or iPods with or without headsets and wireless earphones/ear buds are strictly prohibited as well.

Radios, MP3 players, cell phones, smart phones, smart glasses, wireless headsets, ear buds/headphones, iPods, smart watches, smart glasses, or any other electronic communication or entertainment devices are NOT permitted to be used in any Veterinary Technology course or externship environment (unless the instructor gives permission for such use for a classroom activity). Use of any electronic device, including texting, reading text messages, emailing, and reading emails is prohibited during class, clinical practicum, laboratory class, and externships. Use of these devices is distracting to your classmates, disrespectful to the instructor, and unlikely to improve your classwork. The use of laptops/iPads/electronic tablets for the purpose of taking notes must be cleared with the instructor. If cleared for use by the instructor, these devices may only be used for class activity. Any student using cell phones or other electronic communication or entertainment device during class will be required to surrender it to the instructor for the rest of the class. Infractions associated with the use of cell phones, smart phones, or other electronic equipment constitute unprofessional behavior and incur penalties from failure of the course up to and including dismissal from the Program. Voice recorders can only be used in the classroom with the permission of the instructor.



Food, gum chewing, eating, and drinking are prohibited in all laboratories including Main Hall 302. Mercy University is a smoke-free campus.

VIDEO AND AUDIO RECORDING

The Veterinary Technology Program reserves the right to record video and audio in any of the virtual classes, exams, quizzes, and events hosted by the Mercy University Veterinary Technology Program.

ARTIFICIAL INTELLIGENCE (AI) ETHICAL USE POLICY

The Veterinary Technology Program is committed to fostering professional, ethical, and responsible behavior in all aspects of academic and clinical practice. As part of this commitment, the use of artificial intelligence (AI) tools (e.g., ChatGPT, Grammarly, image generators, diagnostic AI platforms) is permitted **only** in ways that support, but do not replace, student learning and critical thinking.

Students must:

- Use AI tools ethically and transparently, ensuring all work submitted reflects their own understanding, effort, and original thought.
- Avoid using AI in ways that could constitute academic dishonesty, including but not limited to plagiarism, misrepresentation of clinical knowledge or skills, or bypassing critical thinking processes.
- Respect client confidentiality, animal welfare, and professional standards when interacting with AI systems.
- Acknowledge the limitations of AI and avoid reliance on AI-generated information for clinical decision-making.
- Adhere to all university, program, and course-specific policies regarding appropriate AI use.

Ethical and responsible use of emerging technologies, including AI, is a professional expectation and reflects student readiness for clinical practice. The use of AI in a veterinary technology course is subject to instructor discretion and may not be permitted at all. When in doubt about whether the use of AI is appropriate, students should consult with their course instructor.

Violation of this policy may result in disciplinary action, including academic penalties or dismissal from the program.

POLICIES ON VISITORS TO CLASS

The instructor's prior approval is required to bring any visitor to class, including but not limited to children. Children are not permitted in laboratories or laboratory-based classes, under any circumstances. Visitors are not permitted in practicums, off-campus teaching sites and externships.

ADVISING

After successfully completing VETC 101, BIOL 160, BIOL 160A, ENGL 111, and MATH 116, students are encouraged to consult with their PACT mentor each semester for advising regarding future coursework.

Students that are entering the clinical courses VETC 340, VETC 341, VETC 350, VETC 350A, VETC 360, VETC 375 and VETC 375A are required to consult with Veterinary Technology program faculty and their PACT mentor for advising. Failure to meet with the Program faculty prior to the deadline stated in the advising memo may result in



the student not being authorized into the clinical courses and may have to take the courses the next semester that they are offered.

For those students that are entering VETC 495 Externship I and VETC 496 Externship II, a meeting for advisement with either the Program Director or Associate Program Director is required. Failure to meet with the Program Director or Associate Program Director prior to the deadline stated in the advising memo may result in the student not being placed at an externship site.

Advisement for the spring semester generally begins in the previous October-November and advisement for the summer and fall semesters generally begins in the previous March-April.

To Schedule an advising appointment with any of the Veterinary Technology Faculty please follow the following link: <https://calendly.com/veterinary-technology>

POLICIES REGARDING EXAMINATIONS AND QUIZZES

Immediately prior to any examination or quiz, all students are required to place all their belongings, including but not limited to cell phones, smart phones, wireless headphones, earbuds, tablets, laptops, smart watches, beverages, books, and papers in an area designated by the instructor. Phones must be turned off during tests. The instructor has the right to check that all phones are off, not silenced. If the student's ears are not visible, to ensure there are no earbuds worn, the instructor reserves the right to ask to see the student's ears. Brimmed hats must be removed or turned backwards during the testing period. It is strongly recommended that students mark their belongings with some type of identification to differentiate them from those of their classmates. Students will be permitted to retrieve their belongings after the test period is over.

Please note that only basic, four-function calculators with **no programmable memory** will be permitted during exams or quizzes. It is up to the discretion of the instructor as to whether a calculator is acceptable. Therefore, please have your instructor check your calculator on a day prior to the exam. If a student does bring an unacceptable calculator to an exam, the student is required to put it into a receptacle designated by the instructor. The student will be permitted to retrieve it after the exam is over.

Any student who is late to an examination or quiz will not be permitted to take the test. Students will not be permitted to leave the room before handing in a test for any reason, including but not limited to using the restroom. It is strongly recommended, therefore, that students use the restroom prior to beginning exams. **Any student who leaves the classroom during an examination or quiz will not be permitted to resume taking the test. If the student does leave the classroom during an examination or quiz, the grade will be calculated based on the partially completed test.**

Examinations and quizzes are generally reviewed in class by the instructor. However, exam reviews may take place outside of scheduled class time at the discretion of the instructor. Questions may not be copied or photographed during the review or at any other time. Students must return all exams and quizzes to the instructor immediately at the end of the review. Failure to do so constitutes unethical behavior and is subject to the same disciplinary action as other forms of unethical behavior noted in this Handbook.

Exams and quizzes also may be reviewed by appointment in the Veterinary Technology Office (room 327, Main Hall) under the supervision of the instructor. Under no circumstances are students permitted to copy or photograph questions or remove examinations or quizzes from the Veterinary Technology Office. Students must



leave their belongings in the reception area when reviewing quizzes and exams in the instructor's office. Violation of this regulation constitutes unethical behavior and is subject to the same disciplinary action as other forms of unethical behavior noted in this Handbook.

Plagiarism or cheating on an examination or quiz will lead to automatic failure of the course. **Any student who has been found with a substantiated incident of cheating and/or plagiarism may be dismissed from the Program. Any such incident will be reviewed by the faculty for a decision to be made regarding dismissal from the Program.**

ONLINE QUIZZES AND EXAMS

An online exam proctoring browser named Respondus will be used for online assessments in order to maintain academic integrity. As part of the online proctoring, all students are required to have a webcam, as well as other computer specifications, to take an exam or quiz. It means that you will need to be able to take exams on one of the following devices: PC Computer, MAC Computer, and iPad (IOS 7.0 + using the Lockdown Browser App). Your computer will also need to have a working webcam. Android Devices or Chromebooks are not compatible and will therefore not be allowed to be used to take assessments. If the student has any problems regarding technology, it is their responsibility to contact the Mercy University Help Desk at helpdesk@mercy.edu, [Help Desk website](#) or via phone at 914-674-7526 for further help prior to any required deadlines or exams. It is recommended that all students check for updates on Respondus regularly, especially at the beginning of every semester, to avoid delays or technical issues.

Online exams and quizzes can be reviewed with the instructor by virtual appointment. Under no circumstances are students permitted to copy, take a screen shot of or photograph questions. Violation of this regulation constitutes unethical behavior and is subject to the same disciplinary action as other forms of unethical behavior noted in this Handbook.

Please keep in mind that Mercy's academic integrity policy still applies and any student that violates the policy will be dismissed from the program. Once the proctoring browser has been established, you will receive detailed information regarding the procedure for taking an exam online. **Viewing any quizzes, tests, or other online assessments is prohibited without the permission and supervision of the instructor.**

MERCY UNIVERSITY ACADEMIC INTEGRITY POLICY

Academic integrity is the pursuit of scholarly activity in an honest, truthful, and responsible manner. Students are required to be honest and ethical in carrying out all aspects of their academic work and responsibilities. Dishonest acts in a student's academic pursuits will not be tolerated. Academic dishonesty undermines the University's educational mission as well as the student's personal and intellectual growth. In cases where academic dishonesty is uncovered, the University imposes sanctions that range from failure of an assignment to suspension and expulsion from the University, depending on the severity and recurrence of the case(s).

Examples of academic dishonesty include, but are not limited to, cheating, plagiarism, obtaining an unfair advantage, and falsification of records and official documents.

Students should familiarize themselves with Mercy's Academic Integrity Policy found [here](#), which also outlines consequences for policy violation, reporting processes and information regarding academic and judicial sanctions.



TUTORING AND ACADEMIC SUPPORT

The Center for Academic Excellence and Innovation (<http://mercy.edu/academics/academic-tutoring>) offers academic support to students in writing, math, science, and an extensive range of other subjects. You can make one-on-one appointments [here](#).

EXTERNSHIPS

EXTERNSHIP MEDICAL INSURANCE REQUIREMENT

The potential risk for injury is inherent in contact with animals and other aspects of veterinary practice. Any medical cost related to externship is solely the responsibility of the student. Submission of proof of medical insurance as directed will be required to participate in externship and VETC 380/381 Workplace Experience I and II. Failure to submit documentation of current medical insurance as directed will result in loss of eligibility to participate in externship and VETC 380/381.

EXTERNSHIP ATTENDANCE POLICIES

Externs are required to follow all policies and procedures established by externship sites. Externship sites have the right to set strict requirements for punctuality and attendance. It is the prerogative of the externship site to dismiss any student due to lateness, absence, or lack of preparedness.

ANY absence from or lateness to an externship site is not permitted and may lead to dismissal from the externship site and failure of the course. Scheduling of days and times of externship, as well as other policies regarding professional behavior, is at the discretion of the externship facility in consultation with the Director of the Veterinary Technology Program. As a component of professional behavior, you must contact your externship supervisor, prior to your scheduled shift as soon as you know that you will be late or absent. Please note that such notification does not constitute an excuse for the lateness or absence. A pattern of lateness or absence in and of itself is cause for failure of the course.

EXTERNSHIP PLACEMENT AND SCHEDULING

Students intending to perform an externship must be advised by the Veterinary Technology Program Director or Associate Director. Registration for externships and externship placement requires the approval of the Program Director. Advisement for externships must be completed by the deadline stated in the advising memo for registration of the following semester. Generally, this deadline will be in November for spring semester registration and March for fall semester registration. Failure to meet for advisement by the deadline may result in the student not being placed at an externship site and thus, may have to wait an additional semester to participate in an externship.

To schedule an appointment with any of the Veterinary Technology Faculty please follow the following link: calendly.com/veterinary-technology

If students have any difficulty in scheduling an appointment, please contact the Program's administrative assistant at vtprogram@mercy.edu or (914)674-7530.

Eligible students are placed at one of the many externship sites that are formally affiliated with the Veterinary Technology Program. Students are assigned to a placement based on criteria established by the externship facility



and agreed upon by the Program. Optimal educational experience, rather than geography, is the major consideration when assigning placement. Students may be placed at externship sites that require travel of as much as 1 ½ hours from the Dobbs Ferry campus. All placements are also based upon the availability and willingness of the facility to host the student.

The program will make every attempt to place all students in a timeline that does not delay their graduation date. Unfortunately, the availability of clinical sites is not totally under the control of the Veterinary Technology Program. If a potential delay in graduation is possible, the Program Director will discuss options with students (e.g., traveling further to an externship site, delaying graduation to complete externship at a site closer to home or in the student's preferred specialty for Externship II).

Prior to beginning an externship, and following an interview with the externship site supervisor, the student is required to sign an Externship Placement Agreement, documenting that the student accepts the externship placement in order to complete all pertinent course requirements as listed in the Program's Essential Skills List and the course outline (for VETC 495 and VETC 496). If a student refuses placement, there is no guarantee that the student will be able to begin at a different facility as originally scheduled. This may delay graduation.

Once the Externship Placement Agreement has been signed and returned to the Veterinary Technology Program Director, a student MAY NOT self-terminate from the externship. If circumstances arise that may prevent the student from completing the externship, the student is required to meet with the Program Director to discuss the situation. The student must bring any official documentation, if appropriate. The Program Director, and not the student, will then contact the facility. If the student fails to meet with the Program Director and self-terminates from the externship, this may result in an "F" in the course and possible dismissal from the Program on the grounds of violating the Program's policy on professional behavior. The Veterinary Technology Program faculty will then review the student's record to determine if the student will be given the opportunity to participate in an externship in a future semester and/or be placed on probation or dismissed from the Program.

The Program is cognizant of and sympathetic to time constraints imposed by the realities of work, family, etc. Nevertheless, the student is expected to schedule work and other activities around academic requirements of the Program, such as classes and externships, rather than the other way around. Please note, therefore, that student work schedules may not interfere with scheduling for externships, practicums, or other academic requirements. Please be aware that students are expected to devote a minimum of three weekdays to their externships during the semester.

Please note that externship schedules must be approved by both the externship site and the Program Director.

CONFLICT OF INTEREST AND EXTERNSHIP PLACEMENT

To effectively engage in a supervisory relationship and to be able to openly, honestly and objectively receive and give feedback, it is important that your relationship with your supervisor (clinical program personnel) not be affected by a conflict of interest. Past and present relationships with the site or the supervisor may influence the supervisory relationship.

The Program perceives sites may present a conflict of interest where:

- The student or the student's family member is a client or an employee that has close professional contact with the supervisor and/or a position of power over the supervisor.



- The student presently works.
- The student has worked within the past two years (unless there is a total change of staff).
- The student has a friendship or other pre-existing relationship with the supervisor.
- The student has a friendship or other pre-existing relationship with an employee that has close professional contact with the supervisor and/or a position of power over the supervisor.
- The student has had a supervisory role over people who may supervise the student.

Students will not be permitted to perform externships at sites where a conflict of interest potentially exists. The student is expected to disclose to the Program Director if a potential conflict of interest exists, as described above. Failure to do so will be considered a breach of professional ethics and may constitute grounds for dismissal from the Program.

DISMISSAL FROM OR FAILURE OF EXTERNSHIP

There are rules and obligations related to participation in an externship that protects both the student and the school. Only competent, professional, and compliant students will be placed in an externship. The Program has an obligation to the student to provide an appropriate placement but has an additional obligation to the externship site to only place students that can perform in an appropriate manner within the clinical setting. This includes the performance of technical skills and demonstration of a professional and compliant demeanor.

It is the prerogative of the externship site to dismiss a student. Dismissal from an externship site will result in failure of the course. Any student who is dismissed from or fails an externship will have his/her records reviewed by the Veterinary Technology faculty. The Program is not required to allow students to repeat an externship due to dismissal or failure. It is the prerogative of the Program to determine if the student will be given the opportunity to repeat the experience in a future semester, and/or be placed on probation or be dismissed from the Program.

Students may ONLY repeat an externship with permission from the Program Director. Please note that failure of or dismissal from an externship for reasons including but not limited to unethical, unprofessional, or dangerous behavior or any violation of the regulations contained in this Handbook or the policies of the externship site, may constitute grounds for dismissal from the Program. Similarly, rejection by an externship site during the required interview process (prior to performing an externship), for reasons including but not limited to unethical, unprofessional, or dangerous behaviors or any violation of the regulations contained in this Handbook or the policies of the externship site, may constitute grounds for failure of the course up to and including dismissal from the Program.

Any student that is granted permission by the Program Director to repeat an externship will be placed on probation. The student will be required to sign a learning contract which will set specific requirements that the student must meet to successfully complete the externship. Any violation of the signed learning contract constitutes grounds for failure of the externship and dismissal from the Program. If a student is dismissed from the externship site or fails an externship a second time, it will result in dismissal from the Program.

In some circumstances, a student's behavior might be considered a serious enough breach of ethical, professional, or academic standards as to warrant immediate dismissal from the Program.



MARIJUANA STATEMENT

Although recreational marijuana is now legal in New York State, it remains illegal under Federal laws. Veterinary facilities at which a student may be placed for an externship may require drug testing, often for marijuana. A positive drug test for marijuana or other substances may be grounds for dismissal from the externship site. This may delay the student's placement at any site and impact the degree conferral date. Externship sites may ask students to complete a drug test with little or no notice during a placement/rotation. Any student working impaired from any substance will, at a minimum, be removed from patient care and the school will be notified.

ANIMAL CARE REGULATIONS

Mercy University maintains its own Institutional Animal Care and Use Committee (IACUC). It is the duty of this Committee to oversee the implementation of the provisions of the Animal Welfare Act as they might apply to Program activities.

The IACUC's responsibilities include:

- a. Review of animal use protocols, which must be approved prior to use of all vertebrate species. The Committee can withhold approval.
- b. Review and approve or disapprove annual renewals of animal use protocols.
- c. Recommend to the Administration certain policies related to various facets of animal use by the University.
- d. Assure that required training for all involved in animal use has been received prior to approval of animal use.
- e. Semiannual review of the Institution's program for the humane care and use of animals.

POLICY FOR INVESTIGATING AND RESPONDING TO COMPLAINTS OF INAPPROPRIATE ANIMAL CARE OR USE

1. Complaints of inappropriate care or use of animals by any persons or facilities related to the Veterinary Technology Program are to be reported to any member of the IACUC. This may be done by relaying the written complaint to the Administrative Assistant of the Veterinary Technology Program, who will immediately report the receipt of the complaint to an IACUC member. The complaint is to be written and signed by the complainant identifying his/her relationship to the program.
2. Alternatively, complaints may be reported to any member of the IACUC. The members of the IACUC are posted in MH302 and the Veterinary Technology Program office.
3. The IACUC will take precautions to protect the name of the complainant from being revealed to the accused party.
4. The IACUC will acknowledge receipt of the complaint to the complainant within five working days.
5. The IACUC Chair will notify the accused party of the nature of the complaint within five working days.
6. If a complaint is made against a member of the IACUC, that member will recuse him/her/themselves from the deliberations.
7. The IACUC will gather all pertinent facts surrounding the complaint and invite the accused party to respond to the allegations within 30 days.
8. The IACUC will review the complaint and pertinent facts to determine if action is warranted.
9. Both the accused party and the complainant will be notified of the decision and of any action to be taken.



STUDENTS WITH DISABILITIES

Office of Accessibility

Mercy University is committed to the availability of its academic offerings to all qualified students, in compliance with section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA).

The Office of Accessibility Services coordinates disabilities services, including the provision of auxiliary services. Students whose disabilities may require some type of accommodation must self-identify and complete a “Request for Accommodations” agreement. An intake interview with the Director for Disabilities Services may be required. Both the request for accommodation and the interview should be completed one month prior to the academic term. Reasonable accommodation will be made upon receipt of medical documentation of the disability, which supports the request and need for the accommodation. Appropriate modifications of accommodation will be worked out on a case-by-case basis.

Requests for testing with accommodation should be made to the director for Disabilities Services two weeks in advance of need. Students with a disability for which they are or may be requesting accommodation are encouraged to contact the Office of Accessibility Services, Main Hall, Room 108, 914-674-7523, as soon as possible in the term. More information can be found at: <https://www.mercy.edu/student-support/office-accessibility>

GRADUATION AND LICENSURE

APPLICATION FOR GRADUATION

In order to graduate, a student is required to complete a Graduation Application Form and submit it to the Registrar. For February degree conferral, the deadline for submission is generally October 15th. For May degree conferral, the deadline is generally February 2nd. For August degree conferral, the deadline is generally April 10th. Please see instructions in the Mercy University Undergraduate Catalog and on the Mercy University website. The application can be located in the [student hub](#) on Mercy Connect.

LICENSURE AND PROFESSIONAL PRACTICE

Students who are within six months of graduation, enrolled in VETC 496 Externship II and who are maintaining grade and cumulative index requirements for the Program are entitled to submit an application for New York State licensure and to apply to take the national licensing examination (VTNE). The Veterinary Technology Program Director will provide advisement regarding when to take the test and will provide detailed information on the application procedure. However, the actual license is not granted until after graduation, and students have arranged for Mercy University to send their final official transcript and confirmation of degree conferral to the New York State Department of Education.

Please refer to the New York State Office of the Professions website for further information about licensing of veterinary technicians at <https://www.op.nysed.gov/veterinary-technician>.

Mercy University students and alumni can request their transcripts by visiting the Mercy University page on the National Student Clearinghouse website: <https://tsorder.studentclearinghouse.org/school/ficcode/00277200>.

Students who wish to take the VTNE in any given test window must notify the Program Director a minimum of three months prior to the exam window (or as directed by the VTNE memo from the Program Director).



HEALTH AND SAFETY

STUDENT WELLNESS

The Health Office oversees evaluation and treatment for common minor injuries and illnesses, preventive health care, health education, and referrals to local specialists or hospitals as needed. The office is staffed by Family Nurse Practitioners and Registered Nurses with appointments available on all three campuses. We are committed to providing confidential, responsive, high quality medical care to our diverse student community. There are no fees for the services in the Student Health Office. To make an appointment at the Health Office, call (914) 674-7255 or email healthoffice@mercy.edu to speak with one of our providers. <https://www.mercy.edu/student-support/health-wellness-center>

STUDENT COUNSELING SERVICES

The Student Counseling Center offers students help with mental health issues including increased stress, depression, and anxiety as well as concerns about their academic progress, daily living, adjustment to college and relationships with others. Our Counselors provide brief treatment lasting up to **eight sessions** per semester. In-person sessions are available Monday – Friday between the hours of 9 AM and 5 PM on all three campuses by appointment. All services are free, confidential, and provided by licensed therapists for students currently registered in classes. To make an appointment please email us at counselingcenter@mercy.edu or call us at **914-888-5150**.

PROTOCOL FOR HANDLING AGGRESSIVE OR DANGEROUS ANIMALS

Any aggressive or dangerous animal behavior observed by a student or extern must be reported immediately to the instructor/supervisor. The instructor/supervisor is to determine whether an animal may be safely handled with proper restraint techniques. If so, the student or extern will be permitted to handle/restrain the animal under the direct supervision of the instructor/supervisor. If not, the animal will not be handled by students or externs.

ANIMAL BITE WOUNDS AND OTHER MEDICAL EMERGENCIES

In the event that someone is injured on campus, the following measures should be taken:

1. Report the injury to a faculty member as soon as possible. The faculty member is required to notify the Program Director or Associate Program Director of the incident as soon as practically feasible.
2. Thoroughly clean the wound with soap and warm water.
3. If the injury is minor, it is recommended that the student go directly to the Health Office, located in room 115 Main Hall, where registered nurses provide services including treatment of minor injuries and illnesses and first aid.
4. If the injury is more serious or in the case of any bite wound, it is recommended that the student go directly to the nearest emergency room. Call Campus Security at ext. 7225 for emergency assistance.
5. An incident report, filled out by the student with Campus Security, should also be filed.
6. If a student is bitten by an animal while on campus, the animal is to be kept apart from others. Its disposition should be determined by the instructor.

If a bite wound, other injury or medical problem occurs at an externship or other off-campus teaching site, the student is to notify the nearest supervisor or faculty member as soon as possible. If the facility requests that the



student fill out an incident report, this should be done right away. Please request that the site send a copy of such report to the Director of the Veterinary Technology Program. As noted above, any bite wound should be immediately cleaned thoroughly with soap/antiseptic scrub and warm water. The student should seek immediate medical consultation, at an emergency room or physician's office.

Students that are participating at an off-campus teaching site, externship or workplace experience must also comply with the following:

1. Student must follow all infection control policies of the off-campus teaching site, externship site or workplace experience site.
2. Student must agree to follow the health and safety guidelines set by Mercy University, the academic program, and the clinical facility.
3. Student must understand that any outside location where work for the placement may take place is responsible for implementing and enforcing its own safety measures, and that Mercy University has no control over the implementation of said measures at outside locations.
4. Student is solely responsible for paying the costs of any medical treatments needed because of their participation in clinical placements or off campus lab experience, including any out-of-pocket expenses and/or co-pays; regardless of the reason, if such medical treatment was needed.

LABORATORY RULES AND SAFETY

Labs in the School of Health and Natural Sciences in Mercy University are operated in accordance with Occupational Health and Safety Administration (OSHA; OSHA Laboratory Standards 29 C.F.R. 1910.1450 and OHSA Blood Borne Pathogen standard 29 C.F.R. 1910.1030) and the Center for Disease Control and Prevention (CDC) regulations regarding Laboratory Safety Standards. It is prohibited to eat, drink, chew gum, apply cosmetics, take medications or handle contact lenses, or similar activities while in the laboratories, because such activities may result in accidental ingestion of/exposure to hazardous materials (chemical, radiological, biological). These activities are strictly prohibited from all Mercy University laboratory spaces including the teaching, research and preparatory laboratories.

Students enrolling in laboratory courses should be aware that they may encounter a wide range of substances and potential pathogens. If a student has or suspects that a medical condition or health problem exists or may come to exist which might be affected by being in a laboratory or medical facility (e.g., allergies, chemical sensitivities, pregnancy, fainting, etc.), the student should consult their personal physician. Your laboratory instructor or program director cannot give health care advice but should be informed appropriately of concerns and potential problems. Students also should be aware of the potential risk of injury inherent in contact with specimens, lab supplies, and/or laboratory equipment.

In addition, students must comply with the following rules and regulations:

- Under NO circumstances should students enter the laboratory or attempt to work in the absence of an instructor, unless permission is granted by the instructor or lab staff.
- No children or unauthorized visitors are allowed in the laboratories

- Personal protective equipment including safety goggles (if applicable), lab coat, and gloves must be worn at all times when involved in laboratory activities. The PPE is specific to the laboratory course and/or activity. Instructors may ask students to leave the lab should students be missing proper PPE or wearing clothing unfit for safe laboratory learning. Loaner PPE may be available for specific lab courses and as deemed appropriate, please refer to course syllabus for further information.
 - *For laboratory courses or practicums within the Veterinary Technology Program, students must bring and wear a laboratory coat. Students are responsible for bringing a clean laboratory coat in a bag or container that can be disinfected or disposed of appropriately. Students are required to remove the laboratory coat before leaving the lab or practicum for any reason and place it in an appropriate bag or container. Students are required to disinfect the laboratory coat as soon as possible, and before its next use, to prevent the student from spreading potential contaminants to their home or a new location.*
- No open-toe shoes (sandals, flip flops, etc.), shoes with holes (e.g. crocs), or shorts are allowed. Clothing (e.g. pants, skirts, etc.) must be ankle length
- Long hair must be tied back, as applicable
- No loose and baggy clothing is allowed, as applicable
- Students MUST follow any lab specific operating procedures provided by the instructor or any other Mercy University designee at all times when present in the laboratories.
- Students MUST notify the instructor of any spills.
- Students MUST dispose of products, by-products, and waste (chemical, biological, pathological etc.) as directed by the instructor
- Students MUST clean their station, glassware, and equipment as directed by the instructor at the conclusion of the experiment.
- Know the location of safety showers and eyewash stations. Every lab is equipped with eyewash apparatus, and most labs with safety showers. This equipment is to be used by any individuals who have suffered an extreme or acute exposure to chemicals in the eye or on their body, in cases of hazardous chemicals and the professor notified
- Know the location of the Fire extinguisher. All labs will contain one or there will be one nearby in the hallway. Under normal circumstances, most fires will be small and easily contained. Unless there is clearly an immediate danger, students should notify the professor of a fire before attempting to extinguish it themselves.

There are other good laboratory practices which Mercy University strongly encourages to follow:

- Keep benchtops clear of unnecessary items. Only approved apparatus and your notebook, pen/pencil and/or lab manual/other reading material should be on the working surface. Other items, such as laptops, tablets, phones, etc., may be allowed depending on the lab and at the discretion of the instructor
- Do not sit on laboratory bench tops.
- Always be prepared for each day's work in the laboratory by reviewing all pre-laboratory materials and safety information related to the experiment or laboratory activity.



- Hands must be washed once you leave the lab, even if you had gloves on.
- Laboratory faucets are not to be used for drinking. It is not safe due to possible contamination.
- Familiar compounds like salt, sugar, bicarbonate, and alcohol found in the lab are not for human consumption.
- Laboratory glassware cannot be used as a food or beverage container.
- Food and drinks cannot be stored in the laboratory refrigerators. Lab refrigerators are contaminated with pathogenic microorganisms and chemicals.
- Ice from the ice machine in the lab (used for the lab) is not for human consumption
- Eating, drinking, smoking, applying cosmetics, and handling contact lenses are strictly prohibited in ALL Mercy University laboratory classrooms, regardless of whether or not a laboratory or lecture session is taking place in a laboratory classroom. This includes bringing food or drink containers to the laboratory classroom.

The first breach of lab safety rules and regulations will result in a verbal warning. Refusal to comply with laboratory rules and regulations as indicated by faculty (i.e. course instructor), staff (i.e. lab manager and assistant lab manager) and/or recitation leader may result in the incident being reported to security, the student's ejection from the laboratory by security, and the incident being reported to the course coordinator, departmental chair, and the Dean's Office. Serious and/or repeated offenses may result in students not being allowed to return to lab and/or a grade penalty, including failure of the course.

If a student's tardiness for a lab activity will compromise the safety of that student, the student may not be permitted to participate.

In addition, for *laboratory courses or practicums within the Veterinary Technology Program*, the first offense of laboratory rules will lead to a verbal warning and the disposal of any prohibited items. The second offense will result in the removal of the student from the laboratory classroom, which will be counted as an unexcused absence. In addition, for any graded lab or practicum, the student will receive a failing grade for that particular lab or practicum. Two or more violations of the laboratory safety policy are grounds for failure of the course and, pending faculty review, may also result in dismissal from the Program. Additional consequences for repeated offenses are detailed in the relevant course outline.

SAFETY EQUIPMENT

- Safety Showers and Eyewash Stations: Each lab is equipped with at least one safety shower and/or one eyewash station for use by individuals who have suffered an extreme or acute exposure to chemicals. All students must familiarize themselves with the locations of these devices and their proper use. The professor **MUST** be notified IMMEDIATELY if a student believes that he or she must use either of these implements.
- Fire Extinguishers and Fire Blankets: While the risk of fire is minimal during participation within Veterinary Technology Program laboratories, all students must familiarize themselves with the location of the fire suppressing equipment present in each lab. Unless there is clearly an immediate danger, students should notify the professor of a fire before attempting to extinguish it themselves.

LABORATORY OPERATING PROCEDURES

PLEASE READ, UNDERSTAND, AND PRACTICE the following precautions in the laboratory.

- If at any time you are injured during a laboratory procedure, you must notify the instructor immediately.

- Under no circumstances should you enter the laboratory or attempt to work in the absence of an instructor.
- Never sit or lean on the laboratory bench tops.
- Treat all chemicals with maximum care. Assume that all are highly toxic and flammable. Be careful with flames.
- Clean up all chemical spillage immediately and report this to your instructor. Use a laboratory spill kit or kitty litter to absorb any spills.
- Keep the bench-top free of towels (both paper and cloth). Only approved apparatus and laboratory notebooks should be routinely on the working surface.
- Always be prepared for each day's work in the laboratory by reading and making sure you understand the experimental procedure prior to the lab.
- Always have the instructor check your setup of apparatus before starting a procedure.
- Check your glassware for cracks before using it in your experiment.
- All broken glassware (hematocrit tubes, microscope slides, etc.) should be reported to the instructor and disposed of in the red sharps container; use the sharps containers provided in each lab.
- Before disposing of any glass containers in the broken-glass box make sure it is clean and empty of all chemical matter.
- No trash is to be thrown in the sink. Inform your instructor immediately if any sink overflows or leaks.
- All Biological Waste (contaminated slides/glassware, test tubes, etc.) should be disposed of in Labeled "REDLINE" bio-hazardous waste containers.
- All laboratory stations, including sinks, equipment, desks, and chairs must be properly cleaned prior to leaving the laboratory classroom

DISPOSAL OF SHARP OBJECTS AND MEDICAL WASTE

Sharp objects such as needles or glass must not be disposed of in trash cans. Such improper disposal can cause injury to students and university personnel. Specially designed boxes for the safe disposal of sharp objects, which are located in the laboratories, are the only proper receptacles for these materials. Filled boxes are discarded according to safety regulations by Mercy University. The safety of students and staff depends upon proper use of the disposal boxes.

Sharps must be disposed of in the following manner:

- a. Scalpel blades, needles and other items designated as "Sharps" are to be placed in the red plastic Sharps containers provided.
- b. The instructor will advise students as to whether syringes without needles are to be treated as sharps.
- c. Needles and syringes are not to leave laboratory or clinical areas.

Medical waste must be placed in medical waste containers only. The instructor will advise students as to what items are to be treated as medical waste. Under no circumstances should items that are not designated as medical waste be placed into medical waste containers. Failure to properly dispose of sharps or medical waste, or to improperly use sharps or medical waste containers, will negatively affect course grades as indicated on the course outline, and may lead to failure of the course.



CLEAN UP IN LABORATORIES AND PRACTICUMS

Every member of the veterinary team is expected to take a role in ensuring effective sanitation of veterinary facilities in order to prevent disease transmission, properly care for equipment and maintain a pleasant and healthy environment. Therefore, students are required to clean and disinfect designated facilities and equipment in certain courses, such as disinfection of tables, counters, and equipment in courses such as VETC 256A Anatomy of Domestic Animals Laboratory, VETC 306A Clinical Laboratory Techniques Laboratory and disinfection of cages and tables in VETC 258 Animal Handling and Restraint, and VETC 350A Surgical Nursing and Radiography laboratory. Failure to satisfactorily clean and disinfect designated facilities and equipment after every use as well as to properly and carefully put away all equipment after every use, as requested by the course instructor or other Program faculty member, will negatively affect course grades as indicated on the course outline, and may lead to failure of the course.

STUDENT HEALTH

Students enrolling in laboratory and clinical courses should be aware that they may come into contact with a wide range of substances and potential pathogens. If a student has or suspects that a medical condition or health problem exists or may come to exist which might be affected by being in a laboratory or veterinary medical facility (eg, allergies, chemical sensitivities, pregnancy, fainting, etc.), the student should consult his or her personal physician. Your laboratory instructor or supervisor cannot give health care advice but should be informed appropriately of concerns and potential problems.

Students also should be aware of the potential risk for injury inherent in contact with animals and other aspects of veterinary practice. Any medical costs related to activities in on- or off-campus courses, including but not limited to externships, are solely the responsibility of the student. In addition, submission of proof of medical insurance is required for all students enrolled in VETC 495 Externship I, VETC 496 Externship II, and VETC 380/381 Workplace Experience I and II. Failure to submit medical insurance documentation as directed will result in the student not being permitted to participate in externship or workplace experience.

Written documentation from a physician regarding the safety and advisability of a student with a relevant medical condition to continue in a class or externship, as well as their ability to perform the activities, duties, and responsibilities of Veterinary Technology student, may be required in order to permit the student to continue in the class or externship. Students will also be asked to sign a waiver indicating their understanding of any personal safety risk due to their continuation in the Program.

ANIMALS ON CAMPUS

Due to health, safety, and liability reasons, and in accordance with animal welfare guidelines, stray animals, wild animals, and injured animals are not permitted in Veterinary Technology classes under any circumstances. They may not be housed even temporarily in Mercy University facilities. Persons should be advised to contact a NYS Licensed Wildlife Rehabilitator for assistance with wild animals or the local animal control agency for assistance with strays and unwanted pets.

Animals are not permitted on Mercy University campuses, with the exception of those animals used for educational purposes with the prior approval of the Program Director. Any student that wishes to bring an emotional support animal to class, must obtain prior approval from the instructor and Program Director.



Emotional support animals will not be permitted in any laboratory, practicum, or externship. Any student who brings an unauthorized animal to class will be asked to leave and will result in an unexcused absence from class.

PROTOCOL FOR STUDENT COMPLAINTS

Students with complaints are encouraged to discuss their concerns informally with the appropriate office or individual. For academic concerns, students are encouraged to communicate with their instructors and/or academic advisors early in the term to resolve issues and to allow time for appropriate actions and referrals. Students wishing to file an official grievance must do so in writing. For academic concerns such as grade disputes and application of academic policies, the grievance procedure is listed under Academic Regulations and Procedures in the *Mercy University Undergraduate Catalog*.

For all other non-academic complaints/grievances, it is recommended that the student discuss their concerns initially with the appropriate individual or instructor. If a resolution cannot be reached, then the student is encouraged to communicate with the Veterinary Technology Program Director. If an informal resolution still cannot be reached, the student can then meet with the Dean of the School of Health and Natural Sciences (SHNS). Non-academic grievances are officially resolved at the level of the SHNS Dean.

Mercy University continues to recommend and encourage the informal resolution of complaints, believing that effective communication is also part of the educational process. To the extent that a faculty member, academic unit head or dean are unavailable, a designee may be appointed for purposes of resolving such issues in a timely manner.

MERCY UNIVERSITY RESOURCES

Students are expected to be familiar with all pertinent material in the Mercy University Student Handbook and Undergraduate Catalogue. A few reference items are presented here for speed of access.

MERCY UNIVERSITY SECURITY OFFICE

SECURITY OFFICE NON-EMERGENCY: 914-674-7225

SECURITY OFFICE EMERGENCY: 914-674-9999

MERCY UNIVERSITY WEATHER LINE

914-674-7777

In the event of severe weather or any emergency situation, the University may close or delay classes and/or other operations, in whole or in part. This decision may affect one or more campuses. The decision to close or delay day classes will be made by 6 am, and for evening classes by 2 pm. In addition to calling the Emergency Phone Number, information regarding closure and delay can be obtained at:

Mercy.edu – campus announcements on homepage

Email – refer to Mercy.edu accounts

Facebook and Twitter

Media – Radio stations WFAS (1230 AM and 103.9 FM), WHUD (100.7 FM), WOR (710 AM) and WCBS (880 AM).

Also, information can be obtained from the News 12 cable television station. The University does have an emergency notification system, which may be implemented in cases of imminent emergency conditions.



MERCY UNIVERSITY LIBRARIES

914-674-7256 Any questions regarding research for projects or other library help, please contact Susan Gaskin Noel. She is our library liaison for the School of Health and Natural Sciences and can be contacted via email SGaskinnoel@mercy.edu or you can schedule a meeting via Zoom or in person.

QUESTIONS OR CONCERNS ABOUT THE PROGRAM

The Veterinary Technology Program invites all students to contact their instructors or arrange an appointment with the Program Director or Associate Director if there are any questions or concerns.

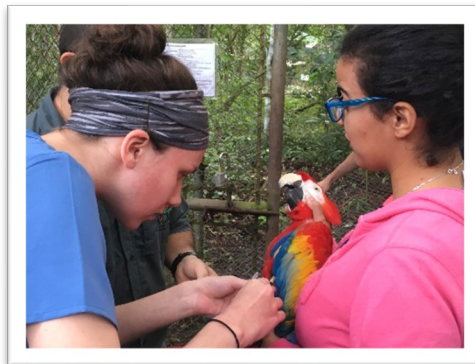
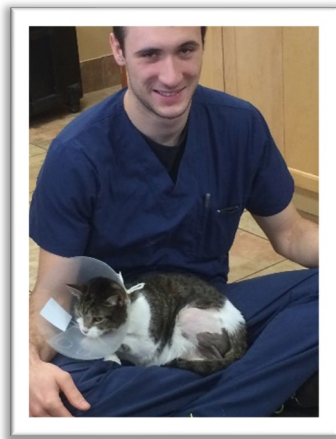
DISCLAIMER

This Student Handbook is a compilation of the policies, practices, and procedures of the Mercy University Veterinary Technology Program. Please read it and become familiar with its content. Together with major university publications, such as the Undergraduate Catalog and the Mercy University Student Handbook, it provides answers to many questions, informs students of their rights and responsibilities, and establishes the Program's expectations of its student community.

The Program reserves the right to modify, change, or eliminate any policy, practice or procedure described in this guide and to promulgate new policies and procedures as needed or in response to changes in applicable laws, regulations and/or requirements of the Program and the Program's accrediting body, the AVMA CVTEA. Such changes may be of any nature, including but not limited to, the modification or elimination of policies, procedures, activities, services, or programs. Students will be advised of changes as practical.

By the act of registering for VETC 101 Introduction to Veterinary Science and/or declaring a major concentration in Veterinary Technology or attending classes within the curriculum, payment of tuition or fees, or participating in Program activities, students consent to comply with the policies, procedures, and practices described in this Handbook and are required to sign the following requisite forms. Failure to do so will disqualify the student from eligibility for acceptance into, and will lead to immediate dismissal from, the course and/or Veterinary Technology Program.

**VETERINARY TECHNOLOGY PROGRAM
STUDENT FORMS**



Veterinary Technology Program

Application for Progression

PLEASE TYPE OR PRINT CLEARLY USING BLUE OR BLACK INK

CWID:	
Major:	
BELOW: For Office Use Only	
Prerequisites Completed	☐ Yes ☐ No
Accepted into the Program	☐ Yes ☐ No

APPLICANT'S LEGAL NAME (Last) (First) (Middle)		
ADDRESS (No. and Street) (Apt. #) (City or Town) (State) (Zip Code)		
HOME TELEPHONE (Area Code)	CELL (Area Code)	
MERCY.EDU E-MAIL ADDRESS:		
PERSONAL E-MAIL ADDRESS:		
ACADEMIC REQUIREMENTS	APPLICANT USE	Office use only
Current GPA at Mercy		
General Biology I (BIOL 160) * ☐ Completed ☐ In Progress	Grade/semester completed	
General Biology I Laboratory (BIOL 160A) * ☐ Completed ☐ In Progress	Grade/semester completed	
College Algebra (MATH 116) * ☐ Completed ☐ In Progress	Grade/semester completed	
English Composition I (ENGL 111) * ☐ Completed ☐ In Progress	Grade/semester completed	
Introduction to Veterinary Science (VETC 101) ☐ Completed ☐ In Progress	Grade/semester completed	
If prerequisite course accepted in transfer to meet prerequisite course (official transcript required):	Course/Grade/Prerequisite met	
SUPPLEMENTAL INFORMATION – PLEASE CHECK BOXES AS APPROPRIATE		Date Submitted
Required: Signed Mid-Term Grade Report if Prerequisite Course in Progress ☐		
Required: Signed Essay ☐		
Required: Acknowledgement of Minimum Technical Standards, Skills and Abilities ☐		
Required: Official Transcripts for transfer credits ☐		
Optional: Resume ☐		
Optional: Two Letters of Recommendation (Typed and signed) Academic ☐ Professional ☐		



- * Acceptance of transfer credits to satisfy prerequisite course requirements will only be considered if the course was taken within the last four years at an accredited college institution, the credit hours and course content are equivalent and the final grade in the course meets the minimum grade requirement of the major.

ACADEMIC INFORMATION

What is the highest degree that you have **completed** (circle one):

No degree Associates Degree Baccalaureate Degree Master's Degree Doctoral Degree

List ALL Colleges or Universities attended. Failure to submit official transcripts from all previously attended colleges & universities by **the application deadline** may make you ineligible for the 20____ academic year.

Name of School & Address (City, State & Country if outside the U.S.)	Dates Attended	Major	Degree Earned
1.			
2.			
3.			
4.			

If you have attended additional colleges, please list them on a separate sheet of paper and submit along with your application.

SUBMISSION OF APPLICATION

By signing below, I am acknowledging the following:

I have provided true, correct and complete information. I have read and I understand the Veterinary Technology Program admission requirements as stated in the current *Mercy University Undergraduate Catalog*. I understand that I must submit all supporting documentation to the Veterinary Technology Office by the deadline, to be considered for admission into the Veterinary Technology Program for _____(term). I further understand that any misleading information on this application may be cause for dismissal from the Veterinary Technology Program and if dismissed, I will not be allowed to re-apply.

Print Full Name: _____

Signature: _____

Date: _____

*Admission to the Veterinary Technology Program is selective, and space is limited.
This application does not guarantee acceptance.*



GUIDELINES FOR WRITING YOUR ESSAY

Directions: As part of your application to the Mercy University Veterinary Technology Program, a 250-word, typed response in essay format is required for EACH of the prompts below. This is your opportunity to share what motivates you to seek a career as an animal care professional. You are strongly encouraged to proofread and check the grammar and spelling of your written work. Plagiarism will disqualify the application and may be cause for dismissal from Mercy University. Please sign and date your essay before submitting. Note: hand-written essays will not be considered.

1. Describe the veterinary profession and explain why you have decided to pursue a career in the veterinary profession. Include why you have chosen the Veterinary Technology Program at Mercy University.
2. Explain the role of a veterinary technologist on a veterinary health care team. Include in your explanation the difference between the roles of a veterinary technologist and the role of a veterinarian on the health care team. Include what you intend to do with a Bachelor of Science degree in Veterinary Technology and what traits you possess that will help you be successful in this field.
3. The Veterinary Technology Program at Mercy University is rigorous and requires a minimum of two hours of study outside of class for every hour spent in class per week. Explain what your strategy will be as well as what characteristics or background you possess that will support your success in this Program.



MID-TERM GRADE REPORT FOR PREREQUISITE COURSES

Students taking college courses at any institution during the _____ semester are required to submit mid-term grades for any prerequisite courses in progress. Please bring this form to your current instructor/s and have each instructor **sign the form** and indicate your current grade (Use as many copies as you need.) Please note: instructors must provide a letter grade (a range of grades is acceptable, for example: "A-/B+"). If you are accepted into the Veterinary Technology Program, any prerequisite courses in progress at the time of application must be successfully completed with the minimum grade requirement of the major, as stated in the *Mercy University Undergraduate Catalog*, in order to begin the Program in _____(term).

Student name: _____ CWID: _____

_____(term) prerequisite courses:

College/University: _____

Course: _____ Title: _____

Current grade: _____ Date: _____

Instructor's name (please print): _____

Instructor's signature: _____

Email: _____

Phone: _____

Comments: _____



MINIMUM TECHNICAL STANDARDS, SKILLS, AND ABILITIES VETERINARY TECHNOLOGY PROGRAM

- a. Capable of frequently lifting and/or carrying up to 50 pounds from floor to waist level.
- b. Ability to tolerate walking and standing for sustained periods of time.
- c. Capable of handling, positioning, and restraining live animals.
- d. Capable of using hands and arms to handle, install, position, and move materials.
- e. Auditory ability sufficient to monitor and assess health needs, including auscultatory sounds, alarms, animal vocalizations, cries for help, and warning sounds from animals and humans. Ability to perceive and understand the natural or amplified human voice when lips, facial expressions and/or other visual clues are not able to be seen.
- f. Tactile ability sufficient for physical assessment and to perform nursing duties.
- g. Eyesight capable of viewing small visual images and reading instrumentation.
- h. Amenable to learning the safe handling and restraint of all Program-required species of domestic and exotic animals without a level of fear that interferes with satisfactory performance.
- i. Ability to handle and/or be exposed to a wide variety of animal species and their environment without adverse medical consequences (ex. Allergic reaction).
- j. Capacities to read, hear, understand, and quickly execute complex verbal and written instructions given in English.
- k. Willingness to assist with or perform a wide variety of medical, surgical, and diagnostic procedures in the veterinary setting, including humane euthanasia.
- l. Ability to act in a professional and ethical manner. Ability to respond positively to constructive criticism.
- m. Ability to respond promptly and appropriately in emergency situations. Emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
- n. Ability to speak and write in English and be understood by others who speak English.
- o. Ability to understand the basis and content of ethical veterinary practice and the professionalism required in such practice. Possession of attributes which include compassion, empathy, altruism, integrity, responsibility, and tolerance.
- p. Cognitive abilities necessary to master relevant content in the curriculum at a level deemed appropriate by the faculty. These skills may be described as the ability to comprehend, memorize, analyze, and synthesize the material. Ability to develop reasoning, critical thinking and decision-making skills at a level deemed appropriate by the faculty.

The above standards, skills and abilities serve to ensure that the student possesses all of the necessary attributes required for graduation. They serve to protect the student and patient and are deemed essential for performance as a competent veterinary professional. For any student that may need accommodations, that student must register with the Office of Accessibilities and complete a Request for Accommodations form prior to the start of the semester. Additional medical documentation may be required.

I, _____ (print full name) have read and understand the above statement regarding the minimum technical standards for the Veterinary Technology Program and



availability of accommodations, if necessary, through registration with the Office of Accessibilities.

Student Signature

Date

VETERINARY TECHNOLOGY PROGRAM WAIVERS

The waivers on the following pages must be signed and witnessed as directed by your instructor.





STUDENT ACCEPTANCE FORM
MERCY UNIVERSITY VETERINARY TECHNOLOGY PROGRAM
STUDENT HANDBOOK

I have reviewed the Veterinary Technology Program Student Handbook and understand that I am fully responsible for the knowledge and implementation of all policies, procedures and requirements contained herein.

Name (Print) _____ Signature _____

Date _____

Witness (Print) _____ Signature _____

Date _____



SCHEDULING AND ATTENDANCE POLICIES STUDENT ACKNOWLEDGEMENT FORM VETERINARY TECHNOLOGY PROGRAM

The student is expected to schedule work and other activities around academic requirements of the Program, such as classes and externships, rather than the other way around. Please note, therefore, that student work schedules may not interfere with scheduling for externships, practicums, or other academic requirements. Please be aware that students are expected to devote a minimum of three weekdays to their externships during the semester.

Please note, unless otherwise specified, the Veterinary Technology Program's attendance policies apply to ALL Program courses, including those that are taught off-campus, such as VETC 360 and VETC 375.

Punctual class attendance is mandatory. If a student comes to class late, a one-half absence will be noted. Similarly, if a student returns late from a class break, a one-half absence will be noted. Lateness is inconsiderate, highly disruptive to the learning process and diminishes needed class time. **More than four late appearances will automatically result in a failing grade.** Arrival at a class an hour or more late will be considered an absence. Similarly, leaving class early without permission from the instructor will be considered an absence.

For lecture courses, more than two absences will automatically result in a failing grade. For laboratory courses without live animals, more than one absence will automatically result in a failing grade. For laboratory courses with live animals and externships, ANY absence will result in a failing grade. Please note that in some of these courses, the attendance policy will be stated in the course outline, and it is possible that students may not be permitted any absences whatsoever.

It is the responsibility of and expectation for students to communicate with their instructors as soon as possible regarding any possible absence or lateness. It is also the responsibility of the student to obtain any missed assignments or materials from their classmates.

Quizzes and exams will be announced. **There will be no make-up exams or quizzes without official documentation of an emergency.** Make-up Exams days will be scheduled twice a semester and be proctored. If official documentation is provided for a missed exam no later than at the next scheduled class, the student will take the make-up exam at the next make-up exam day. The make-up exam days will be announced at the beginning of the semester.

LOST CLASS TIME POLICY

In the case of a University cancellation of classes due to COVID-19, weather or other circumstances, students are responsible for making up the class work based on instructions from the faculty member. Unless otherwise indicated by the faculty member, the class that has been cancelled by the University will take place at the regularly scheduled day and time via Zoom. If it is a laboratory or practicum that has been cancelled, the faculty member will reschedule the laboratory or practicum such that the lost class time can be made up. Rescheduling of the lost class time is at the discretion of the faculty member and may be outside of regular class time.

It is the responsibility of the student to know how to use Zoom and Respondus including having the most updated versions of the programs available so that the student will be able to participate in an online exam and/or session that.



has been scheduled due to the cancellation of class by the University. If the student has any problems regarding technology, it is their responsibility to contact the Mercy University Help Desk at helpdesk@mercy.edu, [Help Desk website](#) or via phone at 914-674-7526 for further help prior to any required deadlines. Failure to participate via Zoom or otherwise as directed by the class instructor when a class has been cancelled by the university will count as an unexcused absence.

I have read and understand the above.

Name (Print) _____ Signature _____
Date _____

Witness (Print) _____ Signature _____
Date _____



GRADE AND GPA REQUIREMENTS STUDENT ACKNOWLEDGEMENT FORM
VETERINARY TECHNOLOGY PROGRAM

Students enrolled in the Veterinary technology track (VTNS) or enrolled as Undecided Veterinary Technology majors (VTPR) must earn a minimum letter grade of "C" or better in all veterinary technology and natural science courses and a grade of "C+" or better in BIOL General Biology I Lecture and BIOL 160A General Biology I Laboratory, "B" or better in ENGL 111 English Composition I, and MATH 116. Students must maintain a 2.75 cumulative index in veterinary technology courses for admittance into clinical courses VETC340, VETC 341, VETC 350, VETC 350A, VETC 360, VETC 375, VETC 375A, VETC 495, and VETC 496 and to graduate in the Veterinary Technology major curriculum. However, it is highly advised that students maintain a minimum cumulative index of 2.75 in veterinary technology courses throughout the program to avoid a delay in graduation.

In order to take veterinary technology courses to fulfill the Animal Sciences major elective requirements, students must first earn a grade of B in ENGL 111, grade of B in Math 116, grade of C+ in BIOL 160/160A and minimum grades of C in all Veterinary Technology and Natural Sciences courses. Recommendations and/or evaluations will not be considered for students with a minimum cumulative index of less than 3.2 in Veterinary Technology and natural science courses. Students that graduate with a Biology Animal Science Major (BIAS) are **NOT ELIGIBLE** to take the Veterinary Technician National Examination (VTNE).

Students who receive an unsatisfactory evaluation in any category, including but not limited to professional and ethical behavior, or required skill in a Veterinary Technology course, will receive an "F" in the course and will not receive a recommendation for veterinary medical school from the Veterinary Technology faculty.

Students enrolled in the VTPR, VTNS, and Biology Animal Science (BIAS) Majors taking veterinary technology courses may not repeat a course required in the curriculum more than once. Courses must be repeated at Mercy University the next semester it is offered at Mercy University in order to progress to any course for which it is a prerequisite. Two withdrawals from a course constitute one completion of that course, resulting in only one more opportunity to successfully complete the course. **Important note:** During the Program's sunset period, this repeat opportunity is subject to course availability and the approved teach-out schedule. Students are responsible for meeting with their academic advisor to review their individual progression status, repeat options, course availability, and completion plan.

For any Veterinary Technology lecture course that has a laboratory course as a co-requisite, both the lecture and laboratory courses must be taken concurrently. In the event that a student must withdraw from the lecture course, the student must also withdraw from the co-requisite laboratory course.

Please note that any students who have been incorrectly coded as VTNS prior to completing VETC 101 with a grade of "C" or better have not been admitted into the Veterinary Technology major.

Failure to meet these requirements will result in dismissal from the Program (not dismissal from Mercy University).

Name (Print) _____ Signature _____
Date _____

Witness (Print) _____ Signature _____
Date _____



**MINIMUM TECHNICAL STANDARDS, SKILLS, AND ABILITIES
STUDENT ACKNOWLEDGEMENT FORM
VETERINARY TECHNOLOGY PROGRAM**

The following technical standards, skills and abilities are required for admission, continuation, and graduation from the Mercy University Veterinary Technology Program. These standards, skills and abilities serve to ensure that the student possesses all of the necessary attributes required for graduation. They serve to protect the student and patient and are deemed essential for performance as a competent veterinary professional. **Failure to meet the following essential requirements constitutes grounds for denial of acceptance into the Program and/or dismissal from the Program.**

- a. Capable of frequently lifting and/or carrying up to 50 pounds from floor to waist level
- b. Ability to tolerate walking and standing for sustained periods of time.
- c. Capable of handling, positioning, and restraining live animals
- d. Capable of using hands and arms to handle, install, position, and move materials
- e. Auditory ability sufficient to monitor and assess health needs, including auscultatory sounds, alarms, animal vocalizations, cries for help, and warning sounds from animals and humans. Ability to perceive and understand the natural or amplified human voice when lips, facial expressions and/or other visual clues are not able to be seen.
- f. Tactile ability sufficient for physical assessment and to perform nursing duties
- g. Eyesight capable of viewing small visual images and reading instrumentation
- h. Amenable to learning the safe handling and restraint of all Program-required species of domestic and exotic animals without a level of fear that interferes with satisfactory performance
- i. Ability to handle and/or be exposed to a wide variety of animal species and their environment without adverse medical consequences (ex. Allergic reaction)
- j. Capacities to read, hear, understand, and quickly execute complex verbal and written instructions given in English
- k. Willingness to assist with or perform a wide variety of medical, surgical, and diagnostic procedures in the veterinary setting, including humane euthanasia
- l. Ability to act in a professional and ethical manner. Ability to respond positively to constructive criticism
- m. Ability to respond promptly and appropriately in emergency situations. Emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
- n. Ability to speak and write in English and be understood by others who speak English
- o. Ability to understand the basis and content of ethical veterinary practice and the professionalism required in such practice. Possession of attributes which include compassion, empathy, altruism, integrity, responsibility, and tolerance.
- p. Cognitive abilities necessary to master relevant content in the curriculum at a level deemed appropriate by the faculty. These skills may be described as the ability to comprehend, memorize, analyze, and synthesize the material. Ability to develop reasoning, critical thinking and decision-making skills at a level deemed appropriate by the faculty.

_____ I am capable of performing the minimal technical standards, skills and abilities listed above.

Student Printed Name Student Signature Date

_____ I am not capable of performing all of the minimal technical standards, skills and abilities listed above and will need to request accommodations from the Office of Students with Disabilities. I understand that it is up to the Program to



determine if accommodations can be made that do not alter the academic integrity of the Program or the authenticity of required clinical experiences and externships.

Student Printed Name Student Signature Date

Witness (Print) _____ Signature _____

Date _____

Please note: If you think you may need accommodations of any kind, you need to register with the Office of Accessibilities and you may be required to provide additional medical documentation. The Director for Accessibilities, Rm. 108, Main Hall, 914-674-7523, coordinates the provision of auxiliary services for students whose disabilities may require some type of accommodation. Students must self-identify and complete a “Request for Accommodations” agreement. The registration process should be completed prior to the beginning of the semester (and course). Retroactive accommodations cannot be provided to avoid an unsatisfactory grade.



**HEALTH CONCERNS IN LABORATORY AND CLINICAL COURSES
RELEASE FORM
VETERINARY TECHNOLOGY PROGRAM**

Students enrolling in laboratory and clinical courses should be aware that they may come into contact with a wide range of substances and potential pathogens. If a student has or suspects that a medical condition or health problem exists or may come to exist which might be affected by being in a laboratory or veterinary medical facility (eg, allergies, chemical sensitivities, pregnancy, fainting, etc.), the student should consult his or her personal physician. Your laboratory instructor or supervisor cannot give health care advice but should be informed appropriately of concerns and potential problems.

Students also should be aware of the potential risk for injury inherent in contact with animals and other aspects of veterinary practice. Any medical costs related to activities in on- or off-campus courses, including but not limited to externships, are solely the responsibility of the student.

I have read and understand the above. I hold Mercy University and all off-campus training sites harmless and free of any and all claims which may arise as a result of my laboratory and clinical activities.

Name (Print) _____ Signature _____

Date _____

Witness (Print) _____ Signature _____

Date _____



UNIVERSITY RELEASE FORM

MERCY UNIVERSITY, VETERINARY TECHNOLOGY PROGRAM

555 BROADWAY, DOBBS FERRY, NEW YORK

KNOW ALL PERSONS BY THESE PRESENTS, that, in consideration of training involving animals being provided to undergraduate students of the Veterinary Technology Program at Mercy University, Dobbs Ferry, New York campus and additional sites.

I, Name of student: _____

Residence of student: _____

do hereby remise, release and forever discharge all instructors, owners of teaching facilities for external training (including externship), their heirs, executors, administrators, successors and assigns of and from all manner of actions, causes of actions, suits, debts, dues, accounts, bonds, contracts, claims and demands whatsoever which against the said instructors and owners I ever had, now have, or which my heirs, executors, administrators, successors or assigns, or any of them hereafter, can, shall or may have in connection with the services provided for training.

I understand the nature and effect of this Release is to relieve the instructors and owners of teaching facilities for training involving animals of any personal liability that may arise in connection with student training in the Veterinary Technology Program at Mercy University at Dobbs Ferry, New York

Name (Print) _____ Signature _____

Date _____

Witness (Print) _____ Signature _____

Date _____



**NOTIFICATION OF RABIES IMMUNIZATION POLICY
STUDENT ACKNOWLEDGEMENT FORM
VETERINARY TECHNOLOGY PROGRAM**

The rabies virus causes a central nervous system infection that is fatal but preventable. All mammals, including humans, are susceptible. During the Veterinary Technology Program, students will be exposed to live animals in controlled learning environments. However, since there is a risk of being exposed to an animal that is carrying rabies virus, **ALL** Veterinary Technology Program students are required to receive the pre-exposure rabies vaccination series prior to enrolling in any live animal course in the Program. Proof of rabies vaccination must be submitted as directed prior **to the start of the semester in which you are enrolling in a live animal course**. The information submitted must include product type, route of administration, dose, and dates of the series. Students that fail to comply with this policy will not be permitted to participate in any live animal course and may be dismissed from the Program.

I have read and understand the above policy.

Name (Print) _____ Signature _____

Date _____

Witness (Print) _____ Signature _____

Date _____



REQUIREMENTS FOR ETHICAL AND PROFESSIONAL BEHAVIOR IN THE VETERINARY TECHNOLOGY PROGRAM STUDENT ACKNOWLEDGEMENT FORM

The policies and regulations of the Veterinary Technology Program are aimed at developing and reinforcing all facets of professional behavior in order to prepare the student for professional practice.

Students in the Veterinary Technology Program are required to behave in an ethical, professional and mature manner at all times when on-campus or in a classroom, clinical, externship or other educational environment. **Students in the Biology major Animal Science track must abide by the ethical and professional standards of the Veterinary Technology Program to be eligible to take veterinary technology courses as electives.**

Violations of this requirement include, but are not limited to, cheating (or any other form of academic dishonesty), lying, failure to follow reasonable directions, rudeness, disrespectful statements or behavior, misrepresentation or fraudulent behavior, theft or destruction of equipment or other property, misuse of supplies or equipment, inappropriate treatment of animals, insulting or aggressive words or actions, disruptive words or actions, and/or use of cell phones, smart phones or other electronic equipment during classes (unless authorized by the instructor), clinical practicums, laboratories or externships.

Students shall accept and learn from constructive criticism in a positive, polite and respectful manner. Students shall work with instructors, fellow students, colleagues and co-workers in a cooperative, collegial and helpful manner.

Students shall be punctual and reliable. Repeated lateness or absence is a violation of the Program's requirement for professional behavior and may lead to failure of the course and/or Program dismissal if this is a consistent pattern of behavior.

Students shall not use or be under the influence of alcohol or other any drug or other controlled substance, except for prescription medications taken in accordance with the prescribing physician's instructions, at any time when the student is a classroom, clinical, externship or other educational environment.

Students will be assessed for their ability to demonstrate appropriate ethical and professional behavior throughout their time in the Program. Students that, at any time, on-campus and off-campus, behave in an unethical or unprofessional manner will have their record reviewed by the Program faculty for probation and possible dismissal from the Program.

A student that is placed on probation will be provided with a Veterinary Technology Program learning contract that will clearly outline the areas in which the student needs improvement. It is the responsibility of the student to meet the requirements of the learning contract. Failure to meet the requirements of the learning contract may result in immediate dismissal from the Program.

The *Veterinary Technology Professional Development Assessment* rubric will be used by the Program to assess core competencies of ethical and professional behavior. **A rating of "satisfactory" in each category is required in order for students to be placed into an externship.** Consistent "unsatisfactory" ratings may lead to failure of a course and/or dismissal from the Program.



Violation of any of the above requirements may be grounds for failure of the course up to and including immediate dismissal from the Veterinary Technology Program. Violation of any of the above requirements may also constitute grounds for denial of admission into the Veterinary Technology Program or Veterinary Technology courses.

I have read and understand the above.

Name (Print) _____ Signature _____

Date _____

Witness (Print) _____ Signature _____

Date _____



**PROTOCOL FOR ESSENTIAL SKILL LIST
STUDENT ACKNOWLEDGEMENT FORM
VETERINARY TECHNOLOGY PROGRAM**

COURSE NAME: _____

INSTRUCTOR: _____

I, _____ (Student's name) have read and agree to follow the Veterinary Technology Program Essential Skills List Protocol. I am responsible for making sure that each skill is signed off in the appropriate course by the instructor according to the Veterinary Technology Program Essential Skills List Protocol. I will closely follow the oral and written instructions provided by the instructor. I am aware that failure to follow the protocol will result in a grade of incomplete for the courses of which the signature is required. I am aware that repeated failures to follow the protocol may lead to dismissal from the program.

Name (Print) _____ Signature _____

Date _____

Witness (Print) _____ Signature _____

Date _____



**LABORATORY OPERATING PROCEDURE
STUDENT ACKNOWLEDGEMENT FORM
VETERINARY TECHNOLOGY PROGRAM**

COURSE NAME: _____

INSTRUCTOR: _____

I, _____ (Student's name) have read and agree to follow all of the safety rules set forth in this Student Handbook. I realize that I must obey these rules to ensure my own safety, and that of my fellow students and teachers. I will cooperate to the fullest extent with my instructors and fellow students to maintain a safe science lab environment. I will also closely follow the oral and written instructions provided by the instructor. I am aware that any violation of this safety contract that results in unsafe conduct in the laboratory or misbehavior on my part, may result in my being removed from the lab classroom, receiving a failing grade, and/or further disciplinary action including dismissal from the Program.

Name (Print) _____ Signature _____

Date _____

Witness (Print) _____ Signature _____

Date _____



**EXTERNSHIP REQUIREMENTS AND CONFLICT OF INTEREST
STUDENT ACKNOWLEDGEMENT FORM
VETERINARY TECHNOLOGY PROGRAM**

EXTERNSHIP MEDICAL INSURANCE REQUIREMENT

The potential risk for injury is inherent in contact with animals and other aspects of veterinary practice. Any medical cost related to externship is solely the responsibility of the student. Submission of proof of medical insurance as directed will be required to participate in externship. Failure to submit documentation of current medical insurance as directed will result in loss of eligibility to participate in externship.

Students that are participating at an off-campus teaching site, externship or workplace experience must also comply with the following:

1. Student must follow all infection control policies of the off-campus teaching site, externship site or workplace experience site.
2. Student must agree to follow the health and safety guidelines set by Mercy University, the academic program, and the clinical facility.
3. Student must understand that any outside location where work for the placement may take place is responsible for implementing and enforcing its own safety measures, and that Mercy University has no control over the implementation of said measures at outside locations.
4. Student is solely responsible for paying the costs of any medical treatments needed because of their participation in clinical placements or off campus lab experience, including any out-of-pocket expenses and/or co-pays; regardless of the reason, if such medical treatment was needed.

EXTERNSHIP ATTENDANCE POLICIES

Externs are required to follow all policies and procedures established by externship sites. Externship sites have the right to set strict requirements for punctuality and attendance. It is the prerogative of the externship site to dismiss any student due to lateness, absence or lack of preparedness.

ANY absence from or lateness to an externship site may lead to dismissal from the externship site and failure of the course. Scheduling of days and times of externship, as well as other policies regarding professional behavior, is at the discretion of the externship facility in consultation with the Director of the Veterinary Technology Program. As a component of professional behavior, you must contact your externship supervisor, prior to your scheduled shift, as soon as you know that you will be late or absent. Please note that such notification does not constitute an excuse for the lateness or absence. A pattern of lateness or absence in and of itself is cause for failure of the course.

EXTERNSHIP PLACEMENT AND SCHEDULING

Students intending to perform an externship must be advised by the Veterinary Technology Program Director or Associate Director. Registration for externships and externship placement requires the approval of the Program Director. Advisement for externships must be completed by the deadline stated in the advising memo for registration of the following semester. Generally, this deadline will be in October/November for spring semester registration and March/April for fall semester registration. Failure to meet for advisement by the deadline may result in the student not



being placed at an externship site and thus, may have to wait an additional semester to participate in an externship.

To schedule an appointment with any of the Veterinary Technology Faculty please follow the following link:
calendly.com/veterinary-technology

If students have any difficulty in scheduling an appointment, please contact the Program's administrative assistant who can be reached at vprogram@mercy.edu or (914)674-7530.

Eligible students are placed at one of the many externship sites that are formally affiliated with the Veterinary Technology Program. Students are assigned to a placement based on criteria established by the externship facility and agreed upon by the Program. Optimal educational experience, rather than geography, is the major consideration when assigning placement. Students may be placed at externship sites that require travel of as much as 1 ½ hours from the

Dobbs Ferry campus. All placements are also based upon the availability and willingness of the facility to host the student.

The program will make every attempt to place all students in a timeline that does not delay their graduation date. Unfortunately, the availability of clinical sites is not totally under the control of the Veterinary Technology Program. If a potential delay in graduation is possible, the Program Director will discuss options with students (e.g., traveling further to an externship site, delaying graduation to complete externship at a site closer to home or in the student's preferred specialty for Externship II).

Prior to beginning an externship, the student is required to sign an Externship Placement Agreement, documenting that the student accepts the externship placement in order to complete all pertinent course requirements as listed in the Program's Essential Skills List and the course outline (for VETC 495 and VETC 496). If a student refuses placement, there is no guarantee that the student will be able to begin at a different facility as originally scheduled. This may delay graduation.

Once the Externship Placement Agreement has been signed and returned to the Veterinary Technology Program Director, a student MAY NOT self-terminate from the externship. If circumstances arise that may prevent the student from completing the externship, the student is required to meet with the Program Director to discuss the situation. The student must bring any official documentation, if appropriate. The Program Director, and not the student, will then contact the facility. If the student fails to meet with the Program Director and self-terminates from the externship, this may result in an "F" in the course and possible dismissal from the Program on the grounds of violating the Program's policy on professional behavior. The Veterinary Technology Program faculty will then review the student's record in order to determine if the student will be given the opportunity to participate in an externship in a future semester and/or be placed on probation or dismissed from the Program.

The Program is cognizant of and sympathetic to time constraints imposed by the realities of work, family, etc. Nevertheless, the student is expected to schedule work and other activities around academic requirements of the Program, such as classes and externships, rather than the other way around. Please note, therefore, that student work schedules may not interfere with scheduling for externships, practicums or other academic requirements. Please be aware that students are expected to devote a minimum of three weekdays to their externships during the semester.



Please note that externship schedules must be approved by both the externship site and the Program Director.

CONFLICT OF INTEREST AND EXTERNSHIP PLACEMENT

To effectively engage in a supervisory relationship and to be able to openly, honestly and objectively receive and give feedback, it is important that your relationship with your supervisor (clinical program personnel) not be affected by a conflict of interest. Past and present relationships with the site or the supervisor may influence the supervisory relationship.

The Program perceives sites may present a conflict of interest where:

- o The student or the student's family member is a client or an employee that has close professional contact with the supervisor and/or a position of power over the supervisor.
- o The student presently works.
- o The student has worked within the past two years (unless there is a total change of staff).
- o The student has a friendship or other pre-existing relationship with the supervisor.
- o The student has a friendship or other pre-existing relationship with an employee that has close professional contact with the supervisor and/or a position of power over the supervisor.
- o The student has had a supervisory role over people who may supervise the student.

Students will not be permitted to perform externships at sites where a conflict of interest potentially exists. The student is expected to disclose to the Program Director if a potential conflict of interest exists, as described above. Failure to do so will be considered a breach of professional ethics and may constitute grounds for dismissal from the Program.

DISMISSAL FROM OR FAILURE OF EXTERNSHIP

There are rules and obligations related to participation in an externship that protects both the student and the school. Only competent, professional and compliant students will be placed in an externship. The Program has an obligation to the student to provide an appropriate placement but has an additional obligation to the externship site to only place students that can perform in an appropriate manner within the clinical setting. This includes the performance of technical skills and demonstration of a professional and compliant demeanor.

It is the prerogative of the externship site to dismiss a student. Dismissal from an externship site will result in failure of the course. Any student who is dismissed from or fails an externship will have his/her records reviewed by the Veterinary Technology faculty. The Program is not required to allow students to repeat an externship due to dismissal or failure. It is the prerogative of the Program to determine if the student will be given the opportunity to repeat the experience in a future semester, and/or be placed on probation or be dismissed from the Program.

Students may ONLY repeat an externship with permission from the Program Director. Please note that failure of or dismissal from an externship for reasons including but not limited to unethical, unprofessional or dangerous behavior or any violation of the regulations contained in this Handbook or the policies of the externship site, may constitute grounds for dismissal from the Program. Similarly, rejection by an externship site during the required interview process (prior to



performing an externship), for reasons including but not limited to unethical, unprofessional or dangerous behaviors or any violation of the regulations contained in this Handbook or the policies of the externship site, may constitute grounds for failure of the course up to and including dismissal from the Program.

Any student that is granted permission by the Program Director to repeat an externship will be placed on probation. The student will be required to sign a learning contract which will set specific requirements that the student must meet in order to successfully complete the externship. Any violation of the signed learning contract constitutes grounds for failure of the externship and dismissal from the Program. If a student is dismissed from the externship site or fails an externship a second time, it will result in dismissal from the Program.

In some circumstances, a student's behavior might be considered a serious enough breach of ethical, professional, or academic standards as to warrant immediate dismissal from the Program.

MARIJUANA STATEMENT

Although recreational marijuana is now legal in New York State, it remains illegal under Federal laws. Veterinary facilities at which a student may be placed for an externship may require drug testing, often for marijuana. A positive drug test for marijuana or other substances may be grounds for dismissal from the externship site. This may delay the student's placement at any site and impact the degree conferral date. Externship sites may ask students to complete a drug test with little or no notice during a placement/rotation. Any student working impaired from any substance will, at a minimum, be removed from patient care and the school will be notified.

Name (Print) _____ Signature _____

Date _____

Witness (Print) _____ Signature _____

Date _____



**MERCY UNIVERSITY ACADEMIC INTEGRITY POLICY
STUDENT ACKNOWLEDGEMENT FORM**

I, _____ (Student's name) have read and fully understand the Mercy University Academic Integrity Policy as stated in the *Mercy University Undergraduate Catalog* and the *Mercy University Veterinary Technology Program Student Handbook*. Furthermore, I understand that academic dishonesty includes, but is not limited to, cheating plagiarism, obtaining an unfair advantage and falsification of records and official documents. I also acknowledge that I am aware that consequences for policy violation may be, at minimum, receiving a zero for the submitted assignment, failure of the course, dismissal from the Veterinary Technology Program and suspension or expulsion from Mercy University, depending on the severity of the offense(s). I am also aware that all incidents of academic dishonesty will be reported to the Veterinary Technology Program Director and the Dean of Health and Natural Sciences and may be retained by the University in my records.

Name (Print) _____ Signature _____

Date _____

Witness (Print) _____ Signature _____

Date _____



**COURSE OUTLINE ACKNOWLEDGEMENT
VETERINARY TECHNOLOGY PROGRAM**

COURSE(s): _____

INSTRUCTOR(s): _____

I have reviewed the course outline for the course(s) stated above and understand that I am fully responsible for the knowledge and implementation of all policies, procedures and requirements contained herein.

Name (Print) _____ Signature _____

Date _____

Witness (Print) _____ Signature _____

Date _____



**ARTIFICIAL INTELLIGENCE (AI) ETHICAL USE POLICY
ACKNOWLEDGEMENT FORM**

The Veterinary Technology Program is committed to fostering professional, ethical, and responsible behavior in all aspects of academic and clinical practice. As part of this commitment, the use of artificial intelligence (AI) tools (e.g., ChatGPT, Grammarly, image generators, diagnostic AI platforms) is permitted **only** in ways that support, but do not replace, student learning and critical thinking.

Students must:

- Use AI tools ethically and transparently, ensuring all work submitted reflects their own understanding, effort, and original thought.
- Avoid using AI in ways that could constitute academic dishonesty, including but not limited to plagiarism, misrepresentation of clinical knowledge or skills, or bypassing critical thinking processes.
- Respect client confidentiality, animal welfare, and professional standards when interacting with AI systems.
- Acknowledge the limitations of AI and avoid reliance on AI-generated information for clinical decision-making.
- Adhere to all university, program, and course-specific policies regarding appropriate AI use.

Ethical and responsible use of emerging technologies, including AI, is a professional expectation and reflects student readiness for clinical practice. The use of AI in a veterinary technology course is subject to instructor discretion and may not be permitted at all. When in doubt about whether the use of AI is appropriate, students should consult with their course instructor.

Violation of this policy may result in disciplinary action, including academic penalties or dismissal from the program.

Name (Print) _____ Signature _____

Date _____

Witness (Print) _____ Signature _____

Date _____