



VET TECH
INSTITUTE®



2017-18 ACADEMIC CATALOG

Vet Tech Institute

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GENERAL INFORMATION

HISTORY

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

MISSION

Vet Tech Institute is focused on excellence in preparing motivated students for successful careers as veterinary technicians through an accredited 18-month program that combines lecture and hands-on learning.

LOCATION AND FACILITIES

Vet Tech Institute is located in downtown Pittsburgh at 125 Seventh Street. It is easily accessible to public transportation, and ample parking is available. The school is centrally located in the heart of Pittsburgh's exciting cultural district. The facility features amphitheater classrooms, animal tech rooms, modern laboratory and computer facilities, an on-site kennel, a radiology room, an operational surgical suite and preparation area, a resource library, and a full range of building services. Major equipment includes, but is not limited to, blood gas machine, blood chemistry machine, hematology machine, sevoflurane and isoflurane anesthesia machines, ultrasonic dental polisher, EKG machine, digital dental x-ray machine, microscopes, and autoclaves. The computer classroom is equipped with AMD Athlon workstations. Vet Tech Institute is accessible to handicapped persons.

APPROVALS

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

ACCREDITATION

Vet Tech Institute is accredited by the Accrediting Commission of Career Schools and Colleges (www.accsc.org). The Vet Tech Institute Veterinary Technology Program is

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

LEGAL CONTROL

Vet Tech Institute is legally controlled by Bradford Schools, Incorporated, 133 Freeport Road, Pittsburgh, PA 15215. Officers of the corporation are Joseph L. Calihan, Chairman; Martin J. Calihan, President, Chief Executive Officer, and Treasurer; Jo Ann Travis, Vice President; and Jennifer G. Calihan, Secretary.

Other affiliated Bradford schools include:

- Antonelli Institute, Philadelphia, Pennsylvania
- Bradford School, Columbus, Ohio
- Bradford School, Pittsburgh, Pennsylvania
- Fox College, Bedford Park, Illinois
- Hickey College, St. Louis, Missouri
- International Business College, Fort Wayne, Indiana
- International Business College, Indianapolis, Indiana
- King's College, Charlotte, North Carolina
- Minneapolis Business College, Minneapolis, Minnesota
- Vet Tech Institute of Houston, Houston, Texas

DISASTER AFFECTING THE SCHOOL'S OPERATIONS

In the event of Acts of God affecting operations (i.e., fire, flood, hurricane, tornado, etc.), Vet Tech Institute reserves the right to suspend training for a period not to exceed 90 days.

PROGRAM MODERNIZATION

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

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

Educational institutions receiving federal financial assistance are required to comply with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. These federal laws prohibit discrimination on the basis of gender, including sexual harassment and sexual violence; sexual orientation; genetic information; race; color; religion; age; veteran status; national origin; and disability in the education programs and activities that they operate. Vet Tech Institute is subject to these laws and complies fully with them in the enrollment of students, the hiring of faculty and staff, and in all other activities of the school. The school President, who is identified in the Administration, Faculty, and Staff section of this catalog and who may be reached by phone at (412) 232-4345 Extension 204 or by mail or in person at 125 Seventh Street, Pittsburgh, PA 15222, is the Title IX coordinator at Vet Tech Institute. Questions regarding Title IX may be referred to the Title IX coordinator or to the U. S. Department of Education Office for Civil Rights. Students, faculty, and administrative employees are encouraged to bring any complaints or reports of discrimination to the coordinator's attention. The matter will be investigated promptly, and both parties will be notified in writing about the outcome of the complaint. Appropriate follow-up will be implemented to assure that no person associated with the Vet Tech Institute is subjected to unlawful discrimination. Individuals who report discrimination will not be subjected to any retaliation for doing so.

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

COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS

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

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

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

STUDENT CONSUMER INFORMATION

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

The most recent important information about the educational debt, earnings, and completion rates of students who attended Vet Tech Institute may be found at:

<http://pittsburgh.vettechinstitute.edu/our-program/veterinary-technology>.

ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS

To be accepted for admission to Vet Tech Institute, an applicant must have graduated from a valid high school, private school, or equivalent (GED) with strong grades/scores in math and science along with an acceptable result on the Wonderlic Scholastic Level Exam.

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

PROCEDURE

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

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

FINANCIAL INFORMATION

TUITION AND FEES

Application Fee\$50

This fee is payable with all applications for admission. This fee is refunded if the application is not accepted or within five calendar days after submitting the application if no classes have been attended.

Tuition Deposit.....\$50

A \$50 tuition deposit is due no later than 30 days after an applicant is accepted for admission. This deposit is credited to tuition when the student begins classes. It is not refundable after the due date.*

Confirmation Deposit.....\$100

A \$100 confirmation deposit is due no later than 30 days after an applicant's financial plan is held. This deposit is credited to tuition when the student begins classes. Only \$50.00 is refundable after the due date.*

Rates effective for students entering between January 1, 2017, and December 31, 2017:

Tuition (per semester)**

Veterinary Technology\$7,120

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

Lab Fees (per semester)**

Veterinary Technology\$370

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

Textbooks

Book charges will vary from semester to semester. These charges will range from \$265-\$560 per semester. Actual charges will be used in the student's financial plan. Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student's request so that the student may purchase books and supplies.

Rates effective for students entering between January 1, 2018, and December 31, 2018:

Tuition (per semester)**

Veterinary Technology\$7,120
Tuition for the final term of this program is \$2,600.

Lab Fees (per semester)**

Veterinary Technology\$390
This fee is charged for the first four semesters of the program.

Textbooks

Book charges will vary from semester to semester. These charges will range from \$263-\$462 per semester. Actual charges will be used in the student’s financial plan. Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student’s request so that the student may purchase books and supplies.

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

***The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted proportionately. Students reenrolling midsemester will be charged for a term. The charge for a stand-alone term is equal to one-half the semester rate and is based on enrollment for the equivalent of 6 credit hours or more in the stand-alone term. Tuition charges for a student enrolled in less than 6 credit hours in a stand-alone term will be adjusted proportionately.*

Repeat Course Charges

Extra-Term Administrative Fee\$700

This nonrefundable administrative fee is charged instead of any tuition or lab fees for an extra term in which a student enrolls as a result of failing a course. At the discretion of the Director of Education, the designated extra term may include any number of credits, may be at any time, and should include the course(s) to be retaken. Financial aid is not planned or available to cover the extra-term administrative fee. Consequently, extra-term administrative fees must be paid by students from their own resources by cash, check, or approved credit. The extra-term administrative fee is due at the beginning of the designated extra term. If the extra term is part of a semester that also contains a normal term, the charge for that normal term is equal to one-half the semester rate.

CANCELLATION POLICIES

The application fee and deposits are fully refundable if the student requests cancellation in writing within 5 calendar days after signing the enrollment agreement. If the request is made verbally, the student should confirm the request for cancellation in writing within the next 5 calendar days. The school will retain the entire fee after 5 calendar days or after 10 calendar days absent written confirmation. If the applicant is under 18 years of age, a parent or guardian should sign the cancellation request. Applicants who have not visited the school may request cancellation within three business days of orientation or the program start date and will receive a full refund of all monies paid. As noted previously, applicants who are not accepted for admission will also receive a full refund of all monies paid.

REFUND POLICIES

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

Tuition Refund

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

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

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

Lab Fee

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

Textbooks

Textbooks are available from the school bookstore; however, students are not required to purchase books from the school. If a student elects to purchase textbooks from the bookstore and have them charged to his or her account, the cost will be included as an institutional charge. In effect, the amount charged will be treated for purpose of refunds as additional tuition. Unused and unmarked textbooks may be returned to the bookstore for full credit at the beginning of the semester in which they would be used.

Refund Policy for Students Called to Active Military Service

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

Return of Title IV Funds Upon Withdrawal

Upon a student's withdrawal or dismissal from school, the U.S. Department of Education requires specific treatment of the Title IV program funds received by the student. These requirements are published in Chapter 34 of the Code of Federal Regulations, Section 668.22. The school is required to make refunds to the Title IV program funds according to these regulations regardless of amounts resulting from the school's tuition refund policy as described above.

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

During the calculation of Title IV aid earned, the school will determine whether the student is due a post-withdrawal disbursement of federal aid. The school will make a determination as to whether the aid could have been disbursed under normal conditions and whether a post-withdrawal disbursement is necessary and appropriate. The amount of a post-withdrawal disbursement is determined by following the requirements for

calculating earned Title IV aid and has no relationship to incurred educational costs. In addition, any post-withdrawal disbursement due to the student must meet the current required conditions for late disbursements. If the student is due a post-withdrawal disbursement of loan funds, the school will notify the student and offer those funds. If the student is due a post-withdrawal disbursement of grant funds, the grant funds will be applied to the student's account and the student will be notified.

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

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

Order of Refund

Funds that must be returned to the federal government when a student is withdrawn, dismissed, or graduated will be applied in the following sequence to eliminate or reduce balances in the aid programs from which the student received funds during the period: (1) unsubsidized Federal Stafford loans, (2) subsidized Federal Stafford loans, (3) unsubsidized Direct Stafford loans, (4) subsidized Direct Stafford loans, (5) Federal Perkins loans, (6) Federal PLUS loans, (7) Direct PLUS loans, (8) Federal Pell Grants (for which a return is required), (9) Academic Competitiveness Grant (for which a return is required), (10) Federal Supplemental Educational Opportunity Grants (FSEOG) (for which a return is required), and (11) other assistance under Title IV for which a return is required. Any state or private aid programs will be refunded according to the program requirements. Remaining credit balances will be refunded to the student.

A refund which is designated for return to the student will not be made if there are unpaid charges owed to the school. Student balances that are not subject to Title IV refund regulations and are of an inconsequential amount will be written off. This includes debit and credit balances equal to or less than \$25.

FINANCIAL AID

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

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

In the unexpected circumstance that an associate degree program does not pass standards established by the U.S. Department of Education based on the amounts previous students have borrowed for enrollment in the program and their reported earnings, causing students who are then enrolled in the program to thus not be able to use federal Title IV aid to continue to pay for the program, Vet Tech Institute will continue to provide instruction in the program to allow those students to complete the program and will waive unpaid tuition, fees, and textbooks and supplies charges that were scheduled to be paid using federal Title IV aid lost.

Verification Policies and Procedures

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

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

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

Notification of Verification Results: If no errors or discrepancies are found during the verification process, the student will be awarded the financial aid for which he/she is eligible. The disbursement of the aid will serve as notification to the student. If errors or discrepancies are found during the verification process, the student will be counseled on how to resolve the discrepancies or correct the errors.

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

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

SCHOLARSHIPS, INSTITUTIONALLY-FUNDED GRANTS & INSTALLMENT CONTRACTS

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

Vet Tech Institute participates in the Student Education Assistance Foundation Grant Program (SEAF) through institutional funding of up to \$95,000. Needs-based grants may be provided to specific students in accordance with the program guidelines of the SEAF grant program.

Institutional installment contracts are available on a limited basis for students who have exhausted other possible means of financing. Institutional installment contract applications are accepted throughout the year. Installment contract amounts will vary depending upon financial need and may not exceed institutional charges. Installment contract recipients are required to make minimum monthly cash payments to offset institutional charges while in school. Monthly cash payments and interest charges begin following graduation or withdrawal.

TERMS OF PAYMENT

Tuition, textbook/supply charges, and lab fees are due on the first day a student begins class each semester unless other prior arrangements have been made with the school. The school does not add any interest charges. Payments can be made by cash, check, money order, or credit card. Financial aid funds are applied to school costs in accordance with state and federal regulations. All financial obligations must be satisfied prior to graduation. If other financial arrangements have been made with the school, the student should ensure that the financial obligations have been met prior to graduation.

STUDENT SERVICES

STUDENT ADVISORY SERVICES

Student advisory services are important services that are available to every student attending the Vet Tech Institute. Academic advising is provided to students by instructors, the Program Coordinator, the Medical Director, and/or the Director of Education. The academic staff strives to communicate frequently with students about their academic performance. When appropriate, they may recommend/require tutoring and provide information on improving study habits and other learning techniques.

The Director of Student Services is available to help students having problems with transportation, day care, housing, and other personal problems. The Financial Aid Director and Director of Student Services are available to assist students experiencing financial difficulties. Placement department staff provides assistance to students in the area of job interviewing and related job search activities.

PLACEMENT

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

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

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

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

Vet Tech Institute reserves the right to deny placement services to a graduate at any time if he or she is delinquent or in default on a student loan, if he or she owes a refund on any federal

or state student financial aid program, or if his or her conduct is significantly detrimental to the integrity of the institution. Examples of cause that could lead to forfeiture of placement privileges are failure to pass a drug test and conviction of criminal activity.

CAMPUS ANNUAL SECURITY REPORT

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

How to Report Criminal Actions or Other Emergencies

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

If the situation involved dating violence, domestic violence, sexual assault, or stalking, there is a separate section later in this policy that discusses the reporting obligations of Campus Security Authorities and the reporting obligations of Responsible Employees. The difference is important because some Campus Security Authorities, specifically the President, Director of Placement, and Director of Financial Aid, are also considered Responsible Employees. Vet Tech Institute does not employ any professional, licensed counselors who are not required to report information about criminal offenses about which they are informed.

Students and employees are directed to call the city of Pittsburgh's 911 emergency phone to reach the city police or fire department should an emergency arise when a school official is not available.

Campus Safety Procedures and Crime Prevention Programs

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

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

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

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

Timely Warning Reports

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

Security and Access to Campus Facilities

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

Authority of Campus Security Personnel

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

Crime Statistics

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

Category	Location	2014	2015	2016
Murder/Non-negligent Manslaughter	On Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Public Property	0	0	0
Domestic Violence	On Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	0	0	0
	Public Property	0	0	0
Rape	On Campus	0	0	0
	Public Property	0	0	0
Fondling	On Campus	0	0	0
	Public Property	0	0	0
Incest	On Campus	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	1	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Public Property	0	0	0
Drug Law Arrests	On Campus	0	0	0
	Public Property	0	0	0
Drug Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	On Campus	0	0	0
	Public Property	0	0	0

Hate Crimes: Hate crimes are criminal offenses committed against a person or property that are motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the years 2014, 2015, and 2016 there were no reported hate crimes at any of the above-listed geographic locations.

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

Disclosures to Alleged Victims

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

Policy for Preparing the Annual Disclosure of Crime Statistics

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

Policy on Alcoholic Beverages and Illegal Drugs

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

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

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

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

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

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person without the consent of the victim. Fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

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

Based on good-faith research, it appears Pennsylvania does not have a specific crime definition relating to dating violence.

Domestic violence includes felony and misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under domestic or family violence laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the commonwealth of Pennsylvania. Pennsylvania law defines domestic abuse as knowingly, intentionally, or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), rape, sexually abusing minor children, or knowingly engaging in a repetitive conduct toward a certain person (i.e., stalking) that puts them in fear of bodily injury.

Per 18 Pa. C. S. Section 3121, rape is a felony of the first degree defined as engaging in sexual intercourse with a complainant by forcible compulsion; by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring; where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants, or other means for the purpose of preventing resistance; or who suffers from a mental disability which renders the complainant incapable of consent.

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

Per 18 Pa. C. S. Section 3123, a person commits a crime of involuntary deviate sexual intercourse, a felony of the first degree, when the person engages in deviate sexual intercourse with a complainant by forcible compulsion; by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring; where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants, or other means for the purpose of preventing resistance; who suffers from a mental disability which renders him or her incapable of consent; or who is less than 16 years of age and the person is four or more years older than the complainant and the complainant and person are not married to each other.

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

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

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

The student handbook also addresses issues of evidence preservation, criminal prosecution, law enforcement, and school notification in the case of a sex offense. Information on registered sex offenders can be obtained from the Pennsylvania State Police at <http://www.pameganslaw.state.pa.us>.

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

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

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

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

Procedures for reporting incidents of dating violence, domestic violence, sexual assault, or stalking are the same as for any other crime. If a student or employee is the victim of a dating violence, domestic violence, sexual assault, or stalking offense, the individual should report the offense in a timely manner to a school official either in person or by phone at (412) 391-7021. The student has the option to report to either a Title IX Responsible Employee or a Campus Security Authority.

Responsible Employees are the Director of Placement, Director of Financial Aid, and school President. Responsible Employees are required by law to report all known details regarding alleged incidents of sexual harassment, discrimination, or sexual assault to the Title IX Coordinator. This includes the names of the alleged perpetrator and the name of the student/employee who experienced the alleged violence. If a victim discloses an incident but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the school will weigh that request against the school's obligation to provide a safe, nondiscriminatory environment for all students and employees, including the victim.

Campus Security Authorities include security personnel as well as the administration. Campus Security Authorities, other than those who also serve as Responsible Employees, are required to submit a report for statistical purposes, but their report can be submitted without identifying the victim.

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

If the victim wishes to notify the proper law enforcement authorities, school officials are available and willing to assist. It is important for the victim to preserve evidence for proof of a criminal dating violence, domestic violence, sexual assault, or stalking offense or for obtaining a protection order. If the victim elects to notify authorities, it is important that the offense be reported immediately. The victim may decline to notify such authorities.

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

Upon receiving a report of an alleged sex offense, school officials will also provide victims with a written explanation of the interim measures available to the victim to ensure his/her safety and equal access to educational programs and activities, including notification of reasonably available options for changing academic, living, transportation, and working situations. A written request for accommodations should be submitted to the Director of Education, who will be responsible for determining what accommodations are reasonable. School officials are obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense and will assist in notifying the victim of all reasonably available options available for these changes regardless of whether the victim chooses to report the crime to local law enforcement. Examples of protective measures include restrictions on contact, changes to a living situation, if applicable, and course rescheduling. Vet Tech Institute does not issue orders of protection. However, if requested, school officials will provide information on where and how to obtain protection orders and similar lawful orders issued by the court system. Vet Tech Institute will take the necessary measures, within reason, to comply with any orders issued by the courts that the institution is made aware of.

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

In a situation where disciplinary action is required, proceedings will provide a prompt, fair, and impartial investigation and resolution and be conducted by officials who receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Following a reported incident of dating violence, domestic violence, sexual assault, or stalking, the investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. If necessary, a hearing may be scheduled. School officials shall complete the investigation as promptly as possible and in most cases within 60 working days from the filing of the complaint.

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

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

Emergency Response and Evacuation Procedures

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

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

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

ACTIVITIES

Students are invited to participate in an activity program that takes advantage of the cultural, business, and recreational resources of the area. While the social program varies each year depending upon student choice, all activities are designed to relieve some of the inherent pressures created by an intense academic schedule. In addition, these activities serve as the ideal place to meet new friends and develop better communication and interpersonal skills.

PERSONAL PROPERTY

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

STUDENT GRIEVANCE PROCEDURES

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

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

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

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

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

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director of Education.

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

ACADEMIC INFORMATION

ATTENDANCE

Regular class attendance is considered essential. Cultivation of desirable habits is just as important as the development of skills. Students should train themselves to be present and on time for all classes. Development of this important habit while in school makes it considerably easier to satisfy the employer who demands regular and punctual attendance.

Absence from class, regardless of reason, involves a loss to both the student and to other members of the class. The school's policy is that students should attend all classes. While it is recognized that certain reasons beyond the control of the student may make it impossible for him or her to attend class, excessive absenteeism may result in a lowered grade or other administrative action. An absence rate in excess of 10 percent of the classes scheduled may result in dismissal from school. A student who accumulates 10 consecutive days of absence is considered to have withdrawn from school.

CLASS SCHEDULE

Instructional hours are 50 minutes in length. Classes are scheduled Monday through Friday from 8:00 a.m. to 4:30 p.m. Individual class schedules will vary according to the student's program. In the event of unscheduled school closings due to weather or other events, make-up classes may be scheduled on Saturdays, holidays, or during evening hours and may result in an extended semester.

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

Vet Tech Institute maintains an on-site kennel housing dogs, cats, and rodents. An important part of the education provided by the Veterinary Technology program is learning the duties and responsibilities of animal care and sanitation. Therefore, kennel duty is a vital part of that learning experience, and all veterinary technology students are assigned mandatory kennel duty. Kennel duty is scheduled for students in week long increments periodically throughout the program. Each student is typically assigned 4-5 weeks of kennel duty, depending on the number of in-house veterinary technology students. Kennel duties are performed before classes starting at 7:00 a.m., between classes, and after classes until 5:00 p.m. on weekdays and in shifts of 8:00 a.m. to noon or 1:00 p.m. to 5:00 p.m. on weekends.

CLASS SIZE

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

COURSE NUMBERING SYSTEM

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

CREDIT TRANSFER FROM ANOTHER SCHOOL

Transcripts of work completed only at institutions that are either accredited by agencies recognized by the United States Department of Education or recognized by their respective government as institutions of higher education, for internationally-based institutions, may be submitted to the Director of Education for review. Transcripts should be submitted during the first term of a student's program. Foreign transcripts must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) prior to the evaluation and award of credit. Other documentation may also be required. Credits considered for transfer are evaluated by the Director of Education to determine if the course work is similar in nature, content, and level to that required at Vet Tech Institute. If the course work is comparable, transfer students may be given credit for courses completed at other accredited colleges provided the grades received for the courses were "C" or better. However, in the case where a program has been separately accredited by a specialized accreditor and that accreditor requires the credential-granting institution to certify student competency in specified skill areas, course work will not be evaluated and transfer credits will not be awarded for any courses that contain skill evaluations and certification. Courses completed at other Bradford schools will be treated the same as courses taken at Vet Tech Institute. Because programs at Vet Tech Institute are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable. At a minimum, 25% percent of the credits required for graduation must be completed at Vet Tech Institute.

Credit is not granted for advanced placement or experiential learning. One exception is credit for military training that has been evaluated and recommended for credit by the American Council on Education (ACE). Vet Tech Institute may award credit based on these recommendations when the credit is for courses similar in nature, content, and level

to that required at the school. Students seeking credit for military training should provide a transcript from the American Council on Education for evaluation. Credit will be treated as transfer credit and will count toward graduation.

CREDIT TRANSFER TO ANOTHER SCHOOL

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

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

DEFINITION OF A CREDIT HOUR

A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; externship; and out-of-class work/preparation. The following are the measures of these units for establishing credit hour awards:

One semester credit hour equals 45 units comprised of the following academic activities:

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

DISABILITY SUPPORT SERVICES

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

DISMISSAL

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

1. Academic Failure of course work that would preclude graduation.
2. Attendance Excessive absences.
3. Misconduct Behavior unbecoming of a health professional or offenses listed in the Student Conduct section.
4. Financial Failure to meet obligations outlined in the student's financial plan.

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

DRESS CODE

Students are required to wear uniforms provided by the school. The school maintains the right to change the styles, manufacturers, or distributors of uniforms without notice. Students will refrain from wearing hats, scarves, or other head gear and nasal/ facial piercings while on school premises.

GRADE REPORTS

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

GRADING SYSTEM

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

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

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

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

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

GRADUATION AND TRANSFER-OUT RATES

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

GRADUATION REQUIREMENTS

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

1. Attain an overall 2.0 quality point average.
2. Pass all courses in the program in which they are enrolled.
3. Earn the required number of credits specified for the program.
4. Satisfy all financial obligations.

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

MAKE-UP POLICY

All work (written and reading assignments, projects, tests, etc.) missed due to absence from class must be made up within three class days after returning to class. Work not made up will receive a zero grade. Instructors are responsible for assigning make-up work. Make-up work is not permitted for the purposes of receiving Veterans Administration training allowances. Make-up work including all tests, practical exams, projects, etc., will have percentage points deducted from the grade at the discretion of the instructor. Finals must be taken on the scheduled day unless the instructor has pre-approved an alternate schedule due to extreme mitigating circumstances.

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day Vet Tech Institute receives a request for access. Students should submit to the Education Administrator or head of the academic department written requests that identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Vet Tech Institute to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record

they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, Vet Tech Institute will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the Vet Tech Institute in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom Vet Tech Institute has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information may be released without a student's prior consent; this information is limited to student name, date admitted, mailing address and telephone number, local address and telephone number, e-mail address, semesters of attendance, major, specialization, enrollment status, full-time or part-time status, degree sought, honors and awards, and degrees and dates received. Students have the right to withhold the release of information designated as "directory information" by submitting to Vet Tech Institute, no later than 14 days after the beginning of a term, a request written and signed that "directory information" not be released. This request is effective until revoked in writing by the eligible student to the same office.

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

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

READMISSION

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

A student cannot reenter the school if he or she 1) has a loan in default or 2) was dismissed for a violation of the conduct policy. A student who was dismissed for failure to make satisfactory academic progress will not be allowed to reenter except under the circumstance where the student has failed a prerequisite course and must withdraw.

Except as discussed below, reentering students will be charged the tuition in effect upon reentry and will be required to meet current graduation requirements for the program in which they enroll. Following dismissal or withdrawal for nonmilitary reasons, a student may be considered for readmission into the same or a different program only one time. However, in cases involving mitigating or special circumstances, an appeal of a denial to readmit may be considered. The circumstances must be fully documented. If there is a finding that the mitigating or special circumstances are in fact the primary reason for the student's dismissal or withdrawal and if it is determined that the student can reasonably be expected to meet the requirements for standard progress and for graduation, the student may be readmitted. A student may appeal a denial to readmit only one time.

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

Maximum Time Frame

Students are expected to complete graduation requirements within the normal completion time specified in the program description for the program in which they are enrolled. Under certain circumstances, however, the student may require more than the normal completion time to fulfill graduation requirements. The maximum time frame in which a student must complete his or her program is 150 percent of the published length of the program as

measured in credit hours to complete the program. To determine the maximum time frame, multiply the published credit hours needed to graduate from the program of study by 1.5 (150 percent). For example, the number of credit hours it should take to complete the Veterinary Technology program is 62 credits. Using that number, 150 percent would equal 93 credit hours, which would be the maximum number of credits for which a student could receive financial aid. Transfer credits that apply toward the student's program will be counted toward the maximum time frame.

A student who changes programs is still responsible for maintaining satisfactory academic progress in accordance with the standard above. All courses the student attempts count toward the 150 percent time frame requirement. A student who returns to the institution to pursue a second credential will have his or her maximum time frame established at 150 percent of the normal length of the second program minus the courses applicable from the first program of study and any other documented transfer credits that are counted toward the second program of study.

Satisfactory Progress Measurements

All students must progress satisfactorily toward meeting graduation requirements. The academic progress of each student will be reviewed following each half-semester term of his or her program. A student's progress toward graduation is considered satisfactory if the student is within the maximum time frame and the following minimum requirements are met.

Minimum Quality Point Average (QPA)/Minimum Successful Course Completion Percentage:

	Cumulative QPA	Successful Course Completion
Semester 1 Term 1	1.75	25%
Semester 1 Term 2	2.0	25%
Semester 2 Term 1	2.0	33%
Semester 2 Term 2	2.0	33%
Semester 3 Term 1	2.0	50%
Each remaining term to program completion	2.0	67%

The cumulative quality point average will include all grades earned at Vet Tech Institute. The successful course completion percentage is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

Additional Successful Course Completion Requirements:

Students are expected to successfully complete all courses attempted. If a student fails a course that is a prerequisite for another course in the program, the student will be required to do one of the following:

1. Withdraw from the program. A later restart may be permitted under the policy for reentry, provided the student was otherwise making satisfactory academic progress.
2. Change to a like program with a later start date such that the student will be able to retake the prerequisite course and the remainder of the required courses with that program cohort.

No matter which of the two options above a student may elect, the student will be permitted this option only once. A second failure of a prerequisite course in any program will cause dismissal. If a student fails a course that is not a prerequisite for another course in the program, circumstances may occur where a student could continue in the program and repeat the course at a later date provided that the maximum time frame would permit. A student will be allowed to fail and repeat only one non-prerequisite course.

At the end of each term, Vet Tech Institute will evaluate satisfactory progress. A student who does not meet the maximum time frame, the minimum quality point average for standard progress, or the successful course completion requirements will be dismissed and is no longer eligible to receive assistance under the Title IV, HEA programs, if applicable. Students may appeal a decision to dismiss and to have financial aid reinstated, if applicable, by following the appeal procedure outlined below.

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

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

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

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

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

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

Appeal Process and Reinstatement of Financial Aid Eligibility

A student has the right to appeal a determination that he or she is not making satisfactory progress. The appeal must be in writing and should be submitted to the Director of Education within three (3) class days when the student is notified on site or within a reasonable time (not generally to exceed five [5] class days) when the student must be notified off-site.

An appeal may be considered in cases involving mitigating circumstances. Examples of mitigating circumstances include personal illness, injury, or accident; serious illness or death of a parent, guardian, spouse, or child; and other special circumstances. The student is required to submit information regarding why s/he failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. The circumstances in the appeal must be fully documented.

If there is a finding that the mitigating circumstances are in fact the primary reason for the student's failure to make standard progress and if it is determined that the student can reasonably be expected to meet the requirements for standard progress at the end of the next term or if the school and the student have developed an academic plan that, if followed, will ensure that the student is able to meet satisfactory academic progress standards by a specific point in time, then the student may be placed on probation and financial aid may be reinstated, if applicable. Otherwise, the student will be dismissed. Under certain circumstances the student may be allowed to restart at a later time; however, the maximum time frame constraints would have to be met. The Director of Education will notify the student of the results of the evaluation of the appeal.

A student may appeal a determination of unsatisfactory progress as many times as he or she wishes; however, a positive finding of mitigating circumstances over more than one or two terms is highly unlikely. A student who has appealed a determination that s/he is not meeting satisfactory academic progress and who is attending his or her program under an approved academic plan remains eligible for Title IV aid as long as s/he continues to meet the conditions of the plan. The student is not considered to be on probation status, provided s/he is otherwise making satisfactory progress under the academic plan.

Probation

A student who successfully appeals a determination of unsatisfactory progress will be placed on probation. Probation is for the 8-week period following the term when the reported grades resulted in a determination of unsatisfactory academic progress. If receiving financial aid, a student on probation will be eligible to receive any financial aid due to him or her for one payment period. The student's record will be reviewed at the end of the probation period. If the student's quality point average and successful course completion percentage following the probation period still do not meet the standard satisfactory progress requirements or if the student has not met the requirements of the academic plan developed by the school and the student, the student is not making satisfactory progress and will be dismissed and does not qualify for further Title IV, HEA program funds.

The student may appeal this decision after each finding of dismissal. The number of terms during which a student may remain on probation is limited to five terms. However, probationary status over more than one or two terms is highly unlikely.

Note: A veteran student may remain on probation for no more than two semesters.

Course Repetitions

Students should discuss course repetitions with the Director of Education. Students should be aware that course offerings depend on time of year and level of student enrollment. Therefore, not all courses are offered during every term. The student's grade earned in the repeated course work as well as the student's original grade would be included when computing the cumulative quality point average. Both courses are included when calculating the successful course completion percentage and count toward the maximum timeframe. There may be an additional tuition charge or an extra-term administrative fee. Students are limited in Title IV assistance to just one repetition of a previously passed course. However, the student is not eligible for Title IV assistance to cover an extra-term administrative fee or if the student previously passed the course and is repeating the course because of other failed coursework. Veterans Administration benefits are not payable for repeating courses that, based upon school standards, have previously been successfully completed.

Incomplete Grades

An incomplete (I) grade may be issued to a student who is passing a course but who has not been able to complete all required work, generally because of some extenuating circumstance. The student will be allowed up to four (4) weeks to complete the course work. When the course work is completed, a grade will be issued for the course. If the work is not completed during the allotted time, the incomplete (I) will revert to an "F."

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

If the incomplete prevents a student from meeting graduation requirements, the student will be eligible for placement services if he or she desires. If the incomplete is not resolved within the allotted time period, however, the student will forfeit the future use of the school's placement service and will not be issued a diploma.

SCHEDULING

Depending on the student's start date, not all programs can be completed without a break in schedule. The Admissions Department can advise prospective students which programs are planned for completion without break. Vet Tech Institute reserves the right, however, not to offer a planned program if there is insufficient enrollment.

STUDENT CONDUCT

Students at Vet Tech Institute are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses: 1) interruption or any manner of interference with the normal operation of the school; 2) destruction, damage, or misuse of school equipment, facilities, or property; 3) illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in school-related activities; 4) illegal possession, use, or furnishing of drugs while on campus or while involved in school-related activities; 5) use, possession, or furnishing of weapons while on campus or while involved in school-related activities; 6) verbal, physical, sexual, social media, or online assault that injures, causes serious emotional harm, or grievously demeans or threatens another person in the school community; 7) theft of another's property occurring on school premises; 8) participation in hazing; 9) academic cheating, plagiarism, or copyright infringement; 10) stalking; 11) posting pictures of the school's animals to the internet including social media; 12) commission of other offenses that in the opinion of the administration may be contrary to the best interest of the school community.

Sanctions that may be imposed are 1) warning, 2) suspension, or 3) expulsion. In general, the school will issue warnings prior to dismissing a student for poor conduct. The school, however, may dismiss a student without warning if the offense is serious. Serious offenses may be any of those listed in the policy on conduct but are considered to be those that directly affect the physical well being of other persons in the school community. The

Director of Education will investigate all complaints of student misconduct and determine the appropriate sanction to be imposed. Incidents involving possible sexual harassment or sexual violence will also be reported to and investigated by the Title IX Coordinator. A student who wishes to question any decision made by the Director of Education may appeal to the school President, who will then render a final decision.

Conviction on a drug-related charge while enrolled and receiving financial aid may result in the loss of certain types of financial aid. Additionally, failure to obtain an externship because of inability to pass a drug test or termination for cause from externships may result in dismissal from the program, loss of time, loss of credit, and/or increased charges.

TRANSCRIPTS

Upon graduation, each student receives a final transcript. Students will be charged a processing fee for additional transcript copies. Official transcripts will not be issued to a student who owes the school money, who is delinquent or in default on a student loan, or who owes a refund on any federal or state student financial aid program.

WITHDRAWAL

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

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

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

PROGRAM OF STUDY

Vet Tech Institute provides one specialized program: Veterinary Technology

VETERINARY TECHNOLOGY ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE

The Veterinary Technology Program prepares students to assist veterinarians; treat ill or injured animals; prepare for and assist in surgery; administer, monitor, and maintain anesthesia; perform laboratory tests; take and develop radiographs; and manage kennel and patient reception areas in private practices, animal hospitals, veterinary clinics, and farm animal practices.

Four semesters are spent at the school learning theoretical and practical aspects of small and large animal care and medicine. The fifth semester is spent serving an 8-week externship in a veterinary office, clinic, hospital, clinical research facility, or farm animal practice. Graduates will be qualified to obtain entry-level technician positions in the veterinary field. An Associate in Specialized Technology (AST) degree is granted upon the successful completion of the program including the externship.

In order to receive veterinary technician certification in Pennsylvania, an individual must graduate from a program accredited by the American Veterinary Medical Association (AVMA) and pass the Veterinary Technician National Examination (VTNE). Other states may have additional requirements for certification. The Veterinary Technology program is currently accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). Graduates of the program are eligible to take the Veterinary Technician National Examination (VTNE). The requirements for taking and passing the VTNE are controlled by an outside agency and subject to change without notice.

Therefore, Vet Tech Institute cannot guarantee that graduates will be eligible to take the exam at all or at any specific time, regardless of their eligibility status upon enrollment. Vet Tech Institute cannot guarantee that graduates will be eligible to work as veterinary technicians in Pennsylvania or any other state at all or at any specific time, regardless of their eligibility status upon enrollment.

This program will normally be completed in 18 months of full-time enrollment.

First Academic Year

Course Number	Course Name	Credits
AR110	General Biology	2
AR114	Math for Veterinary Technicians	2
AR115	Terminology	1
EN211	Business English	2
VT101	Clinical Medicine I	2

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

Second Academic Year

AR202	Professional Development	1
AR213	Veterinary Office Procedures	1
AR220	Personal Finance	1
GE205	Psychology of Human Relations	2
VT109	Surgical Nursing I	2
VT112	Clinical Medicine IV	2
VT118	Anesthesia II	2
VT202	Animal Technology V	1
VT203	Animal Technology VI	1
VT210	VTNE Preparation	2
VT212	Radiography II	1
VT214	Large Animal Theory I	1
VT215	Clinical Laboratory IV	1
VT221	Clinical Medicine V	2
VT225	Radiography I	1
VT226	Surgical Nursing II	3
VT235	Large Animal Theory II	2

Third Academic Year

VT290	Vet Tech Externship	6
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TOTAL CREDITS REQUIRED FOR GRADUATION: 62

COURSE DESCRIPTIONS

AR110 General Biology

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

AR114 Math for Veterinary Technicians

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

AR115 Terminology

Students will be introduced to basic terminology used in veterinary medicine. Emphasis is placed on the understanding of composition of terms including the use of prefixes and suffixes. Prerequisite: None (38 Clock Hours/1 Semester Credit)

AR202 Professional Development

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

AR213 Veterinary Office Procedures

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

AR 220 Personal Finance

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

EN211 Business English

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

GE205 Psychology of Human Relations

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

VT101 Clinical Medicine I

This course focuses on recognition of canine and feline breeds, concepts of behavior, and vaccine types and protocols. Prerequisite: None (38 Clock Hours/2 Semester Credits)

VT102 Clinical Medicine II

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

VT103 Animal Technology I

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

VT104 Animal Technology II

This course builds upon Animal Technology I with an emphasis on sample collection. Instruction will cover sample collection of both urine and blood specimens through various routes as well as administration of injections through various routes. Prerequisite: VT103 Animal Technology I (38 Clock Hours/1 Semester Credit)

VT107 Clinical Laboratory I

This course reviews basic laboratory equipment and glassware. Students are introduced to basic veterinary hematology with emphasis placed on normal test values of individual animal species. Prerequisite: None (38 Clock Hours/1 Semester Credit)

VT108 Clinical Laboratory II

This course builds upon Clinical Laboratory I with a more in-depth study of hematology. Blood cell components, blood transfusions, and morphology are covered. Prerequisite: VT107 Clinical Laboratory I (38 Clock Hours/1 Semester Credit)

VT109 Surgical Nursing I

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

VT111 Clinical Medicine III

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

VT112 Clinical Medicine IV

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

VT113 Animal Technology III

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

VT114 Animal Technology IV

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

VT115 Clinical Laboratory III

This course builds upon Clinical Laboratory II, with emphasis placed on further individual animal species testing to include: Felv/Fiv testing, brucellosis testing, heartworm testing, urinalysis, and blood analyzers. Prerequisite: VT108 Clinical Laboratory II (38 Clock Hours/1 Semester Credit)

VT117 Anesthesia I

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

VT118 Anesthesia II

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

VT129 Animal Anatomy & Physiology I

This course concerns the structure and function of the animal body and its parts. Instruction is geared toward tissues, skeletal system, nervous system, endocrine system, and sense organs. Prerequisite: None (57 Clock Hours/2 Semester Credits)

VT130 Animal Anatomy & Physiology II

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

VT131 Pharmacology I

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

VT132 Pharmacology II

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

VT202 Animal Technology V

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

VT203 Animal Technology VI

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

VT210 VTNE Preparation

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

VT212 Radiography II

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

VT214 Large Animal Theory I

This course will introduce students to farm animal medicine. Students will become acquainted with anatomy, breed identification, management, restraint methods, physical exams, reproduction, nutrition, and husbandry. Prerequisite: None (38 Clock Hours/1 Semester Credit)

VT215 Clinical Laboratory IV

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

VT221 Clinical Medicine V

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

VT225 Radiography I

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

VT226 Surgical Nursing II

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

VT235 Large Animal Theory II

This course continues with the theories introduced in Large Animal Theory I to include more in-depth information on the diseases of farm animal species such as horses, cattle, sheep, goats, alpacas, and pigs. This course also includes information on herd health maintenance measures, nursing care, and surgical considerations of farm animal species. Emphasis is placed on the basic skills of large animal care, handling, restraint, physical exams, medication administration, and blood collection. Hands-on skills will be learned and assessed in offsite settings. Prerequisite: VT214 Large Animal Theory I (54 Clock Hours/2 Semester Credits)

VT290 Vet Tech Externship

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

ACADEMIC CALENDAR

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

Summer Semester 2017

May 1	Summer Semester Begins
May 25 - 29	No Classes: Memorial Day Break
June 12 - 16	No Classes: Summer Break
July 3 - 4	No Classes: Independence Day Break
July 7	Term I Ends
July 10	Term II Begins
August 30	Summer Semester Ends
August 31	No Classes: In-Service Day
September 1 - 4	No Classes: Labor Day Break

Fall Semester 2017

September 5	Fall Semester Begins
October 26	Term I Ends
October 27	No Classes: In-Service Day
October 30	Term II Begins
November 23 - 24	No Classes: Thanksgiving
December 22	Fall Semester Ends
December 25 - January 5	No Classes: Winter Break

Spring Semester 2018

January 8	Spring Semester Begins
February 19	No Classes: In-Service Day (Make-up snow day if necessary)
March 1	Term I Ends
March 2	No Classes: In-Service Day (Make-up snow day if necessary)
March 5	Term II Begins
March 26 - March 30	No Classes: Spring Break
May 3	Spring Semester Ends
May 4	No Classes: In-Service Day

Summer Semester 2018

May 7	Summer Semester Begins
May 28	No Classes: Memorial Day
June 18 - June 22	No Classes: Summer Break
July 4	No Classes: Independence Day
July 6	Term I Ends
July 9	Term II Begins
August 30	Summer Semester Ends
August 31	No Classes: In-Service Day
September 3	No Classes: Labor Day

Fall Semester 2018

September 4	Fall Semester Begins
October 25	Term I Ends
October 26	No Classes: In-Service Day
October 29	Term II Begins
November 22 - 23	No Classes: Thanksgiving
December 21	Fall Semester Ends
December 24 - January 4	No Classes: Winter Break

Spring Semester 2019

January 7	Spring Semester Begins
February 18	No Classes: In-Service Day (Make-up snow day if necessary)
February 28	Term I Ends
March 1	No Classes: In-Service Day (Make-up snow day if necessary)
March 4	Term II Begins
April 15 - April 19	No Classes: Spring Break
May 2	Spring Semester Ends
May 3	No Classes: In-Service Day

Summer Semester 2019

May 6	Summer Semester Begins
May 27	No Classes: Memorial Day
June 17 - June 21	No Classes: Summer Break
July 4	No Classes: Independence Day
July 5	Term I Ends
July 8	Term II Begins
August 29	Summer Semester Ends
August 30	No Classes: In-Service Day
September 2	No Classes: Labor Day

STAFF

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Connie GreggAdmissions Administrator
Kristina Jackson.....Admissions Coordinator
Kristen Livingstone Education Administrator
Shane MillerAdmissions Coordinator
Kayla SullivanStudent Services Administrator
Terri TaylorAdmissions Coordinator

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