



VET TECH  
INSTITUTE®

of Houston



## 2023-24 ACADEMIC CATALOG

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

# **Vet Tech Institute of Houston**

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**FOR THE PERIOD JULY 1, 2023**

**THROUGH JUNE 30, 2024**

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# **GENERAL INFORMATION**

## **HISTORY**

Vet Tech Institute of Houston was founded as Zorn Business College in 1958. The school was purchased by Bradford Schools in 1979 and renamed Bradford School of Business. The Vet Tech Institute of Houston was started by the school in September 2007 and is modeled on successful Vet Tech Institutes in Pittsburgh, Indianapolis, and Chicago. The school name was changed in 2009.

## **MISSION**

Vet Tech Institute of Houston is a specialized institution committed to excellence and professionalism in preparing motivated students for successful careers in a variety of professional roles within the veterinary field. To achieve this mission, we are dedicated to these objectives:

- We will offer an accredited eighteen-month program that offers in-depth career preparation through both interactive lecture and skill-based training.
- We will seek continuous improvement in our faculty to inspire students and promote and model excellence.
- We will seek continuous improvement in our administration and facilities to promote and support an environment of teaching and learning.
- We will seek continuous improvement in career services to serve graduates and the animal health community.

## **LOCATION AND FACILITIES**

The Vet Tech Institute of Houston is located in the Galleria area in the Southwest Plaza at 4669 Southwest Freeway. The school leases more than two floors of an office building at this location. The non-smoking/vaping facility includes traditional lecture rooms, laboratory classrooms, veterinary technician-specific classrooms, on-site animal kennels, a student break area, and administrative offices. The learning resource system includes three computer labs, appropriate volumes and periodicals, and a wireless network. Business hours are 7:30 a.m. to 5 p.m.

Vet Tech Institute of Houston strives to provide students with a learning environment that is similar to that in which they desire to work. As a result, great effort has been made to provide attractive surroundings with industry-standard equipment to create an atmosphere conducive to learning. Major equipment includes, but is not limited to, a stationary radiograph machine, a dental radiograph machine, an automatic processor, ultrasound, a Surgivet monitoring system, a Bionet Cardio Care 2000 ECG, a Vet Test blood chemistry analyzer, and an Idexx Lasercyte CBC analyzer. An entrance for the disabled is provided.

## **ACCREDITATION**

Vet Tech Institute of Houston is accredited by the Accrediting Commission of Career Schools and Colleges. The address, telephone number, and website of the Accrediting Commission of Career Schools and Colleges are 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212, [www.accsc.org](http://www.accsc.org). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education. Vet Tech Institute of Houston is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges Department, 101 E. 15th Street, Austin, Texas 78778-0001. The degree program is approved and regulated by the Texas Higher Education Coordinating Board, Community and Technical Colleges Division, 1200 East Anderson Lane, Suite 3.155, Austin, Texas 78752.

The Vet Tech Institute of Houston 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.

## **STUDENT CONSUMER INFORMATION**

Federal regulations set forth by the Higher Education Act of 1965 as amended require Vet Tech Institute of Houston 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 of Houston has prepared a "Guide to Student Consumer Information." This report is distributed annually to enrolled students. Copies are available at [www.vettechinstitute.edu/pdf/consumer.pdf](http://www.vettechinstitute.edu/pdf/consumer.pdf) or upon request in the office of the School Director.

Graduation and employment rates are reported annually to the Accrediting Commission of Career Schools and Colleges and are updated each October at [https://www.vettechinstitute.edu/\\_performance/hou\\_performance.pdf](https://www.vettechinstitute.edu/_performance/hou_performance.pdf). 60% the 206 students entering the program between January 2019 and December 2019 and available for graduation completed their degrees; the employment rate for these graduates as verified by a third party was 95%. 55% the 206 students entering the program between January 2018 and December 2018 and available for graduation completed their degrees; the employment rate for these graduates as verified by a third party was 99%. More graduates may have been placed subsequently.

To comply with federal regulatory requirements, Vet Tech Institute of Houston 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/Chief Academic Officer's office.

## **LEGAL CONTROL**

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

Other affiliated Bradford schools include:

Fox College, Tinley Park, Illinois

International Business College, Indianapolis, Indiana

Vet Tech Institute, Pittsburgh, Pennsylvania

## **PROGRAM MODERNIZATION**

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

## **DISASTER AFFECTING THE SCHOOL'S OPERATIONS**

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

# **NONDISCRIMINATION IN EDUCATIONAL PROGRAMS AND ACTIVITIES**

Vet Tech Institute of Houston strives to instill positive lessons of valuing diversity, equity, and inclusion.

Educational institutions receiving federal financial assistance are required to comply with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. These federal laws prohibit discrimination on the basis of gender, including sexual harassment and sexual violence; sexual orientation or identity; pregnancy, parental, family, or marital status; genetic information; race; color; religion; national origin; age; veteran status; and disability in the education programs and activities that they operate. Vet Tech Institute of Houston 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 Director/Chief Academic Officer, who is identified in the Administration, Faculty, and Staff section of this catalog and who may be reached by phone at 713-629-1500, by email at [title9coordinator@vettechinstitute.edu](mailto:title9coordinator@vettechinstitute.edu), or by mail or in person at 4669 Southwest Freeway, Suite 100, Houston, TX 77027, is the Title IX Coordinator at Vet Tech Institute of Houston. 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 are encouraged to bring any complaints or reports of discrimination to the coordinator's attention. Employees who in the course and scope of their employment witness or receive information about an incident that the employee reasonably believes to constitute sexual harassment, sexual assault, dating violence, or stalking against a student or employee must promptly report the incident to the institution's Title IX coordinator. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address or by mail to the office address listed for the Title IX Coordinator. The matter will be investigated promptly, and both parties will be notified in writing about the outcome of the complaint. Appropriate follow-up will be implemented to assure that no person associated with the school is subjected to unlawful discrimination. Individuals who report discrimination will not be subjected to any retaliation for doing so.

## **HEALTH AND RELATED INFORMATION**

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

In order to participate in school-related trips and recreational activities, the student will be responsible for agreeing to release and indemnify the school and related

parties from all liability related to the student's participation.

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

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

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

## **TECHNOLOGY ACCEPTABLE USE POLICY**

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

1. The hardware, software, and network resources available to our students are intended to be used for research and education purposes.
2. The computer technology will not be used for illegal activities, for profit purposes, or to access, upload, download, or distribute pornographic, obscene, or sexually explicit and offensive materials.
3. Users shall not obtain copies of or modify any files, data, or passwords belonging to other users.
4. Loading or use of unauthorized games, programs, files or other electronic media is prohibited.
5. Respect for the intellectual work and creativity of others is critical and expected; therefore, copyright violations and plagiarism will not be tolerated.
6. The network shall not be used to disrupt the work of others, harass or threaten others, or publicly display, design, copy, draw, print or publish

obscene language or graphics. Hardware or software shall not be modified or abused in any way.

7. The user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or intentional acts, which include the intentional introduction of viruses.
8. Vet Tech Institute students may access e-mail using third party e-mail accounts. This access will be available through computers designated by administration.
9. Vet Tech Institute assumes no liability for the content for any advice or information acquired over the Internet nor for any cost or charges incurred for this advice or information.

The computer technologies in the classrooms and Learning Resource Center at Vet Tech Institute are designed to carry out the educational mission and objectives of the student's program. The acceptable use policy is in effect any time a student is using Vet Tech Institute Technology.

## **COPYRIGHT INFRINGEMENT POLICY**

Vet Tech Institute of Houston 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.

# **ADMISSIONS INFORMATION**

## **ADMISSIONS REQUIREMENTS**

To be accepted for admission to Vet Tech Institute of Houston, an applicant must have: graduated from a valid high school, private school, or equivalent (GED); achieved strong grades/scores in math and science; reached a minimum age of 17; and achieved a score equivalent to at least 19 on the Wonderlic Scholastic Level Exam administered in a supervised environment. Applicants must also demonstrate an aptitude for, an interest in, and an understanding of a career in veterinary technology.

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, military experience, recommendation letters, job shadow verification, and/or animal-related work or volunteer experience.

## **ADMISSIONS 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 Director of Admissions, Vet Tech Institute of Houston, 4669 Southwest Freeway, Suite 100, Houston, Texas 77027. Potential students may also apply online at [www.VetTechInstitute.edu](http://www.VetTechInstitute.edu).

Upon receipt of the application, the school will request a transcript of the applicant's high school record. An applicant who is the recipient of a GED is required to submit a copy of his or her certificate. Any record of post-high school education should be obtained by the applicant and provided to the school.

Generally, the applicant is notified of the school's decision within two to four weeks after submission of the application.

# FINANCIAL INFORMATION

## TUITION AND FEES

### **Application Fee** .....\$50

Payable with all applications for admission and refundable if an applicant is rejected by the school for admission or within three business days of signing the enrollment agreement.

### **Tuition Deposit** .....\$50

A \$50 tuition deposit is due no later than 30 days after a student is accepted for admission.\* This deposit is applied to tuition when the student begins classes. It is refundable up until three business days after the student signs the enrollment agreement or three business days after the payment date, whichever is later. After that date, the tuition deposit is no longer refundable.

### **Confirmation Deposit** .....\$50

A \$50 confirmation deposit is due no later than 30 days after a student's financial plan is held.\* This deposit is credited to tuition when the student begins classes. It is refundable if a student cancels enrollment within the first three scheduled class days.

### Rates for students entering between January 1, 2023, and December 31, 2023:

Total tuition, fees, books and other charges by the school for the program are estimated to be approximately \$34,240.

### **Tuition**

Per semester** .....	\$6,980
Externship Half Semester.....	\$350

### **Lab Fees**

Veterinary Technology Lab Fee (per semester)** .....	\$820
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This fee is charged for each semester for which the student is enrolled during the first four semesters of the program. Students reenrolling mid-semester will be charged for a term. The charge for a term is equal to one-half the semester rate.

### **Rabies Vaccination Fee**

On-site Rabies Vaccination Fee .....	\$848
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The fee for on-site vaccination during the first semester is charged in \$212 increments at the beginning of each of the first four semesters in which the student is enrolled. These charges will be waived for a student who provides proof of vaccination before on-site vaccination at the school. This fee may be covered by a student's health insurance.

### **Textbooks and Supplies**

Textbook and supply costs will range from \$100 to \$800 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 for students entering between January 1, 2024, and December 31, 2024:

Total tuition, fees, books and other charges by the school for the program are estimated to be approximately \$34,960.

**Tuition**

Per semester** .....	\$6,980
Externship Half Semester.....	\$350

**Lab Fees**

Veterinary Technology Lab Fee (per semester)** .....	\$970
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This fee is charged for each semester for which the student is enrolled during the first four semesters of the program. Students reenrolling mid-semester will be charged for a term. The charge for a term is equal to one-half the semester rate.

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Textbook and supply costs will range from \$100 to \$900 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.

Students are expected to make monthly installments while in school. Payments can be made by VISA, MasterCard, check, money order, or cash.

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

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

## **REFUND POLICIES**

When students withdraw or are dismissed, refunds shall be based on and computed from the last day of attendance. Refunds shall be made within 45 days of the date a student withdraws or the date of determination of withdrawal if a student does not notify the school of the student's intention to withdraw. 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.

### **Cancellation Policy**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged.

### **Refunds of Tuition, Lab Fees, and Other Charges**

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a. The last day of attendance, if the student is terminated by the school;
  - b. The date of receipt of written notice from the student; or
  - c. Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire program.
4. If a student enters a program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.)

5. The student will not be required to pay for rabies vaccination or purchase instructional supplies, books, and tools until such time as these materials are required. Textbooks are available from the school bookstore; however, students are not required to purchase books from the school. If a student elects to pay for rabies vaccination or purchase textbooks from the bookstore and have them charged to his or her account, the cost will be included as a non-institutional charge. Withdrawn students may return unused and unmarked textbooks to the bookstore for full credit.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75-percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a. An enrollee is not accepted by the school;
  - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

### **Refund Policy for Students Called to Active Military Service**

A student who withdraws as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options:

1. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
3. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - a. satisfactorily completed at least 90 percent of the required coursework for the program; and
  - b. demonstrated sufficient mastery of the program material to receive credit for completing the program.

## **Lab Fees**

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

## **Textbooks and Rabies Vaccination**

The student will not be required to pay for rabies vaccination or purchase instructional supplies, books, and tools until such time as these materials are required. Textbooks are available from the school bookstore; however, students are not required to purchase books from the school. If a student elects to pay for rabies vaccination or purchase textbooks from the bookstore and have them charged to his or her account, the cost will be included as a non-institutional charge. Withdrawn students may return unused and unmarked textbooks to the bookstore for full credit.

## **Return of Federal Title IV Funds upon Withdrawal**

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

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

The regulations in Section 668.22 allow the college 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 allowed under regulations to disburse a Stafford loan. In the event the school is prevented from using the student's planned financial aid to satisfy the tuition and other charges, the student is directly responsible for paying those charges.

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

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

### **Order of Refund**

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

## **TERMS OF PAYMENT**

Tuition, lab fees, textbook/supply charges, and rabies vaccination fee charges, if applicable, 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. For payments by credit card exceeding \$350, the college will charge a 2.5% convenience fee on the amount exceeding \$350. Financial aid funds are applied to school costs in accordance with state and federal regulations. All financial obligations must be satisfied prior to graduation. If other financial arrangements have been made with the school, the student should ensure that the financial obligations have been met prior to graduation.

## **VETERANS BENEFITS**

Vet Tech Institute of Houston complies with all requirements of Title 38 United States Code Section 3679(e) regarding the distribution of all Department of Veterans Affairs' (VA) benefits. Vet Tech Institute of Houston will permit any covered individual to attend or participate in the course of education even if the VA has not yet paid tuition and fees. Vet Tech Institute of Houston will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31, 33, or 35. To qualify, individuals may be required to submit the VA's Certificate of Eligibility by the first day of classes and provide additional information necessary to the proper certification of enrollment by the institution.

## **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, and payment plans available for those who qualify. The variety of available plans affords flexibility in choosing the one best suited for a specific need. Vet Tech Institute of Houston 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 Financial Aid Office.

The school's financial aid administrator has the authority to compensate for special and unusual circumstances on a case-by-case basis with adequate documentation. Upon request, the financial aid administrator may evaluate the family's situation and make appropriate adjustments to more accurately reflect the financial need of students and families. This authority is called professional judgment. Under professional judgement, the financial aid administrator may not change the eligibility formula itself, but may adjust inputs to the data elements and/or override a student's dependency status. The changes are dictated by the student and family's current circumstances and on their income and assets.

The decision of the financial aid administrator is final. There is no appeal. By law, neither the school's Director nor the US Department of Education can override the financial aid administrator's decision.

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

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

### **Verification Policies and Procedures**

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

**Time Frame:** The school will notify students within 30 days of receipt of the applicable Institutional Student Information Record (ISIR), which is generally within two weeks of when the Free Application for Federal Student Aid (FAFSA) is submitted to the Department of Education, if verification is required. Students

will be expected to submit all requested documentation within two weeks or no later than the start of the academic year to which the ISIR applies. Students who do not meet this deadline will be given two weeks from the start date to supply the verification documentation. An extension may be granted beyond the two weeks when circumstances beyond the student's control prohibit the student from submitting the required documentation. In no way, however, will an extension be granted beyond the date for a subsequent financial disbursement.

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

**Notification of Verification Results:** If no errors or discrepancies are found during the verification process, the student will be awarded the financial aid for which the student is eligible. The disbursement of the aid will serve as 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 that 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 ISIR will be reprocessed. In no case will the school ever disburse on the original ISIR when resubmitting the ISIR would result in an increased award.

In the case of campus-based aid and federal Stafford loans, the school will follow the same procedures that it takes for federal Pell. When applicable, the expected family contribution is recalculated. If an over-award 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.

## **FEDERAL DEFINITION OF A CREDIT HOUR FOR PURPOSES OF FINANCIAL AID**

Federal regulations define a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of- class student work each week for approximately fifteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time or (2) at least an equivalent amount of work as required in (1) above for other academic activities as established by the institution, including laboratory work, externships, and other academic work leading to the award of credit hours.

## **INSTITUTIONALLY-FUNDED GRANTS AND INSTALLMENT CONTRACTS**

Vet Tech Institute of Houston awards an institutional grant to each student scheduled to graduate with an institutional installment contract. A grant of \$100-\$5,500 will be awarded to each eligible, active student approximately one month prior to graduation or prior to the end of the fiscal year.

Institutional installment contracts are available on a limited basis for students who have exhausted other possible means of financing. Institutional installment contract applications are accepted throughout the year. Installment contract amounts will vary depending 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.

# STUDENT SERVICES

## ADVISING

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

## CAREER SERVICES

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

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

- 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 career services representative to discuss job expectations, needs, and requirements as well as geographic preferences. This information is obtained in order to provide more personalized, effective career services assistance. Employers contact the career services department on a consistent basis to inquire about our graduates, and these job leads are supplied to the graduate pursuing employment.

Vet Tech Institute of Houston reserves the right to deny career 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 of Houston 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. Also, security systems are utilized during hours in which the school is closed. If, however, a crime is committed on our premises, school personnel and building management personnel are available to assist students and staff.

### **How to Report Criminal Actions or Other Emergencies**

If a student or other campus member is the victim of a crime, believes they see a crime being committed, or becomes aware of any other emergency, the individual should report it in a timely manner to a Campus Security Authority. Campus Security Authorities at Vet Tech Institute of Houston include the Director/Chief Academic Officer, directors, program directors, and the registrar. All incidents are then reported to the registrar, who is responsible for collecting crime reports for inclusion in the annual crime statistics report. Vet Tech Institute of Houston 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 911 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 orientation. Orientation is typically held one week before the start of classes. Additionally, during the course of their program, guests are invited to speak to students and employees on safety procedures, such as self-protection, including prevention of sex offenses. These seminars are provided for all students and employees. Handouts provided by the guest speakers regarding personal safety and crime prevention are distributed to all students and staff.

### **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 administration and classroom building is open to students, parents, employees, applicants, and other individuals who have a legitimate purpose for being on campus. Security systems are utilized during hours in which the school is closed. The Director/Chief Academic Officer has assigned security alarm codes to faculty and staff if they need access to the building after hours. Students who have husbandry duty have a security alarm code for access to the basement only where the animals are housed. Vet Tech Institute of Houston does not provide residential facilities for students on campus.

Safety and security issues are considered and implemented in the maintenance of all campus lighting, shrubbery, and other areas that could affect the safety of individuals on campus. Safety and security maintenance requests receive priority treatment over nonsafety and nonemergency requests.

## Authority of Campus Security Personnel

Vet Tech Institute of Houston does not have a campus police or security department, although it strives maintain a good working relationship with local law enforcement agencies.

## 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.

<u>Category</u>	<u>Location</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
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	1
Aggravated Assault	On Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	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, religion, disability, sexual orientation or identity, ethnicity, or national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the three years in the above Crime Statistics table, there were no reported hate crimes at any of the above-listed geographic locations.

Caveat: Vet Tech Institute of Houston has no residential facilities for students on campus, it does not recognize any off-campus locations of student organizations, nor does it have any non-campus buildings or property associated with it.

### **Disclosures to Alleged Victims**

Vet Tech Institute of Houston 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 and on public property within or adjacent to the campus. The Registrar 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 of Houston Drug Prevention Program for the full details. The Vet Tech Institute of Houston 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 of Houston 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 age or because of 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 Texas are as follows:

Dating violence means an act, other than a defensive measure to protect oneself, by an actor that is committed against a victim with whom the actor has or has had a dating relationship or because of the victim's marriage to or dating relationship

with an individual with whom the actor is or has been in a dating relationship or marriage and is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault, or sexual assault. For purposes of this title, “dating relationship” means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the nature of the relationship, and the frequency and type of interaction between the persons involved in the relationship. A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a “dating relationship.”

Family violence means an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself; abuse by a member of a family or household toward a child of the family or household; or dating violence, as that term is defined above.

A person commits sexual assault if the person:

1. Intentionally or knowingly:

- a. Causes the penetration of the anus or sexual organ of another person by any means, without that person’s consent;
- b. Causes the penetration of the mouth of another person by the sexual organ of the actor, without that person’s consent; or
- c. Causes the sexual organ of another person, without that person’s consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or

2. Intentionally or knowingly:

- a. Causes the penetration of the anus or sexual organ of a child by any means;
- b. Causes the penetration of the mouth of a child by the sexual organ of the actor;
- c. Causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;
- d. Causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or
- e. Causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

A sexual assault is without the consent of the other person if:

1. The actor compels the other person to submit or participate by the use of physical force or violence;
2. The actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes

that the actor has the present ability to execute the threat;

3. The other person has not consented and the actor knows the other person is unconscious or physically unable to resist;
4. The actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it;
5. The other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;
6. The actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge;
7. The actor compels the other person to submit or participate by threatening to use force or violence against any person and the other person believes that the actor has the ability to execute the threat;
8. The actor is a public servant who coerces the other person to submit or participate;
9. The actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor;
10. The actor is a clergyman who causes the other person to submit or participate by exploiting the other person's emotional dependency on the clergyman in the clergyman's professional character as spiritual adviser; or
11. The actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other.

A person commits a stalking offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that:

1. The actor knows or reasonably believes the other person will regard as threatening:
  - a. Bodily injury or death for the other person;
  - b. Bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship; or
  - c. That an offense will be committed against the other person's property;
2. Causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or fear that an offense will be committed against the other person's property; and
3. Would cause a reasonable person to fear
  - a. Bodily injury or death for himself or herself;
  - b. Bodily injury or death for a member of the person's family or household

- or for an individual with whom the person has a dating relationship; or
- c. That an offense will be committed against the person's property.

Vet Tech Institute of Houston sponsors educational programs to prevent and promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. Primary prevention and awareness programs are presented for incoming students and new employees. Programs include interactive presentations from law enforcement officers who understand the nuances of a school setting. Ongoing prevention and awareness campaigns are also offered for continuing students and employees. They focus on topics such as how to recognize and prevent dating and domestic violence and what to do if one is a victim of stalking or sexual assault. These programs are offered and conducted by the Houston Police Department. Information on registered sex offenders can be obtained from the Texas Department of Public Safety by calling (512) 424-2000 or on the worldwide web at <http://records.txdps.state.tx.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 dating violence, domestic violence, sexual assault, or stalking, the individual should report the offense in a timely manner to a Campus Security Authority or other school official either in person or by phone at (713) 629-1500. Campus Security Authorities include the program director and the registrar as well as the administration.

All employees are required by Texas law to report all known details regarding alleged incidents of sexual harassment, sexual assault, dating violence, or stalking 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 the 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.

Reports of dating violence, domestic violence, sexual assault, and 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 they were a victim of dating violence, domestic violence, sexual assault, or stalking, the victim will be provided with a written explanation of the victim's 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, or other services will be provided to victims of dating violence, domestic violence, sexual assault, and 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 supportive 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/ Chief Academic Officer, who will be responsible for determining what accommodations are reasonable. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. School officials are obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense and will assist in notifying the victim of all reasonably available options available for these changes regardless of whether the victim chooses to report the crime to local law enforcement. Examples of supportive measures include restrictions on contact, changes to a living situation, if applicable, and course rescheduling. Vet Tech Institute of Houston does not issue orders of protection. However, if requested, school officials will also provide information on where and how to obtain protection orders and similar lawful orders issued by the court system. Vet Tech Institute of Houston 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 the Director/Chief Academic Officer. A student who is accused of dating violence, domestic violence, sexual assault, or stalking will be subject to action in accordance with the Title IX grievance process or the Student Conduct policy. Sanctions that may be imposed are warning, suspension, or expulsion. Faculty or staff will be subject to action in accordance with the Title IX grievance process or the Anti-Harassment policy in the Bradford Schools Personnel Policies and Procedures Manual. Sanctions may include verbal or written reprimand, referral to appropriate counseling, withholding of a promotion or bonus, reassignment, suspension, or termination without severance benefits.

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

equitable manner.

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

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

### **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 Director/Chief Academic Officer 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 Registrar.

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.

The school's Emergency Preparedness Plan may be obtained in the office of the Director/Chief Academic Officer and elsewhere throughout the school.

## **STUDENT GRIEVANCE AND COMPLAINT PROCEDURE**

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, or if the problem concerns any representation or promise made by any instructor or staff member, the student should request a meeting with the Director/Chief Academic Officer. The Director/Chief Academic Officer will endeavor to resolve the problem in a prompt and equitable manner.

A student who still has a grievance or wishes to appeal a decision should then submit the complaint or appeal in writing to the Director/Chief Academic Officer. The school will endeavor to resolve the written complaint or appeal in a prompt and equitable manner.

Any complaint not resolved through this procedure can be directed to either or all of the following: Texas Workforce Commission, Career Schools and Colleges Department, 101 East 15th Street, Austin, Texas 78778-0001; Texas Higher Education Coordinating Board, Community and Technical Colleges Division, 1200 East Anderson Lane, Suite 3.155, Austin, TX 78751; and/or the Accrediting Commission of Career Schools and Colleges.

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

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org) [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

## **PERSONAL PROPERTY**

Students are assigned lockers for personal property. Vet Tech Institute of Houston 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 in the event it does occur.

# ACADEMIC INFORMATION

## ATTENDANCE

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

Absence or tardiness from class or kennel duty, regardless of reason, involves a loss to both the student and to other members of the class. The Vet Tech Institute of Houston policy is that students should attend and be on time for all classes and assigned kennel duties and that attendance will be taken. Students also must follow the attendance policies in the current kennel manual.

While it is recognized that certain reasons beyond the control of the student may make it impossible for him or her to attend or be on time for class or kennel duty, students should expect that absenteeism and/or tardiness may result in a lowered grade, suspension, or other administrative action. Final course grades will not be lowered to a failing grade solely due to lack of attendance; however, final course grades will be subject to consequences for absenteeism published in course outlines.

A student who accumulates absences exceeding 20 percent of the class hours scheduled in a semester will be placed on Attendance Probation for the duration of the next semester. A student on Attendance Probation who accumulates absences exceeding 20 percent of the class hours scheduled in that semester will be dismissed.

A student who has missed ten (10) consecutive days of class or has accumulated absences exceeding 20 percent of the total class hours of the program will be dismissed.

A student who has been dismissed for violation of the attendance policy may not be permitted to be readmitted in accordance with the policy for readmission until the beginning of the next semester.

### **Tardies/Make-up Work**

Tardies are recorded for students who are absent for a portion of any class period. Students present for less than fifteen minutes of a class period will be considered absent for that class period. Make-up work will be assigned on an individual basis if applicable. However, make-up work will not remove an absence. Additional information will be included in course outlines and/or distributed during orientation, which is typically held one week before the start of classes.

## **KENNEL DUTY**

Vet Tech Institute of Houston 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 duties are performed before and after classes and on weekends. The number of weeks each student is assigned kennel duty depends on the number of in-house veterinary technology students.

## **DRESS CODE**

Students are required to wear uniforms provided by the school. Students are expected to maintain the same high standards of appearance, grooming, and personal hygiene that are expected by employers. Vet Tech Institute of Houston is authorized to make decisions about acceptable dress and grooming standards. Specific guidelines will be distributed during orientation, which is typically held one week before the start of classes.

## **STUDENT CONDUCT**

Students at Vet Tech Institute are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses: 1) academic cheating, plagiarism, or copyright infringement; 2) interruption or any manner of interference with the normal operation of the school; 3) destruction, damage, or misuse of school equipment, facilities, or property; 4) intoxication, which is defined as being affected by alcohol or drugs to the point where physical and mental control is diminished, while on campus or while involved in school-related activities; 5) possession, use, or furnishing of alcoholic beverages while on campus or while involved in school-related activities; 6) illegal possession, use, or furnishing of drugs while on campus or while involved in school-related activities; 7) possession, use, or furnishing of weapons while on campus or while involved in school-related activities; 8) verbal, physical, sexual, social media, or online assault that injures, causes serious emotional harm, or grievously demeans or threatens another person in the school community; 9) theft of another's property occurring on school premises; 10) participation in hazing; 11) stalking; 12) posting pictures of the school's animals to the internet including social media; 13) intentional misrepresentation of important documentation or information; 14) smoking or vaping within the school; and/or 15) commission of other offenses that in the opinion of the administration may be contrary or disruptive to the best interest of the school community.

Sanctions that may be imposed are 1) written warning, 2) suspension, or 3) expulsion. In general, the school will issue at least one written warning prior to

dismissing a student for poor conduct. The school, however, may dismiss a student without written warning if the offense is serious. Serious offenses may be any of those listed in the policy on conduct but are considered to be those that directly affect the physical well being of other persons in the school community. The Director/Chief Academic Officer will investigate all complaints of student misconduct and determine the appropriate sanction to be imposed. For matters involving possible sexual harassment or sexual violence, the Director/Chief Academic Officer, who is also the Title IX Coordinator, will ensure that the investigation complies with all Title IX requirements. A student who wishes to question any decision made by the Director/Chief Academic Officer may appeal in writing to the President of Bradford Schools 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.

## **DEFINITION OF ACADEMIC CREDIT AND SEMESTER**

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

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

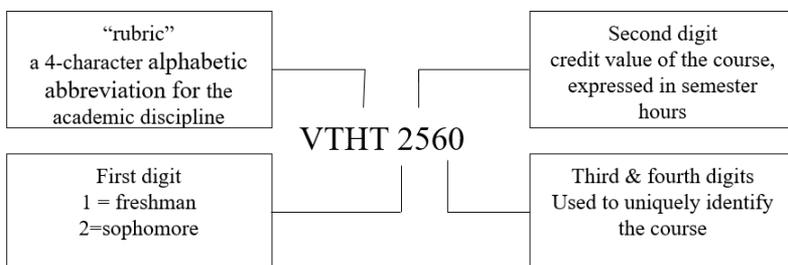
In establishing credit hour awards, one semester credit hour equals 45 units comprised of the following academic activities:

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

A semester is equal to 16 weeks of instruction, and a term is equal to 8 weeks of instruction.

## COURSE NUMBERING SYSTEM

Vet Tech Institute of Houston uses an eight character scheme to assign course numbers. Each course is identified by an upper-case four-character “rubric” and a four-digit number:



The first digit of the course number denotes the academic level of the course; the second digit denotes the credit value of the course in semester hours; and the third and fourth digits establish course sequencing and/or distinguish the course from others of the same level, credit value, and rubric.

## GRADING SYSTEM

<u>Letter Grade</u>	<u>Numerical Equivalent</u>	<u>Rating</u>	<u>Quality Points</u>
A	90-100	Excellent	4.0
B	80-89	Above Average	3.0
C	70-79	Average	2.0
D	60-69	Below Average	1.0
F	Below 60	Failing	0.0
I		Incomplete	
W		Withdrawal	
X		Credit by Transfer	
S		Waived by Substitution	

The grade point average (GPA) 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 assigned to the course.
2. Add all accumulated quality points.
3. Divide by the total number of credits the student has attempted.

Courses in which a student received a failing grade (F) are included in the total number of credit hours attempted when calculating the grade point average and the successful course completion percentage. Courses in which the student received an S or X are not used in computing the grade point average. Courses in which the student received an X 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 successful course completion percentage but are not included in the total number of credit hours attempted when calculating the grade point average. Withdrawal from individual courses is not allowed.

## **GRADE REPORTS**

Students receive a copy of their transcript every eight (8) weeks throughout the program. Permanent transcripts are maintained in the school office.

## **TRANSCRIPTS**

Upon request, each student may receive one free copy of his or her transcript. Subsequent transcript copies will be provided at a fee of \$8.50 each. Transcript requests will not be denied based on a student owing the college money at the time of the request.

## **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 A.A.S. Degree program is 66 credits or 70 credits using the TWC credit-hour formula. Using that number, 150 percent would equal 99 credit hours or 105 credit hours using the TWC formula, which would be the maximum number of credits for which a student could receive financial aid. Transfer credits that apply toward the student's program and all courses the student attempts will be counted toward the maximum time frame.

## Satisfactory Progress Measurements

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

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

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

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

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

An appeal of a notification of unsatisfactory progress should be submitted in writing to the Director/Chief Academic Officer within 5 days of notification. An appeal must explain why the student failed to make satisfactory progress and what has changed that will allow satisfactory progress to be met by the next formal financial aid evaluation point. An appeal must explain unusual mitigating circumstances that reasonably impaired academic performance and are not expected to recur. Examples include a student's injury or illness, the death of a

relative, or other special circumstances. The school may require documentation or additional information. If the school determines that, based on the cumulative grade point average and the expected absence of the mitigating circumstances, the student should be able to be meeting satisfactory progress requirements at the next formal financial aid evaluation point, the student may be reinstated for one academic warning period or one academic probationary period. A student whose appeal is unsuccessful may not continue. The school's decision will be final.

### **Course Failures**

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

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

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

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

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

A student who withdraws from a program receives a grade of W (withdrawal) 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 grade point average.

Credits for courses in which the student received an X (transfer credit) are not used in computing the grade 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 grade point average. Credit hours for both courses are included when calculating the successful course completion percentage and count toward the maximum time frame.

In summary, courses with grades of F, I, W, and X 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 as well as repeated courses are included when computing the cumulative grade point average; courses with grades of I, W, and X are not. Vet Tech Institute of Houston does not offer noncredit remedial courses.

### **Incomplete Grades**

An incomplete (I) grade may be issued to a student who is passing a course but who has not been able to complete all required work, generally because of some extenuating circumstance. The student usually will be allowed no more than one or two weeks of scheduled classes to complete the 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.”

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

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

If the incomplete prevents a student from meeting graduation requirements, the student will be eligible for career services assistance if 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 career services assistance and will not be issued a diploma.

### **Leave of Absence**

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

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

## **WITHDRAWAL**

Students who find it necessary to withdraw from a program should have a preliminary interview with the Director/Chief Academic Officer. The student is also required to have an exit interview with the Director of Financial Aid.

If a student provides notice of withdrawal either verbally or in writing to the Director/ Chief Academic Officer, 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.

## **DISMISSAL**

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

Academic	Failure of course work or failure to meet Standards of Satisfactory Academic Progress.
Attendance	Excessive absences as stated in the Attendance policy.
Misconduct	Behavior unbecoming of a professional businessperson or offenses listed in the Student Conduct section.
Financial	Failure to meet obligations outlined in the student's financial plan.

Students dismissed for attendance reasons are ineligible for appeal except as noted under the attendance policy. A student who is dismissed for academic, misconduct, or financial reasons may appeal to the Director/Chief Academic Officer who will make the final determination.

## **READMISSION**

Readmission to Vet Tech Institute of Houston following dismissal or withdrawal will be at the discretion of the school. Students wishing to reenter must contact the Director/Chief Academic Officer. Students may not reenter before the start of the next grading period.

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 reentering student who was not maintaining satisfactory academic progress but

did not complete an academic warning period generally may appeal to reenter for an academic warning period.

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

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

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

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

Students who have withdrawn as a result of being called to active military duty and who have elected to receive a grade(s) of incomplete with the designation "withdrawn-military" should refer to the Refund Policy for Students Called to Active Military Service in the Refund Policies section of this catalog for information regarding their charges.

## **CREDIT TRANSFER FROM ANOTHER SCHOOL**

Transcripts of work completed at institutions that are either accredited by agencies recognized by the United States Department of Education, recommended by the American Council on Education's College Credit Recommendation Service (ACE), or recognized by their respective government as institutions of higher education for internationally-based institutions, may be submitted to the Director/Chief Academic Officer for review. Transcripts should be submitted during the first term of a student's program. Foreign transcripts of students seeking admission 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) to validate equivalency with graduation from high school and eligibility to enter a college or university in the United States. Other documentation may also be required.

Credits considered for transfer are evaluated by the Director/Chief Academic Officer to determine if the course work is similar in nature, content, and level to that required at Vet Tech Institute of Houston. 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. Because programs at Vet Tech Institute of Houston are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable. At a minimum, 51 percent of the credits required for graduation must be completed at the school or an affiliated school listed under Legal Control.

Credit is not granted for advanced placement or experiential learning. One exception is credit for military training that has been evaluated and recommended for credit by the American Council on Education (ACE). Vet Tech Institute of Houston 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 of Houston are specifically tailored to career preparation, students must assume that credits for courses taken at Vet Tech Institute of Houston are not transferable to other institutions. Neither Vet Tech Institute of Houston 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/Chief Academic Officer. Vet Tech Institute of Houston 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.

## **DISABILITY SUPPORT SERVICES**

Vet Tech Institute of Houston 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/Chief Academic Officer identified in the Administration, Faculty, and Staff section of this catalog, by phone at 713-629-1500 or by mail or in person

at 4669 Southwest Freeway, Suite 100, Houston, Texas 77027. The student should provide the designated Section 504 coordinator with a current comprehensive evaluation of a specific disability from a qualified diagnostician that identifies the type of disability and lists recommended accommodations. All documentation will be reviewed by the designated Section 504 coordinator in a timely manner, and appropriate reasonable accommodations will be provided based on the individual student's needs.

## **ONLINE LEARNING AS A SUPPORT TOOL**

Vet Tech Institute of Houston offers synchronous virtual attendance for students to continue their educations for a short time due to rare and extenuating circumstances to be determined and approved by the school. The duration of this online support coincides with the short-term interruption's length but can be no longer than 15 school days. Students are required to return to on-campus classes after the short duration of online education is complete. Students must complete all hours of VTHT 2560 Clinical-Veterinary Technician in person.

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

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

## **GRADUATION REQUIREMENTS**

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

1. Pass all courses in the program.
2. Attain an overall 2.00 grade point average when averaging all courses taken.
3. Satisfy all financial obligations.

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

## SAMPLE CLASS SCHEDULE (MONDAY THROUGH FRIDAY)

Weeks	8	16	24	32	40	48
7:15AM–8:30AM	VTHT 1100 Animal Behavior	VTHT 1202 Veterinary Lab Procedures	VTHT 1491 Special Topics: Small Animal Medicine		VTHT 2213 Lab Animal Clinical Management	VTHT 1349 Veterinary Pharmacology
8:30AM–8:40AM	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
8:40am–9:55AM	VTHT 1105 Veterinary Terminology	VTHT 1209 Veterinary Nutrition	VTHT 2323 Veterinary Clinical Pathology I		VTHT 1217 Veterinary Office Management	VTHT 1345 Veterinary Radiology
9:55AM–10:05AM	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:05AM–11:20AM	VTHT 1413 Veterinary Anatomy and Physiology		VTHT 2301 Canine and Feline Clinical Management		ENGL 1301 English Composition	VTHT 1345 (Continued)
11:20AM–12:00PM	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
12:00PM–1:15PM	VTHT 1301 Introduction to Veterinary Technology		PSYC 2301 General Psychology	BIOL 1308 Biology	MATH 1332 Contemporary Mathematics	VTHT 2205 Equine Clinical Management

Weeks (continued)                      56                      64                      72

7:15AM–8:30AM	VTHT 1441 Anesthesia and Surgical Assistance		VTHT 2560 Clinical Veterinary Technician
8:30AM–8:40AM	BREAK	BREAK	
8:40am–9:55AM	VTHT 2217 Exotic Animal Clinical Management	VTHT 2160 Large Animal Clinical	
9:55AM–10:05AM	BREAK	BREAK	
10:05AM–11:20AM	VTHT 2209 Food Animal Clinical Management	VTHT 1291 VTNE Preparation	
11:20AM–12:00PM	BREAK	BREAK	
12:00PM–1:15PM	SPCH 1311 Speech Communication		

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges Department, Austin, Texas, and the Texas Higher Education Coordinating Board, Austin, Texas.

Classes generally are scheduled in 75-minute periods Monday through Friday between 7 a.m. and 4 p.m. Individual class schedules will vary according to the student's cohort. 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. All courses are taught in English.

A regularly enrolled student is required to attempt the number of classes normally scheduled for a program, usually 4 or the equivalent, for the length of the program.

Students will not be permitted to attempt less than the normal load for the program in which they are enrolled except when the student has changed programs or is returning to a program in which the student was previously enrolled.

## HONORS

**Alpha Beta Kappa National Honor Graduate:** Awarded to students achieving a 3.75 or greater cumulative grade point average with no more than 5 hours absent.

**Perfect Attendance Award:** Awarded to students who have not been tardy or absent in any class during their program.

**Veterinary Technician Award:** Awarded to veterinary technology students achieving an overall grade point average of no less than 3.5 and missing no more than 5 percent of the total program hours.

## CLASS SIZE

Although class size will vary over a considerable range, lecture classes usually do not exceed 60 students. Laboratory classes usually do not exceed 26 students with a maximum of 30 students in laboratory classes.

## NOTIFICATION OF RIGHTS UNDER FERPA

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

These rights are:

2. The right to inspect and review the student's education records within 45 days of the day Vet Tech Institute of Houston receives a request for access. Students should submit to the registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The Vet Tech Institute of Houston 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 Vet Tech Institute of Houston official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.
3. 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 of Houston to amend a record that they believe is inaccurate or misleading. They should write the Vet Tech Institute of Houston official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Vet Tech Institute of Houston decides not to amend the record as requested by the student, Vet Tech Institute of Houston 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.
4. 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 Vet Tech Institute of Houston 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 of Houston has contracted (such as an attorney, auditor, or collection agent); a person serving as a Manager; or a person assisting another school official in performing 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 generally is limited to student name, date admitted, mailing address and telephone number, local address and telephone number, email address, semesters of attendance, major, specialization, enrollment status, full- or part-time status, degree sought, honors and awards, and degrees and dates received, but may include other information that would not generally be considered harmful or an invasion of privacy if disclosed.

Students have the right to withhold the release of information designated as "directory information" by submitting to Vet Tech Institute of Houston, not 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.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Vet Tech Institute of Houston to comply with the requirements of FERPA. The office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, S.W. Washington, DC 20202-5901.

## **PRIVACY AND ONLINE CLASSES**

Any use of recording devices such as tape or video recorders at any time within the school's premises is not permitted without advance, written approval by the Director/Chief Academic Officer.

Vet Tech Institute of Houston may hold certain classes or educational activities through online services. Most of these classes or educational activities may be recorded for the purpose of being available to students in the course who wish to watch the recording at a later time.

During the class or educational activity, information about a student may be shared and recorded. Such information may include "directory information" such as a student's name, telephone number, and/or email address, but may also include student discussions, questions, presentations, or other student activities that may be considered part of a student's educational record.

Reasonable measures will be taken to restrict access to any online class, educational activity, or recording to students in that course and school officials.

Instructors also generally will seek to minimize the sharing of information that may be sensitive, balanced by the pursuit of the learning objectives of a class or course. Recordings of classes and educational activities will be available only during the instructional period in which the course is being offered. Following the conclusion of the course, all recordings will be deleted.

In participating in an online class or educational activity, a student voluntarily consents to the sharing of the student's information that may be contained and the understanding that the event usually will be recorded for the above purpose. The student also consents to a prohibition on sharing or copying any recording.

# PROGRAM OF STUDY

Vet Tech Institute of Houston offers one associate degree program designed to train students for a professional career in the animal health care field.

## VETERINARY TECHNOLOGY A.A.S. DEGREE PROGRAM

The objective of this occupational associate degree program is to provide the high school graduate with the necessary clinical, laboratory, surgical assisting, and administrative training to become a skilled entry-level member of the veterinary care industry. Application of classroom instruction is achieved through a veterinary externship in which each student participates. This program will normally be completed in 18 months of full- time enrollment. Upon successful completion of this program, students will receive an associate of applied science degree.

To become a Licensed Veterinary Technician (LVT) in Texas, individuals must graduate from a program accredited by the American Veterinary Medical Association (AVMA), must also first take and pass the Veterinary Technician National Examination (VTNE) with a locally derived scaled minimum score of 75 percent (425 minimum raw score), and then take and pass both the Licensed Veterinary Technician Examination (LVTE) and a mandatory background check authorized by the Texas State Board of Veterinary Medical Examiners. The Vet Tech Institute of Houston 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). Vet Tech Institute of Houston cannot guarantee that graduates will be eligible to work as veterinary technicians in Texas or any other state at all or at any specific time, regardless of their eligibility status upon enrollment.

Course Number	Course Name	Sem- TWC		Lec Hrs	Lab Hrs	Ext Hrs	Tot Hrs
		Credit Hours	**				
<b>Semester I</b>							
VTHT 1100*	Animal Behavior	1	1.5	16	16		32
VTHT 1105*	Veterinary Medical Terminology	1	1.5	16	16		32
VTHT 1202*	Veterinary Laboratory Procedures	2	2.0	16	32		48
VTHT 1209*	Veterinary Nutrition	2	2.0	16	32		48
VTHT 1301*	Introduction to Veterinary Technology	3	3.5	16	80		96
VTHT 1413*	Veterinary Anatomy & Physiology	4	4.0	32	64		96
<b>Semester I Totals:</b>		<b>13</b>	<b>14.5</b>	<b>112</b>	<b>240</b>	<b>0</b>	<b>352</b>

**Semester 2**

VTHT 1491*	Special Topics: Small Animal Medicine	4	4.0	32	64	96
VTHT 2301*	Canine and Feline Clinical Management	3	3.0	16	64	80
VTHT 2323*	Veterinary Clinical Pathology I	3	3.5	16	80	96
BIOL 1308~	Biology	3	3.0	48		48
PSYC 2301~	General Psychology	3	3.0	48		48
<b>Semester 2 Totals:</b>		<b>16</b>	<b>16.5</b>	<b>160</b>	<b>208</b>	<b>0 368</b>

**Semester 3**

VTHT 1217*	Veterinary Office Management	2	2.0	16	32	48
VTHT 2213*	Lab Animal Clinical Management	2	2.0	16	32	48
VTHT 1345*	Veterinary Radiology	3	3.5	16	80	96
VTHT 1349*	Veterinary Pharmacology	3	3.0	48		48
VTHT 2205*	Equine Clinical Management	2	2.0	16	32	48
ENGL 1301~	English Composition I	3	3.0	48		48
MATH 1332~	Contemporary Mathematics	3	3.0	48		48
<b>Semester 3 Totals:</b>		<b>18</b>	<b>18.5</b>	<b>208</b>	<b>176</b>	<b>0 384</b>

**Semester 4**

VTHT 1291*	Special Topics: VTNE Preparation	2	2.0	16	32	48
VTHT 1441*	Anesthesia and Surgical Assistance	4	4.5	16	112	128
VTHT 2160*	Clinical-Large Animal Veterinary Technician	1	1.5		48	48
VTHT 2209*	Food Animal Clinical Management	2	2.0	16	32	48
VTHT 2217*	Exotic Animal Clinical Management	2	2.0	16	32	48
SPCH 1311~	Introduction to Speech Communication	3	3.0	48		48
<b>Semester 4 Totals:</b>		<b>14</b>	<b>15.0</b>	<b>112</b>	<b>256</b>	<b>0 368</b>

**Semester 5**

VTHT 2560*	Clinical-Veterinary Technician	5	5.5		264	264
<b>Semester 5 Totals:</b>		<b>5</b>	<b>5.5</b>	<b>0</b>	<b>0 264</b>	<b>264</b>

<b>TOTAL CREDITS REQUIRED FOR GRADUATION:</b>	<b>66</b>	<b>70.0</b>	<b>592</b>	<b>880</b>	<b>264</b>	<b>1736</b>
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\* This course satisfies the concentration courses in the degree.

\*\* Credit hours are calculated by Texas Workforce Commission, Career Schools and Colleges.

~ The course satisfies the general education requirements.

# COURSE DESCRIPTIONS

## **BIOL 1308 BIOLOGY**

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn the fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. This course satisfies the general education requirement for the degree program. (Prerequisite: None)

## **ENGL 1301 ENGLISH COMPOSITION I**

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn the principles and techniques of written, expository, and persuasive composition; to analyze literary, expository, and persuasive texts; and critical thinking. This course satisfies the general education requirement for the degree program. (Prerequisite: None)

## **MATH 1332 CONTEMPORARY MATHEMATICS**

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn the introductory principles of sets, logic, number systems, number theory, relations, functions, probability, and statistics. Appropriate applications are included. This course satisfies the general education requirement for the degree program. (Prerequisite: None)

## **PSYC 2301 GENERAL PSYCHOLOGY**

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn about major topics in psychology. The study of behavior and the factors that determine and affect behavior are introduced. This course satisfies the general education requirement for the degree program. (Prerequisite: None)

## **SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION**

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn the theories and practice of communication in interpersonal, small group, and public speech. This course satisfies the general education requirement for the degree program. (Prerequisite: None)

## **VTHT 1100 ANIMAL BEHAVIOR**

(Lecture 16; Lab 16; Ext 0; Total Clock Hours: 32/Semester Credit Hours: 1)

The student will learn normal/abnormal animal behavior, factors associated with those behaviors, and management techniques. The student will be able to identify normal/ abnormal animal behavior and temperament, including environmental and physiological factors; identify appropriate/inappropriate animal trainer behavior; and describe acceptable/unacceptable behavior modification techniques. (Prerequisite: None)

## **VTHT 1105 VETERINARY MEDICAL TERMINOLOGY**

(Lecture 16; Lab 16; Ext 0; Total Clock Hours: 32/Semester Credit Hours: 1)

The student will learn word parts, directional terminology, and analysis of common veterinary terms. The student will be able to define, apply, and analyze common veterinary terms. (Prerequisite: None)

### **VTHT 1202 VETERINARY LABORATORY PROCEDURES**

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

The student will learn basic veterinary laboratory procedures, methodology, and proper use of laboratory equipment. The student will also be able to recognize reportable conditions; identify and understand prevention and treatment of common parasites; perform common parasitology diagnostic tests; and utilize appropriate safety and sanitation techniques. (Prerequisite: None)

### **VTHT 1209 VETERINARY NUTRITION**

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

The student will learn the fundamentals of energy and non-energy producing nutrients and their sources and functions. The student will also learn the integration of concepts including digestion, absorption, and metabolism with application to normal, therapeutic, reproduction, and whelping animal needs. (Prerequisite: None)

### **VTHT 1217 VETERINARY OFFICE MANAGEMENT**

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

The student will learn the aspects associated with management of the veterinary practice. Emphasis is placed on client relations, record keeping, inventory, employment skills, and computer skills in the veterinary environment. The student will be able to demonstrate effective client relation, communication, and computer skills; apply basic principles such as proper maintenance of medical records; and display employment skills including interviewing, resume writing, and proper dress. The student will also be able to discuss euthanasia and its process in the veterinary hospital. (Prerequisite: None)

### **VTHT 1291 SPECIAL TOPICS: VTNE PREPARATION**

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

The student will participate in a comprehensive review of both theory and practical application. This course is designed to prepare the student to sit for the Veterinary Technician National Examination. Discussions will be followed by exams formatted and timed using parameters similar to the actual test. (Prerequisites: VTHT 1202 Veterinary Laboratory Procedures, VTHT 1301 Introduction to Veterinary Technology, VTHT 1345 Veterinary Radiology, VTHT 1349 Veterinary Pharmacology, VTHT 1491 Special Topics: Small Animal Medicine, VTHT 2301 Canine and Feline Clinical Management, and VTHT 2323 Veterinary Clinical Pathology I; Corequisite: VTHT 1441 Anesthesia and Surgical Assistance)

### **VTHT 1301 INTRODUCTION TO VETERINARY TECHNOLOGY**

(Lecture 16; Lab 80; Ext 0; Total Clock Hours: 96/Semester Credit Hours: 3)

The student will learn about the profession of veterinary technology with emphasis on basic techniques, handling and care of animals, and ethical and professional requirements. The student will be able to demonstrate basic restraint, medication, and treatment techniques for domestic animals, including physical exams and care and husbandry of kennel animals; specify the distinct job responsibilities of a veterinary assistant or technician; and recognize ethical and legal issues. (Prerequisite: None)

### **VTHT 1345 VETERINARY RADIOLOGY**

(Lecture 16; Lab 80; Ext 0; Total Clock Hours: 96/Semester Credit Hours: 3)

The student will learn the theory, principles, and practical application of radiology within the field of veterinary medicine. The student will be able to implement and follow recommended safety procedures; prepare and use technique charts; take and process diagnostic radiographs using stationary and portable x-ray machines; properly care for radiographic equipment; and label, file, and store radiographs. (Prerequisite: None)

### **VTHT 1349 VETERINARY PHARMACOLOGY**

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn the fundamentals of pharmacology including dosage calculations, labeling, packaging, and administration of common veterinary drugs, biologics, and therapeutic agents. The student will also discuss normal and abnormal responses to these agents, as well as the appropriate routes and methods of drug administration. (Prerequisite: MATH 1332 Contemporary Mathematics)

### **VTHT 1413 VETERINARY ANATOMY AND PHYSIOLOGY**

(Lecture 32; Lab 64; Ext 0; Total Clock Hours: 96/Semester Credit Hours: 4)

The student will learn the gross anatomy of domestic animals including physiological explanations of how each organ system functions. The student will be able to identify and describe the major anatomical and physiological systems of domestic animals and apply this knowledge to common disease processes. (Prerequisite: None)

### **VTHT 1441 ANESTHESIA AND SURGICAL ASSISTANCE**

(Lecture 16; Lab 112; Ext 0; Total Clock Hours: 128/Semester Credit Hours: 4)

This course provides an in-depth application of surgical, obstetrical, and anesthesia techniques including identification and use of instruments and equipment. The student will learn to identify instruments used in veterinary surgery, demonstrate operating room etiquette and the use of sterile technique, perform pre-anesthesia evaluation, administer and monitor anesthesia, calculate medications needed, provide post-anesthesia care, recognize and respond appropriately to anesthetic emergencies, and assist with routine surgical procedures. (Prerequisites: VTHT 1349 Veterinary Pharmacology, VTHT 1491 Special Topics: Small Animal Medicine, and VTHT 2323 Veterinary Clinical Pathology I)

### **VTHT 1491 SPECIAL TOPICS: SMALL ANIMAL MEDICINE**

(Lecture 32; Lab 64; Ext 0; Total Clock Hours: 96/Semester Credit Hours: 4)

The student will learn the basic care of sick and injured animals including general patient management, supportive care, administration of medications, and first aid. The student will be able to give Sub-Q, IM, IV, and ID injections; perform venipuncture; properly place IV catheters; properly set IV flow rates; perform an ECG; demonstrate wound management care and proper bandaging techniques; and discuss blood transfusions and dentistry. (Prerequisite: VTHT 1301 Introduction to Veterinary Technology)

## **VTHT 2160 CLINICAL—LARGE ANIMAL VETERINARY TECHNICIAN**

(Lecture 0; Lab 48; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 1)

This course is conducted at stables, farms, or other off-campus facilities. Students will perform husbandry and restraint techniques as well as various medical and radiological procedures and will assist in surgical procedures on horses and cattle and other species when available. (Prerequisites: VTHT 2205 Equine Clinical Management and VTHT 2209 Food Animal Clinical Management)

## **VTHT 2205 EQUINE CLINICAL MANAGEMENT**

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

The student will learn feeding, common management practices, and care of equines in a clinical setting and review common diseases of equines encountered in the practice of veterinary medicine. The student will be able to apply appropriate sanitation and disease prevention techniques; utilize appropriate medication procedures; and implement knowledge of nutrition, behavior, and reproduction of equines in a clinical setting. (Prerequisite: None)

## **VTHT 2209 FOOD ANIMAL CLINICAL MANAGEMENT**

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

The student will learn feeding, common management practices, and care of food producing animals in a clinical setting and review the common diseases of food producing animals encountered in the practice of veterinary medicine. The student will be able to apply appropriate sanitation and disease prevention techniques; utilize appropriate medication procedures; implement knowledge of nutrition, reproduction, and behavior of food-producing animals in a clinical setting; and recognize common disease pathophysiology of small ruminants, poultry, swine, and bovine. (Prerequisite: VTHT 2205 Equine Clinical Management)

## **VTHT 2213 LAB ANIMAL CLINICAL MANAGEMENT**

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

The student will learn proper feeding, common management practices, and care of laboratory animals in a clinical setting. The student will also review common diseases of laboratory animals encountered in the practice of veterinary medicine. The student will be able to apply appropriate sanitation and disease prevention techniques; utilize medication procedures; implement knowledge of nutrition, reproduction, and behavior of laboratory animals in a clinical setting; and recognize common diseases. (Prerequisite: None)

## **VTHT 2217 EXOTIC ANIMAL CLINICAL MANAGEMENT**

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

The student will learn feeding, common management practices, and care of exotic animals in a clinical or zoological setting, as well as review common diseases of exotic animals encountered in the practice of veterinary medicine. The student will be able to apply appropriate sanitation and disease prevention techniques; utilize appropriate medication procedures; implement knowledge of nutrition, reproduction, and behavior of exotic animals in a clinical setting; and recognize common diseases. (Prerequisite: None)

### **VTHT 2301 CANINE AND FELINE CLINICAL MANAGEMENT**

(Lecture 16; Lab 64; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

The student will learn proper feeding, common management practices, and care of canines and felines in a clinical setting and review common diseases of canines and felines encountered in veterinary medicine. The student will be able to apply appropriate sanitation and disease prevention techniques; utilize appropriate medication procedures; implement knowledge of nutrition, reproduction, and behavior of canines and felines; and recognize common disease pathophysiology of each system and its function. (Prerequisites: VTHT 1209 Veterinary Nutrition and VTHT 1413 Veterinary Anatomy and Physiology)

### **VTHT 2323 VETERINARY CLINICAL PATHOLOGY I**

(Lecture 16; Lab 80; Ext 0; Total Clock Hours: 96/Semester Credit Hours: 3)

The student will complete an in-depth study of hematology and related chemistries with emphasis on lab procedures. The student will understand pre-anesthesia evaluations and blood calculations; will be able to perform blood counts (CBCs); recognize abnormal blood conditions; perform blood chemistries, reticulocyte counts, urinalysis, and microbiology; and demonstrate appropriate use of diagnostic equipment. (Prerequisite: VTHT 1202 Veterinary Laboratory Procedures)

### **VTHT 2560 CLINICAL—VETERINARY TECHNICIAN**

(Lecture 0; Lab 0; Ext 264; Total Clock Hours: 264/Semester Credit Hours: 5)

The student will complete a health-related work-based learning experience to apply specialized occupational theory, skills, and concepts. Externships are served in a veterinary clinic, hospital, or other animal facility. Direct supervision is provided by the clinical professional. The externship experience provides the student with the opportunity to build upon the clinical and practical skills learned in the classroom. (Prerequisites: VTHT 1202 Veterinary Laboratory Procedures, VTHT 1301 Introduction to Veterinary Technology, VTHT 1441 Anesthesia and Surgical Assistance, VTHT 1491 Special Topics: Small Animal Medicine, and VTHT 2323 Veterinary Clinical Pathology I)

# ACADEMIC CALENDAR

## JULY 2023 THROUGH JUNE 2024

### PROGRAM START DATES

#### July 5, 2023

Semester 1 Term 1	Begin Date: 07/05/23	End Date 08/24/23
Semester 1 Term 2	Begin Date: 08/28/23	End Date 10/18/23
Semester 2 Term 1	Begin Date: 10/23/23	End Date 12/14/23
Semester 2 Term 2	Begin Date: 01/02/24	End Date 02/22/24
Semester 3 Term 1	Begin Date: 02/26/24	End Date 04/17/24
Semester 3 Term 2	Begin Date: 04/29/24	End Date 06/19/24
Semester 4 Term 1	Begin Date: 07/08/24	End Date 08/27/24
Semester 4 Term 2	Begin Date: 09/03/24	End Date 10/23/24
Semester 5 Term 1	Begin Date: 10/28/24	End Date 12/19/24

#### October 23, 2023

Semester 1 Term 1	Begin Date: 10/23/23	End Date 12/14/23
Semester 1 Term 2	Begin Date: 01/02/24	End Date 02/22/24
Semester 2 Term 1	Begin Date: 02/26/24	End Date 04/17/24
Semester 2 Term 2	Begin Date: 04/29/24	End Date 06/19/24
Semester 3 Term 1	Begin Date: 07/08/24	End Date 08/27/24
Semester 3 Term 2	Begin Date: 09/03/24	End Date 10/23/24
Semester 4 Term 1	Begin Date: 10/28/24	End Date 12/19/24
Semester 4 Term 2	Begin Date: 01/06/25	End Date 02/26/25
Semester 5 Term 1	Begin Date: 03/03/25	End Date 04/23/25

#### February 26, 2024

Semester 1 Term 1	Begin Date: 02/26/24	End Date 04/17/24
Semester 1 Term 2	Begin Date: 04/29/24	End Date 06/19/24
Semester 2 Term 1	Begin Date: 07/08/24	End Date 08/27/24
Semester 2 Term 2	Begin Date: 09/03/24	End Date 10/23/24
Semester 3 Term 1	Begin Date: 10/28/24	End Date 12/19/24
Semester 3 Term 2	Begin Date: 01/06/25	End Date 02/26/25
Semester 4 Term 1	Begin Date: 03/03/25	End Date 04/23/25
Semester 4 Term 2	Begin Date: 05/05/25	End Date 06/25/25
Semester 5 Term 1	Begin Date: 07/07/25	End Date 08/26/25

Individual program starts will be based on an adequate number of students enrolling.

Graduation ceremonies are held once a year. All students with program ending dates from November 2023–September 2024 will participate in the graduation ceremony in October 2024. All students with program ending dates from November 2024–September 2025 will participate in the graduation ceremony in October 2025. Students nearing completion of a program may request that the Director/Chief Academic Officer allow them to participate in an earlier graduation ceremony but will not be graduates until they have completed all graduation requirements.

## HOLIDAYS\*

June 22 – July 4, 2023	Summer Break
August 25 – August 27, 2023	End-of-Term Break/Make-up Day (if needed)
September 4, 2023	Labor Day
October 19 – 22, 2023	End-of-Term Break/Make-up Day (if needed)
November 23 – 24, 2023	Thanksgiving Break
December 15, 2023 - January 1, 2024	Christmas/New Year Break
February 19, 2024	Presidents' Day
February 23 – 25, 2024	End-of-Term Break/Make-up Day (if needed)
March 29, 2024	Good Friday/Easter Break
April 18 – 21, 2024	End-of-Term Break/Make-up Day (if needed)
April 22 – 28, 2024	Spring Break
May 27, 2024	Memorial Day
June 20 – 23, 2024	End-of-Term Break/Make-up Day (if needed)
June 24 – July 7, 2024	Summer Break

\*Vet Tech Institute of Houston additional staff holidays: December 25-28, 2023.

# ADMINISTRATION, FACULTY, AND STAFF

## Administration

John Hayden ..... Director/Chief Academic Officer  
Master of Business Administration  
West Chester University of Pennsylvania  
Bachelor of Science in Accounting  
Pennsylvania State University

Annie Allen ..... Director of Financial Aid  
Master of Education, Higher Education/Student Affairs  
Washington State University  
Bachelor of Arts in Political Science  
Baylor University

Karen Zee ..... Director of Career Services  
Bachelor of Business Administration in Management  
Texas A&M University  
Associate of Applied Science Degree  
Cedar Valley College

## Staff

Lisa Miron ..... Admissions Representative

Ray Springer ..... Admissions Representative

Carolyn Sherrouse ..... Financial Aid Coordinator

Marrizza Alvarado ..... Student Services Manager

Samantha Geldens ..... Student Services Assistant

Monica Ortiz ..... Student Services Representative

Sarah Haywood ..... Animal Welfare Coordinator

Sunshine Borrer ..... Laboratory Assistant

Rachel Asselin ..... Librarian

## Faculty

Andrey Bednov ..... Ph.D. in Biophysics  
Saratov State University  
Master of Science in Physiology and Biophysics  
University of Texas  
Master of Science in Physics/Optics  
Saratov State University  
Bachelor of Science in Physics  
Saratov State University

Ivy Curtis ..... Master of Business Administration  
University of Phoenix  
Bachelor of Science in Math  
Dillard University  
Mathematics

Rachel Defoe..... Licensed Veterinary Technician  
Associate of Applied Science Degree  
Vet Tech Institute of Houston  
Veterinary Technology

Denny Fahey ..... Master of Arts in Psychology  
Sam Houston State University  
Bachelor of Science in Psychology  
Sam Houston State University  
Psychology

Briya Grice..... Master of Arts Mass Communication  
Texas Southern University  
Bachelor of Arts in Communications  
Texas Southern University  
Bachelor of Arts in Journalism  
Texas Southern University  
Speech

Valerie Lewis ..... Licensed Veterinary Technician  
Associate of Applied Science Degree  
Vet Tech Institute of Houston  
Veterinary Technology

Clarissa Martinez ..... Licensed Veterinary Technician  
Associate of Applied Science Degree  
Vet Tech Institute of Houston  
Veterinary Technology

Alberto Mendoza..... Doctor of Veterinary Medicine  
Universidad Autonoma de Tamaulipas-Mexico  
Veterinary Technology

Kati Nelson ..... Licensed Veterinary Technician  
Associate of Applied Science Degree  
Vet Tech Institute of Houston  
Veterinary Technology

Stephanie Potter..... Master of Arts in Education Administration  
Prairie View A&M University  
Bachelor of Arts in English/History  
Texas Southern University  
English

Amanda Rivera..... Licensed Veterinary Technician  
Associate of Applied Science Degree  
Vet Tech Institute of Houston  
Veterinary Technology

Ashley Rosich ..... Licensed Veterinary Technician  
Bachelor of Science Degree  
University of Puerto Rico

Veterinary Technology

- Theresa Schweiss..... Doctor of Veterinary Medicine  
University of Minnesota School of Veterinary Medicine  
Bachelor of Science in Veterinary Science  
University of Minnesota  
Veterinary Technology
- Annessa Smith..... Laboratory Animal Technologist  
Master of Laboratory Science  
Drexel University  
Bachelor of Science in Biology  
Texas State University  
Veterinary Technology
- Brittini Sterle..... Licensed Veterinary Technician  
Associate of Applied Science Degree  
Vet Tech Institute of Houston  
Veterinary Technology

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The information contained in this catalog is true and correct to the best of my knowledge.

A handwritten signature in blue ink, appearing to read 'J. Hayden', is positioned above a horizontal line.

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John Hayden, Director/Chief Academic Officer

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges Department, Austin, Texas

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## **2023-2024 ACADEMIC CATALOG ADDENDUM**

**Effective Date: August 21, 2023**

On page 12, in the fifth paragraph, please replace “Stafford loan” with “Federal Direct Student Loan.”

On page 13, in each of two locations in the first full paragraph, please replace “Federal Direct Stafford loans” with “Federal Direct Student Loans.”

On page 15, in the final paragraph, please replace “federal Stafford loans” with “Federal Direct Student Loans.”