

Office of Student Services  
College of Veterinary Medicine  
Cornell University  
C106 Schurman Hall  
Ithaca, NY 14853

# **STUDENT HANDBOOK 1992**

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## **GETTING STARTED**

### **REGISTRATION**

#### **Registration/Validation**

Registration occurs when you have paid tuition and fees for the upcoming semester as well as any balance outstanding from previous semesters at Cornell. Validation occurs with registration and is the process which establishes your status as a registered student at Cornell University, with all attendant rights, privileges, and responsibilities.

#### **Registration of Vehicles and Parking Permits**

All automobiles owned by students must be registered with the Traffic Bureau, whether or not you purchase a parking permit. Continuing students are offered an opportunity each spring to preregister their vehicles and request parking permits for the following academic year. Those who have preregistered may pick up and pay for their permits at the College validation site in the fall. Other students may register vehicles and purchase permits either at Alberding Field House during the general registration/validation period or at the Traffic Bureau between 7:45 a.m. and 5:00 p.m. thereafter. You will need to have your state vehicle registration with you when you request a parking permit.

Those students who brave the hills and ride bicycles to school should register their bicycles with the Department of Public Safety (G-2 Barton Hall, west entrance). This is to make your bicycle traceable if it is stolen. An Ithaca city ordinance requires all bicycles to be registered.

### **INSURANCE**

#### **Health**

The nature of the D.V.M. program makes it extremely important that all students be covered by health insurance. Cornell University offers a Student Accident and Sickness Insurance Policy which is automatically provided unless a student files a waiver. Spouses and children are not automatically enrolled. Forms for enrolling spouses and children can be obtained at the Student Insurance Office located at Gannett Health Center, 10 Central Avenue (255-6363).

## SECURITY

In the last few years members of the Veterinary College community have experienced a number of petty larcenies. These appear to be thefts of opportunity in most cases. It is important, therefore, for students to take all possible passive measures to limit such opportunities (i.e. keep your backpacks with you, put locks on your lockers). Any victim of theft of personal or College property should notify the Assistant Dean for Student Services and file a complaint with the Cornell Department of Public Safety (6-1111) immediately after the incident. Also be careful walking to and from parking lots at night and report to Student Services any unusual occurrences or loiterers who do not appear to be students, staff, or clients.

## SAFETY

Your safety and health are of concern to the administration, faculty, and staff of the College. Laboratories and clinics have inherent physical and biological hazards of which you must be aware. It is important for equipment to be used safely and chemicals to be handled properly. Directions for the use of equipment will be given to you by your instructors.

Chemical Safety. It is the responsibility of the individual to know the properties and procedures for safe handling of all chemicals being used. Specific hazards of individual chemicals can be found on the label. More detailed toxicity data and information on necessary protective equipment and safe handling procedures are located in notebooks of Material Safety Data Sheets (MSDS) located in department offices and libraries. The Office of Environmental Health maintains an MSDS file and a computer file containing longer, more detailed data sheets. This office may be called (255-4862) for specific chemical information requests and for information on respirators, gloves, hearing protection and other protective equipment.

Specific safety instructions will be provided for you in various laboratory courses. If you have questions or concerns, please discuss them with the instructors involved. Any accident, regardless of its seriousness, must be reported immediately to the instructor in charge of the course or laboratory session. An emergency telephone (indicated by a red handle) is located in the hallway of the Anatomy wing of Schurman Hall for use by students working in the laboratories after hours. Call Public Safety (5-1111) for transportation to Gannett Health Center. See also "Accident Reports" in College/University policies section.

You have been provided locker space. You must wear lab coats, coveralls, boots, or other protective clothing when required. Such clothing should not be worn outside the

### **Microcomputer Center**

The Microcomputer Center provides twenty IBM-compatible and six Macintosh computers for use primarily by students of the College. The Center features a growing variety of software to include word processing, an electronic spreadsheet, and database management as well as computer-based tutorials. A classroom area supports course-related and other group-instruction uses.

A terminal has been designated in the center for access to CUINFO, which holds a wealth of information about Cornell University and related activities from weather reports, to movie schedules, to off campus housing listings. Also included in CUINFO is a system called JUST THE FACTS that gives students access, after entering their network identity, to personalized current course enrollment, CornellCard and bursar bills, and a variety of demographic data from the University's central files.

The center is located on the second floor of Schurman Hall (C wing). The Microcomputer Center hours during the academic year are approximately the same as those of the Library.

### **Tutoring**

Tutoring is available to students who find that they are experiencing academic difficulty. If you need help, first talk to your course coordinator for services offered by the department. Failing that, please see the Assistant Dean for Student Services.

### **Study Skills Workshops**

Workshops in time management, note-taking, improving study concentration and motivation, test-taking tips and stress reduction are offered from time to time by Dr. Kelman, Assistant Dean for Student Services. The arrangements to attend these workshops will be announced via E-Mail or Bulletin Board. Dr. Kelman is also happy to consult with students about study skills on an individual basis. Dr. Kelman's office is C-106 Schurman.

### **ADVISORS**

Advisors are assigned by the Assistant Dean for Student Services. First year veterinary students will all be assigned advisors from among faculty who teach first year courses. Students in the second, third, and fourth years may request an advisor through the Office of Student Services and will be assigned one with similar interests from among faculty who volunteer to serve as advisors. Students experiencing academic difficulty will be required to have a faculty advisor.

Advisors serve as the student's advocate in the faculty if a student has serious academic difficulty, provide information about professional career opportunities, and

3. Teachers report official grades (A-F or S-U) to the Registrar's Office.
4. Fall final semester grades will be distributed into student mailboxes about the third week of January. Spring final semester grades will be mailed directly to home (permanent) addresses, unless the Registrar's Office is specifically instructed otherwise
5. Advisors will be furnished with students' course grades as S, W, or U unless the official grades recorded are specifically requested from the Office of Student Student Services by the advisor. Class Teachers Committees will be given the course grades (A-F) and cumulative averages.

#### **Academic Performance Guidelines**

The faculty of the College of Veterinary Medicine has unanimously adopted the following Guidelines for Academic Performance of Veterinary Students:

1. Any student receiving an F or U grade in a required course shall be denied permission to reregister\* in the College of Veterinary Medicine, or if in the last semester, shall be denied permission to graduate.
2. Any student receiving four (4) D- to D+ (W) grades in one term shall be denied permission to reregister\* in the College of Veterinary Medicine or if in the last semester, shall be denied permission to graduate.
3. Any student receiving three (3) D- to D+ (W) grades in one term may be denied permission to reregister\* or be required to repeat the courses in which she or he obtained marginal grades or be required to repeat the entire term.
4. Any student receiving two (2) D- to D+ (W) grades in one term shall receive a letter of warning from the Secretary of the College. If a student has been warned and receives two (2) more D's in the subsequent term, the individual will be denied permission to reregister\* in the College of Veterinary Medicine. The Office of Student Affairs shall notify each Class Teachers Committee of the students who have been warned in the previous term.
5. A grade of F, D, or U received for selective (and/or elective) course credits that are in excess of yearly credit hour requirements of the Core Curriculum shall not

Committee, or in matters concerning academic grading and evaluation procedures (faculty minutes: May 1983). Grievances will be handled by the following mechanism:

1. The student and the instructor should resolve the issue, if possible, or
2. the student's (Student-Faculty) Liaison Committee representative should resolve it with the instructor, or, if neither (1) or (2) seems practical or satisfactory,
3. a student member and faculty member of the (Student-Faculty) Liaison Committee could meet informally and attempt to resolve the grievance with the instructor. If this latter procedure does not effect a satisfactory resolution of the problem, then
4. the student's (Student-Faculty) Liaison Committee representative should present the problem to the Liaison Committee as a whole.

Shortly after the beginning of the school year, the four classes will elect a representative to Student-Faculty Liaison Committee. The Associate Dean for Veterinary Education will convene these four student representatives for the purpose of the students nominating four faculty members to serve with them on this committee. Subsequent meetings of the entire group can be called at the discretion of members of the committee. Individual members (both students and faculty) can be involved in the handling of a grievance as necessary, within the guidelines provided above.

#### **Grievances Regarding Academic Grading and Evaluation Procedures (May 1983 Faculty Legislation)**

Both College and University guidelines clearly define the rights of faculty members to evaluate students' performance and assign grades. Often the evaluation includes a subjective component. In such cases the faculty member should indicate at the start of a term the requirements and expectations and be willing to explain at the end of the course the basis on which any particular subjective evaluation was made.

This guideline suggests the avenues of discussion and appeal available to D.V.M. degree candidates who believe they have been unfairly evaluated, but it is NOT an appeals process by which grades may be challenged.

A student may request from the course instructor an explanation of the criteria and information used in making a subjective evaluation. Whenever possible, differences of opinion should be resolved through open and candid discussions between these parties. If, after these discussions, the student believes the subjective evaluation was not a fair



### **Selective Course Requirement**

Selective course work is required of all students in the D.V.M. program as follows:

First Year: 2 Credits\*

Second Year: 4 Credits

Third Year: 4 Credits

The required work may be completed in the fall semester, or in the spring semester, or part in the fall and part in the spring. Descriptions of selectives offered for veterinary students are on reserve in the Veterinary Library, posted in lecture rooms, and available in the Registrar's Office (C106 Schurman Hall).

\*students required to take Animal Nutrition are not required to take selectives in the first year.

### **Add/Drop for Elective Courses**

Continuing veterinary students are offered an opportunity to pre-enroll in selective courses for the following semester around the middle of each semester. In addition, elective courses may be added or dropped without penalty during the first three weeks of the semester. After that, courses may not be added. Students **must** be enrolled in all elective courses for which they wish to receive credit **by the end of the open add/drop period**. Credit will not be awarded for a course in which the student was not officially enrolled **even if the student attended all classes and completed the work. This is University policy, and exceptions will not be made.**

Courses may be dropped from the fourth through sixth week of the semester, **for a fee of \$15.00 per course**. Any courses not dropped will be graded, **even if the student never attended**.

Schedules of courses in which students have pre-enrolled are provided at the start of each semester. Final course enrollment schedules are provided following the add/drop period. It is each student's responsibility to examine the schedules provided and report any errors to the College Registrar's Office immediately. **No corrections will be made after the sixth week of the semester.**

### **Nonregistration and Nonpayment of Fees and Tuition**

Students in the Veterinary College who fail to register and pay fees by the end of the third week of classes (that is, by the time registration is frozen for reporting purposes), will be informed in writing by the Dean that they are no longer eligible to attend classes in the Veterinary College.

- veterinary profession.
3. To build character through individual responsibility and worthy actions.
  4. To promote better education through a spirit of friendly relations and mutual respect among students and faculty.

## ARTICLE II

### Application

#### Section I

This code shall apply to all students in the College of Veterinary Medicine at Cornell.

#### Section II

In addition, this Code shall apply to all students not registered in the College of Veterinary Medicine, while taking courses in this College, in conjunction with veterinary students.

#### Section III

Each faculty member should inform his students of regulations that apply to academic integrity in work in his course. He should make clear to what extent collaborative work, or the exchange of aid or information, is acceptable to him.

#### Section IV

When students of the College of Veterinary Medicine are taking courses in the Veterinary, or any other College, they are expected to act at all times in accordance with the ideals of the Honor Code even if the instructor elects to operate under a system other than the Honor Code.

## ARTICLE III

### Rules of Conduct

#### Section I

This Code is applicable to all conduct which may reflect in any manner upon the veterinary profession and the College of Veterinary Medicine.

#### Section II

1. Students shall not give, receive, or take aid from any source during examinations.
2. There shall be no communication between students concerning any questions relating to an examination during that examination.

## Section II

Faculty Administrative Board. This Board is the Committee on Student Conduct, a standing committee of the faculty.

## Section III

### Faculty Consultant

1. Two faculty consultants shall be appointed by the Student Administration Board in April of each year.
2. Duties: The Faculty Consultants are to act in an advisory capacity for the Student Administrative Board. One or both consultants shall sit as non-voting confidential observers at Honor Board meetings and hearings. The Faculty Consultants shall advise on matters of Honor Code application, and act as a liaison between the Student Administrative Board and the Faculty.

## ARTICLE V

### Elections

#### Section I

Student Administrative Board Members. The manner of electing the class representatives shall be left to the discretion of the respective classes. The time for such elections has been stated in Article IV, Section I.

#### Section II

Student Administrative Board Officers. The existing Board shall elect, before the last week in April, two of its voting members from either the second or third year representatives to serve as Chairman and Secretary of the succeeding Board. The manner of this election shall be at the discretion of the Board.

## ARTICLE VI

### Procedure

#### Section I

1. It shall be the duty of any student in the College of Veterinary Medicine to report any violations of this code in person to the representative of the class of which the violator is a member. Obviously, any violation should be reported as soon as possible.
2. The report of a violation of this Code to the representative of the class of which the violator is a member, by a Faculty member or any other person connected with the

person(s) other than the accuser of the first infraction.

6. In any case, the plaintiff(s) and defendant(s) shall be informed of the Student Administrative Board's decision twenty-four hours after the decision has been reached.

## ARTICLE VII

### Rights

#### Section I

It shall be the right of any student to appeal the decision of the Student Administrative Board to the Faculty Administrative Board within forty-eight hours after receiving the decision of the Student Administrative Board. In such an event, the proceedings of the Student Administrative Board shall be made available to the Faculty Administrative Board.

#### Section II

It is the right of the student who is dissatisfied with the findings of the Faculty Administrative Board to appeal his case to the faculty of the College of Veterinary Medicine. In such an event, all the proceedings of the Student and Faculty Boards shall be made available to the faculty. The student should present his petition to the Dean or in his absence the Secretary of the College for transmittal to the Faculty.

#### Section III

The defendant shall have the right to bring an advisor to a hearing.

## ARTICLE VIII

### Records

#### Section I

It shall be the duty of the Secretary of the Student Administrative Board to see that all written records of the Student Administrative Board of an Honor Code violation shall be destroyed by the Chairman of the Student Administrative Board if and when the violator graduates from the College of Veterinary Medicine.

#### Section II

The Student Administrative Board shall in its discretion determine whether its decision should be made known. However, in all cases, information regarding names of witnesses and accused, and the proceedings of the Student Administrative Board are strictly confidential. Revelation of any of these items constitutes a violation of the Honor

## **ARTICLE XI**

### **Retirement**

This Honor Code may be retired at any time by a majority vote of all students operating under the Honor Code, with the approval of the faculty, or by a majority of the faculty voting to retire the Code.

## **ARTICLE XII**

### **Procedure for Amendment or Retirement**

#### **Section I**

Amendments. In any request for amendment to the Honor Code, a petition must be presented to the Chairman of the Student Administrative Board, with the signatures of not less than twenty-five students operating under the Honor Code. The Chairman shall then present the petition to the entire student body for consideration, and shall be responsible for the voting procedure. This petition shall be presented to the student body within two weeks after the Chairman has received it. If the petition meets the approval of the student body, it shall be forwarded to the faculty for consideration. If the petition meets the approval of the faculty it shall become an amendment.

#### **Section II**

Retirement. This procedure is the same as stated in Article XII, Section I.

## **STUDENT SERVICES (Office of)**

### **Office of Student Services C-106 Schurman Hall**

It is the responsibility of the Office of Student Services to work with student organizations to further their goals, act as a student advocate when appropriate, coordinate all special student programs such as Orientation, Honor Day, Hooding Ceremony, and Commencement, present workshops important for the development of students, administer funds from outside organizations to student organizations, disseminate information to students through various media including the "Student Handbook", bulletin boards, and student mail, and to counsel students with academic or personal problems, providing referral service when necessary.

### **Housing Notebook**

The Office of Student Services maintains listings of apartments and houses to rent in the area. Students may also advertise for roommates through this medium. We do not actively seek housing listings but numerous upper class students and local people who have an apartment to rent (and like veterinary students as renters because they are known to be responsible people) list with the office.

## **COMMUNICATIONS**

### **Student Mail Service**

The college operates a mail service, which is located in E-123 Schurman Hall. Outgoing mail can be dropped in the mail room. Staff there also sell postcards and stamps and provide, in general, some services of a post office. Mail room staff also deliver College mail to veterinary students and also some items received in bulk for veterinary students, such as newsletters from veterinary-related companies or information from the state or national veterinary medical associations. Do not give the College's address for your personal mail which should be sent to your home address. Your College mail will be delivered to hanging files in a four-drawer file cabinet in the lobby of Schurman Hall. Be sure to check your mail file daily as this is often the best way for students to receive messages. First year files are in alphabetic order in the bottom drawer. Class mail files are moved up each year. When you become a senior, you are literally "top drawer." Please do not post notices on the mail file drawers, use the adjacent bulletin board instead.

### **Electronic Mail**

The College has an electronic mail service which allows students to send messages to any member of the Veterinary College community. You are immediately assigned a password (your student number which you must change) that allows you access to a number of college programs, including electronic mail. You can also use your access code to search for an externship, opportunity block position for credit, or for a permanent job at graduation. Information about licensing exams is also available via computer.

### **Telephone**

A telephone available to students for making local calls is located on the "D" corridor (Anatomy wing), second floor of Schurman Hall. The handset of this telephone is red to

1. New York State Law - It is illegal in New York State for alcoholic beverages to be made available, by sale or otherwise, to anyone under 21 years of age or to anyone who is visibly intoxicated.
2. Participants Under Age 21 - It is recommended that there be no sale or service of alcoholic beverages at events where the majority of participants will be under the age of 21.
3. All-You-Can-Drink-Events - "All-you-can-drink" events and all types of drinking contests are prohibited. At events where admission is charged, alcoholic beverages must be purchased and served on an individual basis. The charge for alcoholic beverages must be separate from the charge for admission into the event. At events where alcohol is provided at no charge, alcoholic beverages must be served on an individual basis.
4. Concerts and Athletic Events - Alcoholic beverages are not permitted at concerts or at inter-collegiate athletic events. While waiting in line for these events, no person shall possess or consume alcoholic beverages.
5. Non-Alcoholic Beverages and Food - Sufficient quantities of non-alcoholic beverages and food must be available at all times during an event at which alcohol is served. An alcoholic punch or beverage must be clearly labeled as such.
6. Advertisements and Promotion - No organization may include inducements for excessive alcohol consumption when promoting events. Promotional material should highlight the availability of non-alcoholic refreshments. Promotional materials should not make reference to the amount or brand names of beverages which will be served.
7. Responsibility of Sponsors - Individuals sponsoring an event will be responsible for establishing measures to prevent alcoholic beverages from being sold or distributed to people under twenty-one years of age or to people who appear intoxicated. Such measures should include, but are not limited to, requiring proof of age before individuals are served, appointment of a Responsible Person(s) and training of bartenders and people who are supervising the dispensing of alcoholic beverages. The sponsoring organization must leave the premises in good order after an event.
8. Responsible Person (s) - At events where alcoholic beverages are served, there must be a designated individual to serve as the person responsible for the event. This person is called the Responsible Person (s) and must be listed on the campus event registration form by the authorized representative of the sponsoring group.
9. Registration - All campus organizations (defined as a group that has a majority of its membership from the Cornell community, with at least some student representation) serving alcoholic beverages at events on campus or on University-owned or managed property must register that event with the Assistant Director of Student Activities, 529 Willard Straight Hall.

1. Reserve the desired space.
2. Sign out and return keys as directed.
3. Report any damage to or breakdown of equipment at the time the room key is returned.
4. Leave all rooms in good condition.
5. Make sure all lights and equipment are turned off and all doors locked.

### **Courtesy Discount Policy for Students**

Each student of the College is allowed to register with the Veterinary Teaching Hospital three personally owned animals for discounts. If a student owns more than three animals, only three are eligible for the discount. With respect to the discount itself, professional service fees are waived for up to the three allowable, registered animals for each student. Professional service fees include examination fees, daily professional service fees, surgical professional fees, and radiology professional fees. Emergency or out-of-hours admission fees are not waived. All other charges including board, pharmacy charges, etc., are levied at the full client rate. In addition to the discount available for registered animals who are patients of the Veterinary Teaching Hospital, there is also a pet food purchase program. This program offers Science and Prescription Diets (Hill's Pet Products Company) to students and staff of the College at a very significant discount. These premium quality pet foods can be purchased through the hospital at a cost which is, in almost all cases, less than what one would pay for ordinary pet foods at the grocery store. Further, student and staff are allowed to purchase a sufficient amount of pet food to feed all of the animals they own, thus, not limited to the three animals that are registered for the patient discount policy of the hospital. The only requirement here is that the foods be purchased only for personally owned animals and not for those owned by friends, relatives, etc. If you do have personally owned animals with you while you are a student at the College of Veterinary Medicine, we urge you to take advantage of both of the above mentioned programs.

### **Dress and Appearance Standards**

Students should be conscious of the need to represent the profession appropriately whenever they are working with clients or representing the school such as at Open House, visits to schools and outside groups, when giving tours of the College and when meeting with such groups as the College Advisory Council and Alumni Association. Participation in clinical laboratory activities requires appropriate clinical or laboratory uniforms. Students are expected to wear name tags to classes, laboratories, and during all involvement in the clinical area.



members and a student representative from VIDA (the student organization Veterinarians in Developing Areas).

**Senior Seminar Committee:** Consisting of six members appointed by the Dean, this committee organizes and administers the Senior Seminar, a weekly series of seminars presented by the member of the senior veterinary class.

**Committee on the Use of Live Animals in Teaching:** Appointed by the Dean, this committee serves as ombudsman. Should any member of the College community request anonymity in a matter regarding animal use in teaching, the Chairman may present that individual's concerns to either the faculty in charge of pertinent courses and/or the Committee on the Use of Live Animals in Teaching.

**Class Teachers Committees:** Made up of the teachers for all courses for each semester, the Class Teachers Committees meet to evaluate the performance of the members of each of the four classes at the end of each semester. They make recommendations to the Faculty for appropriate actions (i.e., students to be warned, students to be denied permission to re-register, students to be graduated, students to be commended).

## **Harassment Policies**

### Definition of Sexual Harassment

**Cornell University's Policy** (in agreement with Title VII, Section 703, Part 1604 of the Civil Rights Act of 1964):

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic status;
2. Submission to or rejection of, such conduct by a person is used as the basis for an employment decision or an academic decision affecting that person; or
3. Such conduct has the purpose or effect of substantially interfering with a person's work or academic performance or of creating an intimidating, hostile, or offensive working or learning environment.

## **Housekeeping**

College facilities receive intensive use and a few people not picking up after themselves can make it difficult to keep the College looking clean and neat. So, please,

Diagnostic Laboratory  
Necropsy Rooms  
Hagan Room  
James Law Auditorium

It is forbidden to leave pets tied up outside the buildings.

It will be the responsibility of persons supervising given areas of the College to provide appropriate signs prohibiting access of pets, but it is hoped that the enforcement of this policy will be undertaken by all members of the community and that a reasonable request for the control or removal of pets in unauthorized areas will be honored.

**Guidelines for Pregnant Veterinary Students - Third and Fourth Year**  
Adopted by the Faculty of the Department of Medicine and Surgery, Fall, 1982

The potential for human injury always exists in the practice of veterinary medicine, and it increases whenever an involved person is pregnant. Undoubtedly the greatest hazards are accidents which can occur while working with animal patients, and which might cause physical trauma to the pregnant woman or to her unborn child. Added hazards exist through exposure to toxic drugs, infectious agents, inhalation anesthetics, or radiation.

Any pregnant student should:

1. Contact a physician immediately to get recommendations for a plan to minimize exposure to the hazards that may be associated with a veterinary student's clinical assignments.
2. Provide a signed statement from the physician with defines permitted limits of exposure to possible hazards during the pregnancy.
3. Inform administrators in clinical veterinary medicine of her pregnancy as early as possible in order that steps may be taken to conform to the plan developed by the physician.

Available options:

1. The student may take a leave of absence. It is strongly recommended that the pregnant student consider withdrawing for a year and plan to be readmitted to graduate with the next class. This option minimizes risks and reduces the concerns of everyone.
2. She may continue as a regular student with some schedule and assignment changes. This option may not delay or only slightly delay the time of graduation. This option may not be without risks. Continuing with schedule changes depends on:

3. Urge those who experience racial prejudice or discrimination to report such behavior promptly.
4. Move quickly to investigate all allegations of racist behavior on campus and impose appropriately severe penalties on those found guilty of such behavior, while protecting complainants against retaliation.

Recognizing that each member of the community bears a responsibility for ensuring that Cornell is free from intolerance, the Deans' Council welcomes any suggestions from faculty, students, and staff aimed at dealing more effectively with racial discrimination and prejudice.

Any student complaints about racial discrimination or harassment should be made to the Multi-Ethnic Affairs Coordinator, the Assistant Dean for Student Services, or the Dean.

### **Smoking Policy**

Smoking, including the carrying of a lighted cigarette, cigar, pipe or other device used for smoking tobacco, is prohibited in all indoor facilities, enclosed bus stops and university-owned or controlled transportation vehicles except for the following:

1. Enclosed indoor facilities regularly occupied by one person and not frequented by the public;
2. enclosed smoking areas as may be established and designated by the University for this purpose;
3. individual dwelling rooms;
4. enclosed indoor work areas not frequented by the public, including for this purpose; university owned or controlled vehicles, where the area is occupied exclusively by smokers;
5. common residential areas of fraternity houses, sorority houses, residence halls, or other rooming and boarding facilities, other than co-op dining facilities situated in such residential areas;
6. certain conventions, meetings open to the public or private social functions not sponsored by the University when consistent with the provisions of Chapter 67 of the Ithaca Municipal Code.

### **Title IX of the Education Amendments of 1972**

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program receiving Federal financial assistance."

#### **Procedure for Redress**

Sexual Harassment complaints by students may be made to the Assistant Dean for Student Services, a faculty advisor, Chairperson of the Department involved, or the Dean

- j. To be eligible for funds, an organization must make full disclosure of its income and expenses.
- k. Finance Commissions shall establish regulations yearly concerning travel and lodging allocations within University guidelines.
- l. Although funding by GAFC of social events is permissible, funding for all social events shall not exceed 20% of the GAFC's total allocation.
- m. Any funds that are allocated to an organization but are not expended at the end of the fiscal year shall revert to the Finance Commission. Deficits may be deducted from the next year's allocation to that group.

#### **4. Alumni Association**

Each Fall semester the executive committee of the Alumni Association meets and, among other things, entertains proposals for funding from student organizations. Proposals no longer than two pages should explain the goals of the organization and how the funds would be used. The Association prefers to fund activities that are open to numerous students, as distinct from, for example, sending one student to a meeting. Funds are administered by the Office of Student Services.

#### **Clubs**

#### **SCAVMA**

Student Chapter of the American Veterinary Medical Association

SCAVMA is an organized body of veterinary students made up of students at Cornell and the other veterinary colleges. It is the only recognized voice of veterinary students to universities, to the AVMA and state veterinary organizations, and the state and federal governments.

SCAVMA sponsors many social and educational activities. Traditional social events include happy hours, a Halloween party, an Open House party, the Freshman fall picnic held during or shortly after Orientation, and a spring faculty-student picnic. SCAVMA is becoming increasingly more active in national and legislative roles. It sponsors many lectures throughout the year.

SCAVMA is managed entirely by students with the assistance of a faculty and administrative advisor. Representatives from each class are elected in the fall, and executive officers are elected in the spring. Usually about 90% of all veterinary students at Cornell are members of SCAVMA. Members in good standing for both third and fourth year are eligible, upon graduation, to belong to the AVMA Insurance Trust and to receive a one year free membership in the AVMA.

Student chapters of the following organizations are affiliated with a national

to aid you in your studies. In addition, many faculty members regularly attend fraternity functions, providing an informal atmosphere for interaction with professors and clinicians.

**Alpha Psi** - 410 Elmwood, Ithaca, New York (273-2490)

**Omega Tau Sigma (OTS)** - 200 Willard Way, Ithaca, New York (273-9702)

## **Student Membership on College Committees**

### **Faculty-Student Liaison Committee**

One member from each class is elected to serve on the Faculty-Student Liaison Committee. See the section in this Handbook on Student-Faculty Grievances for more information on the responsibilities of this committee.

### **Honor Board**

Two members of each class are elected to represent the class on the College Honor Board. See the section of this Handbook on The Honor System for more detailed information.

### **Curriculum Committee**

Two members of each class are elected to serve on the Student Curriculum Committee. Proposals from this group are then presented to the Faculty Curriculum Committee for faculty action. Two members of this committee also meet with the Faculty Curriculum Committee at its regularly scheduled meeting.

### **Committee on Substance Awareness and Education**

The Committee on Substance Awareness and Education is made up of faculty and student volunteers who have a particular interest in issues related to drug and alcohol use. More information will become available as the committee develops its agenda.

## **Special Opportunities**

### **Combining Professional (DVM) and Graduate (PhD) Degrees**

A combined D.V.M./Ph.D. program is offered by the College of Veterinary Medicine and the Graduate School. The program targets highly qualified students who aspire to an academic career. Students pursuing the combined degree register in the Graduate School during summer vacation periods to obtain residence credits toward the Ph.D. degree.

### **Leadership Training Program**

Each summer, the College sponsors the Leadership Training Program for Veterinary Students. This program targets gifted students from veterinary schools in the U.S. and other countries who have the potential to become leaders in the veterinary medical profession. Participants become acquainted with career opportunities for veterinarians in academia, government, and, industry. They engage in a research project for ten weeks, enroll in mini-courses, and travel to industrial and governmental agencies to learn more about funding for future research and development. They also begin building a lifelong network of collegial relationships with other future leaders. In addition to research experience, features of the program include: a \$3,000 honorarium, free in-residence housing, career counseling, visits to external research facilities, social activities, and seminars and conferences. If you are interested in participating in this program, contact Linda Griswold, Graduate Programs, 253-3276

### **Pre-D.V.M. Advanced Pharmacology Training Program**

Selected on the basis of academic qualifications and potential interest in a career in pharmacology, students accepted into this program will train for two or three successive summers in basic or clinical pharmacology, pharmacokinetics, or toxicology. Students may work in a different area each summer. The work will be structured to provide formal reading, study, and research under the personal supervision of a faculty member. Interested students should contact Dr. Geoffrey W. G. Sharp, chairman, Department of Pharmacology, D118 Schurman Hall.

### **Dean's Breakfasts**

The Dean of the College invites students to have breakfast and talk with him on three or four occasions each semester. Students sign up on a first-come, first-served basis and attendance is limited to twelve students. You will receive more information on specific dates as the semester progresses.

### **Rounds**

A distinct benefit to having the Teaching Hospital adjacent to the rest of the College is the number of teaching rounds which students are invited to attend. A schedule of the various rounds with times and places will be given to you with your class schedule and other registration material each semester.

**Health Education Service** Gannett Health Center, third floor.

The University Health Education Service provides programs concerning alcohol and other drugs, relationships and sexuality, and prevention of AIDS and other sexually transmitted diseases. Individual consultation and information on many topics (i.e., smoking, nutrition, stress, and exercise) are also available; referrals are given for personal counseling and for HIV testing and AIDS-related concerns. Open Monday-Friday from 8:30 a.m. - 5:00 p.m., call 255-4782.

**Cornell Lesbian, Gay and Bisexual Coalition** 207 Willard Straight Hall.

This group sponsors advocacy and support groups as well as educational and social activities (including an office, library of books, periodicals, and pamphlets, and Gay Awareness Month each April). Confidential counseling is also offered during posted office hours and by appointment. The coalition affiliates include Cornell Lesbians; Gays Bisexuals, and Lesbians of Color; the Graduate Lambda Association; and the Gay Men's Discussion Group. Call 255-6482.

**Cornell United Religious Work** 118 Anabel Taylor Hall.

Trained CURW staff members provide counseling and referrals in general, religious, premarriage, and crisis matters for individuals and couples. Open Monday-Saturday, 8:30 a.m.-11:00 p.m. and Sunday, 9:00 a.m.-11:00 p.m. Call 255-4214.

**Learning Skills Center** 130 Sage Hall.

The center is a central academic-support service at Cornell that assists students in the development of learning strategies, skills, and insights that lead to academic success. Open Monday-Friday, 8:30 a.m. - 4:30 p.m., call 255-6310.

**Office of Equal Opportunity** 234 Day Hall.

This office is concerned with affirmative action and equal opportunity within the university and is charged with handling problems of discrimination based on race, sex, age, religion, national origin, sexual preference or affectional orientation, disability, or status as a vietnam-era veteran. Open Monday-Friday, 8:30 a.m. - 4:30 p.m., call 255-3976.

**Office of the University Ombudsman** 116 Stimson Hall

The purpose of the Office of the University Ombudsman is to assist all members of the Cornell community in the just and equitable resolution of conflicts in university matters. The office is independent of the university administration and of all other groups on campus. That independence, combined with impartiality, immediate access to information, and total confidentiality, enables the office to deal with a wide variety of

The services of the council's child-development consultants are available free to all parents, preschool programs, day-care centers, and day-care homes, through individual consultations and neighborhood workshops. The Gathering Place Resource Center provides at-cost and free materials, a lending library, and training consultation in all aspects of child development for parents, groups, and people caring for children. The resource center's hours are 9:00 a.m. to 1:30 p.m. Monday, Tuesday and Thursday; 3:00 p.m. to 7:30 p.m. Wednesday; and 10:00 a.m. to noon on the second Saturday of every month. Telephone 273-0259

### **Support Groups**

The Ithaca community has many ongoing support groups that focus on specific problems or situations. The following is a sampling of those that might pertain to you or someone you know. Many meet several times a week.

#### **Alcoholics Anonymous**

This group helps members to stop drinking and to help others achieve sobriety.

273-1541

Fee: None

P. O. Box 43

Ithaca, NY 14851

#### **Al-Anon**

This group provides support for family and friends of alcoholics.

273-1541

Fee: None

P.O. Box 43

Ithaca, NY 14850

#### **Adult Children of Alcoholics**

A group specifically for adult children of alcoholics.

273-1541

Fee: None

P.O. Box 43

Ithaca, NY 14851

#### **Battered Women, Tompkins County Task Force For**

This group offers a forum for women who are being or have been abused to help other women by offering support, sharing experiences and information, and breaking isolation.

Verlee Wood/Joanne Farbman: 277-3203

Fee: None

P.O. Box 164

Ithaca, NY 14851



**Ithaca Lesbian and Gay Task Force**

This organization offers group and individual support as well as other activities for lesbian and gay people.

Michael Busch: 272-2850

Fee: None

301 S. Geneva St.

Ithaca, New York 14850

**Nar-Anon**

This group offers support, information and education to friends and relatives of people who are addicted to drugs. It works in close cooperation with Narcotics Anonymous.

273-9250

Fee: None

Mental Health Association:

**Narcotics Anonymous**

This group uses the twelve steps of anonymous groups to address the problems of addiction.

Mental Health Association: 273-9250

Fee: None

**Overeaters Anonymous**

This group offers confidential support to people who have problems with compulsive eating and wish to stop.

Cathie: 273-9190

Fee: None

**Survivors**

This group offers confidential support and information to women who were sexually abused during childhood.

Mental Health Association: 273-9250

Fee: None

**Women Who Love Too Much**

This group is for women who have been involved in emotionally destructive relationships. The book *Women Who Love Too Much* by Robin Norwood serves as a model.

Mental Health Association: 273-9250

Fee: None

such as evenings or weekends. Such clinical experience need not be a formal component of the veterinary medical school's program, although it may be. The only responsibility placed upon the school is to indicate the student is enrolled and in good standing.

The externship law places certain restrictions upon the "extern" practice engaged in by the student, and does so, in part, by placing certain responsibilities upon the supervising veterinarian.

1. The law restricts any practice involving diagnosis, treatment and surgery to students who have completed three years or more in a veterinary medical school program.
2. It requires that "treatment" be under the **direct** supervision of the veterinarian which means the supervising veterinarian must be present in the facility where treatment occurs.
3. It also requires that "diagnosis and surgery" be under the **immediate personal** supervision of the veterinarian which means the veterinarian must be physically present in the room where the diagnosis or surgery occurs.
4. The law requires, with respect to diagnosis, treatment and surgery, that only one veterinarian may supervise one student. This means for example that in a two-person practice, no more than two third-year students may perform either diagnosis, surgery or treatment at any one time and each must be supervised appropriately and singly by the veterinarians comprising the practice. The law states that the student may **assist** in diagnosis, treatment or surgery implying that the practitioner is primarily and directly involved in these clinical functions.

### **Opportunities Blocks**

Fourth-year students may obtain off-campus clinical experience for credit in institutional settings with established teaching programs, or in facilities offering unique clinical or research experiences not available within the Cornell Veterinary Teaching Hospital. Proposed programs must be approved by the faculty coordinators of the opportunities block who will determine appropriate university credits. Details of this program are available from the Associate Dean for Veterinary Education. Credit may be given for work done in the summer between third and fourth year but must be approved beforehand. Approved Opportunity Blocks are listed on the computer. Lists of approved opportunity blocks are available at the Placement Service in the Office of Student Services.

student to become familiar with the regulations of all states in which they plan to practice.

The National Board Examination (NBE) is a written test of your knowledge of the basic science information covered in the pre-clinical portion of your D.V.M. program. In New York you have an opportunity to sit for the NBE in either December or April. The fee in New York is the same whether you take just the NBE or both the NBE and the state exam and is due on the application deadline, 60 days prior to the exam date. The states' deadlines are very firm, so plan ahead.

Many states also require the Clinical Competency Test, (CCT) which is a national practical exam. New York currently neither requires nor offers it, so if you hope to practice in a state which does require it, you must make arrangements to take it elsewhere. Most states will not allow you to take the CCT until the latter part of your senior year. Many states also have their own state exam, which can range from a two-day practical exam (as in New York) to a short oral exam or a certain score on the NBE.

The Placement Service maintains a computer and paper file of the various states' requirements for licensure. You may access this file from any MUMPS terminal in the college by entering your password and the function "TBS." The file contains the address of each state's licensing agency, the exams required, and the dates and fees for the exams. Exact times and locations are usually included on the admission cards which are sent to candidates shortly before the exam date. Copies of many state application forms are also on file in the Placement Service.

### **Honor Day**

In early May, a banquet and awards ceremony is held to honor the graduating students. Fourth-year students and their guests, along with faculty and selected staff and underclass students, are invited to attend the Honor Day Ceremonies.

**Reserving Accommodations for Graduation Weekend** at local hotels for the family and guests you plan to invite should be made as soon as possible after the current year's graduation ceremony is over. Many hotels are booked a year in advance.

### **Commencement and Hooding Ceremony**

On the Saturday afternoon before Commencement Sunday, the College holds a Hooding Ceremony to which all fourth-year students and their parents and friends are invited. At this ceremony, each student is individually hooded by the Dean of the College. In addition, a speech is generally given by the winner of the yearly Norden Distinguished Teaching Award and the Veterinarian's Oath is led by the current President of the New York State Veterinary Medical Association.

*WORKING PARENTS: Information for Parents Working or Studying at Cornell*, published by the Cornell University Advisory Committee on the Status of Women, is available from the Office of Equal Opportunity, 234 Day Hall. Also available from this office and related to parenthood:

*Programs for Young Children in Tompkins County* and *Family Guide to Child Care*, both published by the Day Care and Child Development Council of Tompkins County.

*Summer Programs in Tompkins County* and *Help for Parents*, both published by the Tompkins County Youth Bureau.

*Helping a Friend Who Has Been Raped or Sexually Assaulted*, published by the Cornell Advocates for Rape Education and available from the Dean of Students Office and Gannett Health Center.