

College of Veterinary Medicine

Cornell University

2000 - 2001 Student Handbook

This handbook is edited and published by the Office of Student Services, College of Veterinary Medicine, Cornell University. We welcome any corrections, comments or suggestions for improvement - phone 607-253-3700 or mail Box 37, College of Veterinary Medicine, Cornell University, Ithaca, NY 14853-6401.

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STUDENT SERVICES

Advisors

- First year students are assigned a faculty advisor.
- Students in their 2nd - 4th year may ask any faculty member to serve as their advisor or may retain their original one.
- Please inform the Office of Student Services of your advisor if you change.

Bulletin Boards

- Five of the bulletin boards (one on the first floor of Schurman Hall, one opposite the mail folders on the second floor, two across from the cafeteria, and one on the second floor of the Veterinary Education Center) are the responsibility of the Office of Student Services and focus on information of interest to D.V.M. students. The bulletin board opposite the mailfolders in Schurman Hall is reserved for veterinary student activities only. All other items will be removed. The two large bulletin boards across from the cafeteria in the Veterinary Research Tower can be used for a variety of notices, including housing available, items for sale, employment, etc. If you wish to post something on one of these boards, check with the Office of Student Services for approval.
- A bulletin board across from the Dean's office, next to the Office of Student Records, Schedules and Financial Planning is devoted to announcements about financial aid, scholarships, employment opportunities, and registration notices.
- One board in Schurman Hall and the one in the VEC are for general College and University announcements.
- **Off - campus vendors and organizations may not poster on CU property unless the posters are signed by the building manager and the manager posts the signs.** All commercial notices are otherwise removed.
- Notices not placed on the board designated for that purpose will be removed. We ask that you avoid oversized posters as the space is limited.
- Please be aware of the many individuals that use the buildings each day and use wording in good taste!
- **Do not post signs on walls, doors posts or pillars; signs posted in these locations will be removed!!**

Electronic Mail / Internet Access

- The University provides electronic mail and Internet access through the suite of application programs called Bear Access. During orientation you will be provided with a network ID, password and brief instructions on using Bear Access and the mail program Eudora. Additional classes are taught periodically through Cornell Information Technologies and help is always available in the Microcomputer Center.
- We suggest using electronic mail to correspond with faculty, staff and fellow students and strongly recommend that students check their electronic mail at least once a day. Electronic mailing lists have been established for each class. Automatic subscription of incoming students to the appropriate list provides a convenient method of communication between classmates and personnel within the College.
- Computer terminals with network access are available in the Microcomputer Center.

Exhibits in the VMC Gallery

Any student, faculty member or staff member having suggestions for exhibits in the Gallery of the Veterinary Medical Center should send them in writing to the Office of Public Affairs. An appointed committee will meet to decide on proposed exhibits.

Health

- Cornell University requires that all students be enrolled in a Health Insurance Plan.
- Cornell University offers a Student Health Insurance Plan that exceeds the benefit guidelines established by the State of New York and is endorsed by the American College Health Association. You will be automatically enrolled unless you waive coverage from the plan by indicating comparable coverage via the waiver card which is sent to you with the July Bursar billing. The plan that is offered gives accident and sickness coverage at a reasonable cost for students and their eligible dependents. For more information contact the Student Insurance Office located at Gannett Health Center, 10 Central Avenue (255-6363) or on the Web at < <http://www.sas.cornell.edu/gannett/SI4.html>>.

Housing

- 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. Student Services does not actively seek housing listings but numerous upper class students and local people who have rentals (and like veterinary students as renters, because they are known

to be responsible people) list with the office. Members of the Veterinary College community also advertise housing availability or post requests for available housing via e-mail to class e-mail lists. In addition, information on housing in Ithaca and surrounding areas is available on www.campuslife.cornell.edu/main/right/housing a website maintained by Cornell University.

Liability

- Cornell University's liability insurance covers students only "while acting within the scope of their required academic duties or responsibilities and while participating in an educational program sponsored and supervised by the faculty or staff of the University." Therefore, Cornell's liability insurance will not cover social events and activities, work or study performed off-campus that does not meet the conditions described above, activities of student organizations that do not fall within the parameters described above or recreational activities. Of particular importance in this regard are externships and work experiences for which credit is **not** given. For example, free blocks spent at a zoo or practice would not be covered. Fourth-year students taking Opportunity Block credit for off-campus work that has been approved by the faculty and for which credit is given would be covered by the University policy.
- For those of you who need or desire additional liability coverage, the AVMA Professional Liability Insurance has a short-term policy to cover students participating in preceptorship programs with practitioners who are covered by AVMA insurance. The annual cost of this policy is \$10.00. The local AVMA insurance representative, Robert Caryl, telephone 272-2113, can give you additional information. Other insurance companies may have similar policies. Be sure to ask your employer if you are covered by liability insurance at your place of work.

Lost & Found

- The College library maintains a small inventory of items that are given to them that have been found in tutor rooms, lecture halls, etc. Please ask at the library circulation desk if you have lost an item. The university maintains a central lost & found in Barton Hall in the Campus Police offices. Found items may simply be placed in a University intramural envelope and addressed to Police, Barton Hall, with a small note indicating where and when the item was found.
- If you have a tendency to lose your keys you may obtain from the same office a tag which will offer free postage to any finder of your keys willing to drop them into a mailbox.

Lounge

The Kimball Lounge (S1 020) is located on the first floor of Schurman Hall for first, second and third year students. There are refrigerators and microwaves in the lounge for student use. Students are responsible for cleaning the appliances and keeping the lounge clean and neat.

Rabies Vaccination Program & Rabies Exposure Guidelines

- Prophylactic (pre-exposure) immunization against rabies is **mandatory** for all veterinary students because of increased risk of exposure to rabies. The College requires students be vaccinated either prior to enrollment or at cost through the Gannett Health Center at Cornell. The price of a pre-exposure rabies vaccination series (3 shots, 0.1 ml intradermal) is \$285.00 and should be paid by the student to University Health Services. Details of the program will be announced at orientation.
- Students who have already received a pre-exposure or post-exposure vaccination series must present written proof from the institution where the vaccines were administered. This should include the product type, route of administration, dose, and dates of the series. PLEASE BRING THIS INFORMATION WITH YOU TO ORIENTATION.
- If the pre-exposure series is completed and the student, while carrying out normal responsibilities, is exposed to a rabies-positive animal, the College will provide post-exposure vaccinations. Any student possibly exposed to a rabies-positive animal must be interviewed by the Biosafety Officer to confirm that an exposure has taken place and to insure appropriate action is taken. The Cornell Hospital for Animals and the Department of Biomedical Sciences (Section of Pathology & Necropsy Services) have written protocols concerning the handling of rabies-suspect animals presented for evaluation. All students must have completed the pre-exposure series and be familiar with these protocols before becoming involved with any clinical case where rabies is a possibility. Any questions concerning the rabies vaccination program can be addressed to Dr. Kathy Earnest-Koons, Biosafety, 253-3866 or 253-3734.

University Registration

- The registration process requires that a student fulfill each of the following criteria within the first three weeks of each term:
 1. Settle all financial accounts, including current semester. A finance charge of 1.25% per month is assessed on unpaid balances as of the tuition due date stated on the bill.
 2. Complete course enrollment according to the requirements of this college.
 3. Satisfy New York State health requirements.
 4. Have no "holds" from the College, the Judicial Administrator or University Health Services.

Registration of Vehicles & Parking Permits

- All automobiles owned by students must be registered with the Traffic Bureau, whether or not you purchase a parking permit. Students are offered an opportunity each spring to pre-register their vehicles and to request parking permits for the following academic year. Those who have pre-registered may pick up their permits at the College in the fall. Other students may register vehicles and purchase permits either at the Field House during the general registration 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 the weather to ride bicycles to school should register their bicycles with the Department of Public Safety (G-2 Barton Hall, west entrance) so they can be traced if stolen. An Ithaca city ordinance requires all bicycles to be registered.

"The Rolling Bone" Newsletter

Students are *strongly* encouraged to submit "news" to the *Rolling Bone*. This is a newsletter that comes out every 2 months, is widely read and distributed to everyone in the College. It helps foster a better sense of community among those that work and study here, with the idea that bad news travels fast but news about individual accomplishments, achievements, honors, volunteer activities, job changes, etc. travels more slowly. The regular columns include "**Intros**" - new staff and faculty, "**Transitions**" - job changes, "**Milestones**" - special recognition of students, faculty and staff, honors, births, marriages, etc., "**Profiles**" - brief stories about people involved in interesting hobbies or volunteer activities related to people or animal health. Please submit milestones and personal news items via Campus mail to Amanda Mott in Public Affairs, S3 005 Schurman Hall, or via electronic mail to <amm36@cornell.edu>, or phone 3-3744. Amanda also welcomes suggestions for making the *Rolling Bone* more interesting and useful.

Room Etiquette

Tutor Rooms: During your first years in the College you will spend a great deal of time in tutor rooms and may feel like they are your own. Please remember, however, that they are used by other classes for tutorial meetings and are used by other groups in the College, as well (room schedules are posted outside each room). Please abide by a few guidelines so that all may enjoy the rooms equally:

1. Do not remove items (chairs, tables, books, etc.) from the rooms, even for a short time.
2. Do not leave personal possessions in the rooms, even for a short time - you have lockers for this purpose.
3. Do not "stake out" the room for later use - there are no squatter's rights in the College.
4. If there is a problem with the equipment or books in any of the rooms please report Margie Williams in the Office of Educational Development.
5. Please leave the rooms in the same condition as you found them (throw away and pick up trash, remove food items and dirty dishes, etc).

Lecture Rooms: Please remember that your lecture time is limited. It is incumbent on each student to ensure that they arrive in their lecture hall seat before the time appointed for the lecture to begin. Please be respectful of the lecture room facilities and respectful of your classmates and the lecturer as well.

Safety

- **Emergencies call 911**
- 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. *You must wear lab coats, coveralls, boots, or other personal protective equipment when required. Such clothing should not be worn outside the College of Veterinary Medicine. You should change to street clothes before you leave the College.* This is one of the reasons you have been provided locker space.

- 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 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, a computer file containing longer, more detailed data sheets and a Web site with MSDS fact 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. You will need to complete a student accident report and if the accident is a result of an animal bite an additional form is required. These forms should be submitted to the Office of Student Services.
- For after-hours emergencies, call Public Safety (5-1111) for transportation to Gannett Health Center. 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 those laboratories after hours.
- See also "Accident Reports" in the College/University policies section of this document and "Procedures for Emergency Alarms at the VMTH" available in the Hospital Director's Office.

Security

- **Emergencies call 911**
- 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 measures to limit such opportunities (i.e. keep your backpacks with you, put locks on your lockers, don't leave anything of value lying around unattended in tutor rooms, etc).
- Any victim of theft of personal or College property should file a complaint with the Cornell Police (5-1111) immediately after the incident.
- In order to maintain a safe environment for College residents and property, all outside doors are locked at night with entry restricted by key, card or code. It is considered **serious misconduct** to prop open outside doors when they are locked.
- THE BLUE LIGHT SYSTEM has escorts, bus service and blue light telephones to keep the Cornell community safe. To use the BLUE LIGHT ESCORT SERVICE call 255-7373. Hours of operation while school is in session are 8:30 p.m. - 1:00 a.m. to escort individuals to bus stops, cars, or other buildings. The blue light telephones (identified by a blue light) are for anyone to use any time, for information, reporting a crime, medical help, being lost, a flat tire, or any other practical reason. The telephones ring directly into the Cornell Police simply by lifting the receiver or pressing a button.

Student Mail Service

- The college operates a mail room, which is located on the first floor of the Veterinary Medical Center; outgoing mail can be dropped in the mail room. Mail room staff also deliver College mail and some items received in bulk to veterinary students, such as newsletters from veterinary-related companies or information from state or national veterinary medical associations. Your College mail will be delivered to hanging files in a four-drawer file cabinet located at the end of the corridor on the second floor of Schurman Hall. Be sure to check your mail file daily, as this is often the best way for students to receive messages.
- The mail file drawers cannot hold bulky items, so please do not exchange books via the mail files or leave other large items in your mail file.
- First year files are in alphabetical order in the bottom drawer. Class mail files are moved up each year. When you become a senior, you are literally "top drawer." Students in the 4th year also have clinic mail folders in a file cabinet under the staircase in the Gallery. Fourth year students, please remember to check both file cabinets frequently!
- In order to keep the front of the mail file drawers clean, please do not post notices on them. The veterinary student bulletin board opposite the mail files is the place to put notices of veterinary student activities.
- *Do not give the College's address for your **personal** mail; personal mail should be sent to your home address.*

Telephones

- A telephone, available to students for making in-College calls, is located on the "D" corridor (near the gross anatomy lab), second floor of Schurman Hall. The handset of this telephone is red to indicate that it can be used in emergencies, especially after hours.

- Calls to College extensions can also be made from the telephone in the Schurman Hall student lounge.
- Public pay telephones are located under the stairs in the Atrium of the Veterinary Education Center.

ACADEMIC POLICIES

Attendance

- Regular class attendance is expected in all courses. Unexcused absences do not entitle students to make up the work missed. Notification of an unavoidable absence, particularly in the case of missing examination(s), should be given to the Assistant Dean for Learning and Instruction. The Assistant Dean will in turn notify the instructor(s) of the course(s) missed if the absence has been excused.
- The University faculty established the following rules for all classes that fall in the two days immediately preceding the vacation periods during the academic year:
 1. No instructor may change the time of classes except with the specific approval of the Dean of the College.
 2. The quantity and quality of work given during these periods must conform to that given during the remainder of the term regardless of class attendance.

Grading Policies

- Students will be evaluated at the end of each *foundation* and *distribution* course and awarded a grade which will represent the composite of the grades from each component of the evaluation process, as determined by the course leader. Course faculty have the prerogative not to use the full range of the grading scale depending on the course objectives, course content and the nature of assessment methods used.
- Established Cornell University guidelines for each of the letter grades are:

| | | | |
|--------|-----|----------|-----|
| 96-100 | =A+ | 73-75 | =C |
| 93-95 | =A | 70-72 | =C- |
| 90-92 | =A- | 66-69 | =D+ |
| 86-89 | =B+ | 63-65 | =D |
| 83-85 | =B | 60-62 | =D- |
| 80-82 | =B- | 59-lower | =F |
| 76-79 | =C+ | | |
- For each course, students may choose to be notified of their grades by the faculty member responsible for the course by using one of two grading options, the *letter grading option (A,B,C,D, or F)* or the *S/U grading option*. If the S/U option is selected, the instructor will still assign a letter grade (A,B,C,D, or F) to be recorded on the transcript.

The Letter Grade Reporting Option. Letter grades (A,B,C,D or F) will be provided to the student. Examinations will be corrected and returned with errors and omissions noted.

The S/U Grade Reporting Option. All grades will be reported to the student as Satisfactory or Unsatisfactory; with Satisfactory = C- and above, and Unsatisfactory = D+ to F. On examinations, errors and omissions by students will be indicated, but the letter grade (A,B,C,D or F) will not be reported to the student. **Letter grades will, however, appear on transcripts and official grade reports provided by the University, and in *Just the Facts*.**
- For either option, steps will be taken to ensure the complete confidentiality of individual students' work and results.
- Course faculty will complete their grading procedure and submit all grades to the Registrar's Office within two weeks of the conclusion of the course.

Course Enrollment

- Course enrollment at the College of Veterinary Medicine is accomplished by the following procedures:
 1. The College Registrar's staff automatically enrolls each student in required **foundation courses**.

Fall Distribution Course Enrollment.

The Veterinary College does not participate in pre-enrollment for Fall courses. Very few distribution courses are offered in the Fall term; the list of those that are, and the required course enrollment (add/drop) form, are provided at the beginning of the term. Students wishing to enroll must submit their properly completed enrollment forms to the Office of Student Records, Schedules, and Financial Planning *by the deadline stated on the form*.

Spring Distribution Course Enrollment

The college participates in on-line pre-enrollment for Spring semester courses. Upon receiving the list of courses offered, each student must log into CoursEnroll, Cornell's on-line course enrollment program, and enter his or her course choices according to the instructions provided by the University.

Because courses are identified and keyed into the database by six-digit numbers, which may easily be transposed, a student, or a staff member, may make errors in entering course enrollment. The Office of Student Records, Schedules, and Financial Planning will print out and distribute each student's official course enrollment record at the end of the pre-enrollment period. Each student is required to verify that his/her choices of courses and grade options (if a choice of grade option is offered) are correctly listed, clearly identify any errors (incorrect course or grade option, missing course, etc.), and return the signed and dated printout by the stated deadline.

It is imperative that this verification be completed and errors promptly reported. *No credit or grade will be given* for courses a student attended without being properly enrolled and, conversely, *a failing grade will be assigned* to courses in which a student enrolled, but subsequently neither attended nor officially dropped.

A student wishing to change Spring distribution course enrollment after pre-enrollment ends may do so according to the Add/Drop Policy described on page 7.

COLLEGE OF VETERINARY MEDICINE GRADUATION REQUIREMENTS

I. ACADEMIC REQUIREMENTS

A. Foundation Course Requirements

Foundation Courses:

| | <u>Credits</u> | <u>Blocks</u> |
|---|----------------|---------------|
| VTMED 510: The Animal Body | 12 | |
| VTMED 517: Animals, Veterinarians, & Society: Part A | 1 | |
| VTMED 520: Genetics & Development | 8 | |
| VTMED 521: Neuroanatomy & Clinical Neurology | 3 | |
| VTMED 527: Animals, Veterinarians, & Society: Part B | 1 | |
| VTMED 530: Function and Dysfunction: Part I | 9 | |
| VTMED 531: Function and Dysfunction: Part II | 7 | |
| VTMED 537: Animals, Veterinarians, & Society: Part C ₁ | 1 | |
| VTMED 538: Animals, Veterinarians, & Society: Part C ₂ | 1 | |
| VTMED 540: Host, Agent & Defense | 12 | |
| VTMED 547: Animals, Veterinarians, & Society: Part D | 1 | |
| VTMED 550: Animal Health & Disease: Part I | 10 | |
| VTMED 551: Animal Health & Disease: Part II | 20 | |
| VTMED 557: Animals, Veterinarians, & Society: Part E | 1 | |
| VTMED 573: Fourth-Year Clinical Seminar | 1 | |

Foundation Clinics:

| | | |
|--|----------|-----|
| VTMED 560: Ambulatory & Production Medicine I | 2 | 1 |
| VTMED 561: Community Practice Service: Medicine | 2 | 1 |
| VTMED 562: Primary Care Surgery and Anesthesiology | 2 | 1 |
| VTMED 563: Small Animal Medicine | 4 | 2 |
| VTMED 564: Small Animal Surgery | 4 | 2 |
| VTMED 565: Ambulatory & Production Medicine II | 2 | 1 |
| VTMED 566: Large Animal Medicine | 3 | 1.5 |
| VTMED 567: Large Animal Surgery | 4 | 2 |
| VTMED 568: Anesthesiology | 3 | 1.5 |
| VTMED 569: Dermatology | 2 | 1 |
| VTMED 570: Ophthalmology | 2 | 1 |
| VTMED 571: Pathology | 2 | 1 |
| VTMED 572: Radiology | <u>2</u> | 1 |

Total Foundation Credits Required

122

| <u>B. Distribution Course Requirements</u> | Minimum Required from Set |
|--|------------------------------|
| Part I: Distribution Sets I, II, III, IV, V, VII <i>(Credit from Set VI distributions may <u>not</u> count here.)</i> | |
| Set IR: Courses Associated with The Animal Body: Required | 3 |
| Set IA: Courses Associated with The Animal Body: Aligned | 0 |
| Set II: Courses Associated with Genetics & Development | 0 |
| Set III: Courses Associated with Function & Dysfunction | 4 |
| Set IV: Courses Associated with Host, Agent, & Defense | 3 |
| Set V: Courses Associated with Animal Health & Disease | 8 |
| Set VII: Courses Associated with Animals, Veterinarians, & Society | <u>1</u> |
| Part I credits required <i>from specific Sets</i> | 19 |
| Total Part I Credits Required: | 37 |
| Part II: Distribution Set VI : Courses Associated with Applied Clinical Education <i>(May be satisfied by completing two of the rotations below, or by repeating a foundation clinic rotation.)</i> | |
| | 4 |
| Advanced Ambulatory & Production Medicine | |
| Cardiology | |
| Clinical Wildlife and Exotic Animal Medicine | |
| Laboratory Animal Medicine (September) | |
| Clinical Oncology | |
| Poultry Medicine and Production Rotation (Fall, by arrangement) | |
| Quality Milk (Block A3 only) | |
| Opportunity Block (Apply for credit <u>at least two weeks before</u> leaving Campus.) | |
| <i>Large Animal</i> Theriogenology (Blocks A1, A2, D1-D6) | |
| Total Part II Credits Required: | <u>4</u> |
| Total Distribution Credits Required | 41 |

II. ADMINISTRATIVE REQUIREMENTS

Payment of any outstanding amounts due the College of Veterinary Medicine or other units of Cornell University
 Completion of Exit Interview required of all financial aid recipients

Add/Drop Policy

- The college allows **one week** at the start of each distribution period for changes to enrollment in classes which begin in that period. Enrollment changes during this open add/drop period may only be made in person at the Office of Student Records, Schedules, and Financial Planning.
- The student should check his/her enrollment record on *Just the Facts* two- to three-business days after submitting an add/drop request to verify that the transaction has been recorded. A late fee of \$30 per course will be charged for correction of errors reported later than one week after the end of the applicable 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 a Cornell University policy that may not be waived by the college.

Incomplete Grades

- An incomplete is appropriate only when a student has substantial equity in a course but is unable to complete course requirements on time because of circumstances beyond the student's control, for example, accident or illness.
- The course requirements or alternatives acceptable to the instructor must be completed within one year or by the end of the next scheduled offering of the course and before graduation. The instructor has the option of setting an earlier time limit.
- Upon completion of the course requirements or expiration of the make-up period, the instructor will submit a grade for the course. If the requirements are not fulfilled within the specified time, a grade of F will be recorded.
- In making their report to the faculty, Class Teachers Committees will indicate which students are being recommended for advancement with incompletes and the proposed timetable for completion. If, after the make-up period has ended, the student's term grades include two or more D's or any F's, the same Class Teachers Committee will reconvene to review the student's performance and make recommendations to the faculty in accordance with existing academic policies.

Auditing Courses

The university does not permit veterinary medical students to audit courses.

Non-Registration & Non-Payment of Fees & 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 College Registrar that they are no longer eligible to attend classes in the Veterinary College. The Cornell University Registrar has the responsibility to enforce this policy.

Academic Standards - Foundation Courses I – V, including 521

- *Each foundation course is a prerequisite to the immediately following foundation course. No student may attend a foundation course without having passed the immediately preceding course, regardless of the time the new course begins within a semester.*
- A student who achieves a grade of F in two **foundation** courses, or a grade of D or below in three **foundation** courses, shall not be allowed to reregister in the College of Veterinary Medicine.
- A student who achieves a grade of F in one **foundation** course in any one semester, or a grade of D or below in two **foundation** courses in any one semester, shall be denied permission to advance to the subsequent term; however, the student will be permitted to repeat the term in which the above grade(s) was (were) received.
- A student who achieves a grade of D in one **foundation** course shall be placed on *academic warning* and shall be required to attain a grade point average of 2.0 or above in **foundation courses** taken the following semester. A student who does not achieve this required grade point average shall be denied permission to advance to the subsequent term, however, the student will be permitted to repeat the semester.
- **Policy for repeating a semester: A student who has been denied permission to advance may only repeat once. A student who repeats a term shall be required to take all **foundation** courses normally offered during that term, unless exempted by the faculty responsible for teaching the course.*
- Students enrolled in Block Va or Vb who are unsuccessful in passing a re-examination for a failed section of Block Va or Vb will not advance. However, they may repeat the course once. Students enrolled in Block Va and Vb must earn passing grades for each section of the course. When a student fails a section, he or she is permitted to take a make-up examination and must achieve a grade > 60.

Academic Standards - Foundation Course VI (Clinical Rotations)

- A student who receives a grade of F or two grades of D on required clinical rotations will be placed on academic warning. A student who receives a grade of F on a required clinical rotation will be required to repeat that rotation. A student who receives two D grades on required clinical rotations will be placed on academic warning but will not be required to repeat those rotations.
- A student *cumulatively* receiving more than one grade of F or more than two grades of D or lower on required clinical rotations throughout Foundation Course VI shall be denied permission to continue in the course (or graduate). Upon receiving a first grade of F or a second grade of D, the student will be notified as soon as possible by the Associate Dean for Clinical Programs and Professional Service that s/he is on academic warning for the balance of Foundation Course VI, and the clinical rotations class teachers committee shall be convened to make recommendations to the College Faculty at the next earliest faculty meeting.
- A weighted average of all required clinical rotations will be calculated to determine a final grade for Foundation Course VI. This grade will be used to determine advancement (graduation) of students starting Foundation Course VI on academic warning.

Academic Standards - Distribution Courses

Whereas the College Faculty has not instituted minimum yearly credit requirements for *distribution* courses, receiving a grade of D or F for individual *distribution* courses will not, by itself, constitute grounds for denial to advance to the subsequent semester. However, only courses for which a passing grade (D or above) is achieved will count towards the minimum credit requirement for graduation (=37 credits from sets I, II, III, IV, V and VII plus 4 credits from set VI) or towards fulfilling minimum requirements for distribution courses from required sets. Furthermore, no more than four *distribution* courses with D grades will count towards the minimum credit requirements for graduation. The foregoing does not compromise the prerogative of the College Faculty which may, under unusual circumstances, make exception to these guidelines.

- Policy for repeating a semester: A student who has been denied permission to advance may repeat only once. A student who repeats a term shall be required to take all foundation courses normally offered during that term, unless exempted by the faculty responsible for teaching the course.

Committee for Students Denied Re-registration

- This committee's charge is to meet with any student who, under the current guidelines for academic performance, would be denied permission to reregister. The purpose of the meeting is two-fold:
 1. To determine and report to the faculty whether there were substantial extenuating circumstances which led to the poor academic performance; and
 2. To determine and report to the faculty whether these extenuating circumstances are likely to be resolved so that the student can complete his/her academic program successfully.
- The meeting is informal, confidential, and without record, so that the student may discuss private, personal, and confidential matters which are not suitable for general faculty discussion. The Committee usually consists of three members appointed by the Dean and serving from year-to-year at the Dean's discretion. To preserve confidentiality, there will be no recorded minutes or notes of the meeting with the student. It is understood that the Dean, or the Dean's designate, will monitor student performance and notify students of their opportunity to meet with the Committee, but that students may decline to meet with the Committee (based on minutes of the Faculty meeting held on March 26, 1994).

Faculty Assistance For Students Experiencing Academic Difficulty

The academic performance of a student who receives a D grade in a *foundation* course will be reviewed at the end of the course or, where appropriate, the end of the semester, by the faculty responsible for teaching the course (*foundation* course committee). Working in conjunction with the faculty advisor, the Director of Student Services and the Assistant Dean for Learning and Instruction, the student will develop a set of goals to remedy the academic deficiency. The *foundation* course leader may suggest ways to review the material and obtain supplemental assistance from course faculty. In setting goals for improved performance, the student will be encouraged to consider issues such as learning and study strategies, and, where relevant, circumstances outside of the academic sphere that may have a negative impact on academic performance.

Transcript Requests

- Official transcripts (for internships, scholarships, or graduate school applications) may be obtained only through the Office of the University Registrar, 222 Day Hall. An official transcript is one that bears the official seal of the university and the signature of the University Registrar, sent in a sealed envelope directly from the Office of the University Registrar to another institution or agency as directed by the student. Transcript request forms are available in the Office of Student Records, Schedules and Financial Planning.
- The Office of the University Registrar also will provide an internal transcript to be sent to a particular office on campus. There is no fee for this service.

Term Grade Reports

- Grades may be viewed on *Just the Facts* approximately 2 weeks after the end of the term.
- Students logging on to *Just the Facts* to view term grades should be aware that this *official* grade report includes actual letter grades for letter-graded courses.
- Students who want their grades mailed to them should submit requests and self-addressed envelopes to the Office of Student Records before leaving campus.

- *Please note:* A student who receives a grade of “Incomplete” in any course must inform the Office of Student Records, Schedules, and Financial Planning when the course work has been completed. That office will then request a Manual Grade Report from the faculty member to record the final grade.

Scholarships and Financial Aid

- The College’s Office of Financial Planning is dedicated to helping veterinary students identify ways of financing their professional education. All financial aid at the Veterinary College, including scholarships, is primarily need-based.
- Application for aid is made by completing the Free Application for Federal Student Aid (FAFSA), either in paper form or over the Internet at <http://www.fafsa.ed.gov>, as well as a supplemental financial statement, the College Scholarship Service PROFILE (for consideration for gift aid), either in paper form or over the Internet at <http://www.collegeboard.org>. Information should be submitted as soon as possible after completion of your federal tax returns, preferably no later than March 15. The financial aid staff is available to answer any questions you may have about filing these forms.
- The Financial Aid Handbook is available over the Internet at <http://www.vet.cornell.edu/public/financialaid> and should be considered required reading for all financial aid applicants/recipients.

Student-Faculty Grievances

- The Faculty-Student Liaison Committee is charged by the faculty to hear student grievances. Subjects for committee consideration should not be limited except where they would fall within the purview of the individual advisory system, the Honor Code Committee, or in matters concerning academic grading and evaluation procedures (Faculty Minutes: May, 1983).
- Grievances will be handled by the following means:
 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, each of the four classes will elect a representative to Student-Faculty Liaison Committee. The Assistant Dean for Learning and Instruction will convene a meeting of these four student representatives at which the student representatives will nominate 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 & Evaluation Procedures

- 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 appraisal of performance or was based on prejudice or inaccurate information, the student may appeal in writing to the Chair of the Department, who will review all issues and recommend a resolution. The next level of appeal available to the student is the Dean.
- The final option within the College is by written appeal to the General Committee. This elected faculty committee may (1) decline to pursue the matter on the basis of lack of substantial merit, (2) present the case to the entire faculty, with permission of the petitioner, or (3) conduct a thorough investigation and make recommendations to one or both parties.

COLLEGE AND UNIVERSITY POLICIES

**This is a summary of a few of the relevant policies at Cornell and the College. Further information on Cornell policy may be found in the "Policy Notebook For Cornell Community" available from the Associate Dean of Students - 255-2310. Amendments and recent policies may be found at <<http://www.univco.cornell.edu/policy/Library.html>>. Current policy status can be confirmed with University Counsel, 500 Day Hall, 255-5124.*

Accident Reports

The College requires a record of accidents which occur to students in the course of their educational program. All student accidents which occur in the College should be reported to the Office of Hospital Administration. A "Student Accident Report" form must be completed and signed by the student and by any faculty or staff who observed the accident or who are responsible for the area where the accident occurred. Please see section on "Safety" earlier in this document.

Accommodations Policy

It is our intention to provide reasonable accommodations for students with qualifying disabilities. The accommodations apply to classroom and examination situations and activities based in the Hospital for Animals.

Students who believe they are entitled to an accommodation should contact the Director of Student Services and Multicultural Affairs (S2 009 Schurman Hall. Tel # (607) 253 3834). In order to make decisions based upon an individual's specific situation, it may take some time for the Office of Student Services to determine what is appropriate and fair given the nature of the disability as well as the requirements of Veterinary education. When possible, a student should initiate the process in the summer before his/her matriculation, or, if later, as soon as the disability arises.

In order to begin the review process for your request for accommodation(s), you should contact Cornell University's Office of Equal Opportunity at 234 Day Hall (Tel # (607) 255 3976) to discuss your situation. This office will offer you advice and guidance on the services available to students at the University. You will also need to provide the Office of Equal Opportunity with the following information:

- Documentation of your disability, in writing, from a physician who is familiar with your diagnosis.
- Recommendations from the physician based upon your needs for accommodation in a veterinary environment.

In addition, a copy of the above documents should be sent to the Office of Student Services in the College Veterinary Medicine.

It is possible that either the Office of Equal Opportunity or the Office of Student Services may request

- a) additional documentation,
- b) to speak directly with your physician concerning the accommodation and/or
- c) that you be evaluated by another medical professional.

As soon as the Office of Equal Opportunity reviews your documentation, they will send their written recommendation regarding appropriate accommodations for your disability to the Office of Student Services. It is very important that we receive their recommendation as early as possible as it is a precondition for any action taken concerning accommodations by the College of Veterinary Medicine.

Please tell the College of Veterinary Medicine what accommodations you have been granted in college and graduate school, and on standardized tests. While your prior history is relevant for determining reasonable accommodations, you should realize that we might not grant the same accommodations that you have received in the past. Your request for accommodations will be carefully reviewed according to what is reasonable and appropriate given the nature of your disability and the essential components of our academic program. The final authority regarding accommodations rests with the Dean of the College of Veterinary Medicine.

Students' Responsibilities Related to Accommodations for Disabilities

Requests for accommodations must be approved first by the Office of Equal Opportunity, and then by the College of Veterinary Medicine. Students requesting accommodations are responsible for providing appropriate documentation of their disability. Questions related to accommodations should be directed to the Director of Student Services and Multicultural Affairs. If the student wants the accommodations applied to all situations for which they have been approved, the Director of Student Services and Multicultural Affairs will contact the appropriate faculty.

Students who received accommodations for disability share responsibility for ensuring their needs are addressed. Specifically:

- It is the responsibility of the student to inform the Director of Student Services and Multicultural Affairs of the nature of his/her disability if accommodations will be necessary.
- The student must furnish documentation of the disability to the Cornell University's Office of Equal Opportunity and the Office of Student Services in the College of Veterinary Medicine.
- To protect students' confidentiality, the Office of Student Services will not initiate communication with faculty about accommodations unless the student requests it.
- If a student wants the accommodation applied only in specific cases, she or he must inform the Director of Students, no later than three weekdays in advance of the event for which the accommodation is requested.
- Should there be a change in condition that results in a need for different conditions or should the approved accommodations prove to be ineffective, the student must request modification through the Director of Student Services and Multicultural Affairs.
- All students including those receiving accommodations are bound by the academic policies of the College, including the Honor code.

Alcohol Use Policy

***It is the policy of this College that no student shall be allowed to have alcoholic beverages on the College premises during academic hours (7:00 a.m. to 6:00 p.m., Monday through Friday, during the academic semester). Requests for alcoholic beverages to be served at other times must be made to the Dean's office.**

- The following Cornell regulations apply to all academic and administrative units, staff, faculty, students and other campus organizations, as specified. University departments may impose other requirements or restrictions for the service of alcoholic beverages. Individuals and organizations should consult with the appropriate department to determine what additional regulations might apply to them.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- A more detailed document detailing violations and penalties, procedures for obtaining a beer permit and registration and facilities requirement may be obtained from the Office of Student Services

Use of Animals in Teaching

The College's Committee on the Use of Live Animals in Teaching believes that applicants should know and understand the following information before accepting a position at the College:

1. Live animals will be used for teaching in certain obligatory core courses.
2. Some of these animals will require humane euthanasia after they have been used for teaching.
3. The College conforms to the rules for the care of such animals as outlined in "Guiding Principles in the Care and Use of Animals" as approved by the Council of the American Physiological Society and the "Guide for the Care and Use of Laboratory Animals: DHEW publication Number 86-23 (Revised 1985).
4. Each course in which animals are used receives a formal review annually by the College Committee on the Use of Live Animals in Teaching.
5. Any concerns regarding live animal use in teaching should be addressed first to the faculty member responsible for that course. Alternatively, students may choose to address their concerns to the Chairperson of the Committee on the Use of Live Animals in Teaching, whose name may be obtained from the Dean's Office. The Chairperson may initiate discussion between the Committee and the faculty member responsible for a particular course without involving the student, if anonymity is desired by the student.

Classroom Use for Meetings

All use of classrooms is scheduled by Margie Williams (S2 014 Schurman Hall, 3-3769, email mbw4@cornell.edu) or Dave Frank (S2 070 VEC, 3-3696, e-mail daf4@cornell.edu). Reservations should be made well in advance of the planned activity. Individuals should not ask to reserve a tutor room for studying. Use of the tutor rooms for this purpose is on a first come, first serve basis (see Room Etiquette). Access to lecture halls is with your college ID. All groups using College facilities are expected to:

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
4. Leave all rooms in good condition.
5. Make sure all lights and equipment are turned off.

Discount Policies for Students at the Cornell University Hospital for Animals

- Students and staff of the College of Veterinary Medicine are allowed certain discounts for services rendered by the CUHA. These discounts are limited to a maximum of three pets for each student. The student discount policy permits waiving of all professional service fees levied by the CUHA up to a maximum of 20% of the total bill. Professional service fees include normal examination fees, daily professional service fees, surgical professional service fees and radiological interpretation professional service fees. Emergency fees are not part of the discount policy. All other charges are levied at full client rates.
- The hospital also offers a pet food purchase program. Various pet foods are available to students and staff of the College at a significant discount which is less than what one would pay for pet foods at a retail outlet. Students and staff are allowed to purchase a sufficient amount of pet food to feed three animals which may or may not be the same three that are registered for the patient discount policy of the hospital. Foods may be purchased only for personally owned animals.
- If you have personally owned animals with you while you are a student at the College of Veterinary Medicine, you are welcome to take advantage of both the patient and the pet food programs of the CUHA. To participate in either program fill out the enclosed forms & return as directed. If you have questions, contact Dick Churchill, CUHA Business office manager, at 3-3221 or rfc1@cornell.edu.

Dress & Appearance Standards

- Students should be conscious of the need to represent the profession appropriately whenever they are working with clients or representing the school at functions, 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.
- All incoming students are given a name tag. Name tags are important and should be worn in all laboratory and clinical settings where faculty and staff interact with you on a one-to-one basis, in small groups, or when students meet the public in an official capacity. Replacements for lost or broken name tags can be obtained from the Office of Student Services.

Harassment

Cornell University's definition of sexual harassment (in agreement with Title VII, Section 703, Part 1604 of the Civil Rights Act of 1964), established July 8, 1996:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when
- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic status;
- 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
- 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.

Procedure for Redress

- Sexual harassment must not be tolerated in our community, is illegal, and subjects both individual and institutional perpetrators to serious penalties.
- Complaints by students may be made to a faculty advisor, Chairperson of the Department involved, or the Dean, Associate or Assistant Deans, or to the Director of Student Services. All complaints whether or not they remain anonymous will be reported to the Office of Equal Opportunity.

Guidelines for Personal or Medical Leaves of Absence for DVM Students

- The Faculty of the College of Veterinary Medicine expects students to complete their course of study in four years. In certain instances, a student in good standing may apply to take a leave of absence for medical or personal reasons prior to the completion of the degree. Such leaves should ordinarily commence upon the completion of the course in which the student is enrolled. In extraordinary circumstances, permission may be given for a leave to begin sooner.
- Students considering a leave must consult with and submit a written request to the Director of Student Services. If students are recipients of financial aid, they must meet with the Director of Financial Aid before taking any leave. The leave is granted for a specific period of time, after which the student is expected to resume coursework. The written authorization for the leave will specify a date by which the student on leave must notify the College of intent to resume studies and a date by which studies must resume. A student who fails to return at the end of a period of authorized leave or who fails to provide written notice of intent to return at the end of a period of authorized leave will forfeit the privilege of reentering the professional curriculum. At the Dean's discretion, return from leave may be postponed if space is unavailable in a class. Students returning from leave must certify that they have not received any felony or misdemeanor charges or convictions while on leave. Students on leave will not be allowed to attend foundation courses of the professional curriculum; a student on personal leave who wishes to participate in any other courses in the professional curriculum must be enrolled in the course or registered as extramural students. Grades for extramural coursework are not included in the GPA calculations for fulfillment of requirements for a veterinary degree.
- **Personal Leave** In rare instances, a student who for personal reasons is unable to advance to the subsequent foundation course, may be granted a personal leave. Personal leaves are arranged by the Director of Student Services after requests have been submitted in writing. The Dean of the College has final approval of all personal leaves and will review the status of all students returning from leaves.
- **Medical Leave** A student who, for medical or psychological reasons, is unable to advance to the next foundation course is considered to be on a *voluntary* medical leave. A student may be placed on an *involuntary* medical leave if a student engages in or is likely to engage in behavior which (1) poses a danger to self or others, (2) causes significant property damage, or (3) significantly disrupts the learning environment of others. Since the purpose of a medical leave is to allow time away from the College to receive medical and/or mental health treatment, medical leaves are usually for 6 months or more and are arranged case-by-case with the Dean's office and the Director of Student Support Services. A student on medical leave will not be allowed to participate in any courses in the professional curriculum. Medical leaves are processed in conjunction with the University Health Services but authority for granting the leave, and for permitting a student to return from a leave, rests with the Dean of the College. Specific procedures must be followed to return from a medical leave, including providing a statement to the University Health Service from attending medical professional(s) detailing the student's progress and stating that the student is ready and able to resume a full, rigorous work load; that statement will be reviewed by a designated University health official who will consult the College and the student's physician regarding the essential facts and obligations of the individual's program. Further information is available in the Policy Notebook for Cornell University or from University Health Services.

Personal Pets in the College

- Privately owned pets are not permitted in the College. The only exceptions to this rule are guide dogs, other service dogs, and private pets being brought to the College clinics or hospitals as patients, or to class for instructor - sanctioned classroom use.
- Students bringing pets into the College in violation of the rules will be required to remove the animal from the College immediately.

Pregnancy Guidelines for Students

- 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 assignments.
 2. Provide a signed statement from the physician which 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, particularly if the student is in her third or fourth year of study. 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:
 - a. changes that can be made in an individual's schedule of clinical assignments which are prepared in advance for an entire calendar year.
 - b. the willingness of classmates to exchange scheduled assignments with the pregnant student.
 - c. certification by an attending physician of any constraints and of the individual's physical ability to continue full participation in aspects of the educational program.
- Rights and Responsibilities

It is recognized that the pregnant woman has rights and the responsibility for decisions concerning her pregnancy based on medical opinion regarding safety and childbearing. She should expect due consideration from everyone associated with her during her pregnancy, whatever her decisions may be. At the same time she is expected to complete each and every requirement of the veterinary curriculum by a schedule or plan that can be implemented and by which the risks are deemed assumable by her and her physician. A faculty member may refuse to allow a pregnant student to participate in assignments or activities whenever that faculty member or most clinicians consider that the potential for accidents or for exposure to hazards is high. (Adopted by the Faculty of the Department of Medicine and Surgery, Fall, 1982)

Prejudice and Discrimination

- Prejudice and discrimination have no place in a free society. In an academic community, individual worth is measured without regard to racial or ethnic origins, sexual preference or other characteristics irrelevant to personal performance.
- Diversity of background, interests, talents, etc. in our community is one of the College's great strengths. The Dean, other members of the Administration and the faculty are committed to increasing and fostering diversity in the student, faculty and staff populations of the College. As members of the veterinary community, all students must be sensitive to the feelings and concerns of other members of the community. Prejudicial, discriminatory and/or insensitive comments or actions directed at others on the basis of their race, ethnic origin, gender, sexual preference or other personal characteristics will not be tolerated.

Statement on Racial Prejudice

The Deans' Council condemns unequivocally any and all behavior based on racial prejudice or discrimination and calls upon the University administration to maintain and, whenever necessary, to increase its efforts to eliminate racist behavior on campus. In addition, the individual members of the Council pledge to take whatever steps are required to root out such

behavior within their units. Among actions that might be taken at Cornell at this time, the Deans' Council wishes to lay special emphasis on the following:

1. Provide human relations workshops and other sources of information and encourage all members of the University community to take advantage of the opportunities thus provided, to understand more fully the nature of racism, particularly in its less obvious and more subtle manifestations.
2. Make known both centrally and locally the names of individuals and offices best equipped to deal effectively with complaints about incidents of racial prejudice, whether from students, staff, or faculty.
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 Dean.

(Adopted by Dean's Council on January 20, 1987)

Smoking

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.

Religious Holidays

Cornell University complies with New York State laws effective July 1, 1992 requiring that all public and private institutions not discriminate against students for their religious beliefs. As such, excerpted from sections 3 & 4 of the law:

"(3) It shall be the responsibility of the faculty and of the administrative officials...to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to...make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days..."

"(4) If...classes, examinations, study or work requirements are held on Friday after 4 o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements...shall be made available on other days, where it is possible and practicable to do so..."

THE HONOR CODE

- **The Honor System**

The Honor Code was founded by the students of the Class of 1963 and is based on the principle that responsibility for ethical conduct rests with the student. This system depends upon the personal integrity of each student and upon all students working together to ensure that it is effective.

The Student Administrative Board for the Honor Code, composed of two representatives from each class, deals with problems relating to student conduct. The Committee receives information concerning misconduct and breaches of the Honor Code, reviews the information and presents its recommendations to the Faculty Committee on Student Conduct. When appropriate, the Student Committee institutes disciplinary action.

- **Honor Code of the College of Veterinary Medicine at Cornell**

The Honor System is a highly prized way of life to be zealously guarded. It is an educational asset to be conserved and strengthened. It is an opportunity for students to learn to govern themselves in the principles and practices of honor and personal integrity, so fundamental in the successful relationships among the individuals of a profession and in the scholarly education of its members.

Realizing this need for the development and the expression of moral standards of conduct, so essential to the professionally trained, in whom the public places their confidence, we, the students of the College of Veterinary

Medicine at Cornell, do hereby avail ourselves of the inspiration afforded by this Honor Code, and submit ourselves to guidance by the precepts herein enumerated, in the hope that the habits and insights gained will enhance enduringly our performance of honorable, constructive, and satisfying service in our personal and professional lives.

Article I Name and Purpose

Section I

The College of Veterinary Medicine at Cornell Student Honor Code.

Section II

1. To promote ethical and professional standards of personal conduct among students in the College of Veterinary Medicine.
2. To instill in the student the qualities which will uphold the honor and integrity of the 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/her students of regulations that apply to academic integrity in work in his/her course. He/she should make clear to what extent collaborative work, or the exchange of aid or information, is acceptable to him/her.

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.
3. If any student unjustifiably absents herself/himself from a class where an examination is to be given, the Student Administrative Board shall advise the instructor.
4. A student shall in no way misrepresent his/her work fraudulently or unfairly, advance his/her academic status, or be a party to another student's failure to maintain academic integrity. A student assumes responsibility for the content of the academic work she/he submits, including papers, examinations or laboratory reports, etc.
5. Failure to report a breach of the Honor Code constitutes a violation.

Section III

1. Students shall not intentionally or carelessly mark, tear, misuse, or otherwise damage any book, library item, or college equipment.
2. Students shall not appropriate any property belonging to another individual or the College.

Section IV

Veterinary students shall conduct themselves in a manner consistent with the codes and laws applicable to licensing and good standing in the veterinary profession.

Section V

A student shall not willfully neglect or abuse animals in this school or clinics.

Article IV Organization

Section I

Student Administrative Board. This board shall be composed of eight voting members: two members are to be elected by each of the four classes. These members shall be elected before the last week in April, with the exception of the incoming first year class. The representatives of the first year class shall be elected within the first month of the new term. The Chairperson of the Student Administrative Board shall be responsible for their election. The new Board shall assume their duties in the first week of the new scholastic year and shall serve for the duration of that school year.

1. The Student Administrative Board shall have the authority to carry out investigations concerning alleged violations of the Honor Code officers: There shall be a Chairperson and a Secretary of the Student Administrative Board, in addition to the eight voting members, who shall serve without franchise,

except in the event that a voting member is either absent or involved in the case before the Board. In this event, the Secretary and, if necessary, the Chairman shall cast a ballot to make a quorum.

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 College of Veterinary Medicine shall receive the same consideration as that reported by a student.

Section II

1. It shall be the duty of the class representative to report the suspected violation in person, to the Chairperson or the Student Administrative Board after she/he (the representative) has been notified.
2. It shall be the duty of the Chairperson of the Student Administrative Board to call a meeting of the Board within five school days after she/he is notified. She/He shall preside over all Board meetings. In the absence of the Chairperson, the Secretary shall assume all the duties of the Chairperson.

Section III

It shall be the duty of the Student Administrative Board to interview the plaintiff(s) and defendant(s), in separate conference, and to consider all evidence and testimony that will insure a just decision. The Board shall decide the case, and further:

1. Members of the Board shall keep all proceedings confidential and vote by a separate ballot, on the evidence presented, as to the defendant's innocence or guilt. If any case of an infraction is to be tried, a quorum shall consist of seven members with the power to vote.
2. The Secretary shall keep a written record of all proceedings and recommendations.
3. If the decision is for the defendant(s), the matter is dropped and all records are destroyed after forty-eight hours.
4. If the decision is for the plaintiff(s) by six or more votes:
 - a. It shall be the responsibility of the Student Administrative Board to determine the action to be taken against the defendant if it is his/her first offense. If the action decided by the Student Administrative Board be a warning to the defendant, such a warning shall be administered by the Student Administrative Board and all proceedings shall be kept on record. If the action decided by the Student Administrative Board be in excess of a warning, that is, probation, suspension or expulsion, the proceedings and recommendations of the Student Administrative Board shall be forwarded to the Faculty Administrative Board for further consideration.
 - b. If it is other than the defendant's first violation, all proceedings and recommendations of the Student Administrative Board shall automatically be forwarded to the Faculty Administrative Board for further consideration. In any recommendations involving expulsion, a unanimous vote of the Student Administrative Board shall be necessary.
5. Any accusation of infraction beyond the first shall be confirmed by one (or more) 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/her 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/her 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 Code.

In general, we agree that the parties involved in the initial investigation and in the proceedings through the Student Administrative Board and Faculty Administrative Board shall hold these proceedings in confidence. Information that is brought to the official attention of the faculty should be handled with discretion and tact, but cannot be withheld upon inquiry by certain parties who have a right to this information. It is obvious, also, that certain serious offenses would have to be reported to the regular law enforcement agencies. (Adopted as part of the Code, Faculty Minutes, May 7, 1964).

Article IX Notification

Section I

A copy of the Honor Code will be distributed to all incoming students, students operating under the Honor Code, and all faculty members concerned at the beginning of each school year.

Section II

In any classes where there are students from other colleges than the College of Veterinary Medicine, the instructor should, at the beginning of the term, explain the nature of the Honor Code and state that all non-veterinary students will be subject to the Honor Code while in that particular course. Copies will be made available to the instructor for distribution to the non-veterinary students.

Section III

It shall be the duty of the Chairperson and Secretary of the Student Administrative Board and one member of the Faculty Administrative Board (or the Dean of the Veterinary College or his/her representative) to read and explain the Honor Code to the entering freshmen before the end of the second week of the fall semester.

Article X Amendments

This Honor Code may be amended at any time by a majority vote of all students operating under the Honor Code, with the approval of the faculty.

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.

ACADEMIC AND PERSONAL SUPPORT SERVICES

The Office of Student Services (S2 009 Tel # 3-3700) offers a variety of support services to students with the goal of enhancing their academic and personal experiences at the College of Veterinary Medicine. Staff members are available to assist students with personal, emotional and academic concerns. Specific services include:

Counseling Services

A part-time counselor is available to offer one-on-one or group counseling to students. All students in the DVM program are eligible for these services at no charge. Counseling sessions are confidential; and the highest ethical and legal standards associated with the profession are maintained. Counseling appointments can be made directly with the Student Services Counselor, Robin Hamlich (e-mail rg8@cornell.edu , 3-3442) or through the Student Services Administrative Assistant, Ramona Andersen (3-3700).

Workshops and Support Groups

The Office of Student Services plans to offer workshops and support groups during the academic year. Issues addressed will be based on students' interests and needs. Students will be informed of upcoming workshops/ support groups via e-mail. Please contact Dr. Jai Sweet, Director of Student Services and Multicultural Affairs if you have any suggestions for workshop/support group topics.

Disability Services

If you believe you have a qualifying disability and might require accommodations at the College of Veterinary Medicine please refer to the Accommodations Policy (p.11-12). If you would like to discuss your situation further, please contact Dr. Jai Sweet (3-3834, e-mail jr27@cornell.edu).

Peer Mentoring Program

Peer mentors are assigned to all first year DVM students. Peer mentors typically contact incoming students during the summer before they are scheduled to enter the DVM program. The goal of the Peer Mentoring Program is to help incoming first year students make a smooth transition and adjust to life as a student of at the College of Veterinary Medicine. Peer mentors can invaluable resources as they can offer advice based on their personal experiences at the college. If your peer mentor has not contacted you or you would like to be assigned a different peer mentor please contact Dr. Jai Sweet, Director of Student Services and Multicultural Affairs.

Career Development

Within the Office of Student Services at S2-009 Schurman Hall, Career Development maintains placement and professional development information to provide valued resources for students, faculty, staff and alumni of Cornell College of Veterinary Medicine to excel in their professional lives.

Career Resource Center

The Career Resource Center houses a computer for students to access the Career Development databases and website, Alumni Forum, the Internet and utilize programs such as ResumeMaker®. The Career Resource Center contains an expanding library of professional and personal development opportunities and tools in written, audio and electronic formats. Current topics include resume, CV, and cover letter writing, negotiation skills, personal career profile software, as well as veterinary practice management and marketing texts.

The **Career Development Database** is available in electronic and hard copy formats provide information on various career opportunities nationally and internationally. Additionally, externships, opportunity blocks and permanent position listings are also available through the Alumni Forum. To apply for access to the Alumni Forum please visit <http://www.vet.cornell.edu/alumni/alumni.asp>.

Personal Coaching

- Resume, CV and cover letter critique available on an individual basis.
- Mock interviews, salary negotiations and contract reviews also available upon request.

Electronic Newsflashes

- Short communications tailored to the career development needs of the veterinary students throughout their studies are electronically distributed in timely intervals.

State Boards and NAVLE

- Information on state board requirements are available in hard copy or via <http://www.aavsb.org/>
- Information on eligibility, cost and application for the NAVLE is available in hard copy or via <http://www.nbec.org/navle.faq.html>

Externships

- Externships are brief (usually 2-4 weeks) work opportunities away from the College for which credit is not given. Students seeking special work experiences may do so through externships, often during the senior year of veterinary school.
- Private and corporate practices, humane societies, governmental agencies, and pharmaceutical/pet food companies offer externships. Compensation may or may not be offered for externships.

- **New York State Student Externship Law**

Students under the following limitations may practice veterinary medicine within the state without a license:

Chapter 91, Laws of 1984, Section 6705, Number 9: Any student enrolled and in good standing in a school of veterinary medicine approved by the commissioner, who practices under the general supervision of a veterinarian licensed and registered under this article; provided however, that only such students who have completed at least two and one half years in an approved veterinary program and completed all core didactic training may assist in diagnosis, treatment and surgery in such practice, subject to the following requirements: (a) assisting in diagnosis and surgery be under the immediate personal supervision of such veterinarian; (b) assisting in treatment be under the direct supervision of such veterinarian; and (c) only one such student shall be supervised, as specified in clauses (a) and (b) of this subdivision, by one such veterinarian.

The purpose of the law is to permit students to gain clinical experience in **private** practice during term recesses or during the off-hours of their medical school terms, 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.

Opportunity Blocks

- Students in their 6th, 7th, and 8th semesters 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 University Hospital for Animals.
- Proposed programs must be approved by the faculty coordinators of the opportunities block who will determine appropriate university credits. Opportunity Blocks are approved by the Curriculum Committee. Details of this program are available from the Associate Dean for Clinical Programs and Professional Service. Lists of approved opportunity blocks are available at the Career Resource Center and the Alumni Forum.

Summer Jobs

- Summer positions are also listed in electronic form through the Career Development website and in hard copy at the Career Resource Center.

Internships/Residencies

- A current copy of the Matching Programs book is available in the Career Resource Center as well as listing of additional programs not participating in the matching program.

Post-DVM Advanced Studies

- Post doctoral programs are also listed within the Career Resource Center

Permanent Positions

- A database of permanent positions is maintained within the Career Resource Center.
- Positions available represent the myriad of career choices available to veterinarians.

Career Connections Forum

- In the fall, the Career Connections Forum offers students and potential employers a chance to conduct initial interviews.
- Seminars pertinent to the interviewing, hiring and recruiting process are held for participants.
- Career Options Fair is also conducted at the same time to offer veterinary and undergraduate students insights into the various opportunities open to veterinarians.
- A graduating class resume book is also compiled for this event for students who elect to have their resume included.

Annual Conference Interviewing

- In the spring, the Annual Conference offers students and potential employers another opportunity to conduct initial interviews.

Cornell Alumni-Student Mentoring Partnerships

The Alumni-Student Mentoring Program provides a variety of venues for veterinarians and students to interact in person and electronically.

STUDENT ACTIVITIES & SPECIAL OPPORTUNITIES

**Please see The Inside Scoop for a list of all student organizations and interest groups!*

STUDENT ORGANIZATIONS

- **Sources of Funding**

There are generally four sources of funding for student organizations:

1. Dues from members;
2. Fund raising activities
3. Some outside agencies desiring to provide a benefit for veterinary students
4. Graduate Activities Funding Commission.

- Each spring all *registered student organizations* may submit a budget to the Graduate Activities Funding Commission (see *Student Finance Commission, Treasurers' Handbook*). The money dispersed by this group come from the student activities fees that you, as a student, pay with your tuition and fees. Please see the Treasurers' Handbook for eligibility and procedures for accessing the money.

Alumni Association

Late in the Spring 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.

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 periodically with the Faculty Curriculum Committee at its regularly scheduled meeting.

- **Committee on Substance Awareness & 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. With proper planning, it is possible to obtain both a D.V.M. and Ph.D. in six calendar years, although students typically take longer to complete their training. Combined degree candidates major in a concentration within the field of their choice. The student's major professor must be a member of that field and also a faculty member of the College of Veterinary Medicine. First-year veterinary students with superior academic records and demonstrated research interests are encouraged to apply. Qualified applicants will be admitted only if the required funding and research resources are available. Additional information about the admission process can be obtained from the

Graduate Education Coordinator, Ms. Diane Colf, Graduate Programs, 253-3276. Even if a student is not in the formal D.V.M./Ph.D. program s/he can still combine degrees with traditional funding through the major professor's research funds.

- **International Opportunities - The Expanding Horizons Program**

The Faculty Committee on International Programs has been successful in recent years in securing funds for student projects in developing nations. Grants are made on a competitive basis and a call for proposals along with more information will be available at the end of the fall semester. The awards are made in March. Contact Professor David Robertshaw, Department of Biomedical Sciences, for further information about international student programs.

- **Aquavet**

A program in aquatic veterinary medicine, Aquavet is presented by the School of Veterinary Medicine at the University of Pennsylvania and the College of Veterinary Medicine at Cornell. The basic four-week intensive summer course is an introduction to aquatic veterinary medicine. Aquavet II is an extension of the basic course with a narrower focus, allowing for a more detailed look at specific areas of aquatic animal medicine. Open to a limited number of students from all schools of veterinary medicine in the country, the program is conducted in Woods Hole, Massachusetts. More information may be obtained from Aquavet Associate Director, Dr. Paul Bowser, Department of Microbiology and Immunology.

- **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, 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 the chair of the Department of Molecular Medicine, Veterinary Medical Center.

UNIVERSITY & COMMUNITY SUPPORT

- **University Health Services** Gannett Health Center, 10 Central Avenue.
Clinicians provide medical care for students and their spouses. Laboratory, radiology, physical therapy and many prescription drugs are available on site. Students (and their families) covered by the University's Student Health Insurance Policy may be seen at Gannett, or by any of the affiliated health care providers in the area, which includes a wider range of specialties. Gannett Health Center is open Monday -Friday, 8:30 a.m.-12:00 p.m., 1:00 p.m.-5:00 p.m., call 255-4082. Emergency services are available 24 hours a day, call 255-5155 from 6:00 p.m.-8:00 a.m.
- **Psychological Services** Gannett Health Center, ground floor.
The Psychological Service, free of charge, offers professional short-term individual, couple, and group psychotherapy. Open Monday-Friday from 8:30 a.m. to 5:00 p.m. Call 255-5208 for an appointment. In case of emergencies, a staff member can be reached at all times by calling the Cornell Police, 255-1111.
Eating Disorders - call Psychological Services for assistance.
- **Dean of Students Office** 103 Barnes Hall.
Services provided by the Dean of Students Office include crisis intervention and referral for students with adjustment, personal, relationship, and housing concerns; training in counseling techniques; training in communication skills; coordination of EARS; and Personal Education Workshops on topics such as assertiveness, building satisfying relationships, building self-esteem, and stress management. Open Monday-Friday from 9:00 a.m. to 5:00 p.m., call 255-4221 or 255-3608.
- **Contraception, Gynecology, and Sexuality Service** Gannett Health Center, third floor.
Medical services are provided to students, their spouses, and their children over fourteen years of age. Regular gynecological care and contraception services are offered, as well as the diagnosis and treatment of infections, including sexually transmitted diseases. Services provided to victims of rape and other sexual abuse include examination, treatment and counseling; the type of examination required by law-enforcement agencies is also offered. Counseling is available on problems related to pregnancy, sexual identity, sexual dysfunction and personal relationships. Low cost over-the-counter contraceptive supplies are available at the cashier's office on the main floor of Gannett. Open 8:30 a.m.-4:30 p.m. Monday through Friday, call 255-3978 for an appointment.
- **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.
- **Lesbian, Gay, Bisexual, Transgender Resource Center** 207 Williard Straight Hall.
This purpose of the center is to provide for the support, social, educational, and political needs of the lesbian, gay, bisexual, and transgender community on campus, especially the student body. The Coalition sponsors meetings on a regular basis. For further information e-mail LGBTRC@cornell.edu or access the Web page at <<http://LGBTRC.cornell.edu>>.
- **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** Computing & Communications Center
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** 118 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 problems in a manner distinctly separate from that of any faction within the university. Open Monday-Friday, 8:00 a.m. - 4:30 p.m. or by appointment, call 255-4321.
- **Suicide Prevention and Crisis Service of Tompkins County**
Twenty-four-hour telephone counseling and referral service is provided by well-trained volunteers. Confidentiality is assured; callers can remain anonymous. The agency provides suicide-prevention and crisis-intervention service, sexual-identity peer support, counseling for those who have lost someone through suicide, and an intake service for victims of rape and other sexual abuse and domestic violence. Call 272-1616.
- **Planned Parenthood of Tompkins County** 314 West State Street.
This agency offers medical services for contraception and for well-women's health care; that is, annual exams, diagnosis and treatment of minor gynecological problems, and first-trimester abortions. It provides men and women with diagnosis and treatment of sexually transmitted diseases. Social workers offer short- and long-term counseling on pregnancy, infertility, sexuality, health, parent-teen concerns, and life-style issues. Call 273-1513 for appointments and patient calls. Open Monday-Thursday 9:00 a.m.-8:00 p.m. (except closed 1:00-4:30 p.m. on Tuesday) and 9:00 a.m.-4:00 p.m. on Friday.
- **Ithaca Rape Crisis & Domestic Violence** Crisis line: 277-5000 (twenty-four hours a day).
The agency serves survivors of sexual assault and their friends and families. It provides crisis intervention, short-term counseling, support groups, and advocacy services, including accompaniment to medical and law-enforcement agencies and court. Education programs are available. Services are free and confidential.
- **Day Care & Child Development Council of Tompkins County** 609 West Clinton Street.
The council provides information and referral on day-care centers, nursery schools, pre-kindergarten and head-start programs, play groups, after-school programs, and day-care homes for families needing regular or emergency care for their children. The council publishes a complete list of all child-care programs in Tompkins County, including hours, fees, and services. Hours are 9 - 4:30 PM, Monday-Friday. 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. Phone -273-1541

Al-Anon

This group provides support for family and friends of alcoholics. Same referral telephone and address as for Alcoholics Anonymous, listed above.

Adult Children of Alcoholics

A group specifically for adult children of alcoholics. There is an active group in the veterinary school - contact the Director of Student Support Services for more information.

Battered Women, Tompkins County Task Force

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. 277-3203

Cancer Patients Education Support Group

This group offers peer support to chemotherapy patients and their families and friends. Educational information is also offered on a variety of related topics. Phone: 273-0430

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. Phone - 273-9250

Narcotics Anonymous

This group uses the twelve steps of anonymous groups to address the problems of addiction.
Mental Health Association: 273-9250

Survivors

This group offers confidential support and information to women who were sexually abused during childhood. Mental Health Association: 273-9250

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

PUBLICATIONS

The following booklets are available from various offices on the Cornell University campus or in the Ithaca community.

Hospital Policies and Procedures, the College of Veterinary Medicine, Cornell University, available from the Office of the Director of the Hospital for Animals.

Financial Aid Handbook, the College of Veterinary Medicine, Cornell University, available at Office of Student Financial Planning, S2008 Schurman Hall.

College Catalog, the College of Veterinary Medicine, Cornell University, available from the Office of Student Services, S2009 Schurman Hall.

Life at Cornell, available from the Dean of Students Office, 103 Barnes Hall.

Treasurers Handbook, available from the Student Finance Commission, 530 Willard Straight Hall.

Cornell University Campus Code of Conduct, revised in 1987, available from the Secretary of the Corporation, 500 Day Hall.

Policy Notebook for Student, Faculty and Staff and *Cornell University Policy Digest*, available from the Dean of Students Office, 103 Barnes Hall.

Grades and Grading at Cornell, available from the Office of the Dean of the Faculty, 315 Day Hall.

The Code of Academic Integrity and Acknowledging the Work of Others, available from the Office of the Dean of the Faculty, 315 Day Hall.

Just for Your Information: Job Prospecting in the Ithaca Area, lists local employment agencies, employers and schools. Available from the Office of Human Resources, Day Hall.

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.