

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

# STUDENT HANDBOOK 1991

## Professionalism

### Dress and Appearance Standards

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

### Housekeeping

College facilities receive intensive use and a few people not picking up after themselves can make it difficult to keep the College looking clean and neat. So, please, not only clean up after yourself but feel free to use peer pressure to get your classmates to do the same. Although it may seem unrealistic to expect students not to bring food or drink into classrooms where they must sit for hours, it is not unrealistic to expect them to throw away any trash they accumulate or wipe up any spills that result. Food and drink are not allowed in James Law Auditorium. Please do not use the upholstered furniture in Schurman Lobby as a dining area. Confine your eating to rooms with tables.

Bicycles may not be brought into the buildings or left where they obstruct foot traffic on sidewalks. Bicycles left unattended will be removed at the owner's expense.

*Any graffiti or painting/writing on public property is strictly forbidden.*  
**Books and Supplies** *In general, the policy is to*

Required textbooks and other supplies are available at the Campus Bookstore and the Triangle Bookstore in Collegetown. For your convenience, the Cornell Campus Store operates a satellite bookstore in the Hagan Room of Schurman Hall for two days during the first week of each semester and tries to offer whatever books and supplies (including coveralls, uniforms and scrubs) you may need. Watch for posters at registration announcing the dates and times of operation. *require students to clean up after student activities or in the*

New students may want to wait and talk before they buy new ones. Also, our representatives from several publishers

*won't have coveralls*

books where to sell

*Case of damage, to repair it*

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

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

You have been provided locker space. You must wear lab coats, coveralls, boots, or other protective clothing when required. Such clothing should not be worn outside the College of Veterinary Medicine. You should change to street clothes before you leave the College.

## **Insurance**

### **Health**

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

### **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

## **Student Services (College)**

### **Office of Student Services C-106 Shurman Hall.**

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

### **Student Mail Service**

Student mailboxes are located in the lobby of Schurman Hall. First-year students will find their hanging folders arranged alphabetically in the bottom drawer of the cabinet (you work your way up as you go through the curriculum). The Office of Student Services distributes mail from within the College and also items received in bulk for students from companies, organizations and the like. Be sure to check your mailbox daily as this is often the best way for students to receive messages. Please do not give the College's address for your personal mail. Personal mail will be placed in a box in C-106, and you will have to sort through this box yourself if you receive personal mail at the College.

### **Telephone**

A telephone available to students for making local calls is located on the "D" corridor (Anatomy wing), second floor of Schurman Hall. The handset of this telephone is red to indicate that it can be used in emergencies, especially afterhours.

### **Nametags**

All incoming students are given a nametag. Nametags are important and should be worn in all laboratory and clinical settings where faculty and staff interact with you on a one-to-one or in small groups.. Students who lose or destroy their nametags (or don't like the name we've used) can request a replacement from the Office of Student Services.

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

**Transcript Requests** Official transcripts (for internship or graduate school applications) are issued by the University Registrar's Office. Transcript request forms are available, however, from the College Registrar (C-106 Schurman Hall).

**Semester Grades** Grade slips are not automatically sent to veterinary students. If you wish to have your grades, they are available approximately two weeks after the end of each semester. College Registrar  
veterinary college grades and class rank is available in a student record format, for your information only.

**Course Schedules** Course schedules are available in ea

**Placement Office** C-106 Schurman Hall.

The placement office serves current students and alumni for the summer, externships during senior year, or post-graduate positions. Positions are listed with the office and entered on a website that all veterinary student has access. This office also sponsors seminars on topics of interest to fourth-year students: how to negotiate salary, etc. Arrangements are also made for interviews between practitioners and graduating students.

*Grade Change*

**Advising and Counseling**

Students are assigned to an advisor.  
Second year students are assigned to a veterinary school advisor.

Advisors serve as a resource in a difficultly, providing assistance in applying for positions.

The Assistant Deans handle personal matters.

*Gen-  
Re. Student Handbook. Pls. make note that we should add section on faculty advising.*  
JK

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.

### **First-Year Students:**

#### **Electronic Mail**

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

#### **Rabies Clinic**

Prophylactic (pre-exposure) immunization against rabies is required for all veterinary students because of increased risk of exposure to rabies. Studies conducted by the Centers for Disease Control have shown that a three-dose immunization series consisting of 0.1 ml per dose of human diploid cell culture rabies vaccine administered intradermally engenders an adequate immune response. The College makes the vaccination series available to students each year at half-cost. Personnel from the Gannett Health Center come to the College to administer the vaccine on three days during the fall semester. You will receive more information at the time.

#### **Tutoring**

Tutoring is available to students who find that they are experiencing academic difficulty. If you need help, please see the Assistant Dean for Student Services.

#### **Dean's Breakfasts**

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

#### **Rounds**

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

### **Internship Applications**

Fourth-year students who wish to receive advanced training in an internship program must complete an application for the Intern/Resident Matching Program in the fall semester. Directories for the Intern/Resident Matching Program are available sometime near the end of September through the Director of the Teaching Hospital, Dr. Kallfelz, who will provide you with more specific information early in the fall semester. Each application generally requires several letters of reference, an official academic transcript (available from the University Registrar's Office, 222 Day Hall), a completed application form and a letter explaining your goals and reasons for seeking an internship.

### **Interviewing at Annual Conference**

Each January, practitioners attending the College's Annual Conference of Veterinarians sign up to interview fourth-year students as prospective employees. This opportunity, meant to be only an initial stage in the job-seeking process, gives students practice in interviewing and allows both practitioner and student the chance to see if a more extensive interview or a visit to the practice is desirable.

### **Placement Workshops**

Each year the Office of Student Affairs through its Placement Service offers a series of workshops and/or seminars on topics of importance and interest to you. Workshops on such topics as resume writing, and "Your First Job: Finding the Right Fit" will be presented.

### **Boards (State and National)**

To become licensed to practice veterinary medicine in the United States you must, in most states, pass both a national and state examination.

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

Many states also require the Clinical Competency Test, which is a national practical exam. New York currently neither requires nor offers it, so if you hope to practice in a state which does require it, you must make arrangements to take it elsewhere. Most states will not allow you to take the CCT until the latter part of your senior year. Many

- a. To be eligible for funds, an organization must provide a valuable service to the campus community.
- b. Funding commissions may not make allocations exclusively for the personal benefit of organization members.
- c. Partisan political organizations, religious activities and charitable organizations are excluded from financial support.
- d. Funding commissions shall mandate that organizations take full advantage of money-producing opportunities and shall consider their capacity and willingness to do so.
- e. Duplication of an organization's activities by other campus organizations shall be avoided.
- f. The funding commission shall consider the extent to which an organization and its programs are student determined and student directed.
- g. An organization must be registered with the Office of the Assistant Director of Student Activities for the current year to be eligible for funding.
- h. An organization must have an advisor who is a member of the faculty or staff of Cornell University, in order to be eligible for funding.
- i. The membership criteria and selection processes of an organization should reasonably enable any student to compete and join if he/she has sufficient interest and ability.
- j. To be eligible for funds, an organization must make full disclosure of its income and expenses.
- k. Finance Commissions shall establish regulations yearly concerning travel and lodging allocations within University guidelines.
- l. Although funding by GAFC of social events is permissible, funding for all social events shall not exceed 20% of the GAFC's total allocation.
- m. Any funds that are allocated to an organization but are not expended at the end of the fiscal year shall revert to the Finance Commission. Deficits may be deducted from the next year's allocation to that group.

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

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

#### **SCAVMA Student Chapter of the American Veterinary Medical Association**

SCAVMA is an organized body of veterinary students made up of students at Cornell and



## **Related Organizations**

### **Auxiliary to SCAVMA**

Affiliated with the national auxiliary to the AVMA, the student auxiliary promotes understanding and support of the Veterinary profession by student spouses. The local chapter, advised by Mrs. Robert Phemister and working closely with The Veterinary Circle, raises money which it donates to a book scholarship fund for students. Each fall the Auxiliary welcomes new and returning students to the school with an ice cream social.

## **Student Fraternities**

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

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

There are currently two veterinary fraternities active at Cornell: Alpha Psi and Omega Tau Sigma. Although the ideals are much the same as undergraduate fraternities, their purpose is more serious, the companionship closer, the expenses less, and the entertainment about the same. Likewise, the mandatory activities of veterinary fraternities are far less time consuming. They have less frequent meetings and require few pledge duties. Upper class brothers and sisters and the fraternity files stand ready to aid you in your studies. In addition, many faculty members regularly attend fraternity functions, providing an informal atmosphere for interaction with professors and clinicians.

## **Student Membership on College Committees**

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

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

### **Honor Board**

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

### **Curriculum Committee**

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

### **Expanding Horizons**

Each year several grants are made available to students on a competitive basis for investigating nontraditional areas of veterinary medicine. Two thousand dollars is granted for a summer's work. More details will become available before the end of the fall semester. The awards are generally made in March.

### **International Student Programs**

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 before the end of the fall semester. The awards are made in March. Contact Professor Gordon Campbell, Department of Microbiology, Immunology, and Parasitology, 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 Dr. Paul Bowser, Associate Director of Aquavet.

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

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

## **College Policies**

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

Each student of the College is allowed to register with the Veterinary Teaching Hospital three personally owned animals for discounts. If a student owns more than three

Diagnostic Laboratory  
Necropsy Rooms  
Hagan Room  
James Law Auditorium

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

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

### **Exemptions from Required Courses**

Students who have taken courses which are included in the veterinary medicine core curriculum while registered in another college at Cornell may be exempted from those courses by providing the instructor with evidence of prior satisfactory completion of the course work. The instructor then sends written notice of the exemption to the College Registrar.

Students having completed course work at another institution which they believe is equivalent to a particular course in the veterinary medical core curriculum may be exempted from that course by providing the professor with evidence that equivalent course work has been satisfactorily completed. The course instructor may choose to exempt the student from part or all of the work for the course. An exemption exam may be required.

### **Incompletes**

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 (e.g., 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 letter 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 2 or more D's or any F's, the same Class Teachers Committee will

The University faculty has 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 Policy**

College faculty have agreed to the following policies regarding grades:

1. For a given examination, the student may select one of two grading options, the numerical grading option or the S.W.U grading option. The student will select the option by checking a box on the front of the paper or by another similar device.
  - a. The numerical grading option. Grades will be given using an actual number or percentage. Exams will be corrected and returned with errors and omissions noted, with numerical points indicated where appropriate.
  - b. The S.W.U. option. All grades given on the examinations will be reported to the student as Satisfactory, Warning, or Unsatisfactory, with Satisfactory = C- and above, Warning = D-, D, D+, and Unsatisfactory = F. Errors and omissions by students are to be indicated on the examinations, but the numerical or letter grade (A-F) is not to be written on the paper.
2. For either option, steps will be taken to ensure the complete confidentiality of the individual student's work and results.
3. Teachers report official letter grades (A-F) to the Registrar's Office.
4. Final semester grades will be available upon request from the Registrar's Office if the student wishes to obtain them. Grades are not automatically sent to students. This policy was requested in the past by students who wanted to de-emphasize grades.
5. Advisors will be furnished with students' course grades as S, W, or U unless the official grades recorded are specifically requested from the Office of Student Student Services by the advisor. Class Teachers Committees will be given the course grades (A-F) and cumulative averages.

academic warning, deny permission to reregister or send a letter of concern. The full faculty must vote on all formal actions taken regarding students.

Letters of commendation are sent by the Dean, and letters of academic warning and concern are sent from the Secretary of the College.

### Due Process

When a Class Teachers Committee recommends that a student not be allowed to reregister, the student has the right to be heard by the Committee on Deficient Students. This committee investigates whether the student has extenuating circumstances which led to a deficient academic performance. The meeting is informal and confidential so that the student may discuss private, personal and confidential matters which are not suitable for general faculty discussion. In general, the extenuating circumstances must be substantial and of a nature that the problem can be resolved in a short period of time in order for the student to complete the academic program successfully. If, in the judgement of the committee members, there were extenuating circumstances, this fact is reported to the Chairman of the Class Teachers Committee, without specifying the nature of the circumstances. If extenuating circumstances are found, the Class Teachers reconvene and modify their recommendations in light of this information. If no extenuating circumstances are found, the recommendation to the faculty will stand. The full faculty must vote to approve the recommendation before the action is final.

### **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 mechanism:

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

### **The 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 Chairman of the Committee on the Use of Live Animals in Teaching, whose name may be obtained from the Dean's Office. The Chairman 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.

The faculty of the College voted in favor of this legislation in March, 1988. Applicants must acknowledge having read the above information by signing the application form in the designated place.

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

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

Any pregnant student should:

1. Contact a physician immediately to get recommendations for a plan to minimize exposure to the hazards that may be associated with a veterinary student's clinical assignments.
2. Provide a signed statement from the physician which defines permitted limits of

Dean or the Faculty individually or collectively or the committee may undertake a study on its own initiative. In the event that its studies lead the committee to conclude that action is desirable, it is to report its findings to the faculty or the dean."

**Committee on Curriculum:** elected by the faculty, this committee reviews the veterinary curriculum, approving changes to it and bringing them to a faculty vote. The Curriculum Committee must approve all student Opportunities Blocks.

**Committee on Scholarships:** Appointed by the Dean, this six-member faculty committee, with assistance from the Director of Financial Aid acting in an ex-officio capacity, is responsible for the administration of the College scholarship program. The committee seeks funds for scholarships, communicates with all active and potential donors, keeps close liaison with University offices where accounts are maintained, coordinates student application procedures with the College Financial Aid Office, evaluates student applicants, makes award recommendations to the Faculty of the College of Veterinary Medicine and insures follow-up communication to donors by students and committee.

**Committee on Deficient Students:** A three-member committee appointed by the Dean, it is charged with meeting any student whose class committee has voted to deny reregistration, for the purpose of investigating whether that student had extenuating circumstances which led to a poor academic performance. (See Academic Guidelines, Due Process)

**Committee on Student Conduct:** This five-member committee appointed by the Dean serves as the Faculty Administrative Board, according to the Honor Code.

**International Advisory Committee:** This committee is appointed by the Dean to advise, coordinate, and supervise all College international activities. In recent years, the committee has granted money each year on a competitive basis to students submitting proposals to carry out international work. The committee is made up of several faculty members and a student representative from VIDA (the student organization Veterinarians in Developing Areas).

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

**Committee on the Use of Live Animals in Teaching:** Appointed by the Dean, this committee serves as ombudsman. Should any member of the College community request

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 New York State College of Veterinary Medicine, 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 -- New York State College of Veterinary Medicine 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 New York State Veterinary College.

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

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

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

#### ARTICLE III -- Rules of Conduct

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



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 Chairman or the Student Administrative Board after he (the representative) has been notified.
2. It shall be the duty of the Chairman of the Student Administrative Board to call a meeting of the Board within five school days after he is notified. He shall preside over all Board meetings. In the absence of the Chairman, the Secretary shall assume all the duties of the Chairman.

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:

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 Chairman and Secretary of the Student Administrative Board and one member of the Faculty Administrative Board (or the Dean of the Veterinary College or his 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

where alcohol is provided at no charge, alcoholic beverages must be served on an individual basis.

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

**A more detailed document detailing violations and penalties, procedures for obtaining a beer permit and registration and facilities requirement may be obtained from the Student Affairs Office.**

\*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 Assistant Dean for Student Services.

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 Director of Student Affairs, the Associate Dean for Academic Affairs or the Dean.

### **Campus Support Services**

**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. 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 Service** Gannett Health Center, ground floor.

The Psychological Service, free of charge, offers professional short-term individual, couple, and group psychotherapy. Open Monday-Friday from 9:00 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 Department of Public Safety, Building 5, 255-1111.

**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

← 8:30 - 4:30  
M-F

← 8: - 4:30 M-F

**Learning Skills Center 130 Sage Hall.**

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

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

This office is concerned with affirmative action and equal opportunity within the university and is charged with handling problems of discrimination based on race, sex, age, religion, national origin, sexual preference or affectional orientation, disability, or status as a vietnam-era veteran. Open Monday-Friday, 8:00 a.m. - 4:30 p.m., call 255-3976.

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

The purpose of the Office of the University Ombudsman is to assist all members of the Cornell community in the just and equitable resolution of conflicts in university matters. The office is independent of the university administration and of all other groups on campus. That independence, combined with impartiality, immediate access to information, and total confidentiality, enables the office to deal with a wide variety of problems in a manner distinctly separate from that of any faction within the university. Open Monday-Friday, 8:30 a.m. - 4:30 p.m. or by appointment, call 255-4321.

**Community Support Services**

**Agencies**

**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

**Al-Anon**

This group provides support and validation for family and friends of alcoholics.

273-1541

Fee: None

P.O. Box 43

Ithaca, NY 14850

**Adult Children of Alcoholics**

A group specifically for adult children of alcoholics.

273-1541

Fee: None

P.O. Box 43

Ithaca, NY 14851

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

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

Verlee Wood/Joanne Farbman: 277-3203

Fees: None

P.O. Box 164

Ithaca, NY 14851

**Bereavement Support Group**

This group provides mutual support through sharing concerns, experiences, and feelings around the death of a loved one. Members help each other with the changes that occur throughout the grieving process. Bereavement education meetings are also available.

Pat Seitz: 272-0212

Fees: None

c/o Hospicare

301 Dates Drive.

Ithaca, New York 14850

**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.

273-0430

Fees: None

American Cancer Society

111 Fulton St.

Ithaca, New York 14850

### **Narcotics Anonymous**

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

Mental Health Association: 273-9250

Fees: None

### **Overeaters Anonymous**

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

Cathie: 273-9190

Fees: None

### **Survivors**

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

Mental Health Association: 273-9250

Fees: None

### **Women Who Love Too Much**

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

Mental Health Association: 273-9250

Fees: None

### **Other Publications**

The following booklets are available from various offices on the Cornell University campus.

*Hospital Policies and Procedures*, the College of Veterinary Medicine, Cornell University, available from the Office of the Director of the Teaching Hospital, G129A Veterinary Teaching Hospital.

*Financial Aid Brochure*, the College of Veterinary Medicine, Cornell University, available from the financial aid office, C104 Schurman Hall.

*College Announcement*, the College of Veterinary Medicine, Cornell University, available from the Office of Student Affairs, C117 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.