

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

1994 Student Handbook



This 1994 STUDENT HANDBOOK has been published by the Office of Student Services, College of Veterinary Medicine, Cornell University. Academic policies described herein are specific to the Classes of 1997 and 1998 and classes following thereafter. Academic policies for Classes of 1995 and 1996 are described in the 1992 STUDENT HANDBOOK.

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GETTING STARTED

REGISTRATION

Registration/Validation

Registration occurs when you have paid tuition and fees for the upcoming semester as well as any balance outstanding from previous semesters at Cornell. Validation occurs with registration and is the process which establishes your status as a registered student at Cornell. A validation sticker for the term is placed on the back of your student identification card, as proof of current registration at Cornell University, with all attendant rights, privileges, and responsibilities.

Registration of Vehicles and Parking Permits

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

Those students who brave the hills and 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.

INSURANCE

Health

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

SECURITY

In the last few years, members of the Veterinary College community have experienced a number of petty larcenies. These appear to be thefts of opportunity in most cases. It is important, therefore, for students to take all possible 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). Any victim of theft of personal or College property should notify the Assistant Dean for Student Services and file a complaint with the Cornell Department of Public Safety (5-1111) immediately after the incident. Also be careful walking to and from parking lots at night and report to Student Services any unusual occurrences or loiterers who do not appear to be students, staff, or clients.

SAFETY

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

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

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

You 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. This is one of the reasons you have been provided locker space.

to include word processing, an electronic spreadsheet, and database management as well as computer-based tutorials. A classroom area supports course-related and other group-instruction uses.

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

The center is located on the second floor of Schurman Hall (S2 009). The Microcomputer Center hours during the academic year are approximately the same as those of the Library.

Study Skills Workshops

Workshops in time management, note-taking, improving study concentration and motivation, test-taking tips and stress reduction are offered from time to time by Dr. Kelman, Assistant Dean for Student Services. The arrangements to attend these workshops will be announced via E-Mail or Bulletin Board. Dr. Kelman is also happy to consult with students about study skills on an individual basis. Dr. Kelman's office is in the Student Services area, S1 006, Schurman Hall.

Advisors

First year students are advised through their academies. Students in the second, third, and fourth years may request an advisor through the Office of Student Services and will be assigned one with similar interests from among faculty who volunteer to serve as advisors. Students experiencing academic difficulty will be required to have a personal faculty advisor, who will be assigned by Dr. Kelman, Assistant Dean for Student Services, S1 006, Schurman Hall.

Advisors serve as the student's advocate to faculty bodies if a student has serious academic difficulty, provide information about professional career opportunities, and may be of assistance in applying for internships, residencies, or jobs. The Assistant Dean for Student Services is also available to counsel students on academic and personal matters and to serve as a referral for other sources of assistance.

Marginal: (D), 60-70%: minimum knowledge and understanding of the subject matter; limited perception and/or originality; (contributes 1.0 to grade point average);

Failing: (F), below 60: unacceptable low level of knowledge and understanding of the subject matter; severely limited perception and/or originality; (contributes 0 to grade point average).

For each course, students may select 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.

For either option, steps will be taken to ensure the complete confidentiality of individual students' work and results.

ACADEMIC STANDARDS

1. Foundation Courses:

A student who achieves a grade of F* in two *foundation* courses, or a grade of D 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, or a grade of D in two

*In fall, 1994, the faculty will consider a motion to make each foundation course a prerequisite to the immediately following foundation course. If this motion passes, no student will be able to attend a foundation course without having passed the immediately preceding course, regardless of the time the new course begins within a semester .

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 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.

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

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*;

2. Prior to the start of each term, the list of *distribution courses* to be offered and the Distribution Course Enrollment Form are distributed by the Office of the College Registrar,S1 006 Schurman Hall, a division of Student Services. After choosing *distribution courses*, each student completes the enrollment form according to the accompanying instructions. Completed enrollment forms should be submitted to the college registrar as soon as possible and may not be turned in later than noon on the date of the end of the open add/drop period, which is stated on the form.

Following the open add/drop period, the Office of the University Registrar sends each student a course enrollment schedule which should include all (foundation and distribution) courses in which the student is enrolled. *It is the student's responsibility to examine this schedule and report any errors to the Office of College Registrar immediately.* A fee of \$15 per course is charged for corrections reported late.

CHANGES TO COURSE ENROLLMENT (Add/Drop Policy)

Distribution courses may be added or dropped without penalty during the open add/drop period stated on the enrollment form. No changes in enrollment are allowed after that time. Students must be enrolled in all courses for which they wish to receive credit. 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 of the course. This is a Cornell University policy which 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 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, if the student's term grades include two or more Ds or any Fs, the same Class Teachers Committee will reconvene to review the student's performance and make recommendations to

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

Section IV

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

ARTICLE III

Rules of Conduct

Section I

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

Section II

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 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

decision of the Student Administrative Board. In such an event, the proceedings of the Student Administrative Board shall be made available to the Faculty Administrative Board.

Section II

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

Section III

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

ARTICLE VIII

Records

Section I

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

Section II

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

STUDENT SERVICES , S1 006 (formerly C-106) Schurman Hall

In addition to the management of admissions, registration, and financial aid services, the Office of Student Services works with student organizations to further their goals, acts as a student advocate when appropriate, coordinates all special student programs such as Orientation, Honor Day, Hooding Ceremony, and Commencement, provides a placement service for students and graduates, provides information about licensing board examinations, presents workshops important for the development of students, administers funds from outside organizations to student organizations, disseminates information to students through various media including the "Student Handbook," bulletin boards, and student mail, and counsels students with academic or personal problems, providing referral service when necessary. The Office of Student Services is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, throughout the year.

REGISTRAR

Course Enrollment

Course enrollment in the College of Veterinary Medicine is accomplished by the following procedures:

1. The College Registrar's staff automatically enrolls each student in the required *foundation courses*;

2. A list of *distribution courses* to be offered will be made available by the College Registrar at the start of each term. After choosing distribution courses, each student completes the enrollment form according to the accompanying instructions. Completed enrollment forms should be submitted to the College Registrar as soon as possible and may not be turned in later than noon on the date of the end of the open add/drop period, which is stated on the form.

Following the add/drop period, the Office of the University Registrar sends each student a course enrollment schedule which should include all (*foundation and distribution*) courses in which the student is enrolled. *It is the student's responsibility to examine this schedule and report any errors to the Office of the College Registrar immediately.* A fee of \$15 per course is charged for corrections reported late.

Distribution courses may be added or dropped without penalty during the open add/drop period stated on the enrollment form. No changes in enrollment are allowed after that time. Students must be enrolled in all courses for which they wish to receive credit. 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 all the required work for the course. These are Cornell University policies, which may not be waived by the College.

listed with the Office of Student Services and are entered on a College computer program to which every veterinary student has access. This office also sponsors workshops each year concerning topics of interest to fourth-year students: how to write a resume, job interviewing, negotiations for salary, etc. Arrangements for interviews between practitioners and graduating students are also made at the annual conference

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.

COMMUNICATIONS

STUDENT MAIL SERVICE

The college operates a mail service, which is located in S1 123 Schurman Hall. Outgoing mail can be dropped in the mail room. Staff there also sell postcards and stamps and provide, in general, some services of a post office. Mail room staff also deliver College mail to veterinary students and also some items received in bulk for veterinary students, such as newsletters from veterinary-related companies or information from state or national veterinary medical associations. Do not give the College's address for your personal mail. It should be sent to your home address. Your College mail will be delivered to hanging files in a four-drawer file cabinet in the lobby of Schurman Hall. Be sure to check your mail file daily, as this is often the best way for students to receive messages. There is not enough room in the mail file drawers for bulky items, so don't exchange books via the mail files, and don't leave your lunch or other large items in your mail file. First year files are in alphabetic order in the bottom drawer. Class mail files are moved up each year. When you become a senior, you are literally "top drawer." In order to keep the front of the mail file drawers clean, please do not post notices on them. The veterinary student bulletin board next to the electronic sign is the place to put notices of veterinary student activities.

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 (E 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

for a limited time period immediately prior to the event.

ACADEMIES

Students in the Class of 1998 have been assigned to one of two Academies, the Daniel Salmon Academy, located in Room S1-167, VEC, and the Florence Kimball Academy, located in S1 017 Schurman Hall. Each academy has a senior and an associate fellow, as well as other faculty attached to it as advisors. The academies are meeting places for students, foster student-faculty interaction, provide opportunities for veterinary career counseling and other student advising, and, in general, supplement the new curriculum. They also contain refrigerators, microwave ovens, and other supplies, which make them useful for students.

COLLEGE AND UNIVERSITY POLICIES

ACCIDENT REPORTS

The College requires a record of accidents which occur to students in the course of their educational program. All student accidents of any significance which occur in the College should be reported at the Office of Student Services. 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.

ALCOHOL USE POLICY

The following 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.*

1. New York State Law - It is illegal in New York State for alcoholic beverages to be made available, by sale or otherwise, to anyone under 21 years of age or to anyone who is visibly intoxicated.

***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.**

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.

CLASSROOM USE FOR MEETINGS

All use of classrooms is scheduled through the college facilities management staff. Currently, persons responsible for scheduling rooms are located in S1 125 or S1 127 Schurman Hall, telephone extension 3753. Reservations should be made well in advance of the planned activity. 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 key is returned.
4. Leave all rooms in good condition.
5. Make sure all lights and equipment are turned off and all doors locked.

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 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 projects. 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 anonymity in a matter regarding animal use in teaching, the chairman may present that individual's concerns to either the faculty in charge of pertinent courses and/or the Committee on the Use of Live Animals in Teaching.

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

PERSONAL PETS IN THE COLLEGE

The possession and companionship of pet animals is an important part of the life of many members of this community. However, we live in a unique facility where the well-being of the animal patients and research animals are also of great importance. In light of this, the College has adopted the following policy to permit faculty, students and staff to have pets in College facilities under conditions which do not endanger or inconvenience others or jeopardize ongoing work in the College.

1. Pets will be allowed in certain parts of the College of Veterinary Medicine and they must be kept under complete control at all times, leashed, caged or carried.
2. Areas where pets are not permitted will be so designated by appropriate signs. Pets are not allowed in the following areas:

- Flower-Sprecher Library and Microcomputer Center
- Large Animal Hospital
- Small Animal Hospital
- Cafeteria
- Teaching and Research Laboratories
- Class and conference rooms when in formal session
- 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 above-listed 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.

PREGNANCY-GUIDELINES FOR STUDENTS IN THIRD AND FOURTH YEARS

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.

**STATEMENT ON RACIAL PREJUDICE (Adopted by Dean's Council on
January 20, 1987)**

Racial prejudice and discrimination have no place in a free society. In an academic community, individual worth is to be measured without regard to racial or ethnic origins or other circumstances irrelevant to personal performance. The Deans' Council therefore condemns unequivocally any and all behavior based on such 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 Multi-Ethnic Affairs Coordinator, the Assistant Dean for Student Services, or the Dean.

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

- 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.

MEVSA Multi Ethnic Veterinary Student Association
ROVS, Research-Oriented Veterinary Students
Signalment, students interested in issues facing veterinary medicine in the future
Ultrasound, a choral group
Veterinary Players, a Theatre Group
VIDA Veterinarians Interested in Developing Areas

Other 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 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.

Phi Zeta

Honorary veterinary medical fraternity. Students are inducted, based on their excellent academic performance.

Student Fraternities

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.

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

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

STUDENT MEMBERSHIP ON COLLEGE COMMITTEES

Faculty-Student Liaison Committee

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

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 Aquavet Associate Director, Dr. Paul Bowser, Department of Avian and Aquatic Animal Medicine.

Leadership Training Program

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

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

Selected on the basis of academic qualifications and potential interest in a career in pharmacology, students accepted into this program will train for two or three successive summers in basic or clinical pharmacology, pharmacokinetics, or toxicology. Students may work in a different area each summer. The work will be structured to provide formal reading, study, and research under the personal supervision of a faculty member. Interested students should contact Dr. Geoffrey W. G. Sharp, chairman, Department of Pharmacology, S1 068 Schurman Hall.

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.

Opportunities Blocks

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

activities (including an office, library of books, periodicals, and pamphlets, and Gay Awareness Month each April). Confidential counseling is also offered during posted office hours and by appointment. The coalition affiliates include Cornellians; Gays Bisexuals, and Lesbians of Color; the Graduate Lambda Association; and the Gay Men's Discussion Group. Call 255-4047, 12-4pm, Monday-Friday.

Cornell United Religious Work 118 Anabel Taylor Hall.

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

Learning Skills Center 130 Sage Hall.

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

Office of Equal Opportunity 234 Day Hall.

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

Office of the University Ombudsman 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

