

STUDENT HANDBOOK

PREPARED BY THE OFFICE OF STUDENT AFFAIRS

NEW YORK STATE COLLEGE OF VETERINARY MEDICINE

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HISTORY

The New York State College of Veterinary Medicine was established as the first of the contract colleges at Cornell University on March 21, 1894, twenty-six years after Ezra Cornell announced at the inaugural address for Cornell University that Dr. James Law, a Scottish veterinarian, had been appointed Professor of Veterinary Science. He was a member of the original faculty and the first Professor of Veterinary Science in any university in the United States. The college was inaugurated on September 24, 1896, as "a new enterprise in America: a State Veterinary College" as expressed at that time by the words of its first dean, Dr. James Law. This inauguration followed the appointment of the original faculty by the Board of Trustees of Cornell University on June 17, 1896.

It was not until the following year, however, that official provision was made in Albany for the administration of the college by an Act of the Legislature of the State of New York, cited in Chapter 689 of the Laws of 1897, approved on May 22, 1897.

Beginning with a faculty of six, it was the fourth veterinary college to have been established of those in existence today. Cornell was preceded by colleges at Iowa State University in 1879, the University of Pennsylvania in 1884, and at Ohio State University in 1885. The current faculty and professional staff consists of approximately 200 scientists.

Originally a three-year course based upon two years of high school training, the curriculum now covers a four-year period with the requirement that all candidates for admission have at least three years of pre-professional college education.

The Flower Veterinary Library was named for one of its principal early benefactors, Roswell P. Flower, who was the Governor of the State of New York when the college was founded. Veterinary and biomedical titles make up the largest part of the collection totalling 66,000. Twelve hundred serials are currently received.

The college enjoys a reputation as one of the finest in the world because of an academic policy established in the early days of its development. The major responsibility for teaching rests with the senior faculty. Research, the fire of education, is also a significant part of the college program.

Thus, the New York State College of Veterinary Medicine has maintained its preeminence as a teaching and investigative institution. The heritage of the past is one of which we all may be proud. The present first-year class, entering at this time of continuing growth and expansion, will have much to say about its future.

THE USE OF ANIMALS IN TEACHING

The faculty adopted the following statement regarding the Use of Animals in teaching in April 1983:

1. The Faculty considers the use of experimental animals important in the training of Veterinary students and recognizes that experimental animals must be euthanized at the termination of certain experiments and exercises.
2. Where animals are used in teaching, the work will be under direct supervision of an experienced teacher and the rules for care of such animals shall be 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 No. (NIH) 80-23, revised 1978.
3. The faculty members in charge of each course will be responsible for decisions on the course content and animal experimentation to be carried out and for the care and disposal of all animals during and after each exercise. In making such decisions, the faculty will carefully consider the methodologies used in order to obtain the maximum teaching value from each animal and where possible, will coordinate the use of animals among courses and departments. Alternatives, such as demonstrations and video tapes will be used, where deemed appropriate. The faculty will continuously examine and evaluate each experiment or exercise to ascertain that the most appropriate techniques for animal handling and surgery compatible with the scientific principles to be taught are used.
4. Students admitted to the College of Veterinary Medicine are expected to participate in all aspects of the curriculum, including those which require the use of animals. Students and faculty alike are expected to be sensitive to the ethical and humane issues of animal use.
5. The propriety of the procedures used and the scientific justification for the use of animals in teaching will be reviewed annually by a College Committee on Animal Welfare.

THE HONOR SYSTEM

The Honor Code was founded by the students in the Class of 1963 and approved by a majority vote of the faculty in June 1960. There have been several revisions since then to make this a more viable aspect of your educational process. Most recently, in 1977-78, the student body and faculty reaffirmed the value of the Honor Code, made several minor revisions, and we have published a new brochure. The Honor Code is based on the principle that responsibility for ethical conduct rests solely with the student. This system depends upon the personal integrity of each student and upon each student's insisting, by the means placed at his or her disposal, that all students abide by the Honor Code.

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

EXEMPTION FROM REQUIRED COURSE WORK

Students having 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 instructors 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 feel is equivalent to a particular course in the veterinary medicine 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.

ATTENDANCE

Regular class attendance is expected in all courses. Unexcused absences do not entitle students to make up the work missed. Advance notification of an unavoidable absence should be given to the Director of Student Affairs or the instructor. The Director will in turn notify the instructor of the course missed that the absence has been excused. Only the University Medical Clinic has the authority to grant medical excuses or leaves.

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.

ACADEMIC PERFORMANCE GUIDELINES

Because the very basis of your future success in the field of veterinary medicine is dependent not only upon your interest, aptitude, initiative and application, but also upon the satisfactory assimilation of the subject matter, the faculty of the College of Veterinary Medicine has unanimously adopted the following Guidelines for Academic Performance of Veterinary Students:

1. Any student receiving an F or U grade in a required course shall be denied permission to reregister* in the College of Veterinary Medicine or if in the last semester, shall be denied permission to graduate.
2. Any student receiving four (4) D- to D+ (W) grades in one term may be denied permission to reregister* or be required to repeat the courses in which he or she obtained marginal grades or be required to repeat the entire term.
3. Any student receiving three (3) D- to D+ (W) grades in one term may be denied permission to reregister* or be required to repeat the courses in which he or she obtained marginal grades or be required to repeat the entire term.
4. Any student receiving two (2) D- to D+ (W) grades in one term shall receive a letter of warning from the Secretary of the College. If a student has been warned and receives two (2) more D's in the subsequent term, the individual will be denied permission to reregister* in the College of Veterinary Medicine. The Director of Student Affairs shall notify each Class Teachers Committee of the students who have been warned in the previous term.
5. None of the foregoing in any way compromises the prerogative of the faculty which may, under special circumstances, make exception to these guidelines.

* (Definition: Denied Permission to Reregister. Indicates a student's deficiency, precludes his or her continuation in the college. It does not preclude the right to apply for readmission to the college.)

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

GRIEVANCES REGARDING ACADEMIC GRADING AND
EVALUATION PROCEDURES (MAY 1983 FACULTY LEGISLATION)

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

This proposal outlines the avenues of discussion and appeal available to D.V.M. degree candidates who believe they have been unfairly evaluated. Note that the proposal is NOT an appeals process by which grades may be challenged.

A student may request from the course instructor an explanation of the criteria and information used in making a subjective evaluation. Whenever possible, differences of opinion should be resolved through open and candid discussions between these parties. If, after these discussions, the student believes the subjective evaluation was not a fair appraisal of his/her performance or was based on prejudice or inaccurate information, he/she may appeal in writing to the Chairman of the Department, who will review all issues and recommend a resolution. The next level of appeal available to the student is the Dean.

The final option within the College is by written appeal to the General Committee. This elected committee may (1) decline to pursue the matter if they believe the case lacks substantial merit, (2) present the case to the entire faculty, with permission of the petitioner, or (3) conduct a thorough investigation and make recommendations to one or both parties.

SECURITY

In the last few years the Veterinary College has experienced a number of petty larcenies. Generally these appear to be thefts of opportunity. It is important, therefore, for students to take all possible passive measures to limit such opportunities. Anyone who is a victim of theft of personal or college property should notify the Director of Student Affairs and file a complaint with the Cornell Department of Public Safety (6-1111) immediately after the incident.

STUDENT MAIL SERVICE

A college mail service for individual and bulk items for D.V.M. students is located in the Research Tower cafeteria. This distribution system is primarily for intra-college correspondence and is managed by the Office of Student Affairs. The importance of some documents distributed through this method should warrant students making frequent referral to their mail distribution file.

Please note that the difficulty in distributing personal mail addressed to students in care of the college precludes timely delivery of such mail. Students are, therefore, encouraged not to give the college as an address for personal mail.

SAFETY

Your safety and health are of concern to the administration, faculty, and staff of the College of Veterinary Medicine. Laboratories and clinics have inherent physical and biological hazards which you must be aware of for your own as well as your family and friends' safety. Our physical facilities are designed to provide protection for you, but must be operated properly. Directions for their use will be given to you by your instructors and/or our staff and must be followed.

Specific safety instructions will be provided for your various laboratory courses. If you have questions or concerns, please discuss them with the instructors involved.

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 into street clothes before leaving the college.

GUIDELINES FOR PREGNANT VETERINARY STUDENTS - THIRD & FOURTH YEAR
Adopted by 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 and/or her unborn child. Added hazards exist through exposure to toxic drugs, infectious agents, inhalation anesthetics, radiation and other agents.

The 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 exposure to possible hazards during the pregnancy.
3. Inform administrators in clinical veterinary medicine of her pregnancy as early as possible in order that steps may be taken to conform to the plan developed by the physician.

AVAILABLE OPTIONS:

1. Withdrawal as a student -
It is strongly recommended that the pregnant student consider withdrawing as a student and plan to be readmitted to graduate with the next class in veterinary medicine. This option minimizes risks and reduces the concerns of everyone.
2. Continuation as a regular student with some schedule and assignment changes -
This option may not delay or only slightly delay the time of graduation. This option may not be without risks. It is dependent upon -
 - a. changes that can be made in an individual's schedule of clinical assignments which are prepared in advance for an entire calendar year.
 - b. the willingness of classmates to exchange scheduled assignments with the pregnant student.
 - c. certification by an attending physician of any constraints and of the individual's physical ability to continue full participation in aspects of the educational program.

RIGHTS AND RESPONSIBILITIES

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

FRATERNITIES

There are currently two veterinary fraternities active at the New York State College of Veterinary Medicine: 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 no pledge duties. All in all, the fact that the overwhelming majority of students each year join fraternities speaks well for the system. 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.

AUTOMOBILES AND BICYCLES

All students bringing cars and motorcycles to Ithaca must register them at the Traffic bureau, 116 Maple Avenue, or during registration at Schurman Hall. Parking permits issued to D.V.M. and veterinary graduate students allow you to park in one of two locations: 1) Caldwell Road lot, immediately east of the college--available to only fourth-year veterinary students, and 2) the lot located west of B Lot and south of the Boyce Thompson Institute. The cost of the 1987-88 parking permit is \$108.00 for the academic year (ending June 1). Should you stay through the summer, you'll need to obtain a summer permit after June 1.

CLASSROOM USE

All use of classrooms is scheduled through the College Registrar who may be contacted in the Office of Student Affairs and Admissions between the hours of 7:30 a.m. and 4:15 p.m. Monday through Friday.