

# **STUDENT HANDBOOK**

**SEPTEMBER 1983**

**PREPARED BY THE OFFICE OF STUDENT AFFAIRS  
NEW YORK STATE COLLEGE OF VETERINARY MEDICINE**

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NEW YORK STATE COLLEGE OF VETERINARY MEDICINE

A STATUTORY COLLEGE OF THE STATE UNIVERSITY

CORNELL UNIVERSITY

OFFICE OF THE DEAN

ITHACA, NEW YORK 14853

(607) 256-5454

Ext. 2729

GREETINGS AND A WARM WELCOME TO THE CLASS OF 1987!

The uncertainties and competition of admissions are over, and you are ready to embark on a rewarding four-year course of study and clinical training. Hard work lies ahead, to be sure, but with its accomplishments will come a satisfaction which is its own reward.

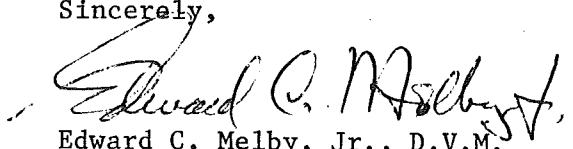
Your instructors will expect a high level of performance, but they are people of understanding and will not ask the impossible. They will be glad to help should the need arise.

You are here to prepare yourself to enter a profession which demands, above all else, integrity, as well as a perceptive understanding of your clients and patients. Your relations with classmates offer an excellent opportunity to continue your training for professional life. An overly competitive spirit may lead you to lay undue emphasis on grades. But remember that you are studying to master a subject which is basic to your life's work, not to merely obtain a high grade as an end to itself.

In this college we hope you will find an atmosphere of helpful cooperation which you may cherish and develop to an even higher level during the years with us.

Good luck to all of you!

Sincerely,

  
Edward C. Melby, Jr., D.V.M.  
Dean

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 deomonstrations 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 Collge 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.

Monday through Friday  
7:00 a.m. - 9:30 a.m.  
9:45 a.m. - 12:00 noon  
12:45 p.m. - 3:15 p.m.

The following required items are available through them.

Pants  
Tunic Tops  
Lab Coat  
Coveralls  
(small, regular, long)

#### ALCOHOLIC CONSUMPTION

It is the policy of this college that no student shall be allowed to have alcoholic beverages on the college premises during academic hours.\* Requests for alcoholic beverages to be served at other times must be made to the Director of Student Affairs who will seek the Dean's approval.

\*7:00 a.m. - 6:00 p.m. Monday through Friday of the academic semester.

#### GUIDELINES FOR ELECTIVE COURSES

1. At the end of each semester there will be an opportunity to pre-register for elective courses being offered the following semester. Since having a tentative class list helps the faculty involved to determine the interest in and plan the lectures for each elective course, pre-registration is encouraged. There will also be an opportunity to add or drop electives during the first three weeks of the semester.
2. Veterinary students will receive credit for elective courses unless given permission to audit the course by the instructor. Audited courses will not appear on the student's transcript.
3. Elective courses may be offered as optional satisfactory-unsatisfactory (S/U) grade at the discretion of the instructor, and the opportunity for this option will be indicated in the College Announcement description of the course and in the "Handbook of Veterinary Elective Courses."
4. The elective course grades of D.V.M. students will appear on their permanent records but will not influence their class rank.
5. Students whose performance is deficient in the core curriculum are discouraged from taking elective courses in the subsequent semester. Any student who receives a "D" in a core course will be regarded as deficient for this purpose.

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.

#### GRADES

The college policy toward grading may be somewhat different than that which you have experienced elsewhere. On April 6, 1978, the college adopted the following Grading Policy:

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.
2. 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.
3. The S,W,U option. All grades given on 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.
4. For either option, steps will be taken to ensure the complete confidentiality of the individual student's work and results.
5. Teachers will continue to report the official letter grades (A-F) to the Office of Student Affairs as is presently being done.
6. Final semester grades will be available from the Office of Student Affairs if the student wishes to obtain them.
7. 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 Affairs by the advisor. Class Teachers Committees will be given the course grades (A-F) and cumulative averages.

STUDENT-FACULTY GRIEVANCES

The Faculty-Student liaison committee is charged by the faculty to provide a means 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) seemed practical or satisfactory,
3. A student member and faculty member of the (Student-Faculty) Liaison Committee could meet informally and attempt to resolve the grievance with the instructor. If this latter procedure does not effect a satisfactory resolution of the problem, then
4. The student's (Student-Faculty) Liaison Committee representative should present the problem to the Liaison Committee as a whole."

Shortly after the beginning of the school year, the four classes will elect a representative to 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.

University and College regulations absolutely prohibit bringing pet animals into college buildings with the exception of pets brought to the Small or Large Animal Clinic for treatment. Pets should not be tied up in the vicinity of college entrances or walkways. The owners of controlled pets found in any of these areas will be asked to remove the pet. Uncontrolled pets will be removed and impounded.

Bicycles are not to be brought into the buildings or left where they might obstruct foot traffic such as frequently used walkways. Bicycle racks are located between Schurman Hall and the Diagnostic Laboratory. Bicycles left unattended in violation of this expectation will be removed at the owner's expense.

#### SECURITY

In the last couple of 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.



In the laboratory, students are assigned to work in pairs, alternating as reader and dissector. This is a cooperative enterprise, and each has an obligation not only for his own learning but for that of his partner as well. It is expected that students will attend all laboratory and lecture-demonstration sessions.

Embalmed, arterially injected dogs remain in the laboratory throughout the term, and their care is each student's responsibility. This necessitates moistening and wrapping the specimen at the end of each laboratory period. Frozen specimens are provided when necessary. Occasionally, clinical patients are introduced, post-mortem specimens are displayed, or a preserved demonstration is arranged. Demonstration materials should not be taken out of the laboratory without permission.

The laboratory is open at all times when the building is open. A professor and graduate assistants are present during the regular laboratory periods to answer questions and supervise the dissection. Protective clothing (greens or coveralls) is required in the laboratory and must be kept clean. Consider what laundry arrangements you must make in order to have clean clothing available.

Each student is loaned a set of dog bones for home study. The replacement value is \$40.

During the last week of the term, students dissect a bird, a fish, and a laboratory rodent. Mimeographed instructions and drawings have been prepared to facilitate this work.

Equipment needed:

- |                      |                                      |
|----------------------|--------------------------------------|
| 1. Dissecting Kit    | #3 scalpel handle (Bard-Parker type) |
| 5½" straight scissor | #10 scalpel blades (two dozen)       |
| 6" cartilage knife   | 5" mouse-tooth thumb forceps         |
| 1 flexible probe     | 4" watchmaker's forceps              |
| 2. Texts             |                                      |

Required: "Miller's Guide to the Dissection of the Dog",  
2nd Edition (red cover); Evans & deLahunta.

"Miller's Anatomy of the Dog",  
2nd Edition; Evans and Christensen.

In the study of anatomy, the proper apportioning of time is of major importance! Keep the work up to date; do not fall behind. Help your classmates to learn, and ask for help when you are unable to understand the material. A weekly home-quiz is given out every Friday.

Examinations. The grade in the course is based on three examinations of equal weight (2 prelims and final). Each examination is half practical and half written.

## Part B. Neurophysiology. D. N. Tapper

An introduction to the physiology of locomotion and motor control, and the neural basis of pain sensation and its modulation. The emphasis is at the system level with reference to the whole animal. Fundamental processes of nerves, muscles, and synapses are also introduced. Reflex activity associated with somatic and autonomic function are considered from the perspective of clinical evaluation and therapeutic intervention.

### PHYSIOLOGY

An understanding of normal body functions is basic to the prevention or treatment of disease. The course in physiology examines the functions of the various organs and systems. It concentrates on the domestic species that are presently most important to veterinary medicine in order to define common denominators as well as species variations. It also attempts to discuss major variations in a wider range of species whenever possible. Lectures are organized primarily by systems, e.g. cardiovascular, nervous, respiratory, digestive, etc., although it is sometimes necessary to discuss multiple systems under subjects such as metabolism or acid-base balance. The laboratory is organized to correlate with the lectures.

### NUTRITION

This course is designed for students who have not previously taken a nutrition course. The functions and sources of nutrients will be presented during the first third of the semester. Feedstuffs will be evaluated and feeding programs for livestock, pet and zoo animals discussed during the last two-thirds of the semester.

### VETERINARY MEDICAL ORIENTATION

The course exposes students to the areas of clinical medicine that relate to the material studied in the gross and developmental anatomy courses. Examples include regional radiographic diagnoses and surgery; cardiac examinations, including auscultation; ophthalmic examination, and the physical examination and restraint of small animals.

Lectures and discussion of veterinary medical ethics; veterinary jurisprudence; the organization, function, and goals of the College of Veterinary Medicine; and topics related to the interaction of the veterinarian in today's society. A series of lectures will deal with critical evaluation of medical literature, including basic statistical terms and concepts to which readers are exposed.

### 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. The Traffic Bureau will already have a list of D.V.M. and veterinary graduate students for verification. 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 only to fourth-year veterinary students, and 2) the lot located west of B Lot and south of the Boyce Thompson Institute. The cost of the 1983-84 parking permit is \$54.00 for the academic year or \$72.00 for the full year.

### 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.