



CAVT Catalog

Colorado Academy of Veterinary Technology

**1017 Cheyenne Meadows Road
Colorado Springs, CO 80906**

**NOTE: New location as of 1/15/12: 2766 Janitell Road
Colorado Springs, CO 80906¹**

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2011

- **The Colorado Academy of Veterinary Technology is accredited by the American Veterinary Medical Association (AVMA).**
- **The Colorado Academy of Veterinary Technology is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board.**
- **The Colorado Academy of Veterinary Technology is federally accredited by an agency recognized by the US Department of Education: the Council on Occupational Education (COE).**
- **Contact information for the Colorado Department of Higher Education--Private Occupational School Board, AVMA, and COE may be found in this catalog.**

¹ Further information about the new CAVT location is available by calling the CAVT administrative office: (719) 219-9636

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Introduction to the Colorado Academy of Veterinary Technology

The **Colorado Academy of Veterinary Technology** (CAVT) offers an intimate classroom setting ideal for learning. The CAVT offers state of the art technology for student training as well as highly qualified, enthusiastic instructors. Students usually work while at the CAVT and assistance is rendered where possible to help locate work in the local community in the field of veterinary medicine. We offer extensive lecture and laboratory training in all phases of veterinary technology including anesthesia, surgical nursing, pharmacology, large animal handling, and microbiology. Students also have ample opportunities to learn in a clinical setting at the CAVT and in our partner clinics in the local area.

The CAVT strives to instill outstanding professional work habits in all of our graduates. This means giving students the knowledge and confidence to perform in a variety of veterinary working environments.

CAVT students are intensively prepared for the Veterinary Technician National Exam (VTNE) and also learn how to become "Champion Veterinary Technicians". A Champion Veterinary Technician is a compassionate, knowledgeable team member with outstanding professional work habits, and the tools to become a lifelong learner.

History

The CAVT offered its first classes in September 2007. Since then, the CAVT has grown and now offers its classes and laboratories in the same building as the Animal Hospital of Colorado Springs. The CAVT also maintains clinics and classes at Bijou Animal Hospital, Colorado Avenue Veterinary Hospital, and Range View Equine. Scheduled quarterly field trips enhance our educational experience. Some examples include: The Littleton Equine Medical Center, The Nature and Raptor Center, The Cheyenne Mountain Zoo, The Wolf and Wildlife Center, and The CSU School of Veterinary Medicine.

Vision, Mission and Core Values

Vision: The CAVT strives to graduate **Champion Credentialed Veterinary Technicians**, having the skills, aptitude, attitude, and work ethic to enter into the veterinary community with pride and confidence in their veterinary technology skills and education. These are individuals with exceptional professional habits. Champion Credentialed Veterinary Technicians are

proactive, lifelong learners with a capacity to enlarge and expand their skills as they progress through their careers.

Mission: to educate “Champion Credentialed Veterinary Technicians:” individuals with exceptional professional habits, personal habits, and skills that include:

- An ability to provide compassionate care to patients
- An ability to provide compassionate and informative information to clients
- A desire and ability to embrace lifelong learning—an ability to gain new skills throughout a productive career
- An ability to display, adapt to, and learn professional work habits at all times
- An ability to display and develop a high degree of professional competency upon delivery of medical services
- An ability to display and develop outstanding communication skills

Core Values:

All students will be imbued with the importance of:

- Compassion
- Honesty
- Intellectual curiosity
- Professional work habits

Goals of the CAVT:

- To educate compassionate providers of medical care
- To graduate “Champion Veterinary Technicians” as described in the Mission Statement
- To prepare graduates for successful passage of the Veterinary Technician National Exam (VTNE)
- To emphasize to all students the values of compassion, honesty, hard work, and intellectual curiosity

Faculty Members

Steve Rubin, DVM, Site Director and Full Time Instructor

Dr. Rubin received his D.V.M. from the Colorado State University College of Veterinary Medicine and Biomedical Sciences in May 1999. He received his B.A. in History and Political Science from the Cornell University College of Arts and Sciences in May 1982. He spent the majority of his

career as a small animal emergency clinician. Dr. Rubin teaches many of the general education and veterinary science courses.

Ramona Crane, BA, LVT, CVT Assistant Site Director and Full Time Instructor

Ms. Crane received her Associate Degree of Applied Science in Veterinary Technology from the College of Southern Nevada, Las Vegas, NV in 2006, and her BA from the University of California at Berkeley. She has worked in small animal clinics, and has volunteered for years in a high volume, high quality spay/neuter clinic (HCWS.org) in Las Vegas. She was the laboratory manager for the Western Veterinary Conference and the Oquendo Center for Clinical Education where she was also the site manager for the monthly implementation of the Clinical Proficiency Examination conducted for the AVMA's Equivalency Program for Foreign Veterinary Graduates (ECVFG, AVMA Council on Education).

M.J. Mancuso, CVT, Instructor

Ms. Mancuso received her Associate Degree of Applied Science in Veterinary Technology from the Bel-Rea Institute in September 1986, and her Bachelor of Science from Metropolitan State College of Denver in May 1994. Ms. Mancuso has 21 years of clinical experience, including general veterinary practice and emergency medicine. Ms. Mancuso teaches general education courses and many of the Veterinary Science courses at the CAVT.

Part Time Instructors

Amy Horst, Instructor

Ms. Horst was awarded her B.S. in Biology from Biola University in May 2010. She teaches Biology, Chemistry, Algebra, and Medical Mathematics at the CAVT.

Dr. Randy Parker

Dr. Parker graduated from the Tufts Cummings School of Veterinary Medicine in May 1989. Dr. Parker limits his current practice to surgical, ambulatory, and preventative and general health care of horses and other large animals. Dr. Parker teaches Large Animal Medicine and Husbandry for the CAVT.

Dr. Stephen Crane, ACVS

Dr. Crane is a board certified veterinary surgical specialist. He teaches several courses at the CAVT.

Accreditation

The CAVT is federally accredited by an agency recognized by the U.S. Department of Education: the Council on Occupational Education (COE). Inquiries may be made with COE by calling:

(800) 917-2081. The Council's mailing address: 41 Perimeter Center East, NE, Suite 640, and Atlanta, GA, 30346. They may be located on the web at: www.council.org

The CAVT is accredited by the American Veterinary Medical Association. Inquiries may be made to the Committee on Veterinary Technician Education and Activities (CVTEA[®]) by calling: (847) 925-8070. Mailing address for CVTEA[®]: 1931 N. Meacham Road, Suite 100, Schaumburg, IL, 60173-4360. They may be found on the web at: avma.org

The CAVT is approved and regulated by the Colorado Department of Higher Education, Division of Private Occupational Schools. They may be contacted at: (303) 866-4184. Their address is: CO Dept. Of Higher Education, Division of Private Occupational Schools, 1560 Broadway, Suite 1600, Denver, CO, 80202. They are located on the web at: highered.colorado.govDPOS/students

Programs and Courses Offered

Degree offered: Associate's Degree in Applied Science in Veterinary Technology

Veterinary Technician Program: 1552 Hours

(Includes 1152 hours of classroom and laboratory instruction and 400 hours of internship)

Occupational Objective: To enable graduates of the CAVT to acquire entry-level positions as veterinary technicians. Veterinary technicians have extensive clinical responsibilities as medical professionals. However, they may *not* perform any of the following functions:

1) Prescribe medications 2) perform surgery, or 3) diagnose.

Certification/Credential: Upon graduation, students may sit for the Veterinary Technician National Exam.

Course Progression:²

Quarter	Course Number	Courses	Quarter Credits
1	VT 101	algebra	3
	VT 102	biology	2.5
	VT 103	chemistry	2.5
	VT 104	English	3
	VT 105	Introduction to Veterinary Technology	3
	VT 106	Practice and Self Management	3
		Total Quarter Credits:	17

² Please note: CAVT reserves the right to change its curriculum both in content and in sequence in order to accommodate both students and governing accrediting authorities.

Quarter			
2	VT 201	Medical Terminology 1	3
	VT 202	Anatomy and Physiology I	6.25
	VT 203	Basic Nursing	6.5
		Total Quarter Credits:	15.75

Quarter			
3	VT 301	Medical Terminology 2	3
	VT 302	Anatomy and Physiology II	6.25
	VT 303	Medical Mathematics	6
		Total Quarter Credits:	15.25

Quarter			
4	VT 401	Parasitology	4.1
	VT 402	Microbiology	3.5
	VT 403	Pharmacology	6
		Total Quarter Credits:	13.6

Quarter			
5	VT 501	Hematology	3.75
	VT 502	Clinical pathology and Laboratory Skills	3.75
		Exotics and Laboratory Animal	
	VT 503	Medicine	3.5
	VT 504	Nutrition	1.5
		Total Quarter Credits:	12.5

Quarter			
6	VT 601	Advanced Nursing	6.5
	VT 602	Dentistry and Radiology	6.5
		Total Quarter Credits:	13

Quarter			
7	VT 701	Large Animal Nursing	6
	VT 702	Anesthesia	6
	VT 703	Emergency Nursing	6.5
		Total Quarter Credits:	18.5

Quarter			
8	VT 801	Internship	13.3
		Total Quarter Credits	118.9

Internship

Students are required to participate in an internship totaling 400 hours during the last quarter of residency at the CAVT. Students will coordinate their internships with the CAVT Internship Coordinator. Special attention will be given to pairing the student with a veterinary hospital, meeting both AVMA requirements and fulfilling a student's passion. During the internship, a mentor(s) within the hospital will be identified. As the internship progresses, the student, mentor and the CAVT coordinator will review acquired skills and plan on acquisition of new skills. Internships may be extended beyond the quarter to enable the student to work or complete other tasks such as studying for the VTNE. However, internships should be completed within the time frame required for graduation. Students must request formal extensions of their internship completion dates from the CAVT.

Course Sequencing and Frequency of Course Offerings

Students are responsible for taking all courses assigned in order to graduate within 2 years. Although students are encouraged to work during their residency with the CAVT, priority must be given to each individual's school schedule. All reasonable efforts are made to offer courses with sufficient frequency so that all students may graduate on time.

Course Details

Quarter 1

VT 101: Algebra and Applied Mathematics

Algebra is the basic component when calculating doses in veterinary medicine. This course is designed to prepare students to execute word problems required for medical pharmacological calculations. Students will learn fractions, percentages, decimals, ratios, and linear equations. Students will also be introduced to basic word problems.

VT 102: Biology

Basic Biology class will cover cellular function and structure, genetics, cell metabolism, and evolution. Species variation, physiology and methods of science through investigative experiences will be taught. Laboratories will include live specimens, introduction to basic laboratory techniques, and dissection.

VT 103: Chemistry Fundamentals

An introductory survey course designed for students to learn the basic principles and facts of chemistry, practical aspects of chemistry, and clinical chemistry. Essential concepts will include dynamics of pH, ionic dynamics, and properties of gases and fluids.

VT 104: English Composition and Public Speaking

In all careers, ability to communicate will decide level of success. During this class students will compose articles, term papers and give presentations. The fear of public speaking is known to be higher than flying and insect bites. Students will begin to overcome the fear and excel in the veterinary community. Professionalism in composure and in oral and written communication in the veterinary environment will be emphasized.

VT 105: Introduction to Veterinary Technology

The veterinary technician must be able to discuss career possibilities and understand the responsibilities of a veterinary technician. This course addresses regulatory rules and makes students aware of their career options as a veterinary technician.

VT 106: Veterinary Practice Management

Medical record keeping, safety, sanitation, control of zoonotic diseases, communication issues between clients and veterinary medical staff, euthanasia, grief counseling, legal, and ethical issues are among the objectives considered in this course.

Quarter 2**VT 201: Medical Terminology and Technical Writing 1**

Students learn how medical terms are formed by roots, suffixes, and prefixes. Basic medical knowledge is taught in the context of terminology, directional anatomical terms, skeletal and muscular anatomy, breed identification, gastrointestinal anatomy and physiology, urinary system anatomy and physiology, cardiac, pulmonary, endocrine, reproductive, and nervous

system anatomy and physiology. Pathology, medical, and surgical terms are discussed. Students learn to use terms within the context of standard veterinary medical records.

VT 202: Anatomy and Physiology 1

Students will receive an introduction to animal anatomy and physiology including: an introduction to anatomical directional terms, basic anatomical concepts, biochemistry, cell anatomy and physiology, skeletal and muscular anatomy, and cardiac anatomy and physiology.

VT 203: Basic Nursing

Students learn animal behavior and restraint as well as essential nursing skills including drug administration, performance of basic physiologic testing, and medical nursing.

Quarter 3

VT 301: Medical Terminology and Technical Writing 2

Basic medical knowledge is taught in the context of terms relating to ophthalmic and otic terms, hematology, immunology, oncology, basic laboratory testing, drugs, disease, dissection, laboratory, and exotic animals. Pathology, medical, and surgical terms are discussed. Students learn to use terms within the context of standard veterinary medical records.

VT 302: Anatomy and Physiology 2

Students study the anatomy and physiology of the blood, lymphatic and immune systems, the respiratory systems, digestive systems, input of nutrients and metabolism, the nervous system, sense organs, the endocrine system, the urinary system, and the reproductive system including pregnancy and lactation.

VT 303: Medical Mathematics

Students learn to translate medical prescriptions into properly dispensed doses. Students learn to calculate proper doses using dimensional analysis and ratio and proportion. Accepted

standards of dispensing are taught. Students also learn to calculate fluid rates for hospitalized patients.

Quarter 4

VT 401: Parasitology

The study of internal and external parasites in companion animals as well as, large, and food animal species. Identification of common internal and external parasites is covered in a laboratory setting. Treatment of parasites and client education is emphasized.

VT 402: Microbiology

Principals of specimen collection and growth of microorganisms. Importance of microorganisms in disease. Prevention of bacterial contamination. Principals of antibiotics.

VT 403: Pharmacology

Students will be introduced to drugs used in veterinary medicine such as emetics, anesthetics, antimicrobials, parasiticides, and therapeutic fluids. The differences between generic names, trade names, and chemical names are identified. Dosing, formulating, reading prescriptions, filling prescriptions, and dispensing are discussed. Abbreviations, inventory maintenance, sedatives and tranquilizers are outlined. Medical Math is emphasized, including weight conversions, concentrations and milligrams. Administration of medications is demonstrated and performed by the student.

Quarter 5

VT 501: Hematology

Hematology includes identification of cellular elements of blood and performance of differential white blood cell counts, peripheral blood smears, and blood collection.

VT 502: Clinical Pathology and Laboratory Skills

Students learn techniques required to successfully complete specimen collection including: fine needle biopsies, centesis, solid mass imprinting, scraping, swabs of various body samples, and transtracheal washes and bronchial washes. Students also learn concentration techniques and slide preparation. Concepts required for performing urinalyses including collection techniques, centrifuge operation, identification of elements of urine sediment, and urine chemistry. Clinical chemistry is also taught and includes operations of common laboratory equipment and blood collection techniques. Hematology includes identification of cellular elements of blood and performance of differential white blood cell counts, peripheral blood smears, and blood collection.

VT 503: Exotic Animal and Laboratory Animal Nursing

A better understanding and wider knowledge of information regarding lab animal medicine including the care, treatment, anatomical, and physiological characteristics of common laboratory animals is emphasized. Students also receive an introduction to a variety of species commonly seen in exotic veterinary practice (reptiles, amphibians, snakes, chelonians).

VT 504: Nutrition

Principals of clinical nutrition including calculation of basic metabolic requirements, examination of food labels, feeding of critical care patients, and prescription diets.

Quarter 6

VT 601: Advanced Nursing

Students build on skills acquired during basic nursing and other coursework as well as clinical experience gained during residency at the CAVT. Emphasis is placed on advanced skills such as catheter placement and emergency nursing.

VT 602: Dentistry and Radiology

Anatomy of the oral cavity. Pathologic disease processes of the teeth and gingiva. Principles of dental radiography. Students learn procedures for dental prophylaxis and preventative care for dogs and cats. An introduction to the physics of x-rays and radiographic image production. Basic operation of imaging equipment with associated safety precautions, image processing, development of a technique chart, technique evaluation, principles of patient positioning, and alternative-imaging techniques is discussed.

Quarter 7

VT 701: Large Animal Nursing

Large animal physiology, nutritional principles, handling, safety, and husbandry. Special attention is paid to equine and bovine species.

VT 702: Anesthesia

Students are taught the use of anesthetic drugs, anesthetic machines, planes of anesthesia, monitoring, inventory, maintenance, and proper dosing. Essential habits to ensure patient and workplace safety are emphasized

VT 703: Emergency Nursing

Students learn principles of critical care nursing including fluid therapy, triage, critical care nursing, and instrumentation. Implications of emergency patient presentations are considered.

Quarter 8

VT 800: Internship

Students work in live clinical settings to develop clinical skills through direct clinical associations with cooperating local veterinary practices. Students may choose from a variety of small animal settings. Opportunities also exist for large animal, exotic animal, and zoological clinical experiences.

School Schedule

The CAVT is under the quarter system. Four quarters are operated per year. Three weeks of vacation are scheduled between each quarter with the exception of the winter quarter. During the winter quarter, one week of vacation is scheduled for Thanksgiving, and two weeks for Christmas and the New Year.

Class Size

At present, class sizes range from two to twelve students. The CAVT will always strive to maintain small class sizes in order to give as much individual attention as possible to students as they progress through the program.

Tutoring and Special Accommodations

The CAVT offers tutoring to individual students during the regular course of each quarter. The CAVT also offers academic accommodations to students as or if required.

Facilities

The school is located at 1017 Cheyenne Meadows Road, 80906. The school may be viewed on Google Maps. The CAVT maintains a computerized library as well as a traditional library, audiovisual system, full IDEXX laboratory, minor surgical facilities, and a pharmacy. CAVT is also located in the same building as the Animal Hospital of Colorado Springs (AHCS). Students have ample opportunity to participate in clinical activities at AHCS as part of the general curriculum. Large animal clinical practice is performed at the medical barn of Dr. Randy Parker. Students also aid clinicians with spays, neuters, and dental procedures at local CAVT partner clinics.

Entrance Requirements

The CAVT does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective students must have a high school diploma or high school equivalency diploma (GED) to be accepted for enrollment. All incoming students must be at least 18 years of age.

All applicants must provide the following:

- Fully completed application form
- One letter of reference mailed directly to the CAVT administrative office by the referring individual
- Official high school transcripts indicating date of graduation, or GED certificate mailed directly by the high school to the CAVT administrative office
- Official post secondary school transcripts (if any), mailed directly by the post secondary institution to the CAVT administrative office

- A personal interview, usually accomplished at the CAVT facility during the tour and information session
- All applicants must be at least 18 years of age upon the date of admission
- Passage of a basic entrance exam

Application Deadline and Provisional Admission

Applications must be complete with all required documents received by the CAVT administrative office no later than 10 calendar days prior to the quarter applied for.

Qualified applicants whose applications are substantially complete may request an extension of the application due date. Applicants must make a special request to the CAVT administrative office for an extension of the application deadline.

Transfer Credits

The CAVT will consider awarding transfer credit from accredited post secondary institutions for applicable courses for which a grade of "C" or better is achieved. For transfer credits to be considered, official transcripts must be received directly by the CAVT office from the records office of an accredited post secondary school. Transfer credits from an AVMA accredited veterinary technology program will only be considered on a case-by-case basis.

Enrollment Dates

Applicants may seek enrollment at the beginning of any of the four quarters of the school year. Generally entrance dates are at the beginning of January, March, July and October.

Students with Special Needs

The CAVT will make every effort to accommodate students with special needs; however, each accommodation is weighed on the CAVT's ability to provide adequate and reasonable accommodations. Students requesting special accommodations will have their requests reviewed on a case-by-case basis.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;

b. A deadline for the new start date, beyond which the start date will not be postponed

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Placement Assistance

The CAVT offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an incentive to enroll students. Students also receive initial information about the potential for employment as a veterinary technician specialist in anesthesia, emergency medicine, internal medicine, behavior, equine medicine, zoo medicine, surgery and clinical practice, and other emerging areas of specialty.

Satisfactory Academic Progress Policy

Students must maintain an overall GPA of 2.0 (equivalent to a grade of "C"). Students whose grade point average falls below 2.0 for a completed quarter will be placed on academic warning for the following quarter. Students who fail to achieve an overall GPA of 2.0 at the completion of a warning quarter will go on academic probation.

Any student whose overall GPA is not at least 2.0 at the end of an academic probation period may be terminated from the program. Termination shall be at the Site Director's discretion after a full review of the student's record. The student must prove to the satisfaction of the site director that the student can reasonably satisfy the CAVT graduation requirements within the required time period for graduation. The student shall be consulted and have full notice of all deliberations with regard to any decisions regarding academic probation and termination. The Site Director has final authority and shall notify the student in writing of the final decision.

It is the policy of the CAVT that all graduating students are in the best possible position to pass the Veterinary Technician National Exam (VTNE). It is for this reason that students are not allowed to carry grade point averages below 2.0 beyond the probationary period.

CAVT Satisfactory Academic Progress Policy for continuation of federal financial aid.

Effective February 1, 2011

Students receiving Federal student financial aid must maintain "Satisfactory Academic Progress" at CAVT in order to remain eligible for Federal aid consideration.

The Financial Aid Office evaluates Satisfactory Academic Progress (SAP) after the completion of each quarter. All quarters of enrollment must be considered in the determination of SAP (even periods in which the student did not receive federal student aid funds must be counted).

Satisfactory Academic Progress tests three components:

- 1.) A qualitative component (i.e., grade point average),
- 2.) An incremental quantitative component (number of credits attempted and earned for each quarter, also known as the completion rate), and
- 3.) An overall quantitative component (maximum time frame for the completion of a student's degree or certificate program).

Students academically dismissed from their academic programs are automatically recognized as failing to meet SAP standards.

Grades and Credits

Courses with grades of "W" (withdrawn), "I" (incomplete), and/or "F" (failed) are counted as courses attempted but not earned AND count toward the maximum time frame. Transfer credits (accepted for the student's academic program or degree) are counted when measuring the maximum time frame to complete the Associate's Degree in Applied Science in Veterinary Technology and establishing benchmark points for the qualitative standard, but do not impact the grade point average tested.

Satisfactory Academic Progress status will include repeated, coursework, unless determined otherwise by the CAVT Satisfactory Academic Progress Appeals Committee, which consists of the Site Director, Assistant Site Director, and one member of the faculty. Audited courses count as unearned credit hours in the evaluation of the qualitative and quantitative standards.

The CAVT Financial Aid Office will NOT automatically adjust a student's Satisfactory Academic Progress status when grades are changed or finally reported, but rather ONLY upon request from the student. In such cases, grades must be reflected on CAVT's student records system prior to a review of a student's status. For any grade change (especially regarding a prior grade of "I" incomplete that has now been assigned a traditional letter grade), a student is responsible for notifying the CAVT Financial Aid Office of such a change and requesting a review of their Satisfactory Academic Progress evaluation. Note that such a review is not considered an appeal. If a class grade is unreported, on the other hand, then Satisfactory

Academic Progress is not established and a student's future receipt of Federal aid is immediately halted. In such a scenario a student must notify the CAVT Financial Aid Office when a previously unreported grade becomes complete and make a request for a review of their SAP status.

Three SAP Standards

1. Qualitative Grade Point Average and Academic Standing:

Students academically dismissed from the CAVT veterinary technology program are automatically recognized as failing to meet CAVT's Satisfactory Academic Progress standards. Otherwise, as a student progresses through their academic program, their cumulative GPA must be at such a level that they either have, or may have by the following quarter, a minimum GPA of 2.0 (letter grade of "C").

2. Quantitative Completion Rate:

A student must successfully earn at least two-thirds of attempted credit hours each quarter.

3. Quantitative Maximum Time Frame:

A student's maximum time frame for completion of their academic program must not exceed 150% (3 years) of the primary CAVT veterinary technician program length (2 years).

Automatic Warning Quarter

Students who fail to meet any of the requirements for Satisfactory Academic Progress will be notified and allowed one automatic Warning Quarter associated with their next quarter of enrollment to restore their satisfactory academic progress standing. During the Warning Quarter a student will be awarded Federal financial aid for which they have applied and are otherwise eligible. A student is not allowed to receive consecutive Warning Quarters of Federal aid. A Warning Quarter assignment is not contingent on the student's application for federal student aid.

Appeal for Probationary Quarter

Students who fail to meet any of the minimum requirements for Satisfactory Academic Progress at the conclusion of their Warning Quarter will lose all Federal aid eligibility until the student regains minimum satisfactory academic progress standards. A student who is denied Federal aid because of a failure to meet Satisfactory Academic Progress standards after the Warning Quarter has concluded may appeal this determination to the Satisfactory Academic Progress

Appeals Committee of the Financial Aid Office by completing a Student Appeal Form. An appeal must be based on significant mitigating circumstances that seriously impacted academic performance. Examples of possible mitigating circumstances are serious illness, severe injury, death of a family member, and other similar situations. Students opting to appeal are encouraged to also submit an Appeal Support Form to substantiate their case. Please note that merely filing an appeal does NOT guarantee continued eligibility for Federal aid.

If an appeal for a probationary quarter is denied by the Committee, the student will be notified and the decision is final for that quarter. The student may re-establish eligibility for federal aid for a subsequent quarter by taking action that brings him or her into compliance with the qualitative and quantitative components of the CAVT's SAP standard.

If a student's appeal is approved by the Committee, the student will be notified. The student will be considered for federal aid during the probationary quarter for which the student has applied and is otherwise eligible.

Once the probationary quarter has concluded, the student may re-establish eligibility to be considered for federal aid for a subsequent quarter by either:

1. Taking action that brings him or her into compliance with the qualitative and quantitative components of CAVT's SAP standard, OR
2. Meeting the specific academic plan and standards for the Probationary Quarter as established by the Appeals Committee.

Attendance Requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 70% is required. Instructors may request your withdrawal from a course or program if absences exceed 30%. Students are responsible for all course material presented at each and every class session and laboratory. Students are often required to review missed material with a student tutor. Missed quizzes may result in a grade of zero.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

Further details about the attendance policy are contained in *The Student Guide*.

Leaves of Absence

A student in good standing may request a leave of absence for up to 180 days. No additional federal financial aid will be available during that time. However, students may return without having to reapply if they return to active status at the designated time. Students may take a leave of absence for 180 days within any 12 month period. Students will not incur any additional charges on their account during a leave of absence. Students are expected to resume their course of studies at the same point at which they left.

Grading System

- A 90-100% (4 grade points)
- B 80-89% (3 grade points)
- C 70-79% (2 grade points)
- D 60-69% (1 grade point)
- F Less than 60% (0 grade points)

Students are graded on a straight scoring system as noted above. Any student receiving a grade of "F" (less than 60%) will be required to retake, and pay for, the individual course for which that grade was received. Students will receive grade reports at the end of each quarter.

Calculation of GPA: Total grade points are calculated by multiplying the grade points received (see above) by the number of quarter credits taken. Total grade points are then divided by the total number of quarter credits completed. See the example below.

Course Number	Grade	Grade Points	Quarter Credits	Total Grade Points	
VT 101	Grade=A	4	3	12	
VT 102	Grade=A	4	3	12	
VT 103	Grade=B	3	3	9	
				Total	
Total Quarter Credits				9 33	Grade Points
Cumulative GPA=total grade points divided by total quarter credits completed				<u>3.67</u>	

AVMA Required Task List

Students will perform tasks as outlined on a competency checklist as set forth by the AVMA. The list will be utilized in classes and while on an internship. Completion of duties ensures practical knowledge and experience of entry-level concepts into veterinary hospitals. Students will work closely with assigned mentors within the veterinary hospital and internship coordinator to ensure competency levels have been met, however students may only be signed off on a task by CAVT faculty and/or qualified staff members.

Student Guide

A student guide is made available to all accepted students in residency. The guide contains, but is not limited to: student grievance procedures, disciplinary procedures, suggestion procedures, testing and homework policies, confidentiality policies, honor code outline, facilities maintenance responsibilities, tuition requirements, class and laboratory policies and procedures, and internship policies. The student pregnancy policy is also contained within the student guide. *The Student Guide* is distributed at orientation, and may be requested prior to admission by any applicant simply by calling the CAVT office at (719) 219-9636

Official Transcripts

CAVT will provide an official transcript of the student's academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or school. An unofficial copy can be secured and given directly to a student. Transcripts will be denied if the student has an outstanding balance against her/his account.

Student Conduct

Students are required to follow all rules and regulations promulgated by the CAVT. This includes, but is not limited to:

- Dress code in clinics and laboratories
- Conduct code in clinics, classes and laboratories
- Prohibition of theft and destruction of school property
- Possession of illegal drugs or weapons while on school property
- Failure to follow rules for exams or homework
- Violation of the Student Honor Code
- Disruption of classes or laboratories by through inappropriate or unauthorized conduct

Students receive written notice of all rules and regulations during residency with CAVT. The CAVT reserves the right to change its rules and regulations as needed. All rules and regulations are published in *The Student Guide*, which is available to all resident students.

Student Safety:

Animal Handling: All students will handle several species of animals, some of which may be dangerous. Each student is required to take the course module entitled "Animal Behavior and Restraint" prior to any clinical exercises outside of the main classroom.

Pregnancy policy: All students must be aware that anesthetic gases, radiation, and other environmental hazards commonly encountered at the CAVT and veterinary clinical environments are inherently dangerous and may pose a significant risk to pregnant individuals. Students who are either pregnant or are planning on an impending pregnancy during their time as active students at the CAVT should consult immediately with the CAVT office.

Rabies and tetanus vaccinations: All students are required to be vaccinated for tetanus prior to engaging in any clinical exercises or internships. Proof of vaccination is required and will be kept with each student's individual record. Rabies vaccination is also required, but may be waived if the cost exceeds the student's ability to pay or if the vaccination is unavailable.

Zoonoses: These are diseases that originate in animals and may be passed on to humans. Each student is responsible for understanding and being able to prevent any zoonotic disease presented to them in course material.

Personal safety: Each student is responsible for following all safety directions given during classes, laboratories, clinical exercises, and internships. In addition, each student is responsible for understanding and following any safety protocols distributed to students during their residency with the CAVT.

Emergency preparedness: Written plans for response to natural or other disasters will be distributed to all students. Each student is responsible for reviewing these plans and filling out any related forms such as surveys or questionnaires related to plans for response to natural or other disasters. In addition, students must read and understand any written plans for response to natural disasters that they will receive.

Dress Code

Appropriate dress is a requirement for all students and staff. Entering students should be aware that a classroom dress code is in effect. While in the classroom, students must wear professional attire and no open toed shoes.

Any student performing clinical tasks or laboratories must wear scrubs and a lab coat. School scrubs are available for purchase at cost through the main office.

Professional Organizations

All students and faculty are encouraged to be members of, and actively participate, in local and state veterinary organizations (CACVT). The Colorado Academy of Veterinary Technology is proud to host a Student Chapter of the Colorado Association of Certified Veterinary Technicians. The Charter Chapter was established in January of 2011.

Instructors and Directors are encouraged to become active members of the Colorado Association of Certified Veterinary Technicians (CACVT), Colorado Veterinary Medical Association (CVMA), American Veterinary Medical Association (AVMA), and National Association of Veterinary Technicians in America (NAVTA), Association of Veterinary Technician Educators, and Veterinary Hospital Managers Association. Through networking and participation, everyone benefits from belonging to professional organizations.

Student Dismissal

Violation of rules and regulations promulgated by the CAVT will result in disciplinary action. Failure of any student to abide by the rules and regulations promulgated by the CAVT, or failure to correct action sited as part of a disciplinary action taken by the CAVT against any student may result in dismissal from the CAVT. Refunds, if applicable, will be made. Reapplication to the CAVT may be made if allowed by the CAVT as part of determinations made during any disciplinary action.

Student Concerns

Student concerns should be brought to the attention of the School Director to attempt resolution. *A suggestion box is made available for all suggestions and any grievances.* The Site Director and students are to follow the grievance procedures as outlined in the Student Guide. If satisfactory resolution cannot be reached between the student and the school, the student may file a written complaint with the Colorado Division of Private Occupational Schools at **higher.colorado.gov/dpos** or by requesting a complaint form at (303) 866-2723. All student complaints submitted to the Division must be in writing and shall be filed within two years after the student discontinues training at the school. (800) 917-2081. Students may also contact the Council on Occupational Education at 41 Perimeter Center East, NE, Suite 640, Atlanta, GA, 30346. They may be located on the web at: www.council.org

Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

Refund Table

<i>Student is entitled to upon withdrawal/termination:</i>	<i>Refund</i>
Within first 10% of program *	90% less cancellation charge
After 10% but within first 25% of program *	75% less cancellation charge
After 25% but within first 50% of program *	50% less cancellation charge
After 50% but within first 75% of program *	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

* Dependent upon year and dates started. CAVT operates on a quarter system.

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
3.
 - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
4. The student will receive a full refund of tuition and fees paid if the school discontinues a program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
5. The policy for granting credit for previous training shall not impact the refund policy.

6. Cancellation charge: if after starting the program any student wishes to withdraw or is asked to withdraw from the program, a \$250.00 cancellation fee may be charged.

Tuition

Full time tuition is \$14,375 per year (\$28,750 for the full 2 year program), excluding Student Fees. Full time students may complete the program in 24 months. Financial aid is available. Information may be obtained by calling the CAVT main office at: (719) 219-9636.

Student Fees³

Students should plan on the following fees in addition to any tuition expenses:

1. Laboratory fees: \$300.00 per year
2. Notes (provided in class): \$275.00 per year
3. Radiation badge: \$75.00. This fee is assessed once.
4. School uniform: \$30.00 per set. At least one clean set should be available at all times.
5. Books: Approximately \$800.00 per year
6. Internship insurance (Worker's Compensation): \$60.00
7. Stethoscope: approximately \$125.00

Financial Aid

Federal Financial Aid is available to those who qualify. Access is available to the Federal Pell Grant Program, Federal Direct Student Loan Program, Federal Supplemental Educational Opportunity Grant Program, Federal Work-Study Program, Academic Competitiveness Grant and National Science and Mathematics Access to Retain Talent Grant Programs, and the Iraq and Afghanistan Service Grant. Information about eligibility and data necessary to fill out FAFSA forms may be retrieved by calling the CAVT office at: (719) 219-9636.

Preparation for the Veterinary Technician National Exam

After graduation, students will take the Veterinary Technician National Exam (VTNE) in order to qualify to apply to their state of choice for credentials as a Certified Veterinary Technician

³ The CAVT reserves the right to raise or lower fees at any time in order to deliver vital services and materials to students.

(CVT), Licensed Veterinary Technician (LVT), or Registered Veterinary Technician (RVT). Each state offers its own credentials and may have additional requirements in addition to passage of the VTNE. Students will need to inquire with their state of choice to learn about individual state requirements. Generally, students will need to graduate from an AVMA accredited institution and pass the VTNE before applying to an individual state for professional veterinary technician credentials (CVT—Certified Veterinary Technician, RVT—Registered Veterinary Technician, or LVT—Licensed Veterinary Technician). Additional information about state requirements may be found on line from each individual state licensing board, or by contacting the Colorado Association of Certified Veterinary Technicians (CACVT) at: <http://www.cacvt.com/>

Graduation Requirements

In order to graduate, all students MUST:

- Have achieved an overall grade point average of at least "C".
- Be a student in good standing
- Tuition must be paid in full.
- Must not be on academic probation.
- Must not have any outstanding issues with regard to student conduct.
- Must have completed an internship.
- Must have completed the AVMA task list.
- A full time student without any transfer credits will need 2 years to complete the program.

CAVT Quarter schedule 2010-2012

Quarter	Year	Start	End
3	2010	Monday, July 5	Friday, September 10
4	2010	Monday, September 27	Friday, December 17
1	2011	Monday, January 3	Friday, March 11
2	2011	Monday, March 21	Friday, June 10
3	2011	Tuesday, July 5	Friday, September 9
4	2011	Monday, October 3	Friday, December 16
1	2012	Monday, January 2	Friday, March 9
2	2012	Monday, April 2	Friday, June 8

