

School of Health, Wellness & Public Safety
Veterinary Technology Program
Handbook



WELCOME, HISTORY, and LICENSURE

Welcome to the Veterinary Technology Program at CNM! We are pleased that you have chosen to further your education at CNM. We are committed to providing you with a high quality education. We hope that your experience at CNM will be a rewarding one for you.

This handbook has been developed by the faculty to inform you of the policies and regulations of the Program as well as your rights and responsibilities as a student. Please read it and refer to it when you have questions.

The Central New Mexico Community College's Veterinary Technology Program began in 2004 at the request of local veterinarians, veterinary hospital administrators and registered veterinary technicians. Most graduates secure employment in local veterinary hospitals or other professional veterinary related or research centers.

Graduates of the Associate of Applied Science Degree Program are eligible to take the Veterinary Technician National Examination (VTNE) and the New Mexico Board of Veterinary Medicine Veterinary Technician Jurisprudence examination. Successful completion of both of these examinations would allow an individual to apply for licensure with the NMBVM as a registered veterinary technician (RVT).

In the event of a conflict between information contained in the student handbook and the CNM catalog, the catalog takes precedence. Students are responsible to know the information contained in the CNM Catalog and Student Handbook.

The faculty has the right to make additions or deletions to the student handbook. The students will be informed of these changes by oral announcements in class and written announcements posted on the designated bulletin boards.

Program Full-Time Faculty

Evelyn Selva, RVT, Program Director
Marlon Clark, PhD, DVM, Clinical Coordinator

Program Part-Time Faculty

Amanda Archuleta, RVT
Andrea Bernal, RVT
Benoit Bouchet, DVM
Arlene Buchholz, DVM, MPH
Heather Carson, RVT, BSE, MEd
Linda Contos, DVM, MPH
John Eichenseer, MS
Elise "Anna" Elliott, DVM
Cole England, DVM
Dave Fly, DVM
John Heidrich, PhD, DVM
Valerie Hertzler, RVT
Susan Hubbert, RVT, LVT
Daniel Levenson, DVM
Mary Meyers, RVT
Donna Saenz-Lozano, RVT
Bonnie Snyder, PhD, DVM
Matthew Tucker, RVT, BS
Donna Trent-Heite, DVM

ACCREDITATION

The Veterinary Technology Program is accredited by the [American Veterinary Medical Association](#).

1931 North Meacham Road, Suite 100
Schaumburg, IL 60173-4360
Phone: 800.248.2862
Fax: 847.925.1329

[Program Description and curriculum / course descriptions](#) (link to catalog)

PROGRAM VISION, MISSION, GOAL, & COMPETENCIES

Vision: The Veterinary Technology Program will be the premier training center for Veterinary Technicians in New Mexico with recognition for excellence by national, state and local organizations, practitioners and other employers of Veterinary Technicians.

Mission:

- A. Fulfill the need for veterinary technicians in local and regional communities
- B. Provide an educational environment which fosters self-awareness, self-confidence and promotes professional growth in each student

Goal: The CNM Veterinary Technology Program endeavors to develop and graduate students of high integrity and professionalism; students prepared to provide excellent care to animals small and large, and motivated toward a career and committed to lifelong learning as they pursue the veterinary technician profession.

EXIT COMPETENCIES

Upon completion of the CNM Veterinary Technology Program, graduates will be able to demonstrate the ability to:

1. participate in facility management utilizing traditional and electronic media and appropriate veterinary medical terminology and abbreviations; communicate in a professional manner in all formats - written, oral, non-verbal, and electronic; and follow and uphold applicable laws and codes of ethics of the veterinary technology profession to provide high quality care to patients.
2. administer prescribed drugs to patients safely and effectively.
3. demonstrate and perform patient assessment techniques in a variety of animal species; understand and demonstrate husbandry, nutrition, therapeutic and dentistry techniques appropriate to various species.
4. demonstrate the ability to manage patients in all phases of anesthetic procedures safely and effectively; select, utilize and maintain anesthetic delivery and monitoring instruments and equipment in a safe and effective manner.
5. understand and integrate all aspects of patient management for common surgical procedures in a variety of animal species; understand and provide the proper instruments, supplies and environment to maintain asepsis during surgical procedures.
6. package, handle and store specimens for laboratory analysis properly, and carry out analysis of laboratory specimens properly.
7. produce diagnostic radiographic and nonradiographic images safely and effectively.
8. handle laboratory animals commonly used in animal research safely and effectively.
9. understand the approach to providing safe and effective care for birds, reptiles, amphibians, rabbits, and ferrets.

ATTENDANCE PHILOSOPHY

As a student at CNM, you are preparing yourself to be a valuable asset to your future employer as a veterinary technician. Part of the preparation is learning to be on time and in class every day. When you enter the workforce as a veterinary technician the expectation will be that you are dependable, punctual and prepared for work. The faculty also believes that students cannot learn effectively if they are absent from classroom, lab and clinical activities. Refer to individual course syllabi for specific attendance policies.

STANDARDS OF PROGRESS

Students must earn a grade of "C" or better in all required Program courses. The Veterinary Technology Program curricula are sequentially designed to proceed from basic concepts of veterinary care to complex concepts involved in veterinary medicine. Students who fail any of the veterinary technology courses (theory, lab, or clinical) will not be allowed to continue in the Program. Students may re-enter the following year on a space available basis.

READMISSION POLICY

1. The student must provide written notice to the director of the Program of their desire to reenter the Program.
2. Students will be readmitted according to the policy listed above, but faculty may require course review, class audit, and/or clinical orientation prior to the readmission date.
3. The faculty may request that the student develop a success plan with the assistance of the HWPS Achievement Coach prior to, or even during, the term of readmission.

GRADUATION REQUIREMENT

A 2.0 GPA is needed to graduate (this includes all coursework at CNM). All students must complete a graduation application during the last term of attendance.

GRADING

The following grading policies apply to all veterinary technology courses of the curriculum. Theory, Lab and Clinical grades are based on a variety of activities and assignments designated by the faculty. The criteria by which grades are determined for each theory and clinical course are included in the course syllabi distributed to students at the beginning of each semester.

The grading scale for the veterinary technology courses is:

91 - 100 = A

81 - 90 = B

71 - 80 = C

61 - 70 = D

Below 60 = F

< 71 = Unsatisfactory (D or F)

1. Progress reports (grades) may be given at midterm in the veterinary technology courses. These grades are not a part of the student's permanent records. Final grades are issued at the end of each semester and are reflected on the student's transcript.

2. The faculty strongly endorses the idea that **each student takes responsibility for knowing his/her own academic status**. At any time that a student has unsatisfactory averages, he/she should contact the instructor for assistance. Tutorial assistance can be provided for a student who is not progressing satisfactorily in the veterinary technology courses.

UNIFORMS, APPEARANCE, AND PROFESSIONALISM

Students are expected to be neat and clean and appear, perform, and act professionally at all times in both the classroom and the clinical setting. Uniforms should be appropriate to the classroom or veterinary facility, and provide for freedom of movement. Student identification must be worn in a clinical setting. For safety issues, appropriate undergarments will be worn with the uniform, and will not be visible through the outer layers of clothing. The general HWPS Professional Attire standards will be adhered to, along with the following Veterinary Technology specific standards. Professional actions include being respectful, on time, proper language, ethical, kind and courteous actions, and being a team player.

- For all on campus class sessions (VT lecture and labs): Smock tops (uniform tops) will be worn. Suitable uniform pants or slacks, will accompany the smock tops (no holes and neat hems; leggings are not permitted). As per the direction of the Program faculty, the CNM provided uniform may be required for all class sessions.
- For all off-campus lab sessions, and for the clinical placements: The CNM provided uniform will be worn. Students may purchase additional tops and pants in the *same color*. The CNM Veterinary Technology Student patch will be neatly sewn on the left arm of each uniform top (additional patches may be purchased from the bookstore).
- For anatomy and clinical pathology labs: Unless otherwise stated by the instructor, the CNM provided lab coat will be worn to protect your smock top. Eye protection and appropriate PPE will be directed for certain tasks.
- For special events: The faculty will state the attire and appropriate foot wear for special labs (equine, farm visits, etc.), or for other functions that the class may attend (special guest speakers or community veterinary meetings). Students will be expected to comply with such requests.
- Students should be prepared with boots or sturdy shoes for farm visits, and students who are placed at VDS as a clinical site may need to purchase their own rubber boots (easily hosed clean).
- Long hair must be secured while working with animals or performing technical skills.
- Beards and sideburns must be neatly trimmed and at a length so as not to hinder animal restraint or other technical skills.

JEWELRY - for safety concerns, the following limits will be adhered to

- One watch with a conservative band: having a second hand is recommended.
- Two rings total: for safety to animals, co-workers, and for performing technical skills avoid high settings.
- Earrings are limited to two total: maximum ½ inch below ear lobe; no hoops or anything dangling.
- For safety reasons: no chokers, long necklaces, or bracelets will be worn while working with animals or performing technical skills.

A professional appearance should be conveyed at all times. The faculty may address matters to the class or individuals as necessary. Discussions regarding attire between the instructor and individual students will be documented; a first warning will be discussed with the stu-

dent. Subsequent breaches of attire could result in being dismissed from a class for that day (counting an absence), or being asked to return in appropriate attire.

Extremes in make-up, hair styles, hair ornaments, ribbons, or visible facial piercings should be avoided (nose, tongue, cheek, chin, eyebrow, etc.). Strong-scented perfume, aftershave lotion or hair spray may be offensive to coworkers or fellow students, especially during close procedures (restraint tasks, etc.) and should not be used. Visible body tattoos can project un-professionalism, and the instructors may discuss possible coverages to such if the tattoos are deemed inappropriate. Hair, beards, mustaches and long sideburns must be neatly trimmed at all times. Long hair must be secured while working with animals or performing technical skills. To avoid injury (bacterial or traumatic) to patients or coworkers, finger nails are to be kept short, clean, and well manicured, with no polish or false/acrylic nails applied; the CDC has noted the potential for bacterial transmission by long nails, and/or false (acrylic) nails.

[FUNCTIONAL ABILITIES FOR PROGRAM STUDENTS](#) (link to O*net data)

SOCIAL MEDIA EXPECTATIONS AND ONLINE COURSE PARTICIPATION

Social networks and internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Veterinary professionals and students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual's career, but also the veterinary profession. For any online course presentations, attendance will be taken and active participation will be expected (participate in the chat, polls, pop quiz questions, etc.) - a rubric to score online participation may be employed and posted in specific courses.

Students are held to the following behaviors:

1. They should understand that clients, colleagues, institutions, educators, and employers may view postings.
2. They must not transmit or place online individually identifiable client or patient information.
3. They should take advantage of privacy settings and seek to separate personal and professional information online.
4. They should bring content that could harm a client or patient's privacy, rights, or welfare to the attention of appropriate authorities. This extends to content that is perceived as bullying, shaming, discriminating, or threatening in nature if targeted to non-patient populations.

Six Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through on-campus classes or clinical rotations.
3. Maintain professional boundaries in the use of electronic media. Online contact with clients blurs this boundary.
4. Do not make disparaging or hurtful remarks about clients or patients, employers or co-workers, instructors or fellow students, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy. This information should be reported to a full-time faculty or the program director. Violations of these principles will be handled directly by the CNM Dean of Students Office. Consequences may include (but are not limited to) sanction, suspension, dismissal, or expulsion as outlined in the CNM Student Code of Conduct. (September, 2015, August 2017)

“Netiquette” is a set of rules for behaving properly in electronic communications (emails, discussion boards, Facebook, etc.). The following points cover basics of communicating online and are behaviors expected within the Veterinary Technology Program:

Be sensitive to the fact that as part of an online discussion there will be cultural and linguistic differences, as well as different political and religious beliefs presented. This is an open and safe forum for discussion.

Use good taste when composing your responses in Discussion Forums. Use of slang, pejoratives, or abbreviation jargon (LOL, TMI, etc.) can be misunderstood and misinterpreted. Name calling, public shaming, and profanity will not be tolerated.

Do not use ALL CAPS when composing responses as this is seen as shouting in electronic circles (chat rooms, email, etc.). This is considered rude and aggressive behavior as well as being more difficult to read.

Be respectful of others’ views and opinions. Do not engage in attacking or insulting behaviors as this can cause hurt feelings and diminish the overall quality of the posting from an instructional standpoint because participants will no longer feel safe to share their perceptions.

Be cautious using acronyms. When you use an acronym, be sure to spell out what it means with the first use.

Use good grammar, spelling, and APA format for your discussion board posts.

If veterinary technology courses have online participation required, each syllabus will outline the expectations for synchronous or asynchronous attendance, assignments, etc. Per each syllabus, points may be applied for attendance, active participation, and completion of work. Always employ all of the above “Netiquette” rules while participating in any online work.

ADVISORY BOARD

As a means for the Central New Mexico Community College Veterinary Technology Program to connect with the community at large, and specifically to the needs of the veterinary community in New Mexico, an Advisory Committee has been established. Members include:

- Veterinarians
- Registered Veterinary Technicians
- Representatives from State Boards and Associations
- Representatives from industry (pharmaceutical companies, laboratories)
- Representatives from academia
- Representatives from the City of Albuquerque Animal Services
- Public members
- CNM administrators, faculty and staff
(Campus Administration, Deans, Program Directors, Academic Advisement, Student Job Placement Services, Achievement Coach, Faculty and Staff)

For a current list of the Chair and members of this committee, please contact the HWPS office or the Veterinary Technology Program Director.

CLINICAL POLICIES

There are three clinical courses in the Veterinary Technology Program. Students are placed at 4 or 5 different facilities during the Program. Extenuating circumstances may affect individual student placements to this plan.

Each course has primary objectives, although the specific tasks exposed to or accomplished will depend upon the placement hours of the student, the focus of the facility (small animal, mixed, institutional, etc.), and the daily client load or procedures as scheduled by the facility for their normal day to day needs.

At all times, students should seek to OBSERVE specific protocols, ASSIST or PARTICIPATE as they are allowed, and ABSORB new ways to accomplish even the most familiar of tasks. Quite often, in veterinary medicine there are a variety of means to accomplish the same task and the student should never dictate to a facility how they have accomplished a similar task elsewhere, unless they are specifically asked from the current facility for such input.

All **CNM Student Code of Conduct** and **HWPS policies** apply to all on campus classes and labs, off campus learning experiences, and clinical placement hours. Infringements of such may result in appropriate disciplinary actions as stated in the various policies.

SAFETY: PRECAUTIONS, AWARENESS, AND PROTOCOLS

The practice of veterinary medicine naturally presents an environment that has occupational hazards and concerns. These include, but are not limited to, animals of various sizes and strengths, with unpredictable attitudes, and natural defenses such as claws, teeth and hooves; zoonotic concerns; radiological exposure; and exposure to potential chemicals (anesthetic agents, cleaners, laboratory materials, and some medications). Yet, veterinary medicine indeed continues to be practiced 'safely' applying standard operating procedures that are generally accepted by state, national or federal regulatory agencies and boards.

As students perform tasks at the various facilities:

- remain alert to potential hazards.
- employ the safety protocols that have been discussed in previous veterinary technology courses.
- inquire at each facility of specific hazards unique to the animals/species cared for at the facility.
- seek to locate safety equipment such as eye wash stations, showers, fire extinguishers, safety goggles, radiological protective gowns, sharps containers, etc.
- lift animals or objects incorporating proper physical techniques (bending at the knees, etc.).
- apply the use of personal protective equipment as appropriate (gloves, masks, gowns, etc.) and hands should be washed frequently.
- dress appropriately for the facility; avoid loose, dangling, and excessive jewelry; wear proper shoes for the specific environment (closed toed shoes, boots in a barn environment, rubber soled shoes providing firm grips - no high heels); coats, hats, gloves as appropriate to weather and tasks.
- ASK the regular staff members about any particular concerns for the care and handling of a specific species or individual patient.
- HEED the advice and warnings of seasoned staff members - DO NOT TAKE UNNECESSARY CHANCES or behave unwisely in actions, attempting to 'prove yourself' to the staff.

Please discuss any safety concerns directly with the preceptor at the facility, and/or with the Program Clinical Coordinator.

The CNM harassment policy applies during/at clinical placements; immediately report to the Clinical Coordinator any infractions or concerns in this area.

DOSIMETRY BADGES: All students will wear the CNM dosimetry badge at the clinical placements. If your badge is not on your uniform, you cannot restrain for radiographs, or be within the room when radiographs are exposed. Please keep in mind that being unprepared for assisting during radiographs could have a direct effect on evaluations and clinical grade. All students directly involved in any exposure will place their initials along with "CNM" in the appropriate facility log next to the data specifying the radiographic procedure, and complete their student radiography log. Appropriate lead shielding will be utilized by all students in the proximity of the primary beam and exposure field.

CNM Veterinary Technology Program Professional Expectations (March 2020)

Ethics, professionalism and standards for on campus, off campus lab assignments or tours, and clinical experiences

CNM has established a college wide core Mission, Vision, and Values, as well as three overarching goals: Student Success, Community Success, and Organizational Excellence and Innovation. These core values guide all actions at CNM.

NAVTA and the AVMA have established a Veterinary Technician Code of Ethics. The purpose of the **Code of Ethics** is to provide guidance to **the veterinary technician** for carrying out professional responsibilities so as to meet the **ethical** obligations of the profession. “**Veterinary technicians** shall aid society and animals through providing excellent care and services for animals” serves as a summary of the Code of Ethics.

Throughout the Veterinary Technology Program various educational experiential activities will be provided and undertaken by the students. Many of these will be in ‘real world’ circumstances; and others in the classroom and at lab assignments. The student should seek to learn from each of the activities, especially paying “Attention to Details” (ATD), and following the instructions provided by the faculty or clinical staff.

Professional expectations and standards form the basis for successful employment and fulfillment in the veterinary field. Consider the following: Employ the golden rule, be considerate, be honest, be compassionate, focus on teamwork, increase critical thinking, be reliable, be responsible, be respectful, be punctual, communicate effectively, and articulate clearly. Cultivating such behaviors will lead the student to be a valued employee in the veterinary care field.

Factors when considering professionalism: appearance (personal and facility appearance, assistance during classroom or lab or clinical settings), attitude (mannerisms, social etiquette, dealing with stress), conduct (in many forms, including email and social media conduct; honesty, being positive and tactful, collaborative work, respectful, and a team player), communication (oral, body language, and written; addressing faculty and clinical staff appropriately – Ms., Doctor, etc.)

Assessment of professional behaviors are purposefully incorporated in the evaluation process as students are placed at clinical locations as a means of ensuring that students contribute time and effort to group work. Contributions to the team include individual preparation for teamwork, reliable class attendance, and responsiveness to team needs outside of class, positive contributions to team discussions, valuing and encouraging input from fellow team members, etc. The same professional behaviors are expected for all course activities.

Professional expectations include:

Preparedness: The student consistently arrives on time with required materials, and is ready to learn.

Professional appearance: The student is dressed appropriately and is neat in appearance. There are no hygiene issues.

Initiative: The student demonstrates interest in profession/program through actions and interactions with faculty and clinical staff.

Conduct: The student interacts with others in a respectful and empathetic manner. Demonstrates respectability and professional ethics.

Careful Delivery of Service: The student follows policies, procedures & protocols; uses appropriate safeguards in the performance of duties.

Professional actions include (not an all-inclusive list):

Punctuality

Respect for the facilities, faculty, staff, and other students

Patient (and client) advocacy – appropriate to the situation, or clinical location

Accountability

Responsibility

Maturity

Proper (professional) tone when speaking to others

Professional use of vernacular and body language – avoid swearing and / or body language reflecting disapproval, unhappiness, frustrations, etc.

Ability to listen to and accept constructive feedback

Students demonstrating unsafe or disruptive behavior in clinical facilities or in class will be sent home, counted absent and may be placed on probation or suspension. Also, students should not expect, or ask, the facilities to extend free or reduced veterinary care to any of their own, a family member or a friend's pets.

These are only some examples of the types of behavior expected from individuals who would have the public trust them. The responsibility of the CNM Veterinary Technology Program faculty is broader than to prepare students to pass their licensing exam; faculty members also have a responsibility to the public, to ensure that those who graduate are deserving of the public's trust. This general philosophy carries over into all of the following guidelines. The Veterinary Technology Program will not permit a student who demonstrates inappropriate behavior to be placed in a position of trust by the public by obtaining a license and possible employment in a patient care environment if, at any point, a student demonstrates behaviors that are inconsistent with the expected professional standard, he / she will be counseled, and potentially enter into a disciplinary process or a student success plan. Oral or written warnings, including up to suspension or dismissal from the Program may result. Such disciplinary steps may be taken even if the student is in good academic standing. Interactions will be documented and placed in the student's administrative file.

Examples of behavior that may result in disciplinary action, including possible removal from the Program, are:

- a) Treating others in a discourteous manner
- b) Wearing clothing inappropriate for the activities being performed (see attire policy)
- c) Consistently arriving unprepared, or consistently arriving late to or leaving early from clinical, class, or lab assignments
- d) Failing to maintain cleanliness and order in clinical, class, or lab assignment areas (or defacing, destroying, or stealing from such areas)
- e) Fighting with or assaulting others
- f) Threatening or intimidating others
- g) Engaging in acts of insubordination including, but not limited to, refusing to follow faculty and / or administration instructions concerning an education-related matter
- h) Using profanity or abusive language
- i) Sleeping at a clinical site, classroom, or lab setting
- j) Generally, cell phone or computer use is addressed in course syllabi. Cell phones will not be used at clinical or off site lab assignments (unless the guiding faculty members have approved such use). Consistent inappropriate cellular device use may result in disciplinary action.
- k) Behavior (as demonstrated by tone, body posture, and / or vernacular) that is confrontational, negative, aggressive, intimidating, demeaning, distracting and / or disruptive as judged by the faculty, clinical instructor, and / or preceptors
- l) Any behavior that causes disruption to the classroom, learning environment as deemed by the faculty or CNM administrators
- m) Violations of any CNM Code of Conduct, HWPS, or Veterinary Technology Program policies, handbooks or directives (confidentiality, substance abuse, academic integrity, harassment, etc.)

- n) Photography of patients is prohibited; confidentiality of clients and patients is to be strictly adhered to at all times. It is not allowed to post comments about your class or clinical experiences in emails, on social media, etc. Signalment of patients is all that should ever be discussed with any classmates.

As students perform tasks at the various facilities the following behaviors will be expected:

- remain alert to potential hazards.
- employ the safety protocols that have been discussed in previous veterinary technology courses.
- inquire at each facility of specific hazards unique to the animals/species cared for at the facility.
- seek to locate safety equipment such as eye wash stations, showers, fire extinguishers, safety goggles, radiological protective gowns, sharps containers, etc.
- lift animals or objects incorporating proper physical techniques (bending at the knees, etc.).
- apply the use of PPE as appropriate (gloves, masks, gowns, etc.); hands should be washed frequently.
- dress appropriately for the facility; avoid loose, dangling, and excessive jewelry; wear proper shoes for the specific environment (closed toed shoes, boots in a barn environment, rubber soled shoes providing firm grips – no high heels); coats, hats, gloves as appropriate to weather and tasks.
- **ASK** the regular staff members about any particular concerns for the care and handling of a specific species or individual patient.
- **HEED** the advice and warnings of seasoned staff members - **DO NOT TAKE UNNECESSARY CHANCES** or behave unwisely in actions, attempting to 'prove yourself' to the staff.

SAFETY POLICY: At all times, the Program Director, Clinical Coordinator, and/or Preceptor may request a student to remove himself / herself from a dangerous/hazardous situation. If the student does not heed such a request, other force or law enforcement may be called upon to accomplish the student's removal. If the student was acting in defiance or there were other concerns leading to the removal request, the student will not return to the class or clinical until a resolve has been met regarding the situation. Warnings, probation or suspension may result from a student's negligence of safety, or requests by individuals in authority.

CNM Veterinary Technology Program (CNM VT) Risk Management Policy for Pregnant, Temporarily Disabled, Temporarily Seriously Ill Students

The curriculum pertaining to the degree of Veterinary Technology is mentally and physically rigorous. Students are also potentially exposed to materials and incidents that may result in human injury. Traumatic accidents can occur while working with animal patients and are an inherent risk of the veterinary medical profession. In addition, the curriculum requires several courses that may involve exposure to animals and / or substances and / or agents that are potentially hazardous. The potential for injury may be increased when a student is pregnant, temporarily disabled, and / or is temporarily or chronically seriously ill.

It is the policy of the CNM Veterinary Technology Program to reasonably accommodate all students regardless of disabilities to the extent possible in clinical rotations, classes and laboratory exercises, consistent with federal and state law and CNM policies, along with the completion of required CVTEA competencies. All attendance standards for the Program or individual Veterinary Technology courses will be adhered to.

This full document can be reviewed upon request made to the Veterinary Technology Program Director.

Title IX of the Education Amendments of 1972

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours. **Title IX Coordinators for CNM are Christopher Cavazos - Dean of Students** (Contact information: CNM Main Campus Student Services Center Room 202B- 525 Buena Vista SE Albuquerque, NM 87106. Email: ccavazos@cnm.edu Phone: 505-224-4000 x51240) **and Juliane Ziter - Executive Director of Human Resources** (Contact information: CNM Main Campus Ted Montoya Building Room 104E- 525 Buena Vista SE Albuquerque, NM 87106. Email: JZiter@cnm.edu Phone: 505-224-4000x51294). For more information regarding Title IX, please visit the CNM Website at cnm.edu/about/title-ix-policy-and-procedures.

Veterinary Technology students may be requested to provide a signature statement that they have received this handbook, and read the handbook, and will abide by the standards for the Program.

Handbook date of review January 2021