



## CAVT Catalog

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- 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.

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## **Introduction to the Colorado Academy of Veterinary Technology**

The **Colorado Academy of Veterinary Technology (CAVT)** offers intimate, small classroom settings ideal for learning. Class sizes in the Veterinary Technology program typically do not exceed about 15 students in lectures or 8 in clinical laboratories.

The CAVT offers state-of-the-art technology for student training as well as highly qualified, enthusiastic instructors. 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 in our student run clinic, in laboratories, and during a 400 hour internship.

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 work environments. Also, 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 or animal care.

CAVT veterinary technician students are intensively prepared for the Veterinary Technician National Exam (VTNE). They also learn the many variables in effectively working towards how to become a compassionate, knowledgeable, and flexible team member, and are able to make contributions to excellent animal care.

## History

The CAVT offered its first classes in September 2007. It offered clinical education at selected clinics in Colorado Springs. Since then, the CAVT has grown and now offers its classes and laboratories in a single location. At present, scheduled quarterly field trips enhance our educational experience in addition to offerings at our own facility. Some examples include: The Littleton Equine Medical Center, The Nature and Raptor Center, and The Cheyenne Mountain Zoo. In addition, the CAVT manages a student run clinic where students are responsible for surgical cases from intake to discharge.

The CAVT offers all classes and laboratories at its 9,000 square foot location at 2766 Janitell Road. Facilities include classrooms, laboratories, student run clinic, library, student areas, and administrative offices. Internship opportunities are completed before graduates sit for the national accreditation examinations.

## Mission and Core Values

**Mission:** The Colorado Academy of Veterinary Technology educates and prepares effective, productive, service-oriented veterinary health care team leaders for a diversity of career opportunities.

**Vision:** The CAVT strives to graduate students from a two year veterinary technology curriculum 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. Graduates of the CAVT have exceptional professional habits and are proactive, lifelong learners with a capacity to enlarge and expand their skills as they progress through their careers.

### Core Values:

All students will be imbued with the importance of:

- Compassion
- Critical Thinking
- Service Orientation to Clients and Patients
- Integrity and Accountability
- Applied Clinical Proficiency

### Vision Statement of the CAVT:

- We aspire to be the premier school of veterinary technology.
- To remain progressive by embracing cutting edge technologies and methods in veterinary medicine.
- To provide an intimate educational environment to produce veterinary paraprofessionals who are knowledgeable, proficient, and possess highly effective interpersonal skills.
- To promote intellectual curiosity and lifelong learning.
- To produce a complete veterinary technician by integrating academic knowledge with hands on opportunities.

## **Faculty Members<sup>1</sup>**

### **Faculty Administrators**

#### **Steve Rubin, DVM**

##### ***Owner, Chief Executive Officer***

Dr. Rubin is the 2007 founder and principal of CAVT and serves as CEO, Chief Admissions Officer and Chief Registrar. He is a native of New York, a graduate of Cornell University and holds the DVM degree from the Colorado State University College of Veterinary Medicine and Biomedical Sciences. He has an extensive background in clinical veterinary medicine with emphasis on emergency care to companion animals.

#### **Lindsey Williams, CVT, VTS (ECC)**

##### ***Program Director***

Lindsey began working in veterinary medicine in 1998, and received her Associate in Applied Science degree from the Bel-Rea Institute of Veterinary Technology in 2000. She has extensive clinical experience in multiple specialty practices including surgery, dermatology, neurology, and emergency and critical care. Lindsey joined the faculty at CAVT in 2015, and in 2016 received her certification as a Veterinary Technician Specialist in Emergency Critical Care. In 2017, she opened Altitude Augmented Veterinary Training Systems, a consulting firm, which specializes in developing training protocols at local veterinary hospitals. Lindsey is also the author of the textbook, Clinical Mathematics for Veterinary Technicians.

### **Full-time Instructors**

#### **Jessie Goble, DVM**

##### **Instructor**

Dr. Goble graduated summa cum laude from Colorado State University with a Bachelor of Science degree in Microbiology. She then graduated cum laude from Colorado State University with a degree in Doctor of Veterinary Medicine. She has worked in the field of veterinary medicine since 2000. Since graduation from veterinary school, Dr. Goble has worked in small animal general practices in Colorado and Arizona.

#### **Becky Devine, CVT**

##### ***Instructor***

Becky Devine graduated 1st in her class at the Omaha College of Health Careers in Nebraska with an Associate of Applied Science degree in Animal Health Technology in 2000. She has experience working in orthopedic surgery, internal medicine, and emergency critical care at various specialty animal hospitals throughout the United States. Becky also has experience as a Veterinary Technician instructor since 2010 at Kaplan College, Pima Medical Institute, and the East Valley Institute of Technology in Arizona.

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<sup>1</sup> The CAVT reserves the right to change its faculty at any time in order to deliver the planned curriculum to students.

**Melinda Dooley, M.S.*****Instructor***

Melinda “Millie” K. Dooley was born and raised in Austin, Texas, and completed her bachelor’s degree in Brain & Cognitive Sciences at the Massachusetts Institute of Technology in 2009. Thinking she wanted to pursue veterinary medicine, she moved to Alpine, Texas for a degree in Animal Science. Focusing on Equine Science, she tutored everything from Algebra to Zoology in her free time. As she started to shift her focus to human medicine, she earned a Masters’ Degree in Biology from Sul Ross State University and moved to Lubbock, Texas for medical school. Two years later, she began teaching high school science, getting certified in both Texas and Colorado. Millie joined the Colorado Academy of Veterinary Technology in 2018.

**Chelsea Fredinburg, CVT*****Instructor***

Chelsea Fredinburg completed her Associate of Applied Science degree at Pima Medical Institute in 2010. She has extensive experience in general practice and emergency critical care medicine. Chelsea has also worked as a lead technician at Colorado State University Veterinary Teaching Hospital’s Critical Care Unit. She joined the CAVT in 2018.

**Amber Gilchrist, CVT, LVT, KPA-CTP*****Instructor***

Amber Gilchrist graduated from Northwest Mississippi Community College in 2004 as a Certified Veterinary Technician. She has worked primarily in small animal general practice and emergency medicine. Amber has a special interest in behavior and has worked with a board-certified veterinary behaviorist. She joined the CAVT in 2018.

**Colleen Hallahan, CVT*****Instructor***

Colleen received her Associate in Applied Science degree in Veterinary Technology from the Colorado Academy of Veterinary Technology in 2014. After graduation she became an instructor in the CAVT Veterinary Assisting Program. Colleen continued advancing her skills working in emergency and shelter medicine. In 2015, she joined the faculty of CAVT’s technician program. Colleen has a special interest in anesthesia and pain management.

**Susan Herrel, CVT*****Instructor***

Susan Herrel is a graduate with honors from the Bel-Rea Institute of Animal Technology in Colorado. She has over 30 years of professional experience with veterinary medicine and animal health care and has worked as an instructor at the Pima Medical Institute in Colorado Springs. Susan has almost two decades in being the owner/operator of her German Shorthair Pointer kennel and enjoys animal husbandry raising puppies.

**Kimberly Rousey, CVT**  
***Instructor***

Kimberly graduated from the Colorado Academy of Veterinary Technology in 2015. She began working in veterinary medicine in 1998 and during that time has had the opportunity to work in many small animal general practice clinics around the world. She has also completed a Veterinary Assistant Certification Program, and is a Certified Canine Massage Therapist. Kimberly has been teaching at CAVT since 2015.

**Kelly Samuels, CVT**  
***Instructor***

Kelly Samuels graduated with honors from Front Range Community College in Fort Collins with an AAS in Veterinary Technology in 2008. Kelly worked in general practice with small animals and exotics and has a special interest in surgery and dentistry.

**Stephanie Winters, CVT, VTS (ECC)**  
***Instructor***

Stephanie Winters earned an ASS from the Bel-Rea Institute of Animal Technology. Since graduation she has been working in dog and cat emergency and critical care medicine, with an emphasis in sepsis and critical care anesthesia. In 2010 she received her certification as a Veterinary Technician Specialist in Emergency and Critical Care. She uses her 15 years of experience to teach continuing education classes to veterinarians and veterinary technicians. In January 2018, she is hoping to start logging anesthesia cases for her second Veterinary Technician Specialty.





## Accreditation

The Colorado Academy of Veterinary Technology is accredited by the Commission of the Council on Occupational Education (COE). Inquiries may be made with COE by calling: (770) 396-3898. The Council's mailing address: 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350. They may be located on the web at: <http://www.council.org/>

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

The CAVT is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board. They may be contacted at: (303) 862-3001. Their address is: CO Dept. Of Higher Education, Division of Private Occupational Schools, 1600 Broadway, Suite 2200, Denver, CO, 80202. They are located on the web at: <http://higher.ed.colorado.gov/dpos/>

## Programs and Courses Offered

**Degrees offered: Associate's Degree of Applied Science in Veterinary Technology**

**Veterinary Technology Program: 1877 Hours<sup>2</sup>**

(Includes 1477 hours of traditional 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; 3) provide a diagnosis; or 4) diagnose disease.

**Certification/Credential:** Graduates of the veterinary technology program are awarded an Associate's Degree of Applied Science in Veterinary Technology. Students may then sit for the Veterinary Technician National Exam (VTNE). Successful test candidates are then eligible to apply for their

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<sup>2</sup> The veterinary technology program offers no distance learning components.

credentials as either a CVT, LVT, or RVT depending upon their state of residence.<sup>3</sup> Reciprocity requirements and additional state exams and other requirements vary by state. Further information about veterinary technology is available at the National Association of Veterinary Technicians in America (NAVTA) website at: <https://www.navta.net/membership/membership>

### Course Sequencing and Frequency of Course Offerings

Students are responsible for taking all courses assigned in order to graduate within each program. Exceptions to pre-requisites may be made on a case-by-case basis by the program director or school administrator. 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 progression: Veterinary Technology *(revised as of April 3, 2017)*

	Course Number	Courses	Quarter Credits
<b>Quarter 1</b>	VT 101	Algebra and Pre-Medical Mathematics	3.00
	VT 102	Biochemistry	5.50
	VT 103	Career Development and Technology	2.75
	VT 104	English Composition and Communication	3.00
	VT 105	Introduction to Veterinary Technology & Animal Behavior	4.00
			Total Hours:
<b>Quarter 2</b>	VT 201	Anatomy and Physiology I	5.50
	VT 202	Medical Mathematics	6.00
	VT 203	Medical Terminology I	3.00
			Total Hours:
<b>Quarter 3</b>	VT 301	Anatomy and Physiology II	5.50
	VT 302	Basic Nursing	5.75
	VT 303	Medical Terminology II	3.00
			Total Hours:
<b>Quarter 4</b>	VT 401	Intermediate Nursing	6.00
	VT 402	Nutrition	2.00
	VT 403	Parasitology	3.50
	VT 404	Pharmacology	8.00
			Total Hours:

<sup>3</sup> CVT: Certified Veterinary Technician; RVT: Registered Veterinary Technician; LVT: Licensed Veterinary Technician.

<b>Quarter 5</b>	VT 501	Anesthesia	6.00
	VT 502	Clinical Chemistry and Laboratory	6.50
	VT 503	Exotics and Laboratory Animal Medicine	4.00
	VT 504	Survey of Companion Animal Diseases	4.00
		Total Hours:	20.50
<b>Quarter 6</b>	VT 601	Advanced Nursing	6.00
	VT 602	Dentistry	6.50
	VT 603	Diagnostic Imaging	3.50
		Total Hours:	16.00
<b>Quarter 7</b>	VT 701	Pharmacology/Anesthesia/VTNE Review	4.00
	VT 702	Directed Clinical Practice	5.00
	VT 703	Large Animal Nursing	5.30
	VT 704	Practice and Self-Management	2.75
	VT 705	VTNE Preparation	4.00
		Total Hours:	21.05
<b>Quarter 8</b>	VT 801	Internship	13.33
		Total Hours:	13.33
<b>Total Quarter Credits</b>			<b>137.4</b>

## Course Details: Veterinary Technology

### Quarter 1

#### **VT 101: Algebra and Pre-Medical Mathematics**

Arithmetic and math topics and calculation steps are reviewed as foundational to the subsequent course in Medical Mathematics. Course emphasis is a review of fractions, percentages, decimals, ratios, and how to use and apply an equation that solves for an unknown value. The course also considers the various units and conversion in medical nursing, and drug dispensing. An introduction to pharmacology concepts is also provided.

#### **VT 102: Biochemistry**

An introduction to intracellular structure and function, cell metabolism, and how genetics drive the mechanisms for differences in cell expression for purpose. Biochemistry introduces basic reactions and control systems in living organisms including pH, ion dynamics in solutions, enzyme systems and the physical and chemical properties of various gases and fluids. The course also considers the production of energy from food.

**VT 103: Career Development and Technology**

This class focuses on career development, effective and professional communication as well as understanding ethical conduct in relationship to the day-to-day operations of a veterinary practice.

**VT 104: English Composition and Communication**

Building written, oral and business communication skills is as fundamental to future success in veterinary technology as it is in any other field. This class provides structure, coaching and feedback in composing and delivering original works related to the field. Another objective is to develop clear and succinct business and medical record writing skills.

**VT 105: Introduction to Veterinary Technology & Animal Behavior**

A survey for the new student as to the wide diversity of career options and opportunities available to graduates. The course also emphasizes the professional and ethical responsibilities of the certified veterinary technician. Consideration is provided for regulatory rules, professional organizations, how to obtain life-long learning and the sensitive subjects of end-of-life counseling and euthanasia. This course also introduces the natural behaviors of species and the development of skills to provide safe and effective patient care.

**Total Quarter Credits = 18.25**

**Quarter 2****VT 201: Anatomy and Physiology I**

Attributes of cell and tissues; comprehensive survey of animal structure and function by a “systems” approach with laboratory dissections on preserved anatomic specimens to illustrate quadruped anatomy.

**VT 202: Medical Mathematics**

How to use dimensional analysis formulae and ratio and proportion in solving pharmacy compounding problems for drug concentration or volume; solving fluid volume and dose-rate administration problems; translation of medical prescriptions into properly dispensed doses. Focus will be on fluid calculations and administration. Presentation of accepted standards of drug dispensing and client compliance are also considered

**VT 203: Medical Terminology I**

The “new language” of medical words and terms is learned by combining suffixes and prefixes with word roots in many different combinations for different meanings. In learning the new language a side benefit is learning many definitions useful in anatomy and physiology and nursing classes.

**Total Quarter Credits = 14.50**

### **Quarter 3**

#### **VT 301: Anatomy and Physiology II**

Continuation of VT 201.

#### **VT 302: Basic Nursing**

Introduction to animal husbandry and the natural behaviors of the species of our concern to provide safe and effective patient care. Course emphasis is developing skills to safely restrain patients during clinical procedures. Animal volunteers are sourced from staff and student owned animals to provide foundational nursing skill experiences including drug administration and acquiring specimens for laboratory testing.

#### **VT 303: Medical Terminology II**

Continuation of VT 203.

**Total Quarter Credits = 14.25**

### **Quarter 4**

#### **VT 401: Intermediate Nursing**

Techniques and manual skills are emphasized including placement of IV catheters and other vascular access devices, giving medications, bandaging and splinting, work-flow in sterile central supply, identifying packing and processing surgical instruments and operating room protocols for circulating and scrub nurse duties.

#### **VT 402: Nutrition**

Principles of metabolism for producing energy from food; how to meet nutrient requirements; lifestage and lifestyle feeding for dogs and cats; analysis of commercially and home-prepared pet foods. Course emphasis is nutritional support of hospitalized and critical care patients and choices and applications of therapeutic diets. Forages and practical advice for feeding horses is presented.

#### **VT 403: Parasitology**

A comprehensive overview of the zoological classes of various internal and external parasites commonly found in companion and large animal species. Course emphasis is on the biology of life cycles for the parasitic species and the practicalities of identifying infestations and infections by laboratory testing.

#### **VT 404: Pharmacology**

General principles of pharmacology including mechanisms of action of various drug classes. Course emphasis is the application of about 200 individual pharmaceuticals, anesthetics and biologics most commonly used in contemporary veterinary practices.

**Total Quarter Credits = 19.50**

## **Quarter 5**

### **VT 501: Anesthesia**

The essential personal behaviors required to accept the responsibility of caring for sedated or anesthetized patients, review of cardiorespiratory physiology, pre-anesthesia patient data collection and assessment, drug options and protocols for induction and maintenance of general anesthesia. Laboratory exercise present anesthesia machines and circuits, supplies and monitoring equipment and techniques. Course emphasis is understanding and reacting to changes in monitoring parameters during general anesthesia

### **VT 502: Clinical Chemistry and Laboratory**

Course emphasis is how to collect, prepare and interpret a wide variety of specimen materials for laboratory analysis. Included are the various steps and procedures for processing whole blood, serum, plasma, urine, urine sediment, cavity effusions, and scrapings and swabs for cytologic staining and analysis.

Laboratory exercises will follow lecture and will include the use of patient-side immunodiagnostics, the operation and service of equipment and how to interact with commercial clinical pathology laboratory services.

### **VT 503: Exotics and Laboratory Animal Medicine**

This course emphasizes the identification taxonomy, care, treatment, and anatomic, physiologic, and behavioral characteristics of common laboratory animals. Students also encounter species commonly seen in exotic veterinary practices including birds, reptiles, amphibians, and small mammals.

### **VT 504: Survey of Companion Animal Diseases**

A survey of the mechanisms of disease and the balance points between animal sickness and wellness. Course emphasis is a summary presentation of the more common congenital and acquired diseases in companion animal medicine and surgery from the perspective of the veterinary technician providing nursing to ill patients.

**Total Quarter Credits = 20.50**

## **Quarter 6**

### **VT 601: Advanced Nursing**

Utilizing the base framework of three textbook chapters various concepts in critical care nursing are reviewed via case discussions and laboratory practice. Subjects include triage, CCPR resuscitation procedures, physiologic and metabolic monitoring, and how medical teams can respond to a variety of common ER presentations.

**VT 602: Dentistry**

Anatomy of the oral cavity, and tooth identification and numbering systems for large and small animal patients; introductory consideration of the common pathologic changes to the teeth and gingiva and options for treatment by the veterinary technician. Course emphasis includes positioning for oral radiography, examination and charting exercises, and the theory and execution of periodontal treatments in naturally occurring dental disease. Laboratory exercises allow hands-on experiences with manual and power assisted equipment and ample opportunity to expose digital oral radiographs.

**VT 603: Diagnostic Imaging**

An introduction to the physics of x-ray generation and the production and display of both analog and digital radiographic images. Students will operate imaging equipment with associated safety precautions, participate in technique chart development, and practice the principles and specifics of patient positioning. The course also describes radiographic contrast media and procedures, advantages of axial imaging, and the production of diagnostic images via ultrasonography and endoscopy. How to make descriptive photographic images for uploading to an electronic medical record is demonstrated.

**Total Quarter Credits = 16.00**

**Quarter 7****VT 701: Pharmacology/Anesthesia/VTNE Review**

A structured, comprehensive review of Pharmacology (VT 404) and Anesthesia (VT 501) in preparation for student internships and the Veterinary Technician National Examination (VTNE).

**VT 702: Directed Clinical Practice**

Directed Clinical Practice is a student-centric experience in clinics conducted by students about to enter internships and then graduate. Students participate in lead roles to faculty to evaluate wellness and disease concerns within a population of pets cared for by student and staff owners.

Course emphasis is hands-on practice in clinical evaluation, doing laboratory and imaging procedures and participating in anesthesia and operative surgical and dental procedures. Emphasis is also placed on completing the medical record and following a patient previously seen. Course objective is for students to refine and reinforce academic knowledge and psychomotor skills.

**VT 703: Large Animal Nursing**

This course blends lecture and animal handling experiences that emphasize common clinical procedures with horses and cattle. Patient and operator safety are emphasized via model experiences with various restraint techniques as well as supervised learning curves with living animals of differing temperaments.

While horses and cattle are emphasized consideration is also provided for swine, sheep and goats. Presentations and discussions of horse and food animal diseases and treatments will focus on the veterinary technician's role in nursing and care.

#### **VT 704: Practice and Self-Management**

How to function as a medical team member in a clinic or hospital environment means knowledge of medical record keeping, safety and OSHA regulations, sanitation, control of the potential for zoonotic diseases transmission and how to communicate with regulatory agencies. The course will also consider the communication issues and opportunities that commonly occur between clients and the veterinary medical staff and between hospital colleagues.

#### **VT 705 VTNE Preparation**

A structured, comprehensive review for preparing for the national examination.

**Total Quarter Credits = 21.05**

### **Quarter 8**

#### **VT 801: Internship**

Students deploy as guest paraprofessionals into local clinical settings to further develop clinical knowledge and skills. Internships are held for 400 hours and successful completion is a pre requisite for graduation.

**Total Quarter Credits = 13.33**

### **School Schedule<sup>4</sup>**

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

Winter quarter: begins first week of January

Spring quarter: begins first week of April

Summer quarter: begins first week of July

Fall quarter: begins first week of October

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<sup>4</sup> The detailed CAVT school calendar is available in the Student Manual or by calling the CAVT office at (719) 219-9636.



## Class Size

Veterinary Technology lectures usually do not exceed approximately 15 to 18 students. Clinical laboratories do not exceed 8 students. The CAVT strives 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 reasonable academic accommodations to students, if required, based on documented disabilities.

## Facilities

The CAVT is located at 2766 Janitell Road, Colorado Springs, CO 80906. The school may be viewed on Google Maps <https://www.google.com/maps/place/2766+Janitell+Rd,+Colorado+Springs,+CO+80906>.

The CAVT maintains classrooms, a computerized library as well as a traditional library, full audiovisual system, IDEXX laboratory, surgical and clinical facilities, and pharmacy. Large animal clinical practice is performed at other large animal clinical facilities. Students also aid clinicians with spays, neuters, dental procedures, diagnostics and routine health care during directed clinical practice in the CAVT student run clinic located on site.<sup>5</sup> Students must be prepared to provide their own transportation to off-site laboratories and clinical sites as deemed appropriate by faculty and administration.<sup>6</sup>

## Entrance Requirements

The CAVT does not discriminate based on race, color, sex, age, religion, ethnic or national origin, pregnancy, veteran status, familial status, citizenship, or disability.

Prospective students *must* have a high school diploma or high school equivalency diploma (GED) to be considered for admission. All incoming students *must* be at least 18 years of age. Submission of an application is not a guarantee of admission.

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*. Referring individuals should know the applicant well and not be related to the applicant.

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<sup>5</sup> NOTE: The CAVT does not offer general veterinary or emergency services to the public.

<sup>6</sup> Off-site laboratories and clinical sites are essential to the education of every veterinary technology student and can take place in multiple courses including, but not limited to, nursing courses, exotics and large animal. Essential tasks required for graduation by the AVMA require use of such facilities. USDA regulations require parameters that are only met by off-site facilities.

- Official high school transcripts or GED certificate indicating date of graduation, *mailed directly by the high school to the CAVT administrative office.*<sup>7</sup>
- 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. During the interview the applicant should be prepared to demonstrate that they are prepared to enter an academically rigorous program that includes training of extensive clinical skills. The admissions committee seeks applicants with satisfactory histories of academic progress and significant work histories. Demonstration of basic oral and written communication skills as well as personal maturity during the admissions process is required.
- All applicants must be at least 18 years of age upon the date of admission.
- Passage of a basic entrance exam.
- All applicants will be required to take the Wonderlic® exam of basic skills.
- Some applicants will be asked to attend a second interview at the discretion of the faculty.

## **Application Deadline and Provisional Admission**

Applications must be complete no later than 30 calendar days prior to the quarter applied for. Applicants are informed as their application files are compiled and will be notified when their file is complete. Admissions decisions are made on a rolling basis.<sup>8</sup>

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.

Applicants seeking admission after a denial of admission or withdrawal must follow all admissions procedures as if applying as a first time applicant.

Decision letters will indicate either: admit, deny, provisional admission, or wait list. Students on provisional admission will be given strict time limits to provide required documentation to be finally admitted—failure to do so will result in a decision of “deny”. Students on the wait list will be offered admission if a seat becomes available. Should a seat not become available, wait listed students may be offered admission in a subsequent class. Admitted students may also make written requests to defer their entry into school for a subsequent quarter.

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<sup>7</sup> Home schooled applicants may submit appropriate credentials. Please contact the CAVT for further information.

<sup>8</sup> Rolling admissions: on time, completed application files are reviewed as they are submitted. Decision letters are usually mailed to applicants within three weeks of determination that an application file is complete.

## **Orientation**

Admitted students are required to attend orientation on a day designated prior to the start of each quarter. Students unable to attend must notify the CAVT office prior to that date. Students who are unable or otherwise do not notify the office by 5pm on the day prior to orientation of any quarter that they cannot attend orientation risk loss of their seat and denial of admission. In such a case, a student may be offered admission in a subsequent quarter or required to reapply at the discretion of the admissions committee.

## **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. Courses for which transfer credits are requested must be at the 100 level or higher and must have been completed no longer than seven years prior to an admissions application.

Advanced placement courses for which an AP test is taken must be scored at a 4 or 5 in order for transfer credit to be considered.

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 of credits from other accredited institutions will only be considered on a case-by-case basis. Students wishing to transfer credits from the CAVT to another institution will be required to inquire with that institution. The CAVT does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

## **Enrollment Dates**

Applicants to the veterinary technology program 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, April, July and October.

## **Students with Special Needs**

The CAVT will make reasonable efforts to accommodate students with special needs; however, each accommodation is considered on the CAVT’s ability to provide adequate and reasonable accommodations on an interactive, case by case basis. While strong consideration is given to past accommodations, accommodations must be vetted to determine if the necessary accommodation would change the fundamental nature of the academic program, lower academic standards, or otherwise create an undue burden.

Students requesting reasonable accommodations during their residence with the CAVT must provide documentation of any disability prior to design of any reasonable accommodation.

## **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 program 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.<sup>9</sup>

## **Placement Assistance**

The CAVT offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting 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**

Policies:

The Satisfactory Academic Progress (SAP) system at the CAVT bears a similar set of requirements as the government with respect to qualitative and quantitative measurement when evaluating for federal aid. However, the CAVT has a slightly different policy than the government when evaluating for institutional aid. Below you will find the general federal aid SAP requirements for the CAVT.

Procedures:

The Director of Financial Aid and the CAVT CEO is responsible for evaluating SAP after every quarter for the Financial Aid Office for the entire student population. Financial aid works closely with the CAVT registrar to ensure timely reporting and up to date academic policies. The CAVT registrar generates a report for the Financial Aid Office to inform students if they are not meeting the established requirements. Students are notified via e mail and are advised of their right to appeal any reduction in aid.

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<sup>9</sup> As a general rule, the CAVT does not require pre-paid tuition or fees.

#### Quantitative Measure:

The CAVT offers aid to students that are in good standing and in pursuit of an Associate's Degree of Applied Science in Veterinary Technology. All students in good standing must demonstrate successful progress towards a degree. Students are able to receive institutional aid for up to 8 quarters.

Students will qualify for federal aid up to 150% of the degree program requirements. Students in good standing must complete their courses at a minimum rate of 67%. A completed course is any course for which a grade of "C" or better is earned. All courses taken during the residency of all students and reported on official transcripts are used for the calculation of this completion rate. Transfer credits from other institutions are not used for this calculation. Part time students will also earn a completion rate on a pro rata basis equivalent to 150% of the degree program requirements.

Students that have reached the maximum number of terms and/or 150% percent allowable will not qualify for aid. Students are notified that their aid is discontinued and the reason for discontinuance. Part time enrollment does count into all totals where a student receives aid during that term. All classes attempted will count into all totals.

In extraordinary circumstances, financial aid may be continued even through the above standards have not been met. This requires that the student demonstrate in a written statement that undue hardship contributed substantially to the student's failure to make satisfactory academic progress. These appeals for aid continuation are granted on a case-by-case basis.

#### Qualitative Measure:

All students are required to pass all courses with a grade of not less than "C". Prerequisite courses for which a grade of "C" is not achieved will require the student to retake that course in order to proceed into the subsequent course. Any other course for which any student receives a grade of less than "C" must be retaken.<sup>10</sup> Each student's academic progress is checked quarterly.

The Director of Financial Aid and the CAVT CEO is responsible for evaluating SAP after every quarter for the Financial Aid Office for the entire student population. Financial aid works closely with the CAVT registrar to ensure timely reporting and up to date academic policies. The CAVT registrar generates a report for the Financial Aid Office to inform students if they are not meeting the established requirements. Students are notified via e mail and are advised of their right to appeal any reduction in aid.

#### Probationary or Conditional Periods:

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 on Academic Warning will be eligible for student aid<sup>11</sup> during the warning quarter. No appeal is required.

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<sup>10</sup> Mastery of all material presented in the Veterinary Technology program is required to demonstrate basic clinical competence upon graduation.

<sup>11</sup> "Student Aid" means any and all federal student aid including aid provided by the U.S. Department Education or the Veteran's Association and all related programs provided to military veterans and their dependents.

Students who fail to achieve an overall GPA of 2.0 at the completion of a warning quarter may go on *academic probation*. All students seeking to enter a quarter on academic probation will be required to appeal in order to remain on student aid. Successful appeals will result in continuation of student aid for one quarter. Students will be required to complete an academic plan as part of a successful appeal. It is within the discretion of the CAVT administration to allow a student to progress into a subsequent appeal and probationary quarter only if the points of the assigned academic plan are met. Unsuccessful appeals will result in denial of student aid and possible academic dismissal from the program.

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 discretion of the CAVT administration after a full review of the student's record. The student must prove to the satisfaction of the CAVT administration and faculty 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 CAVT administration has final authority and shall notify the student in writing of the final decision.

Students receiving Federal Student Financial Aid must maintain "Satisfactory Academic Progress" at the 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 as well as relevant transfer credits).<sup>12</sup> Students academically dismissed from their academic programs are automatically recognized as failing to meet SAP standards.

Students that withdraw from the veterinary technology program will be designated as withdrawn--passing (meets satisfactory academic progress) or withdrawn--failing (does not meet satisfactory academic progress). The CAVT does not offer remedial courses, therefore, any prior remedial courses taken at other institutions does not factor into a student's calculation for satisfactory academic progress, nor do those courses qualify for transfer credit that would factor into a student's calculation for satisfactory academic progress.

## **Grades and Credits**

Courses with grades of "W/D" (withdrawn), "INC" (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.

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<sup>12</sup> See section under Quantitative Maximum Timeframe on page 22.

Satisfactory Academic Progress status will include repeated coursework, unless determined otherwise by the CAVT administration and faculty. Audited courses count as unearned credit hours in the evaluation of the qualitative and quantitative standards. An incomplete grade does not affect the measurement of the quantitative and qualitative until a final grade is submitted. Repeated courses affect quantitative and qualitative components of SAP as if they are completed, individual courses.

## **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.<sup>13</sup>

### **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). Periods when a student doesn't receive Title IV aid will be counted towards the maximum time frame. All transfer credits will be counted towards the maximum time frame also.

## **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.

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<sup>13</sup> This is equal to a 67% successful credit completion rate.

## 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 CAVT administration.<sup>14</sup> An appeal must be based on significant mitigating circumstances beyond a student's control that seriously impact academic performance. Examples of possible mitigating circumstances are serious illness, severe injury, death of a family member, and other similar situations as judged by the CAVT administration and faculty. Students opting to appeal may be required to submit documentation on a case by case basis. 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. Students will be required to continue the program without the benefit of FA and re-establish a minimum GPA of 3.0 and minimum completion rate of 67% before qualifying for FA.

Once a 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 CAVT administration and faculty.
3. Any subsequent probationary quarter must also be preceded by an additional, separate appeal by the student.

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<sup>14</sup> A detailed description of the appeal process is contained in the CAVT Federal Financial Aid Policies and Procedures and is made available upon request to the CAVT financial aid officer.



## Re-entry

Students who leave the program for any reason including failure to meet Satisfactory Academic Progress may reapply to the program. Students must submit a new, complete application. Students seeking reentry will have prior performance considered as part of their application.

## Attendance Requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 70% is required for each individual course. Instructors may request a student's withdrawal from a course or program if absences exceed 30% or, in the alternative, issue a grade of "F" for that course. Students are responsible for all course material presented at each and every class session and laboratory. Missed quizzes may result in a grade of zero.

Students who are unable to continue classes for medical reasons or severe personal problems may 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*.<sup>15</sup>

## 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 for admission or federal student aid 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.

Students who request leaves of two quarters will be readmitted to the program at the discretion of the school. Students who request leaves of three quarters or more may be requested to reapply at the discretion of the school.

Students on leave of absence are on a voluntary suspension of their active status of residency and may not participate in any school activities without prior written authorization from the school CEO. Furthermore, students on leave will not have access to any school facilities during their leave period. Door codes will be suspended and will not be reinstated until the student returns to active status.

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<sup>15</sup> The Student Guide is made available to entering students at orientation. Updates are provided to all students in electronic form. All students are responsible for the contents of the Student Guide and all updates during their residency at the CAVT. Applicants may request a copy of the Student Guide by calling the CAVT administrative office at: (719) 219-9636. Copies of the Student Guide are also available in the CAVT library.

## Grading System

- A 95-100% (4 grade points)
- A- 90-94.9 (3.7 grade points)
- B+ 86.7-89.9% (3.5 grade points)
- B 83.3-86.6% (3 grade points)
- B- 80-83.2% (2.7 grade points)
- C+ 75-79.9% (2.5 grade points)
- C 70-74.9% (2.0 grade points)
- D 60-69.9% (1 grade point)
- F Less than 60% (0 grade points)

**Grade Reporting.** Grades are reported to students at the end of each quarter via email.

**W/D: withdrawal.** A student will not receive grade points or quarter credits for any course withdrawn from and must retake, and pay for, the entire course again in order to graduate. Students may withdraw from a course without penalty or cost if they notify the CAVT administration in writing of their intent to withdraw from a course within the first week of class. Students who withdraw after the first week of class and before the seventh week will receive a grade of “W/D” and will be required to pay for the time spent in class. A student will not be considered to have withdrawn from a class until notice is received by the CAVT administration in writing. A grade of W/D is considered a course attempted but not earned for SAP purposes.

Students *may not withdraw voluntarily* from a class after completion of the 6<sup>th</sup> week of any quarter. After the 6<sup>th</sup> week, the student will receive a grade for that course and be charged for the entire length of the course. Students who do not meet attendance requirements for any given course will be given an “F” for that course and required to retake, and pay for, the entire course.

**INC: incomplete.** A student may be awarded an incomplete *at the discretion of the instructor*. Students awarded an incomplete will be given an academic plan for completion of the course at which time the student will receive a final grade as indicated above. A grade of INC is considered a course attempted but not earned for SAP purposes. Once an academic plan is completed or not, an “INC” will be converted to a final grade, and is then attempted and earned.

Students are graded on a straight scoring system as noted above. Any student receiving a grade of “F” (less than 60%) or “D” (60-69%) will be required to retake, and pay for, the entire individual course for which that grade was received. Students will receive grade reports via email at the end of each quarter. *Students must retake courses in which grades of “F” or “D” were received so that the student, staff, and administration are satisfied that the student demonstrates adequate clinical skills to serve their patients and the public as medical professionals and public health officers.* A grade of “D” or “F” is considered a course attempted but not earned for SAP purposes.

**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 Quarter Credits	9	Total Grade Points
			33	
		Cumulative GPA=total grade points divided by total quarter credits completed	<b><u>3.67</u></b>	

## Change of Student Status

Students wishing to change their status from full to part time or part time to full time, or who seek permission for a leave of absence, change programs, take an extended leave, or withdraw must complete a change of status form.

## AVMA Essential Skills Task List

Students must perform tasks as outlined on a competency checklist as set forth by the AVMA. The list will be utilized in classes and laboratories, not at internships or any other off site facility either before, during or after completion of the program. Completion of duties ensures practical knowledge and experience of entry-level concepts into veterinary hospitals. Students may only be signed off on a task by CAVT faculty, qualified staff members during in-residence lectures and laboratories, and/or by an authorized internship site supervisor. Tasks performed off site, or prior to admission or after completion of the program will not be credited to any student's task list. Students are expected to be able to lift 30 pounds and perform all tasks set forth in the AVMA and NAVTA list of required tasks. These tasks may be viewed at [www.avma.org](http://www.avma.org). Where possible, students with special physical needs will receive reasonable accommodations in order to complete this list.

## 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, testing and homework policies, confidentiality policies, honor code outline, facilities maintenance responsibilities, tuition requirements,

class and laboratory policies and procedures, drug and alcohol policy, 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. The Student Guide is also available in the CAVT library. Students are responsible for the contents of the student guide as well as the contents of this catalog and all updates during their residency at the CAVT.

## Official Transcripts

The 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
- Violation of the CAVT drug and alcohol policy.<sup>16</sup>
- Disruption of classes or laboratories by through inappropriate or unauthorized conduct
- Adherence to the CAVT attendance policy
- Proper consideration of the legal rights of all students, staff, and faculty.

Students receive written notice of all rules and regulations during their residency with the CAVT. The CAVT reserves the right to change its rules and regulations as required. All rules and regulations are published in *The Student Guide* which is available to all resident students and is considered a required supplement to this catalog which all students, staff, and faculty are responsible for.

## Student Safety

*Animal Handling:* All students will handle several species of animals, some of which may be dangerous. Students must follow all instructions for patient handling as directed in classes and laboratories.

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<sup>16</sup> Students, staff, and faculty are expressly prohibited from being under the influence of illegal drugs, alcohol, marijuana, or prescription drugs while on school property or while representing the school off campus while on school business.

*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 must consult immediately with the CAVT office before proceeding with any classes or laboratories. Required documents must be completed by any pregnant student before proceeding in the program.

*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. *Students are hereby notified that rabies is a clear and present danger to their health and safety; students are under a duty and possess the sole responsibility to be vaccinated for rabies as soon as possible after the start of the veterinary technology program.*

*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.

*Use of illegal drugs, alcohol, or marijuana:* Students, staff, and faculty are expressly prohibited from being under the influence of illegal drugs, alcohol, prescription drugs, or marijuana while on school property or while representing the school off campus while on school business.

## **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 including no open-toed shoes.

Any student performing clinical tasks or laboratories must wear scrubs and a lab coat. School scrubs are available for purchase through the main office. Lab coats may be purchased at a nursing supply store or online.

## 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 as published in this catalog, the student guide, or in any other fashion during a student's residency, will result in disciplinary action. Failure to correct action cited 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. *Students may bring any and all suggestions directly to the CAVT staff for review.* The CAVT staff and students are to follow the grievance procedures as outlined in the Student Guide. Students may file a written complaint with the Colorado Division of Private Occupational Schools at [www.highered.colorado.gov/dpos](http://www.highered.colorado.gov/dpos) or by requesting a complaint form at (303) 862-3001. 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. Students may also contact the Council on Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350. Phone number for COE: (800) 917-2081. They are located on the web at: [www.council.org](http://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, but before commencement of classes, are entitled to a full refund of all tuition and fees. 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 date of determination of the student's last date of 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 course/program 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 \$150.00 cancellation fee may be charged.
7. Refunds, when due, are made without requiring a request from the student.

### Special Refund Policy for VA Benefits:

A debt is established on the student for tuition/fees/Yellow Ribbon when:

- The student withdraws after the first day of term (FDOT).

- If the student completely withdraws on the FDOT, the student will be treated as if never attended.
- The student reduces hours whether the reduction occurs before or during the term.
- If the student has attended at least one day of any of the classes certified and a payment has been issued, any debt created by the reduction/withdrawal will be charged to the student.
- The school submits a change in enrollment and reports a reduction in tuition, fees, and/or Yellow Ribbon due to student action reducing or terminating training.
- If a student drops a course and adds a course so that there is no net change in training time, any change to tuition, fees and/or Yellow Ribbon is a student debt.

## Tuition: Veterinary Technology Program

Full time tuition is \$15,669 per year (\$31,338 for the full 2 year program), excluding Student Fees, books, and supplies, and living expenses, provided that students complete the program in 24 months. Tuition is charged per credit each quarter. Financial aid is available. Information may be obtained by calling the CAVT main office at: (719) 219-9636 or by e mailing Traci Thompson, financial aid officer, at: [tthompson@cavt.edu](mailto:tthompson@cavt.edu)

## Student Fees: Veterinary Technology Program <sup>17</sup>

The CAVT charges program fees, not individual course fees. All fees are bundled and divided equally into each quarter's charges.<sup>18</sup>

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

1. Laboratory fees: \$1,517.00 per year.<sup>19</sup>
2. \*School uniform: approximately \$38.00 per set (one-time charge). At least one clean set should be available at all times.
3. \*Books: Approximately \$800.00 per year.
4. \*Stethoscope and other medical and laboratory supplies: approximately \$170.00 (one-time charge).
5. Student services: \$1,376.00 per year.<sup>20</sup>
6. \*Graduation fee: \$50.00 (one-time charge).<sup>21</sup>

\* Indicates non-refundable fees

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<sup>17</sup> The CAVT reserves the right to raise or lower fees at any time in order to deliver vital services and materials to students. In addition: the total of tuition and fees may rise for any individual student that incurs extra fees or charges for books, supplies, clinical expenses, required repetition of courses, or other circumstances that requires the student to alter the planned curriculum.

<sup>18</sup> Books, stethoscopes, medical, and laboratory supplies are not automatically included in quarterly charges. It is up to each student to decide which of these they wish to purchase.

<sup>19</sup> This fee covers the considerable cost of laboratories and live animals that enable the CAVT to produce a quality, hands on education.

<sup>20</sup> Student services includes (but is not limited to) on site counseling for students, IT services, and state mandated internship insurance.

<sup>21</sup> NOTE: Federal Financial Aid does not provide funds for graduation fees.



## 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, 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 main office at: (719) 219-9636 or by e mailing Traci Thompson, financial aid officer, at: [tthompson@cavt.edu](mailto:tthompson@cavt.edu)

Students are required to pay for any classes that must be retaken. Student aid may be used for retaken courses unless federal rules prohibit such payment.

### RETURN OF TITLE IV FUNDS

#### Process Overview & Applicability

In performing any refund and repayment calculation for a student who withdraws from the CAVT, the CAVT first must determine the student's costs and categorize them as either (1) institutional charges used in calculating refunds or (2) non-institutional charges (such as off-campus rent, living expenses, transportation, and the cost of group health insurance) used in calculating repayments. The CAVT will also attempt to identify the last date of attendance for a return calculation for federal aid and the date the student completed the withdraw process for an institutional return calculation.

Generally, institutional charges are for educational purposes and are charged directly to the student's account. However, because not all institutional charges may be used in refund calculations, institutional charges must be further categorized as either "unallowable" or "allowable." Along with tuition, which is always an institutional charge, allowable charges may include course fees, and books and/or supplies purchased at the CAVT. Should specific programs of study at the CAVT require students to purchase specific supplies and equipment from the CAVT, the CAVT will publish the cost of those items and, upon a student's withdrawal from the CAVT, will determine if the cost of this equipment may be excluded from the refund calculation. the CAVT follows federal guidelines in categorizing costs as institutional vs. non-institutional, allowable vs. unallowable, and/or as includable vs. excludable.

Any balance remaining on the student's account after being credited with the applicable refund and/or financial aid funds is due and payable by the student. Unpaid balances will impact a student's eligibility to be readmitted to the CAVT and to have requests for official academic transcripts processed.

Refunds of allowable institutional charges and repayments of funds disbursed to cover non-institutional charges will be calculated in accordance with federal regulations and according to the particular status of the individual student, as follows:

A return of Title IV calculation must be made if a student withdraws from all of their classes on or before the 60% point in time of the enrollment period for which the student was charged. Withdraw is taken to mean the student voluntarily (or involuntary for medical or other reasons) chooses to stop attending in

the classes enrolled. The CAVT has an applicable state refund policy to consider in determining which calculation provides the largest refund. A separate calculation is done for determining a student's eligibility for institutional aid based on when they submitted the withdraw documentation.

(a) Determine the Title IV Refund percentage of the enrollment period that remains by dividing the remaining weeks in the period for which the student is enrolled/charged by the number of weeks in the enrollment period.

(b) Calculate unpaid charges by subtracting from the total allowable institutional charges the total aid paid to institutional costs and the scheduled cash payments from the student

(c) Repayment Calculation- should a repayment calculation result in an overpayment to the student, the student's account will be charged accordingly within 45 days of the determined withdrawal date, and the repayment owed will be distributed as follows:

1. Federal Perkins Loan Program
2. Federal Pell Grant
3. Federal ACG
4. Federal SMART Grant
5. Federal SEOG
6. Other private or institutional sources of aid

12.1 Note: In the event that a student does owe an overpayment of Title IV funds, the CAVT will be responsible for notifying the student. Furthermore, immediately upon discovery of the overpayment, the CAVT will flag the student's record to indicate that the student is ineligible for further Title IV funds until the overpayment has been repaid.

Identification of withdrawn students:

1. Official Withdraw – The student obtains a Withdrawal Form from the Dean of Students
2. Unofficial Withdraw – The student ceases attending classes.

If in the case of an Official Withdrawal, the date of determination is the date that the form is received by a school official or the date that the school was first informed of the student's intent to withdraw. Students are asked to provide their last date of attendance.

If in the case of an Unofficial Withdrawal, the date of determination will be the date when the instructor certifies the last date of attendance for the student. The last date of attendance is assessed by contacting the instructors for the last date of attendance. If the last date of attendance cannot be determined, 50% is used for the return calculation.

Withdrawal date:

Under each refund calculation, withdrawal from the CAVT--official or unofficial--refers to a student's failure to complete the period of enrollment for which he or she was charged.

An “official” withdrawal occurs when the student notifies the CAVT of his/her intent to withdraw and he/she completes the withdrawal process/form (obtained in the Financial Aid Office) or stops attending classes. An “unofficial” withdrawal occurs when the CAVT discovers that the student has ceased to be enrolled (i.e., is no longer attending classes) and the student did not initiate/complete the withdrawal process.

In addition, students who are expelled or who take unapproved leaves of absences are considered to have withdrawn from the CAVT. Currently, the CAVT does offer a Leave of Absence option for students looking to cease attendance in courses due to medical complications or academic performance. Furthermore, the CAVT reserves the right to request a student’s withdrawal.

Regardless of the circumstances of withdrawal from the CAVT, a withdraw can be initiated by:

- a. A withdrawal form, initiated either by the student or by the CAVT, is filled out and documents the last date of class attendance (either as advised by the student or as determined by the CAVT through contact with the student’s professors)
- b. The date of withdrawal is considered to be the last date of class attendance. In the case of an “unofficial” withdrawal, the CAVT will determine the date of withdrawal within the earlier of 45 days of the end of the enrollment period, the end of the academic year, or end of the program
- c. The date of withdrawal is the date used to calculate any applicable institutional refund and/or repayment. While the last date of attendance will be used for the federal return calculation.

Under all circumstances of withdrawal from the CAVT, the student forfeits his or her rights and privileges as a student, including the use of the CAVT facilities. Therefore, upon withdrawal from the CAVT, a student will automatically relinquish their door code.

If information regarding leaves of absence is not included here, you may wish to cross-reference other subsections of your manual or the policies and procedures of other offices that describe the institution’s LOA policy, how that policy is communicated to each student, and how a student granted a LOA is tracked.

The last date of attendance is entered by the student on the withdraw form for official withdraws (unofficial withdraws require date confirmation from the student’s instructors). The withdraw policy is communicated to each student on an individual basis as they come in for withdraw counseling. Students informed that there may be a return of their funds based on the last date of attendance.

The CAVT financial aid officer performs the Federal Return of Title IV Refund calculation using the USDOE’s system located on CPS at: <https://fafsa.ed.gov/FOTWWebApp/faa/faa.jsp>. The payment period is used as part of the R2T4 calculation. The calculation is triggered by determining the official or unofficial withdrawal as described above.

Refunds to financial aid programs will be made within 45 days of the date the school determines that the student has (un)officially withdrawn, expelled, or takes an unapproved leave of absence. Furthermore, refunds will be redistributed in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans

3. Federal Perkins Loans
4. Federal PLUS/Grad PLUS Loans
5. Federal Pell Grants
6. Federal Academic Competitiveness Grant
7. National SMART Grants (if required)
8. Federal Supplemental Ed. Opportunity Grant
9. Other private or institutional sources of aid

For the CAVT, Institutional Charges are defined as all charges that are directly related to the attendance of classes. These items are tuition, other direct fees applied to billing account, room, board, etc...

For the CAVT, Non-institutional Charges are defined as all charges for special fees such as books or scrubs.

Information on students who have withdrawn is sent to the Financial Aid Officer from instructors.

Unless a student subject to verification and has provided all required verification documents in time for the school to meet the Return deadlines, the school includes aid as Aid Disbursed or Aid That Could Have Been Disbursed in the Return calculation only those Title IV Funds subject to verification.

Once the calculation has been performed it is filed away. An email to the CAVT bookkeeper is sent to inform them of the percent of the semester that was completed. If any adjustment in the tuition needs to occur, they will adjust it at that time.

If the student receives less Federal Student Aid than the amount earned, the CAVT will offer a disbursement of the earned aid that was not received. This is called "Post-Withdrawal Disbursement."

Students with Title IV loans and parents with PLUS Loans will be notified in writing, prior to making any post-withdrawal disbursement of loan funds. If the student or parent would like to accept the disbursement of such funds, the letter will request that they return the letter signifying that they accept the loan amount.

The CAVT financial aid officer is responsible for notifying the student or parent of the availability of a post-withdrawal disbursement.

The CAVT may disburse Title IV grant funds without permission up to the amount of outstanding charges due the institution. A student/parent is notified in writing of eligibility/availability for a post-withdrawal disbursement of loans. All post-withdraw loan funds must be accepted or declined by signing and returning the authorization letter within a specified time frame (typically 14 business days).

The post-withdrawal authorization letter will include the source, type, and amount of loan funds they would like to accept for disbursement. Should the post-withdrawal disbursement include a PLUS loan, the parent may not receive a direct disbursement of funds that the institution wishes to credit to the student account and the CAVT will obtain permission to credit loan funds to a student's account to cover unpaid institutional charges. Students and parents are discouraged from obtaining the post-withdrawal loan disbursement to keep their debt down or to cancel the loan. This notification will be sent ASAP but no later than 30 calendar days after the determination that the student withdrew.

The CAVT financial aid officer monitors R2T4 post-withdrawal disbursements. Revisions to the student award package may be made and the R2T4 calculation processed as indicated above. The CAVT financial aid officer will not request Title IV funds for a post-withdrawal disbursement until it is determined that the disbursement can be made within three business days.

As stated above The CAVT financial aid officer will calculate the institutional and student shares of unearned aid using the USED OE system.

Returning Unearned Funds will be distributed in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Perkins Loans
4. Federal PLUS/Grad PLUS Loans
5. Federal Pell Grants
6. Federal Academic Competitiveness Grant
7. National SMART Grants (if required)
8. Federal Supplemental Ed. Opportunity Grant
9. Other private or institutional sources of aid

Upon determining a Title IV repayment exists the CAVT financial aid officer may:

- Notify students they may owe a Title IV grant repayment.
- Inform students they owe a debt to the CAVT as a result of the Title IV grant repayment.
- Return the school's portion of unearned funds
- May report any overpayment to the National Student Loan Data System (NSLDS) if the student has neither repaid nor made satisfactory repayment arrangements.

The CAVT may return funds on behalf of a student who owes an overaward and consider the returned funds as the student's debt to the institution. The institution may enter into a repayment agreement with the student. The consequences of owing an overpayment may impact the student's eligibility for future Title IV aid, continued enrollment in the CAVT until the debt is paid, or referred to collections.

## **Preparation for the Veterinary Technician National Exam**

After graduation from the veterinary technology program, 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 (CVT), Licensed Veterinary Technician (LVT), or Registered Veterinary Technician (RVT). Students will need to inquire with their state of choice to learn about individual state requirements, which may include the possibility of credit or criminal background checks or additional state exams. 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”.
- Have achieved a grade of at least “C” on all courses on their transcripts. Students are required to retake courses for which they receive less than a grade of “C”.
- Be a student in good standing.
- Have all tuition and fees paid in full.
- Not be on academic warning or probation.
- Not have any outstanding issues with regard to student conduct.
- Have completed an internship.
- Have completed the AVMA required task list. It is imperative that all students keep track of their required task list and ensure that they make all efforts to complete their book by the start of internship. The CAVT will make tasks available to students who do not complete their book by internship when those tasks become available; however, current students on time with their task books will take priority.
- NOTE: A full time student without any transfer credits will need 2 years to complete the veterinary technician program.
- Successfully finish an exit interview where all graduation requirements and other documents will be reviewed.

Graduation Honors:

Students will be recognized for outstanding academic achievement for earning a 3.5 or better cumulative grade point average. The three levels of recognition are as follows:

	<b>Cumulative GPA</b>
Cum Laude (with honor)	3.50 to 3.749
Magna Cum Laude (with great honor)	3.75 to 3.99
Summa Cum Laude (with highest honor)	4.00

## CAVT Quarter schedule 2019-2020<sup>22</sup>

### Veterinary Technology

Quarter	Year	Start	End
1	2019	Monday, January 7	Friday, March 15
2	2019	Monday, April 1	Friday, June 7
3	2019	Monday, July 1	Friday, September 6
4	2019	Monday, September 30	Friday, December 13
1	2020	Monday, January 6	Friday, March 13
2	2020	Monday, April 6	Friday, June 12
3	2020	Monday, July 6	Friday, September 11
4	2020	Monday, October 5	Friday, December 18

#### Observed School Holidays:

Memorial Day

Independence Day

Labor Day

Thanksgiving Week

Christmas Day

New Year's Day

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<sup>22</sup> Quarter 1 (“Winter Quarter”); Quarter 2 (“Spring Quarter”); Quarter 3 (“Summer Quarter”), and; Quarter 4 (“Fall Quarter”).

