



ACHIEVE YOUR
SUMMIT

Catalog and Handbook

*Apex College of Veterinary Technology
330 S. El Paso St., Colorado Springs, CO 80903*

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Introduction

Veterinary medicine is a field of study leading to a diversity of occupational opportunities in the fields of animal healthcare and nursing. Formats of a future career could take the form of delivery of diagnostic and treatment care to animals in private veterinary hospitals, working in administrative health management arenas, care for military animals, education, industrial and academic research, and product sales. There is fantastic opportunity for employment fulfillment with this choice of career and the reward of deep satisfaction inherent in caring for the health needs of animals. Here, one's effort and care can really make a difference.

Apex College of Veterinary Technology prepares qualified and motivated students for these rewarding career opportunities. In an intense and efficient academic, laboratory and work experience format an entering student becomes prepared for demonstrating to testing entities the required skill sets, and for bringing marketable skills and perspective to veterinary practices and hospitals. Additionally, we feel an education at Apex will prepare students for clinical expertise and leadership for the future of the profession. While there are over 200 academic training sites for Veterinary Technology in the United States, Apex particularly embraces the concept of teaching applied and practical hands-on skills in addition to academic preparation and professional communication. Our objective is to combine the acquisition of solid academic skills with the development of psychomotor skills as needed in this field. This combined training, delivered in an efficient and high-value format, will best prepare students for success in their first job and for fulfilling careers characterized by leadership and accomplishment. Apex is in a unique position to provide the hands-on skills often found missing in the new graduate. This major point is our competitive advantage and will differentiate the Apex student from graduates of other programs.

Apex College of Veterinary Technology will emphasize these provisions to our students:

- *Modern facilities that emulate contemporary veterinary settings*
- *Exceptional, motivated, and enthusiastic veterinary faculty and staff*
- *Relevant abilities and developed confidence to enter the field of veterinary medicine*
- *An outstanding value for each tuition dollar*
- *Opportunities for animal care and involvement in the local community*

History

Apex College of Veterinary Technology was founded in 2015 and is based on the concept that training to become a veterinary professional requires more than lectures and book learning -- it also requires the development of skills and leadership perspectives.

A like-minded faculty was assembled, and a purpose-specific campus was acquired and remodeled near downtown Colorado Springs, CO. Our first approved courses began in July 2015 with active enrollment across all of our veterinary specific programs since.

Mission and Values

Our mission, vision, and values provide clear guidelines for our committees, faculty, staff, and students to understand our educational goals and make decisions that support our standards of excellence.

Mission

Apex College of Veterinary Technology embraces the concept of teaching applied and practical hands-on skills in addition to academic preparation. Our objective is to combine the acquisition of solid academic skills with the development of psychomotor skills as are necessary in the field of veterinary medicine. This method of training, delivered in an efficient and high-value format, will best prepare students for a quick start in their jobs as well as the development of careers characterized by leadership and accomplishment.

Values

We have distilled our core values into the categories of Leadership, Innovation, Service, and Knowledge and Skill. We work to make sure that everything we do, every decision large or small, lives up to those standards.

Leadership

We foster the development of current and future leaders by motivating and supporting students, faculty, and veterinary professionals nationwide. We establish challenging performance standards and encourage others to achieve by creating enthusiasm, a sense of empowerment, and a desire to excel.

Innovation

We continuously generate the latest ideas, going beyond the status quo, and recognizing the need for new or modified approaches to move the right knowledge and skills into the minds and hands of students and veterinary professionals. Through strategic thinking, insightful observation, creative expression, and sound judgment, we bring variable perspectives and approaches together to produce engaged and empowered veterinary industry leaders. We will continually enhance, inspire, and develop through change and implementation, and then reassess to recreate.

Service

We provide a quality educational experience through ethical behavior and superior service. We share our experiences and perspectives in a positive manner to create an environment of synergy and positivity, foster a commitment to quality, and help promote a spirit of community. Our culture of service produces superior educational and operational results when contrasted with any other model or alternative.

Knowledge and Skill

We promote personal growth and professional development in students, faculty, and veterinary professionals. Our staff is challenged with maintaining their individual knowledge and skill levels for both modern clinical standards as well as the newest innovations in veterinary medicine. We are regarded as experts in our technical and functional areas. We excel by providing an enriching learning environment for staff, students, and graduates.

Institutional Approvals and Accreditation

Apex College of Veterinary Technology is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board.

.....
*Colorado Department of Higher Education
Division of Private Occupational Schools
1600 Broadway, Suite 2200
Denver, CO 80202
303-862-3001
<http://higherred.colorado.gov/DPOS/>*
.....

Apex College of Veterinary Technology has systematically-completed the necessary steps toward institutional accreditation with the Council on Occupational Education (COE), an agency recognized by the U.S. Department of Education. Apex College of Veterinary Technology is accredited by the Commission of the Council on Occupational Education and is entitled to the recognition and privileges resulting therefrom. COE accreditation allows our students to pursue more and varied financial aid options.

.....
*Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
800-917-2081
www.council.org*
.....

Apex College of Veterinary Technology is accredited by the American Veterinary Medical Association's Committee on Veterinary Technician Education and Activities. Our Veterinary Technology graduates are eligible to sit for the Veterinary Technician National Examination and apply for state-specific credentialing.

American Veterinary Medical Association/Committee on
Veterinary Technician Education and Activities
1931 Meacham Road, Suite 100
Schaumburg, IL 60173-4360
847-925-8070
<https://www.avma.org/>

Finances

Apex College of Veterinary Technology has the financial support to attain our educational goals and support the missions for the Veterinary Technology program. Through our partnerships with national, state, and local interest groups, Apex is the local leader in the development and delivery of additional educational and career advancement opportunities for veterinary professionals on campus in our didactic and modern hands-on laboratory settings.

Students, their families, or any other interested parties with questions or concerns about Apex College of Veterinary Technology's finances, are encouraged to schedule meetings with our Finance Office. Meetings may be scheduled with the Chief Financial Officer and/or the members of the administrative team by contacting the school via email at admin@apexcvt.edu or calling us at 719-375-8228.

Organization and Communication

The ownership group meets regularly to provide input on the business operations of Apex College of Veterinary Technology. The Occupational/Program Advisory Committees lend their expertise twice annually to our educational and occupational programs.

The leadership organization of Apex College of Veterinary Technology is as follows:

Business Leadership

Apex College of Veterinary Technology, Inc. is a Colorado corporation with four owners:

- Ramona Crane, Chief Executive Officer and Educational Program Director
- Stephen Crane, Chief Medical Officer and Campus Safety Officer
- Ria Botzler, Chief Financial Officer, Director of Student Services, Financial Aid Administrator, and Registrar
- Kimberly Spelts, Chief Operations Officer

Educational Leadership

Apex College of Veterinary Technology maintains an active knowledgeable, external Occupational/Program Advisory Committee(s) (PAC) comprised of local veterinarians, credentialed veterinary technicians, industry representatives, and public members unassociated with the institution.

Current students, alumni, and faculty also attend Program Advisory Committee meetings to maintain relevant input and transparency. PAC meetings occur twice yearly with dates and times communicated via electronic means. Interested parties may request minutes for review via electronic request to admin@apexcvet.edu

Decisions and revisions determined by the ownership group in conjunction with input from the Occupational/Program Advisory Committee(s) are communicated to faculty and staff by the Director of Educational Programs for implementation.

Administrative Staff

A small administrative support staff, is reviewed quarterly and increased commensurate with student enrollment. The administrative staff reports to the Chief Financial Officer and Registrar.

Other Committees

Apex College of Veterinary Technology also recognizes the following committees and student groups:

- Institutional Animal Care and Use Committee (IACUC)
- Green Campus Committee
- Marmot Club (Student Organization)

Students or community members interested in participating in information about Apex College of Veterinary Technology committees should contact the administration office for direction.

Physical Facilities and Equipment

All aspects of Apex College of Veterinary Technology's physical facilities provide an environment conducive to learning and the achievement of our educational goals. Classrooms, teaching laboratories, large animal facilities, and other teaching spaces are clean, maintained in good repair, adequate in number, appropriate in capacity, and provided with sufficient equipment and staff to meet the instructional needs of each enrolled student.

Clinical facilities are in line with contemporary accepted standards for veterinary facilities such that an Apex College of Veterinary Technology graduate will be familiar with equipment and technologies they are likely to encounter in their work environments. Standard types of laboratory and clinical equipment, consistent with those used in contemporary veterinary facilities, are available to students in relevant courses. A detailed list of equipment is provided in Appendix A: Equipment and Instructional Resource List.

Office space is sufficient for the instructional, advisement, and administrative needs of the faculty and staff of all Apex College of Veterinary Technology programs. Animal housing meets or exceeds accepted humane standards as well as federal and state regulations. The safety of Apex College of Veterinary Technology students, program personnel, and all animals being cared for is of prime consideration to each staff member. All use of drugs, biologics, reagents, and other materials used in conjunction with animals are in compliance with state and federal

regulations including current dating and appropriate labeling. Controlled substances are stored and logged in accordance with state and federal regulations.

Resources for Clinical Instruction

Apex College of Veterinary Technology follows all applicable federal and state regulations and guidelines for the care and use of animals utilized by the programs. Apex College of Veterinary Technology embraces the principles of humane care and use of animals as codified in the Animal Welfare Act (AWA) and follows all federal and state policies with respect to all animal use. All animal activities conducted by Apex College of Veterinary Technology are reviewed and approved by the Chief Medical Officer and the Institutional Animal Care and Use Committee, whose structure and functions are in accord with AWA requirements.

Adequate numbers of common domestic and laboratory animal species are available to provide the necessary quantity and quality of clinical instruction to meet Apex College of Veterinary Technology's curriculum requirements without overuse of animals or violation of AWA requirements for humane use and care.

Models and other alternate methods of teaching that are consistent with the goals of the Apex College of Veterinary Technology curriculum are considered to replace, reduce, or refine animal use. Records and logs of animals used by Apex College of Veterinary Technology are comprehensive and accurately maintained.

Off-campus providers of instructional support meet the objective requirements set by Apex College of Veterinary Technology with respect to the physical facilities, staff, and available equipment. Such facilities may include those that allow students experience in:

- Equine facilities
- Bovine facilities
- Mixed animal facilities
- Small ruminant facilities
- Wildlife rehabilitation facilities
- Laboratory animal facilities
- Zoo and animal conservation facilities

Library and Informational Resources

Apex College of Veterinary Technology recognizes that libraries and information retrieval are essential to veterinary education and continuing education. Our intimate campus library is complete with group and quiet study areas and provides timely access to current information resources pertaining to veterinary subjects through print, electronic, and physical media to our students, faculty, and staff.

Students can access the physical library during normal business hours and by appointment. Otherwise, students and faculty may search the entire library and place holds on resources from any location where they have an Internet connection by using the library tools available through our college's learning management software Populi (www.ApexCVT.populiweb.com).

Student knowledge of quality information resources, library use and development, and application of information retrieval skills is included throughout the Apex College of Veterinary Technology educational experience. The general education students are required to visit the downtown Pikes Peak Library location (closest to campus) for the library orientation (given by a qualified resource specialist) and to acquire a PPLD card.

Students also have unlimited access to the Pikes Peak Library District Resources including:

- Website resources at <http://ppld.org>
 - Ask a Librarian
 - Library staff will answer questions within 24 hours (excluding weekends and holidays)
 - Ask questions about CyberShelf downloads (eBooks)
 - Book a Librarian
 - Can't find the information you need? Have a research project? Students can schedule time to meet with a librarian for assistance
- Instant Message a Librarian
 - IM coverage is available Monday-Thursday, 10am – 8pm, and Friday 10am – 5pm
 - AOL IM: Pikes Peak LD
 - Yahoo IM: ppld.librarian
 - MSN IM: [eref at ppld dot org](mailto:eref@ppld.org)
- Phone
 - Reference desk: 719-389-8968
 - In person - Students can visit any of the 16 convenient locations throughout El Paso County

Application and Admissions

Apex College of Veterinary Technology provides equality of opportunity to its applicants for admission, enrolled student services, graduate services, and employment/employee services and specifically does not discriminate based on race, color, sex, age, religion, ethnic or national origin, pregnancy, sexual orientation, gender identity, veteran status, citizenship, or disability.

Prospective veterinary technology students must be at least 18 years of age and possess a high school diploma or equivalent (such as a GED).

All applicants to Apex College of Veterinary Technology must provide the following to be considered for admission to the program:

- Completed online application (www.ApexCVT.com/app)
- Letter of reference from someone who is not a relative
 - Veterinary professional preferred
- Official high school transcript, or proof of GED, or equivalent
 - Mailed directly from the high school to Apex College of Veterinary Technology
 - Must include the date of graduation/completion
- Official post-secondary transcripts (if available)
 - Mailed directly from the institution to Apex College of Veterinary Technology
- DD Form 214 (if applicable)
 - The certificate of release or discharge from active military duty

Additional Admissions Requirements and Processes

Applications and all required documentation must be complete and received by the Registrar **no later than 30 days prior to the start of the quarter** of anticipated admission. The application deadline may be extended for programs with openings still available beyond the deadline for application. Contact the Apex CVT office for information regarding admissions beyond the posted deadline. The ownership group makes admissions decisions quarterly in December, March, June and September. Each academic quarter is limited to 24 students per program.

As part of the admissions process students are expected to interview with Apex College of Veterinary Technology leadership and faculty members. The interview is often completed as part of the campus tour but may be completed through electronic communication for students unable to schedule time on campus. Students must also complete a short electronically generated entrance exam – prospective students are scheduled for this exam once all admissions documents (application, transcripts, letter of reference) have been submitted.

Acceptance letters are sent to students who have met the admissions criteria listed in the sections above via email. Applicants are also notified if they will be deferred to a future quarter (due to the limit of 24 students per quarter) or if they are denied admission. Applicants who are denied admission, did not complete the application process, or withdrew their application may reapply by following the admissions guidelines for first time applicants.

Postponement or Cancellation of a Start Date

Apex College of Veterinary Technology does not have a late enrollment period and all required documentation and admissions requirements must be completed and received by the Registrar **no later than 30 days prior to the start of the academic quarter**. Postponement of a student's starting date, whether at the request of the school or student, requires a written agreement signed by the student and the school. The agreement must set forth whether the postponement is for the convenience of the school or the student as well as the 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 any prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Registration

Registration is the process whereby a student becomes officially enrolled at Apex College of Veterinary Technology. Students who enroll in classes and are in compliance with their tuition and fee payment schedule are registered. Students who are not enrolled, not attending courses as required, or not adhering to their tuition and fee payment schedules, are not considered actively registered.

Registration via enrollment is finalized after grades are posted at the end of each quarter. Students have until the posted date before the start of each quarter to make any changes to their registration without causing any penalty to tuition and fees. Changes to registration require contact with the Registrar by the posted deadline.

Transfer Credits

Apex College of Veterinary Technology will consider transfer credits that meet the following requirements:

- Earned at approved post-secondary institutions
- Courses are "college level" (typically designated 100 or higher)
- Grades are passing and designated with a letter (C or higher) or percentage (70% or higher)

- *General education courses (see below) were completed within 7 years of application to Apex College of Veterinary Technology*
- *Applied veterinary education courses (see below) were completed within 3 years of application to Apex College of Veterinary Technology*
- *Previous training of veterans/eligible persons (with proportionately shortened training periods)*

There are two types of credits that can be considered for transfer credit application and Apex College of Veterinary Technology has different policies for how each type of credit is handled. General Education credits for non-applied courses in Humanities, Behavioral Science, Natural/Applied Science, and Mathematics can be applied directly if they meet the requirements listed above. Applied courses in Veterinary Technology require students to pass a subject-specific placement test with a grade of 70% or higher. These placement tests help ensure that students earn transfer credits where appropriate since there may be variations in subject coverage by different institutions.

Apex College of Veterinary Technology maintains an electronic record of previous education and training for veterans or eligible persons indicating appropriate credit for previous education and training, with the training period shortened proportionately. Veterans or eligible persons and the Department of Veterans affairs are so notified.

Apex College of Veterinary Technology does not guarantee transferability of credits to any other educational institution. Transferability is up to the receiving institution unless it has a written agreement on file of current acceptability of such credits from other institutions.

Placement Testing

Students already working in the veterinary medical field have the option of taking a placement test to determine if their working knowledge is advanced enough to allow equivalent credit for a course. To qualify for placement testing, students need to meet the following requirements:

- *Minimum of five years of experience working in veterinary medicine*
- *Ability to obtain and submit two letters of reference from credentialed veterinary medical professionals (veterinarian or credentialed veterinary technician) who are familiar with the student's work*

Students meeting requirements would be eligible to sit for an examination modeled after the Veterinary Technician National Examination (VTNE). The subject sections in the placement test are matched to courses in the Apex College of Veterinary Technology progression for the Veterinary Technology program. A score of 80% or better on any section allows successful placement for matched courses. Passing scores would show similarly to transfer credits but would not carry letter grades to impact GPA.

Admitted Student Numbers

The number of students admitted to Apex College of Veterinary Technology programs each quarter is consistent with the mission of our programs and does not exceed the available resources or numbers of faculty and/or support staff members necessary to meet the educational goals of the curricula. Newly-admitted students to each program is limited to 24 per quarter (including approved transfers to programs).

The instructor to student ratio is maintained at a level appropriate to ensure student safety and adequate delivery of instruction in classrooms, laboratories, small animal clinical settings, and large animal clinical environments. Maximum class sizes and instructor to student ratios are as follows:

- *Online lecture courses*
 - *Up to 24 students per course (2 sections)*
 - *1:24*
- *On-campus lecture courses*
 - *Up to 12 students per section*
 - *1:12*
- *On-campus laboratory courses*
 - *Up to 12 students per section*
 - *2:12 (1:6)*

Essential Job Functions for Apex College of Veterinary Technology Students

The field of veterinary medicine is intellectually and physically challenging. Care of the ill and injured can also be emotionally challenging. The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants can pursue program admission where reasonable accommodation can allow tasks to be performed as required. All applicants must be able to meet the essential skills and technical standards to perform functions required of their program and the profession. Every student within a program will be held to the same standard whether or not they require reasonable accommodation. Students within each program must not pose a threat to the well-being of patients, other students, faculty, staff, or themselves.

Essential Job Functions Related to Personality, Temperament, and Communication

Students across all programs must be able to meet the following requirements:

Willingness to Engage in Emotionally Difficult Situations

Students must possess a willingness to assist with the performance of a wide variety of job related duties, which can include medical, surgical, diagnostic, or management duties dependent on the program. Some tasks such as handling and restraining sick, injured, or fractious animals, providing assistance for humane euthanasia, or having difficult conversations with employees and peers can be challenging, unpleasant, and distressing. Students will need coping skills to manage their emotions following such encounters.

Structured Environments

Students must be able to function in a structured environment, within considerable time constraints, and be able to meet timelines and deadlines. Urgent completion of tasks may be necessary, requiring skill in prioritization and effective communication under stress.

Essential Job Functions Related to Basic Skills in Interpersonal Behaviors

Students across all programs will be working with and around others in their courses and in their professions and must be able to meet the following requirements:

Personal Interactions

Students should be able to accept that a problem may have more than one solution and that all proposed solutions might have some element of merit. The ability to demonstrate mutual respect in the academic setting and, later, in the place of employment facilitates career adaptation and success.

Communications

Students must be able to interact and communicate with clients and the interdisciplinary veterinary healthcare team. This includes developing the ability to adjust the level of communication as appropriate to the listener. Students should be willing to consider and appreciate the difference between healthy confidence and excess ego.

Grooming and Appearance Standards

Students will maintain personal cleanliness and daily grooming consistent with unpredictable and intermittent needs for close human and animal contact. The dress code for the Veterinary Technology program students is clean, size-appropriate scrubs for all classes. White lab coats are required for participation in scheduled laboratory classes.

Levels of Instruction

Students must be able to accept that, by design, they will receive progressively less instruction in commonly-performed tasks as they advance through the academic program. Students should be able to adapt to varying levels of instruction and supervision throughout their careers and should gain skill and confidence in performing routine procedures with gradually decreasing amounts of instruction.

Essential Job Functions Related to Physical, Intellectual, and Cognitive Abilities

Working in the clinical environment, Veterinary Technology students must meet additional requirements to ensure they can successfully complete tasks and build the skill sets:

Cognitive Abilities

Students must be able to access and comprehend information from books, reference manuals, audiovisual media, computers, and medical records to learn and perform job duties including the safe use of diagnostic and laboratory equipment without assistance. Students should embrace the process of understanding over the memorization of facts. Examinations for knowledge may include a demonstration of problem solving skills in addition to application of knowledge.

Vision

Students must be able to determine minute areas of detail, small variations in size and color, and have adequate depth perception to perceive three-dimensional shape and texture. Students may require the use of corrective lenses to meet these requirements. Visual capability includes the ability to differentiate fine detail as viewed through a microscope. The visual field and acuity of vision must be sufficient for the observation and assessment of patients, necessary in nursing care both from near and far distances. Peripheral vision must be sufficient to detect

and recognize non-verbal signs from an animal that may indicate sudden behavioral changes indicative of impending danger.

Speech and Hearing

Students must be able to evaluate, synthesize, and communicate diagnostic information to the attending veterinarian or staff. Students must be capable of clear, succinct, and precise communication with colleagues, clients, faculty, and staff without lip reading or amplification. Auditory ability must be sufficient to monitor and assess patient health status, including auscultating sounds from the heart and lungs, and the ability to hear equipment alarms and warnings. Students must be able to hear sounds from animals and/or humans that may warn of threat or danger.

Read, Write, and Speak

Students must be able to read, write, speak, and report accurately and effectively in English. An essential job function is to be able to comprehend and carry out complex written and oral directions.

Manual Dexterity, Mobility, and Strength

Capabilities include the physical ability to tolerate walking and standing for at least 20 minutes. A job requirement includes the capability to lift 50 pounds from floor to waist. The student must be able to exert sufficient force and leverage to be able to restrain and position live animals of small and large species with muscle strength.

General Body Movement Requirements

Students must be able to move their entire bodies three meters within two seconds of a signal to do so in order to escape possible danger from an animal or other hazard in a confined space.

Fine Motor Movement

Students must possess a full array of fine motor movements to perform the essential functions of the profession. This includes the ability to manipulate small instruments, adjust resistance and settings on equipment, tie knots, apply bandages, and manage syringes, catheters, and common surgical instruments.

Tactile Perception

Students must possess tactile perception sufficient to assess texture, depth, and density while palpating anatomic structures and in handling medical equipment and instruments.

Sustained Animal Contact

Students should not be allergic to domestic animals to the extent that the allergies would preclude working with the animals or their housing.

Contact with Irritants and Hazards

Students must be able to tolerate working around potentially strong chemical and biological odors, irritants, and biohazards such as anesthetic gases, ionizing radiation, and the risk of injury from animals that may not be predictable in their intentions and behaviors. Students will agree to appreciate and respect these hazards and employ personal protection awareness and equipment when available.

Special Needs

Apex College of Veterinary Technology will provide reasonable and adequate accommodation for students with special needs on an interactive and case-by-case basis. Students requesting accommodation(s) must provide documentation of any disability prior to the design of any accommodation. Accommodations cannot change the fundamental nature of the academic program, lower academic standards, or otherwise create an undue burden on Apex College of Veterinary Technology and/or the students, faculty, or staff.

Student Services

Additional information on a diversity of locally-available services is published in Appendix D - Student Services.

Student Organizations

All Apex College of Veterinary Technology students are encouraged to join and actively participate in school, local, state, and national organizations. Some such organizations include:

- **Occupational/ Program Advisory Committee**
 - This committee discusses, reviews, and revises how the institution and programs implement education according to clinical, professional, state, and federal standards.
- **Green Campus Committee**
 - This committee discusses and implements plans to help Apex College of Veterinary Technology be more environmentally conscious and friendly.
- **Student Ambassador Program**
 - An elite group of students chosen for leadership, scholarship, professionalism, and the desire to promote Apex College of Veterinary Technology events and programs. Ambassadors assist with program recruitment, campus tours, special events, and student panels. They work with faculty, staff, students, and members of the community to promote college programs and services.
- **Marmot Club**
 - The Marmot Club is a student-led organization that empowers students to act as leaders within the veterinary profession and fosters students to develop their interests into actualities. The goals of the Marmot Club include inspiring volunteerism and charity in the community, cultivating teamwork and partnership, and supporting a student culture of fun and well-being.
- **Colorado Association of Certified Veterinary Technicians (CACVT)**
 - CACVT's mission is to govern and certify veterinary technicians in Colorado, champion animal health and welfare, advocate for the veterinary healthcare team, provide educational opportunities, and collaborate with the veterinary community and allied groups.
- **National Association of Veterinary Technicians in America (NAVTA)**
 - NAVTA's mission is to represent and promote the profession of veterinary technology by providing direction, education, support, and coordination for its members (including students) and works with other allied professional organizations for the competent care and humane treatment of animals.

Placement Assistance

Apex College of Veterinary Technology does not formally offer job placement assistance to students or graduates. We provide on campus and online resources to help our students find information about open positions in the area and host continuing education options for the maintenance and development of professional skill sets. Student externs are matched to externship sites such that opportunities exist for employment once the externship has been completed.

Alumni Services on ApexCVT.com

The Apex College of Veterinary Technology website at www.ApexCVT.com has an alumni page that gives students and graduates access to several resources including:

- Employment
- Transcript requests
- Tutoring, review and test preparation
- Reference letters/contacts
- Personalized requests

Faculty and Staff

Apex College of Veterinary Technology faculty and staff, by number and qualification, are sufficient to deliver the educational programs and meet instructional goals. Instructors are carefully selected for their knowledge, relevant past experiences, and clinical expertise in the topics they teach. Each instructor is also committed to promoting the inherent leadership skills of every student.

Academic positions at Apex College of Veterinary Technology offer sufficient compensation, incentives, and employment security to attract and retain qualified personnel to maintain program stability. Faculty and staff have sufficient time for development and delivery of instruction, curriculum development, student evaluation, student advisement and counseling, and professional development.

Ramona Crane, BA, CVT

Chief Executive Officer, Director of Educational Programs

Ramona is a dual-major graduate of the University of California at Berkeley in History and Political Science. Following a long 'first' career in corporate retail management, she graduated from the Veterinary Technology program at the College of Southern Nevada, Las Vegas. Ramona was a Licensed Veterinary Technician in Nevada and is a Certified Veterinary Technician in Colorado.

Ramona has had diverse experiences in the field of Veterinary Technology including developing and managing continuing clinical education programs on the national scale, administering a clinical testing program for veterinarians and veterinary technicians/technologists, working in private clinical practice, and volunteering as a surgical manager for feral cat clinics. Her passion is that every animal be given an opportunity to have a home. She has recently completed an eight year commitment, serving on the American Veterinary Medical Association's Committee on Veterinary Technician Education and Activities, and is a past Treasurer for the Colorado Association of Certified Veterinary Technicians.

In addition to duties as Apex College of Veterinary Technology's Chief Executive Officer and Director of Educational Programs, Mrs. Crane maintains a consistent instructional presence and coordinates the externship for each Veterinary Technology student.

Stephen Crane, DVM, Diplomate, American College of Veterinary Surgeons, Emeritus

Chief Medical Officer

Dr. Crane is a graduate of the University of California at Davis and fulfilled extensive post-graduate clinical training in veterinary surgery and critical care. He became a Diplomate of the American College of Veterinary Surgeons in 1976. He has had a diverse career in veterinary medicine including private practice, teaching soft tissue surgery to veterinary students at three major universities, academic department development and administration and exited academia as Professor of Surgery and founding Head of the Department of Companion Animal and Special Species Medicine at the College of Veterinary Medicine at North Carolina State University. He also spent a decade in pet food research and development and served for eleven years as the Executive Director of the Western Veterinary Conference with CEO responsibilities for one of the world's two largest continuing professional education conferences for veterinarians, veterinary technicians, veterinary assistants and veterinary business managers.

Ria Botzler, CVPM

Chief Financial Officer

Ria Botzler has 24 years' experience managing a variety of businesses. Ria's considerable experience with bookkeeping, payroll and practice management comes from her years working in veterinary clinics, medical offices and as the general manager and assistant director of the National Institute of Flamenco and Conservatory of Flamenco Arts.

She loves customer service, marketing and sales, and brings creativity and efficiency to everything she does. She is also fluent in Spanish and American Sign Language.

Ria is a Certified Veterinary Practice Manager, an active member of Veterinary Hospital Management Association and Colorado Veterinary Medical Association. Ria formed the Southern Colorado Veterinary Management Group to help grow veterinary hospital managers in addition to creating community in the veterinary field. Ria currently serves as on the board of Colorado Association of Certified Veterinary Technicians as treasurer.

Ria is a graduate of Dale Carnegie and a student of Myers-Briggs personality typing (she's an ENTP). She's also a certified rescue diver.

Liza Dadone, VMD

Instructor

Patricia Olson, DVM

Instructor

Susan Whitmore, DVM

Instructor

Lisa Rummel, CVT

Large Animal Instructor

Vanessa Gemignani, BA (English)

General Education Instructor

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Ms. Gemignani was raised in Colorado Springs. She spent two years of her undergraduate career at Long Island University where she dabbled in areas of business, education, journalism, and broadcasting, and finished her final two years of school at Metropolitan State University of Denver with a degree in English and a minor in Elementary Education. Throughout her higher education, she competed for her respective universities in collegiate volleyball and helped her teams earn three NCAA tournament appearances.

After graduation she taught 2nd grade and 5th grade writing. She tutors students of all ages in reading and writing and has an extensive background in editing and blogging.

Lauren Hallam, AAS

Instructor

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Lauren's passion for animals was apparent from a young age and she started her animal career as soon as she could at the age of fifteen. She attended Colorado State University from 2003 - 2005 with a major in Zoology and Psychology before deciding that being a veterinary technician was her path. She received her Associate of Applied Science in Veterinary Technology in 2007.

Lauren spent the next four years in general practice, all the while focusing on her goal of working in emergency and critical care medicine. Lauren joined the Veterinary Specialty Center team in Colorado Springs, Colorado in 2011 and in January 2013 she earned the role of ICU Support Staff Supervisor. She is also currently the Staff Supervisor and ICU Manager at Southern Colorado Veterinary Internal Medicine. Her medical interests include trauma, cardiopulmonary resuscitation, advanced nursing techniques, and critical care cases. She also has a special interest in behavior and is certified in fear-free handling which focus on reducing patient fear, anxiety and stress.

Patricia Nelson-Boyd, BS

Instructor

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Trish is a graduate of Colorado State University with a Bachelor of Science in Zoology. She has been working in the field of veterinary medicine as a technician, as well as a Practice Manager for the last 30 years. She has managed multiple veterinary hospitals and has been with Animal Dental Care and Oral

Surgery since 2006. She has been instrumental in training numerous veterinary class attendees and veterinary hospital staff members for over 15 years in the field of dentistry. Her interests include motorcycle riding with her husband, reading, gardening, and spending time with her 2 boxers and afghan hound.

Trish joined the Apex CVT team as a full time instructor in 2021 focusing on Biology, Anatomy & Physiology, Medical Terminology and of course Dentistry!

Kathy McLemore, CVT, VTS Clinical Practice (canine/feline)

Instructor

Kathy is a native Texan who moved to Colorado in 2019. Kathy has worked in the veterinary field since 1993. She graduated from Tomball College with her AAS in Veterinary Technology in 1997 and went on to become a founding member of the Academy of Veterinary Technicians in Clinical Practice where she earned her Veterinary Technician Specialty in Clinical Practice (canine and feline). Kathy has spent most of her veterinary career working in small animal/exotic general practice and a year working in a dental specialty practice here in Colorado Springs. She is a self-described "lab rat" and loves teaching laboratory skills to her students.

In her free time, Kathy enjoys hiking, snowshoeing, and volunteering with Colorado Parks and Wildlife. She has three fur babies: OC (Other Cat), Kidden (Just Kidden), and Squeakers. She just recently lost her hiking buddy, the bestest boy ever, Spiker the Wonder Dog.

Sabine Reynoso, RVT, CVT

Instructor

Sabine was born and raised in Germany where she met her husband while he was stationed overseas with the US Army. Sabine has always had a love for animals and like many children, she once dreamed of becoming a veterinarian. As a military wife, she focused on her husband, his career and their growing family. After numerous moves, both overseas and within the United States, and too many deployments, the Reynoso's wound up at Fort Carson where Sabine finally fulfilled her dream of entering the wonderful world of veterinary medicine. She graduated from CAVT just as her husband was reassigned to Fort Gordon, GA. Sabine worked in a small animal general practice as the only credentialed technician anesthetist and surgical/dental technician. Sabine's husband retired after 22 years in the military and his cyber security job led them back to Colorado Springs.

Sabine is an RVT in Georgia and a CVT in Colorado. She has experience with both small and large animal medicine, as well as shelter and zoo experience.

Sabine has always enjoyed learning from, teaching and mentoring her teammates, and attending CE events to further her knowledge. Her special interests are anesthesia, surgery and dentistry.

Sabine joined the Apex CVT team in 2022 where she enthusiastically helps guide future technicians and their professional growth.

When not working, Sabine enjoys spending time with her husband, daughter and son as well as her menagerie of animals, including 2 dogs, 1 cat, 1 budgie, several fish, 3 horses and 3 goats. She is an avid equestrian practicing dressage, working equitation and long trail rides.

Faculty Membership in Professional Organizations

Apex College of Veterinary Technology evaluates program personnel regularly and facilitates professional growth. All Apex College of Veterinary Technology directors and faculty members are active in appropriate local, state, and national professional organizations including:

- National Association of Veterinary Technicians in America
- American Veterinary Technician Educators
- American Veterinary Medical Association
- Committee on Veterinary Technician Education and Activities
- Colorado Veterinary Medical Association
- Colorado Association of Certified Veterinary Technicians
- Colorado Springs Area Veterinary Society
- Colorado Animal Response Team
- Colorado Veterinary Medical Reserve Corps
- Academy of Veterinary Technicians in Clinical Practice (canine and feline)
- Academy of Veterinary Dental Technicians
- American Animal Hospital Association
- Veterinary Hospital Managers Association
- American College of Veterinary Surgeons

Programs

Certificate of Graduation – Veterinary Technology

115.75 quarter credits in eight full-time quarters

The Apex College of Veterinary Technology (VET) curriculum produces graduates that are fully capable of performing in a wide variety of professional roles within the field of veterinary medicine. Upon completion of the curriculum, graduates have the entry level skills necessary to support companion animal, equine, and food animal medicine, biomedical research, and other veterinary medical activities. Our curriculum provides the foundation in veterinary technology that inspires students to continue the pursuit of lifelong learning and continuing education.

Tuition and Fees for the Veterinary Technology Classroom Program

The calculations below represent a normal full-time student and do not include any transfer credits, repeated courses, scholarships, or financial aid.

Total Tuition and Fees

\$27,386.25

First Year Tuition and Fees Breakdown

$$63.00 \text{ credits} \times \frac{\$210 \text{ tuition}}{\text{credit}} = \$13,230.00$$

$$63.00 \text{ credits} \times \frac{\$5 \text{ student tools}}{\text{credit}} = \$315.00$$

$$9 \text{ lab courses} \times \frac{\$150 \text{ lab fee}}{\text{lab course}} = \$1,350.00$$

Second Year Tuition and Fees Breakdown

$$52.75 \text{ credits} \times \frac{\$210 \text{ tuition}}{\text{credit}} = \$11,077.50$$

$$52.75 \text{ credits} \times \frac{\$5 \text{ student tools}}{\text{credit}} = \$263.75$$

$$7 \text{ lab courses} \times \frac{\$150 \text{ lab fee}}{\text{lab course}} = \$1,050.00$$

Graduate fee = \$100.00

Curriculum

Course Offerings and Progression

The Apex College of Veterinary Technology curriculum prepares graduates to be fully capable of performing in a wide variety of professional roles within the veterinary field. At the completion of the Veterinary Technology program graduates will have attained entry level skills matching their roles as needed to support companion animal, equine, and food animal practice, biomedical research, and other veterinary medical activities. Veterinary

Specific courses in all programs teach communication, critical thinking, decision-making, and clinical application skills. Integration of nursing, technical, and medical skills in programs requiring those skills will utilize live animals. These animal nursing skills are developed in settings and under conditions that reflect the way graduates will utilize these skills.

The Apex College of Veterinary Technology curriculum for Veterinary Technology includes general education as well as veterinary-specific course content to meet the requirements such that graduates are eligible to take the Veterinary Technician National Exam (VTNE)..

Course objectives are clearly communicated to students and available via Populi where students may access syllabi, lessons, assignments and/or other course documents from any location with wi-fi access. Course offerings to meet curriculum requirements for the Veterinary Technology program typically take a minimum of 8 quarters to accomplish.

Apex College of Veterinary Technology may, upon evaluation by the Registrar, accept related course credit from other post-secondary institutions. See the “Transfer Credits” policy under the “Application and Admissions” section for more information.

The Veterinary Technology program has curriculum divided into eight full-time quarters in standard progression. Individual students may differ from this progression through transfer credits, placement testing, repeating courses, and/or individual registration choices.

Quarter 1 – 15.25 Quarter Credits

VET 101 – Biology

5.5 credits – General Education (Natural Science) – Laboratory fee applies

Prerequisites:

- Admission into the Veterinary Technology program

Biology introduces the major classes of inorganic and organic molecules and their major roles and reaction types in mammalian organisms. Reaction controls including pH, ion dynamics, and enzymes are emphasized. Cell physiology considers intracellular organelle structure and function with emphasis on how inherited genetic codons translate to cells' expression of their function. Description and identification of tissues, including integumentary tissues, relate to the population and organization of the cells they contain. Features of tissues are considered at the gross and microscopic levels. Biology also introduces zoologic taxonomies and the general biologic features for the species of concern.

VET 102 – Interpersonal Communication and Organization

3 credits – General Education (Behavioral Science)

Prerequisites:

- Admission into the Veterinary Technology program

Interpersonal Communication and Organization teaches students strategies to organize their thoughts and ideas utilizing them more effectively to communicate with others. Students are presented with the many styles of communication, thinking, and learning to be able to apply this knowledge to develop personal organization and communication strategies. Students will practice communication through writing, discussion, and presentation where their ideas are supported with organized thought, study, and research.

VET 103 – English Composition

3 credits – General Education (Humanities)

Prerequisites:

- Admission into the Veterinary Technology program

English composition emphasizes planning, writing, and revising of assigned compositions, including development of critical and logical thinking skills. It includes compositions that stress analytical, persuasive, and/or argumentative writing. Knowledge of quality information resources, library use and development and application of information retrieval skills are included in this course.

VET 104 – Algebra

3.75 credits – General Education (Mathematics)

Prerequisites:

- Admission into the Veterinary Technology program

Algebra offers an in-depth study of real-number calculations. Students focus on solving equations with decimals, fractions, and ratios using algebraic rules. Students can utilize multiple methods of equation solving including algebraic formulas, ratio and proportion, and dimensional analysis. The course also offers a focus in numbering systems, using algebra to convert values, and visualizing numbers and values through hands-on laboratory activities.

Quarter 2 – 16 Quarter Credits

VET 201 – Anatomy and Physiology I & Medical Terminology I 4.5 credits – Laboratory fee applies

Prerequisites:

- VET 101 – Biology

Veterinary medicine, surgery, and husbandry require thorough knowledge of the form and function of the animal body. The study of anatomy and physiology provides animal health caregivers a basis for understanding clinical application involved in the care of animals. Anatomy and Physiology I - introduces terminology, location, and clinical relevance of the structures and functions of the body. Comparative gross and microscopic anatomy and physiology between species will be presented (canine, feline, bovine, equine, and others) with physiological processes associated with various body systems. Anatomy and Physiology I - will focus on skeletal, integumentary, muscular, nervous, endocrine, blood, immunologic, and cardiovascular systems. Multiple formats will be used to demonstrate location, variation, and function of the tissues and organs of the body including an associated laboratory utilizing both live animals and cadaver specimens.

Basic veterinary terminology is introduced through common rules for building and breaking down medical terms utilizing word parts – prefixes, roots, combining forms, and suffixes. Scientific names, directional and positional terms, and anatomical regions including body cavities and tissue divisions are discussed. A review of the following body systems concludes Medical Terminology I – integumentary, skeletal, muscular, and cardiovascular.

VET 202 – Clinical Calculations 3.0 credits

Prerequisites:

- VET 104 – Algebra

This course presents drug dose calculations and how to solve a variety of fluid dose and rate administration problems. Practice is given for using computational arithmetic to make pharmaceutical and patient-care calculations to change concentration or volume from stock solutions. Students will practice giving IV drugs at a Constant Rate Infusion, when necessary. Laboratory sessions will stress how to assure medical prescriptions are given at the properly administered dose.

VET 204 – Behavior and Learning

4.5 credits – General Education (Behavioral Science) – Laboratory fee applies

Prerequisites:

- Admission into the Veterinary Technology program

Behavior and Learning introduces students to the principals of behavior in humans and non-human animals and the theories behind the drivers for behavior both natural and learned. Students are introduced to established and new theories in behavior modification and conditioning. Discussion connects these theories to practical applications for the students' own behavior and their relationships, understanding, and interactions with other humans and with animals. Laboratory time allows students to design and implement behavioral studies and experiments.

VET 205 – Colorado History 4 credits – General Education (Humanities)

Prerequisites:

- Admission into the Veterinary Technology program

A chronological account of Colorado's role as a frontier territory focusing on the political, economic, cultural, and environmental issues and their influences on the struggles toward statehood. This course explores the roles of Colorado's merchant trade, mining heritage, Native American relations, cattle ranching, agriculture, and homesteading and how these people and industries eventually came together as citizens of the Centennial State.

Quarter 3 – 14.75 Quarter Credits

VET 301 – Anatomy and Physiology II & Medical Terminology II 4.5 credits – Laboratory fee applies

Prerequisites:

- VET 201 – Anatomy and Physiology I

Anatomy and Physiology II will review competency with Anatomy and Physiology I and continue the exploration of respiratory, digestive, urinary, reproductive, pregnancy, fetal development, and lactation systems as well as avian, reptile, and amphibian anatomy and physiology, and nutrition. Comparative anatomy and physiology will focus on clinical applications for the veterinary technician with multiple formats presenting relevant material. This course will be accompanied with an associated laboratory, live animal, and cadaver specimens.

Veterinary medical terminology learning is continued with a systemic review of the language utilized to describe the remaining organ systems. This includes the components and functions of blood and lymph, the respiratory system, the digestive system, the nervous system, the senses, the endocrine system, the urinary system, and the reproductive system.

VET 303 – Patient Management and Nursing 3.75 credits – Laboratory fee applies

Prerequisites:

- VET 201 – Anatomy and Physiology I
- VET 203 – Medical Terminology I

Presentation of species-specific behaviors and natural responses to fear, illness, injury, pain, and the displacement from a secure routine is expected from animals presented for professional veterinary care. Course emphasis is on acquiring and practicing observation, husbandry, and management skills to safely and humanely restrain patients during medical examinations and clinical procedures.

All procedures in this course will be pre-evaluated and ordered by Colorado licensed veterinarians in response to clinical perception of medical need.

VET 304 – Pharmacology I **3 credits**

Prerequisites:

- VET 201 – Anatomy and Physiology I
- VET 202 – Clinical Calculations

The pharmacology courses present drug actions, kinetics and drug classes and individual prescription and non-prescription drugs commonly used in contemporary veterinary practice. Course emphasis is clinical use by the veterinary technician, drug safety and caregivers' monitoring for both efficacy and side effects during therapy. Educational points to clients are emphasized and all drugs are presented in an organ system approach. Pharmacology I - covers drugs that affect the nervous, cardiovascular, respiratory, gastrointestinal, and urinary systems; those used for anesthesia and analgesia; and those utilized for anti-inflammatory purposes.

VET 305 – Large Animal Nursing **3.5 credits – Laboratory fee applies**

Prerequisites:

- VET 301 – Anatomy and Physiology II
- VET 302 – Medical Terminology II
- VET 303 – Patient Management and Nursing
- VET 304 – Pharmacology I

Lecture and reading provide an overview of veterinary procedures associated with cattle, sheep, goats, and horses. This course features several field trips to populations of livestock and horses with objectives of seeing and practicing safe restraint and handling for procedural assisting.

Quarter 4 – 17 Quarter Credits

VET 401 – Clinical Parasitology and Microbiology **3.5 credits – Laboratory fee applies**

Prerequisites:

- VET 301 – Anatomy and Physiology II
- VET 302 – Medical Terminology II
- VET 303 – Patient Management and Nursing
- VET 304 – Pharmacology I

Clinical Parasitology and Microbiology allows students to focus on host-parasite relationships as found in common infestations and infections as well as selected microbe pathogens of concern in veterinary medicine. The course provides descriptions of the pathophysiologic mechanisms of various parasite classes with emphasis on life cycles parasites employ to perpetuate reproduction. Course emphasis is a comprehensive consideration of the major classes of internal and external parasites in companion and large animal species and the use of microscopic and immunologic testing techniques to detect parasites. Microbiologic laboratory techniques focus on collecting, processing, and submitting microbial specimens for identification, overview of their various pathogenic mechanisms, and how responses to potential antimicrobial therapy are predicated by laboratory means.

VET 403 – Medical and Surgical Nursing **3.5 credits – Laboratory fee applies**

Prerequisites:

- VET 301 – Anatomy and Physiology II
- VET 302 – Medical Terminology II
- VET 303 – Patient Management and Nursing
- VET 304 – Pharmacology I

Medical and Surgical Nursing allows for acquisition and development of knowledge of small animal diseases; diagnostic sampling and therapeutic techniques; physical therapy, rehabilitation and alternative medicine; work-flows in preparing surgical packs and other central supply activities; and learning operating room protocols for the circulating and scrub assistant positions. Also considered are surgical instrument identification, inventory, and operating room safety.

VET 404 – Nutrition **3 credits**

Prerequisites:

- VET 202 – Clinical Calculations
- VET 301 – Anatomy and Physiology II

Nutrition allows students to understand how foods produce energy and supply nutrients to sustain life; how nutrient requirements are determined and fulfilled; consideration of pet animal and equine life stages and life styles from the perspective of energy and nutrient requirements; how to provide advice for feeding normal pets for wellness; and how to analyze commercially and home-prepared pet foods for general aspects of deficiency, excess, quality, and sustainability. Course emphasis is nutritional support of hospitalized and critical care patients and the diverse applications of therapeutic dietary management as used to improve clinical outcomes. The course also describes forage analysis, toxic plants, horse feeding, and the nutritional needs of selected species of birds, reptiles, amphibians, and small mammals.

VET 405 – Pharmacology II

3 credits

Prerequisites:

- VET 304 – Pharmacology I

The pharmacology courses present drug actions, kinetics and drug classes and individual prescription and non-prescription drugs commonly used in contemporary veterinary practice. Course emphasis is clinical use by the veterinary technician, drug safety and caregivers' monitoring for both efficacy and side effects during therapy. Educational points to clients are emphasized and all drugs are presented in an organ system approach. Pharmacology II covers fluids and intravenous solutions, antimicrobics, antiparasitics, endocrine and reproductive drugs, chemotherapeutic agents, immunizations, otic and ophthalmic drugs, integumentary drugs, and emergency drugs.

VET 406 – Exotic and Laboratory Animal Nursing

4 credits – Laboratory fee applies

Prerequisites:

- VET 301 – Anatomy & Physiology II
- VET 401 – Clinical Parasitology and Microbiology
- VET 403 – Medical and Surgical Nursing
- VET 405 – Pharmacology II

Exotic and Laboratory Animal Nursing provides an overview of the zoologic taxonomies and the natural nutrition, lifestyle and behaviors, expected for laboratory and exotic animal species. Course emphasis on husbandry will help in accommodating the needs and instincts to best promote wellness and safety for the animals. Options for restraint, examination and treatment are also considered.

Quarter 5 – 14.5 Quarter Credits

VET 501 – Anesthesia and Analgesia

8.0 credits - Laboratory fee applies

Prerequisites:

- VET 403 – Medical and Surgical Nursing
- VET 405 – Pharmacology II

Anesthesia and Analgesia starts with a review of cardiorespiratory mechanics and control mechanisms and the physiology of pulmonary gas exchange and an overview of the pharmacology of all classes of injectable anesthetics and analgesics. Course emphasis is pre-anesthesia data collection and assessment for risk; how to consider the benefits and risks of drug protocols and the options for inducing, maintaining, assessing and monitoring general anesthesia. Laboratory work examines a variety of anesthesia machines, breathing circuits, monitoring modalities and equipment and how these melds into systems for safe and effective care of an individual patient. At the end of this course the student should be able to understand and describe an anesthetized patient's status changes from physiologic monitoring information, be able to respond to changing conditions within the period of general anesthesia, and demonstrate the skills and behaviors required to accept the responsibility of caring for any sedated or anesthetized patient.

VET 502 – Clinical Chemistry and Interpretive Cytology **3.5 credits – Laboratory fee applies**

Prerequisites:

- VET 401 – Clinical Parasitology and Microbiology
- VET 403 – Medical and Surgical Nursing
- VET 405 – Pharmacology II

Students collect, prepare, and interpret specimens for analytic procedures and microscopy including whole blood, serum, plasma, urine, cavity effusions, aspirates, tissue swabs, impressions, and scrapings. Course emphasis is to perform automated and bench procedures in complete blood counts, chemical analyte quantitation, immunodiagnosics, and the microscopic interpretation of cell populations. This course also emphasizes laboratory quality control practices, safety regulations, and communications with external laboratory services and consultants.

VET 504 – Competence Capstone I **3 credits**

Prerequisites:

- VET 401 – Clinical Parasitology and Microbiology
- VET 403 - Medical and Surgical Nursing
- VET 404 - Nutrition
- VET 405 – Pharmacology II

Competence Capstone I - reviews, summarizes, and integrates all previous course material from all sources to “connect the dots” between facts, concepts, skills, and behaviors relevant to the field. The reviews conclude with a comprehensive examination to assess and support current learning. This examination and course is a “waypoint” and must be successfully passed prior to entering Quarter 5 curricular progression.

Quarter 6 – 14.25 Quarter Credits

VET 601 – Critical Care and Nursing **3.75 credits - Laboratory fee applies**

Prerequisites:

- VET 501 – Anesthesia and Analgesia
- VET 502 – Clinical Chemistry and Interpretive Cytology

Reading, lecture, case-discussions, and laboratory practice introduce emergency and critical care topics including clinical triage, assessment of polytrauma, cardiopulmonary-cerebral resuscitation CPR, and the physiologic and metabolic monitoring techniques appropriate to the veterinary critical care unit. Course emphasis is how technicians and medical teams prepare for a variety of emergency presentations including shock, fluid and transfusion medicine, pain assessment and management, hypoventilation and airway control, common intoxications and metabolic emergencies. This course also considers technicians’ perspectives and participation in hospice and end-of-life concerns.

VET 602 – Dentistry

7 credits – Laboratory fee applies

Prerequisites:

- VET 501 – Anesthesia and Analgesia
- VET 502 – Clinical Chemistry and Interpretive Cytology

Dentistry teaches students anatomy of the soft tissue, bony and dental structures of the oral cavity; tooth identification and numbering systems for large and small animals; normal vs. abnormal dental occlusion and common pathologic changes to the teeth and the subgingival sulcus. Course emphases are oral/dental radiography, periodontal examination, dental charting, and the theory and techniques for periodontal treatment in naturally occurring dental disease. Hands-on laboratory exercises provide ample experience in the use of manual and power driven dental instrumentation, exposure of dental radiographs, dental hygiene techniques, assisting in oral surgery, and client education for pets' preventive and post-procedural dental care.

VET 604 – Survey of Companion Animal Diseases

3.5 credits

Prerequisites:

- VET 401 – Clinical Parasitology and Microbiology
- VET 502 – Clinical Chemistry and Interpretive Cytology

An overview of a number of more common companion animal diseases and injuries with which the credentialed veterinary technician will be familiar for purposes of case management, patient care, staff and referral communications and client contact. Topics covered include an introduction to the more common classes of etiologic agents including – infectious, congenital, metabolic and endocrine, traumatic, neoplastic, nutritional and environmental, and degenerative. A survey of typical response patterns to these etiologies will complete the introduction followed by descriptions of disease situations on a systems basis. Course coverage will necessarily incorporate concepts and facts from previous work including medical terminology, anatomy and physiology, nutrition, pharmacology, laboratory procedures/results, and nursing.

Quarter 7 – 12.0 Quarter Credits

VET 701 – Clinical Rotation

5.5 credits – Laboratory fee applies

Prerequisites:

- VET 601 – Critical Care and Nursing
- VET 602 – Dentistry
- VET 603 – Diagnostic Imaging

Clinical Rotation is a student-centric experience in applying clinical techniques to patients having current diagnostic or treatment needs. Performed procedures (on living patients with naturally occurring clinical disease) will include patient evaluations, standard office procedures, laboratory and imaging studies and participating in general anesthesia, surgical and dental procedures. Students will also schedule the time, personnel and infrastructural resources against multiple competing priorities thus mimicking the reality of many busy clinics. Students receive

one-on-one evaluations on a weekly basis. Students that successfully complete Clinical Rotation show readiness for Externship.

VET 702 – Competence Capstone II 3 credits

Prerequisites:

- VET 503 – Exotic and Laboratory Animal Nursing
- VET 601 – Critical Care and Nursing
- VET 602 – Dentistry
- VET 603 – Diagnostic Imaging

This course reviews, summarizes and integrates all course material from the second year of Veterinary Technology progression, from all sources, to “connect the dots” between facts, concepts, skills and behaviors relevant to the field. The course concludes with a comprehensive examination to assess and support current learning. This examination measures a students’ readiness for Externship and graduation.

VET 704 – Diagnostic Imaging 3.5 credits – Laboratory fee applies

Prerequisites:

- VET 501 – Anesthesia and Analgesia
- VET 502 – Clinical Chemistry and Interpretive Cytology

Diagnostic Imaging begins with an introduction to the physics of x-ray generation and tissues’ differential absorption of ionizing radiation. The course covers how analog and digital images are produced and displayed. Diverse radiographic equipment and accessories are presented as well as theory and practice of personnel and patient safety from scatter during radiography. Students will operate imaging equipment to produce entry-level veterinary patient positioning for dogs, cats and horses. Also presented are overviews of radiographic contrast studies, options in axial imaging, and current applications of ultrasonography and endoscopy to produce images that may aid in diagnosis.

Quarter 8 – 12 Quarter Credits Laboratory fee applies

VET 801 – Externship – Laboratory fee applies

Prerequisites:

- VET 701 – Clinical Rotation
- VET 703 – Large Animal Nursing

Externship involves external student deployment to participating clinics, hospitals, or other appropriate venues, to reinforce academic learning, psychomotor skills and professional behaviors prior to graduation. This practical veterinary experience expands student knowledge and builds proficiency of acquired skills through task specific exercises. Practical experiences are for the purpose of honing skills learned in formal instructional settings and are scheduled to occur following the completion of essential skills acquisition.

Successful completion of all required skills must be evaluated by Apex CVT program personnel prior to externship.

Grading

Students are awarded grades based on objective evaluations of assigned homework, quizzes, projects, presentations, midterms and final examinations, utilizing the scoring system as outlined in the table below:

Grade	A	A-	B+	B	B-	C+	C	D	F
%	95- 100	90- 94.9	86.7- 89.9	83.3- 86.6	80- 83.2	75- 79.9	70- 74.9	60- 69.9	0- 59.9
GPA	4.0	3.7	3.5	3.0	2.7	2.5	2.0	1.0	0.0

Academic Honors

There are two categories of academic honors that can be awarded to students. Quarterly honors are awarded based on a student performance for that specific term. Graduate honors are awarded based on overall student performance in each program and are determined upon completion of the program. Both types of academic honors will appear on official transcripts.

Quarterly Honors

Students are eligible for quarterly honors based on GPA if they are registered for and complete a full-time schedule of at least 12 credits during that quarter.

President's List

Any student enrolled in the Veterinary Technology program, carrying a minimum of 12 quarter credits, and earning a grade point average of 3.70 or higher for a given quarter, will be placed on the President's List for that quarter.

Vice President's List

Any student enrolled in the Veterinary Technology program carrying a minimum of 12 quarter credits and earning a grade point average of 3.30 – 3.69 for a given quarter will be placed on the Vice President's List for that quarter.

Graduate Honors

Students who graduate within the appropriate range of cumulative grade point averages are designated with the following honors:

Title	GPA Requirement
Summa Cum Laude (with Highest Honors)	3.90 – 4.00
Magna Cum Laude (with High Honors)	3.60 – 3.89
Cum Laude (with Honors)	3.30 – 3.59

Grade Reporting

Grades and academic standing are reported to students electronically through the LMS student portal (Populi) within 10 business days of the conclusion of each quarter. Students with outstanding Apex College of Veterinary Technology (tuition/fee) account balances will not receive grades and/or transcripts until accounts are current. Populi access may also be placed on financial hold until account balances are brought into good standing.

Student grades, academic progress, and all other records are kept electronically, backed up electronically, and kept in perpetuity electronically.

Students may drop from courses within the first two weeks of each quarter (add/drop date) without grade penalty by submitting a request to the Registrar. Students withdrawing after the published add/drop date will receive grades for course(s) attempted, and will be charged tuition for the entire ten-week course(s). Students who do not meet attendance requirements for course(s) will receive the grade of "FN" or "Failure for Non-Attendance" and must retake and pay tuition for those course(s).

At the discretion of the course instructor and Registrar, students with extenuating circumstances may be eligible to receive a grade of incomplete ("INC"). Incomplete grades/courses will require an academic plan(s) for successful completion of the course(s) at which time a final grade(s) will be awarded.

Please note that grades of "FN" and "INC" as well as non-passing grades may extend the time and costs required for students to complete the curriculum and ultimately delay graduation from Apex College of Veterinary Technology.

Satisfactory Academic Progress

Overview:

All Apex College of Veterinary Technology students are required to maintain satisfactory academic progress (SAP) toward their program, regardless of funding source (private, state, federal, scholarship, etc.). Maintaining SAP requires that students meet completion rate, maximum fundable credit hours, and maintain grade point average requirements. All periods of enrollment count (Winter, Spring, Summer and Fall) toward satisfactory academic progress, including periods when students do not receive financial aid.

Academic progress of all students, including aid recipients is reviewed at the end of each academic quarter. Students who do not meet Apex CVT's minimum requirements for Financial Aid Satisfactory Academic Progress (SAP) will be given one warning quarter. After the warning quarter, students not meeting the minimum requirements will be placed on academic probation.

Satisfactory Academic Progress Standards:

Students must make Satisfactory Academic Progress in order to continue receiving federal financial aid, and in order to continue academic programs at Apex CVT. Academic progress standards are consistently and uniformly measured in the following three ways following the posting of term grades each quarter:

- Qualitative Grade Point Average
 - Minimum Cumulative GPA of 2.0 or better

Apex CVT will use the cumulative GPA for all students regardless of whether or not they have used financial aid previously. All Apex CVT programs require a grade of “C” or better to successfully pass each course.

- *Quantitative Completion Rate*
 - *Successfully complete (pass) at least two-thirds of attempted quarter credits*

Completion rates are calculated by the number of completed hours divided by the number of attempted credit hours. All students must successfully complete at least two-thirds of all hours attempted.

The SAP calculation only includes classes taken at Apex CVT. Credit hours attempted at Apex CVT are defined as the credit hours a student is enrolled in on the day following the published drop date (as published in the Apex CVT academic calendar). All withdrawals after the drop date, repeated courses, failures, and incomplete courses count as attempted credit hours.

All transfer credit hours are included with credit hours attempted at Apex CVT as the total attempted credit hours. Transfer credit hours from schools other than Apex CVT affect the cumulative completion percentage requirement and affect maximum credit hours

For example, a student who attempted 50 credits and completed 45 credits has a 90% completion rate

Incompletes, withdrawals, and failing grades all count as attempted but not completed credit hours. If a student repeats a course, both the original and the repeated course count toward attempted credit hours but only one of the courses (if a passing grade is earned) will count toward earned credit hours. Students may receive financial aid one time only for courses they are repeating to improve a course grade.

Apex CVT does not offer any non-credit remedial courses.

Students must pass all required courses to complete their program of study, and may need to pass certain prerequisite courses in order to proceed through the curriculum and course progression

- *Quantitative Maximum Time Frame*
 - *In addition to the above GPA and completion rate requirements, all students must complete their programs of study by attempting no more than 150% of the hours normally required for completion*

The maximum time frame for completion of the academic program must not exceed 150% of the program length

For example:

- *In a 2-quarter program, a full-time student would need to complete the program within 3 full-time quarters and a half-time student would need to complete the program within 6 half-time quarters*
- *In a 2-year program, a full-time student would need to complete the program within 3 years at full-time registration and a half-time student would need to complete the program within 6 years of half-time registration*

Students must retake courses where the earned grade was less than a “C” and are expected to pay tuition and associated fees to repeat those courses. Quarterly SAP standards (including cumulative quarterly GPA) limit the number of times students may retake courses with non-passing grades. Non-passing grades may extend the time required for students to complete the curriculum and ultimately delay graduation from Apex CVT.

Financial aid eligibility will be suspended once a student has attempted the maximum time frame of 150% of the program length. Repeated courses are considered in the maximum time frame requirement. Transfer credit hours accepted as part of a student's program will be counted as both attempted and completed hours towards the maximum time frame for completion. The 150% rule is applicable to students who have changed programs. All courses attempted at Apex CVT regardless of the length of time that has passed since the last date of the student's enrollment will be factored into a student's SAP calculation.

Academic Warning and Academic Probation

Warning Period:

A student will be placed on an SAP warning quarter if they do not meet their SAP eligibility requirements for the first time. This SAP warning period will be for one quarter only. A student is eligible to receive financial aid during their warning period. Academic advisors review individual student progress through the veterinary technology curriculum both quarterly and annually (at the conclusion of the first academic year to include the completion of Capstone 1, and again at the conclusion of their second year and the completion of Capstone 2). Academic advisors receive quarterly SAP alerts (via the LMS) for students with cumulative GPAs less than 2.0.

- *Students failing to meet SAP eligibility requirements are notified (by the registrar and their assigned academic advisor) via the LMS and E-mail in any quarter they fail to meet eligibility requirements.*

Satisfactory Academic Performance is reviewed quarterly with students (in any program) on academic warning and/or academic probation.

- *Academic advisors meet regularly (via scheduled appointments) with students on academic warning and/or academic probation to review plans/progress toward making the necessary improvements to academic standing.*

Students not meeting any of the three SAP requirements at the end of any given quarter are required to meet with their academic advisor of record, and be placed on academic warning for the following quarter. The academic warning quarter provides students the opportunity, working with their advisors, to make improvement in their academic standing. By the conclusion of the academic warning term, students must raise their cumulative GPA to at least 2.0. If this condition is met, students return to good standing.

Students failing to meet the SAP requirements at the end of an academic warning quarter are notified via the LMS and E-mail that they will be placed on academic probation and may be eligible for financial aid during the academic probationary quarter. Students on academic probation will acknowledge their probation status and be given an academic plan detailing the requirements necessary to show adequate improvement in order to continue their program of study at Apex College of Veterinary Technology. Any student failing to meet the SAP requirements at the end of an academic probation quarter will be notified via the LMS and E-mail that they will be terminated from their program of study.

Students on academic warning or academic probation may be excluded from non-mandatory activities until they meet SAP requirements.

Loss of eligibility due to lack of satisfactory academic progress:

A student who has lost eligibility to participate in student aid programs for reasons of academic progress will be ineligible for financial aid until they meet Satisfactory Academic Progress.

Please note: Students who have been academically suspended from Apex CVT but who are subsequently given permission to re-enroll are not automatically eligible to continue to participate in federal, state, or institutional aid programs. Admissions decisions are separate from funding decisions.

Academic Appeals:

Students dismissed for failing to meet satisfactory academic progress standards may file appeals with the Registrar based on significant mitigating circumstances that seriously impact academic performance. Examples of possible mitigating circumstances include serious illness, severe injury, death of an immediate family member, or other situations as reviewed by the Apex College of Veterinary Technology administration and faculty.

Students filing appeals may be required to submit supporting documentation regarding mitigating circumstances and filing an appeal does not guarantee continued eligibility to continue in any program at Apex College of Veterinary Technology. Students filing appeals will be notified in writing, regarding the decision of the administration and faculty regarding continued matriculation at Apex College of Veterinary Technology.

Students leaving any program at Apex College of Veterinary Technology for any reason, including failure to meet satisfactory academic performance standards, may reply for admission by completing the criteria for admission as listed previously under “Applications and Admissions” in this catalog.

Financial Aid Appeals:

Students always have the right to appeal any decision regarding financial aid eligibility. Students who are ineligible for financial aid due to failure to meet the SAP standards may appeal such decisions to the Financial Aid Advisory Committee (FAAC).

- *Processing of an appeal will occur within two weeks of receiving documentation supporting the circumstances of the appeal*
- *Failure to supply supporting documentation can seriously delay and/or affect the final appeal decision*
- *Submission of an appeal is not a guarantee that eligibility will be reinstated*
- *Appeals must be typewritten and must include an explanation of extenuating circumstances for each quarter in violation of the SAP policy, and proof of resolution to that circumstance or a detailed plan of action explaining what will ensure future academic success. If an appeal is due to maximum attempted credit hours, a copy of the audit should be attached*

If an appeal is approved, students will be emailed the conditions that must be met each quarter to maintain financial aid eligibility until they are above the minimum requirements as listed previously. For example, the student will need to complete 100% of their enrolled courses and achieve a minimum of a 2.5 GPA for each enrolled quarter.

If the SAP is not approved by the FAAC, students are emailed this decision along with instructions for submission of a final appeal. This appeal may be submitted in writing to the Financial Aid Director. An appeal to the Director will be the final decision as there is no recourse for further appeals.

If you do not have grounds for an appeal, or if your appeal is denied, you may still be able to regain your eligibility for future quarters. In order to be considered for any further financial aid and continued enrollment at Apex CVT students must meet their SAP eligibility requirements at their own expense.

How to Appeal:

If financial aid eligibility has been suspended due to low GPA, completion rate and/or maximum timeframe, students must request reinstatement by submitting a letter requesting such and any supporting documentation to the Apex CVT Financial Aid Office. Please allow a minimum of two to three weeks for processing. Students will be notified via email of the result of their appeal.

Appeal Deadlines:

Apex CVT highly recommends that students submit appeals as soon as they receive notification of SAP ineligibility. Should students wish to know eligibility status before the quarter payment due date, they must submit their appeals by the first day of class that their SAP ineligibility has been determined to have a response by the drop date (payment due date). Please remember, tuition is due regardless of whether or not an appeal status has been reviewed.

Attendance

Apex College of Veterinary Technology requires an overall attendance rate of 70% for each individual course. Students who do not officially withdraw from a course or courses by the conclusion of week four and do not meet the Apex College of Veterinary Technology attendance requirements will earn a grade of "FN" (Failure for Non-Attendance), which ultimately affects Satisfactory Academic Progress (SAP). Additional tuition costs will be incurred for retaking incomplete and/or failed courses.

Absences are recorded when a student misses a scheduled class meeting, is more than 15 minutes late for a class meeting, leaves a class meeting early, or is asked to leave a class due to issues of conduct. A student is recorded as "Tardy" when they are between 1 and 15 minutes late for a scheduled class meeting. Three reports of "Tardy" are equivalent to one Absence. Excused absences do not count against attendance totals but require that documentation of a mitigating circumstance is provided and approved by the Registrar.

Students are responsible for all course material presented in each course lecture and/or laboratory. Missed homework assignments, quizzes, and scheduled examinations may result in a grade of zero. Students are expected to communicate with individual instructors about any issues regarding inability to attend lectures and/or laboratories as scheduled. Instructors are not required to provide alternate assignments.

Leaves of Absence

Students in good standing may request a leave of absence (LOA) for a period not to exceed 90 days (3 months) within any 12-month period. Students are expected to continue making tuition payments as applicable dependent on their tuition agreements. No additional tuition charges are incurred while on a LOA. Upon return from a LOA, students are expected to resume their normal course progression.

The Registrar and ownership group must approve leaves of absence beyond 90 days in length. Students that are not approved for an extended leave of absence or do not return as scheduled will be considered withdrawn from their

program. Students may reapply for admission to Apex College of Veterinary Technology by completing the criteria for admission as listed previously under “Applications and Admissions” in this catalog.

Tuition and Fees

Tuition and fees are standardized across all programs no matter their length or type. Tuition and fees as charged by Apex College of Veterinary Technology are outlined in the table, below:

Type	Charge
Tuition	\$210.00/quarter credit
Student Tools (Populi)	\$5.00/quarter credit
Laboratory Course	\$150.00/designated course
Graduate	\$100/program completed

Additional Expenditures

Tuition and fees as charged by Apex College of Veterinary Technology do not include the following items; students should plan and budget accordingly:

Books

Students are responsible for ensuring access to the required textbooks for each course. Required textbooks average just under \$100/quarter (\$97/quarter) to purchase new from Amazon. There are many additional options available to students including the purchase of “used” textbooks, E-books, Kindle downloads and textbook rentals also from Amazon. Students are not required to purchase textbooks and can choose to rent or borrow them as they are available, but they must have access to required texts for their courses and assignments. Each student’s quarterly course registration in Populi details the textbook(s) required and those that are optional or recommended for each of the courses.

Please note that the total costs of required textbooks for any given program will change as new editions and information are available. Student Populi accounts are always the best resource for procuring the most current information regarding textbooks and courses.

Apex CVT does not sell textbooks and cannot offer refunds on books.

Supplies

Students are responsible for ensuring access to their own basic school supplies (pens, pencils, notebooks, paper, etc.) as needed for courses. Not all supplies are required to begin the program; Populi will thoroughly detail the supplies required for each individual course so that the student can locate supplies appropriate to their budget (white lab coat, scrubs, stethoscope). Students will have access to this information under the “information tab” with adequate time to drop a course if necessary due to supply access concerns.

Living Expenses

The cost of living in Colorado Springs, Colorado, is lower than the average cost of living in the state of Colorado and lower than the nationwide average as well.

Housing

Apex College of Veterinary Technology does not offer student housing. There are a wide variety of housing options available in the city of approximately 500,000 including city center apartments, suburban and rural apartments and many other housing opportunities.

Transportation

Apex College of Veterinary Technology is on a city bus line and public transportation serves much of the city. For students with vehicles, there is a lighted, private parking area available on campus as well as ample street parking.

Student Aid

Apex College of Veterinary Technology has had continuous enrollment of students since July 2015. We are approved by the Colorado Department of Private Occupational Schools, institutionally accredited by the Counsel on Occupational Education, and the American Veterinary Medical Association's Committee on Veterinary Technician Education and Activities. Due to these approvals and accreditations we are eligible to offer Title IV financial aid and GI Bill funding to students. Please contact the Financial Aid office for questions or issues regarding Financial Aid admin@apexcvt.edu

Military Spouse Education and Career Opportunities (MyCAA)

The My Career Advancement Account (MyCAA) Scholarship program provides a maximum tuition benefit of \$4,000.00 with an annual fiscal year cap of \$2,000.00 to eligible military spouses who have completed high school and wish to pursue a certification at Apex College of Veterinary Technology. Students interested in this Scholarship program can see the Registrar or visit <https://myseco.militaryonesource.mil/portal/>.

Veteran's Benefits - Title 38 United States Code Section 3679(e)

Any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits is considered a "covered individual".

Covered individuals must take the following actions:

Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education

Submit a written request to use such entitlement

Provide additional information necessary to the proper certification of enrollment by Apex CVT

Covered individuals should be aware that additional payment or a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement will be assessed.

Apex College of Veterinary Technology will permit any "covered individual" to attend or participate in the course of education during the period beginning on the date on which the individual provides to Apex CVT a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility

Apex College of Veterinary Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to Apex CVT due to the delayed disbursement funding from the VA under chapter 31 or 33.

Refund Policy

Students not accepted to Apex College of Veterinary Technology are entitled to any/all monies paid. Students who cancel their Student Enrollment Agreement by notifying the Apex College of Veterinary Technology Registrar within three business days of signing are entitled to a full refund of all tuition and fees paid. Students who withdraw after three business days, but prior to the commencement of classes, are entitled to a full refund of all tuition and fees paid with the exception of the maximum cancellation charge of \$100.00 or 10% of the quarter's tuition and fees, whichever is less.

After signing the Student Enrollment Agreement with Apex College of Veterinary Technology, students may cancel their enrollment at any time, prior to midnight of the third business day.

All refunds will be made to students within 30 days from the date of contract termination. The official date of termination or withdrawal shall be determined in the following manner:

- The date on which Apex College of Veterinary Technology's Registrar receives written notice of a student's intent to discontinue a program; or
- The date on which a student violates published school policy, which provides for termination; or
- The student fails to return from an approved LOA on the expected/agreed upon return date

Tuition Refund Policy

Student terminating or withdrawing	Refund amount
Within 1 st 10% of enrollment period	90% less \$100 cancellation charge
After 10% but within the 1 st 25% of enrollment period	75% less \$100 cancellation charge
After 25% but within the 1 st 50% of enrollment period	50% less \$100 cancellation charge
After 50% but within the 1 st 75% of the enrollment period	25% less \$100 cancellation charge
After 75% of enrollment period	No refund

Students will receive full refunds of tuition and fees paid if Apex College of Veterinary Technology discontinues a program or course within the period the students could have reasonably completed the program or course. This provision shall not apply in the event the Apex College of Veterinary Technology ceases operation.

The policy for granting credit for previous training shall not impact the refund policy.

If after starting a program, any student wishes to withdraw or is asked to withdraw, a \$100.00 cancellation fee may be assessed.

Financial Aid Refunds and Disbursement

Financial Aid Refunds and Disbursement

Financial aid awarded in the form of grant, scholarships, and loans will first be applied towards the payment of outstanding tuition and fee charges owed to Apex CVT. Financial aid is paid on the student's account on the first Monday after the drop/add date unless that Monday fall on a holiday, in which case the aid will pay on Tuesday.

Refunds will be generated by the Financial Aid Accounts Office each Monday and the funds will be available to the student the following Friday – Monday, depending on the refund preference. Students are strongly encouraged to set up a direct deposit account in order to utilize their funds. Students have the option to choose to have a paper check mailed to them. The option for paper check can take up to 4 weeks after disbursement to receive.

Financial Aid Refund to Students

There may be a chance you will receive a financial aid refund if there is any money left over after all charges have been covered. Refunds are generated each Monday (unless the Monday fall on a holiday) and will be available to the student by direct deposit or paper check. Apex CVT strongly urges students to use the direct deposit option in order to receive a timely refund. Paper checks will be mailed directly to students so it is important that students keep their physical addresses updated in Populi.

Note: *Disbursement of student aid is when the funds are applied to the student account. This is not when students receive their refund. Refunds to students may take up to 14 days after the funds are applied to the student's account.*

Important: *If you receive a refund and then choose to drop or withdraw from classes, this could result in you having to pay financial aid that was already awarded and/or place you on financial aid suspension. Please review your Student Financial Aid Handbook, sections titled, "Return to Title IV" and Keeping your Financial Aid – Qualitative and Quantitative Standards".*

Return to Title IV – Paying Back Unearned Financial Aid

This policy – known as the Return of Title IV Funds (R2T4) Policy – applies to anyone who receives financial aid, certifies their enrollment in registered classes, and then subsequently withdraws or fails to earn a passing grade during the academic term.

Withdrawal – When a student does not maintain attendance/enrollment in all calendar days during the payment period (quarter) for which they were awarded financial aid such students will be considered withdrawn for financial aid purposes. It is important to note that a student can either be considered an official withdraw or an unofficial withdraw. "Withdraw" is a federally-recognized term with an explicit federal definition and specific governing regulations.

Title IV (Federal) funds are awarded to Apex College of Veterinary Technology students under the assumption that they will attend classes for the entire payment period (quarter) for which the assistance is awarded. If a student withdraws from the College, for any reason including medical issues, the student may no longer be eligible for the full amount of financial aid funding they were originally scheduled to receive.

If a student withdraws from Apex College of Veterinary Technology prior to attending at least 60% of the total calendar days that comprise their initially scheduled enrollment period, the student may be required to return or repay a portion of the financial aid they received for that term. The FSA programs that are covered by this federal requirement are: Federal Pell Grants, Federal Direct Stafford Loans, Federal Perkins Loans, Federal Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOG), and other Title IV Programs. A pro rata schedule is used to determine the amount of federal student aid funds a withdrawn student has earned at the time of their withdrawal. If a student withdraws during the 100% refund (add/drop) period, all their financial aid for that term will be cancelled and returned.

Withdrawal Process – Any student wishing to withdraw from Apex College of Veterinary Technology has the responsibility of initiating the withdrawal process. The official withdrawal procedure is completed with the Registrar. If a student is contemplating not attending a class at Apex College of Veterinary Technology before a quarter begins, it is highly recommended that they setup an appointment to speak with an Apex College of Veterinary Technology Financial Aid staff member about what effect their time away from the classroom, however brief, may have on their financial aid funding.

Official Withdrawal Process – To officially withdraw from Apex College of Veterinary Technology, a student must submit a written request to withdraw via Populi to the Registrar. It is highly recommended that students who choose to withdraw from the College visit the Financial Aid Office to ensure they understand what will happen with their financial aid and their student account. If a withdrawing student does not intend to re-enroll in Apex College of Veterinary Technology classes in the future, the College requires they complete an exit interview with the Registrar.

Unofficial Withdrawal – If a student ceases attending their scheduled classes without completing the official withdrawal process, they will have a grade of “F” recorded for each course in progress. Students who have not attended classes for 60 calendar days and have not filed a withdrawal with intent to return will be dropped from the College and treated as an unofficial withdrawal.

Students who did not earn credit for any of the courses they attended in a given term and did not officially withdraw or otherwise provide notice of their intent to withdraw, must be considered “unofficially withdrawn”. Federal regulations mandate that, unless it can be documented that a student was in attendance past the 60 percentage point in time of the term, a federal Title IV refund calculation, using the withdrawal date of either the add/drop deadline of the term or the last date of attendance at a documented academically related activity, must be performed.

Determining the Withdrawal Date – A student’s withdrawal date is determined by one of the following, by Apex College of Veterinary Technology:

- *The date the student began the official withdrawal process*
- *The date the student otherwise notified a designated office of his or her intent to withdraw*
- *The date that the school determines circumstances are beyond the student’s control*

- *The date the student ceased attendance without providing official notification*
- *The published add/drop deadline*

For an official withdrawal, the effective withdrawal date is the first day a student notifies the Registrar or other designated official office of their intent to withdraw. For an unofficial withdrawal, when the institution becomes aware that the student is no longer attending the institution, the last date of an academic attendance will be the date used for the Return of Title IV calculation.

For an unofficial withdrawal due to the student failing all classes, the effective withdrawal date is the late date of attendance reported by instructors. The withdrawal date for students who are academically dismissed is the date of the notification of their dismissal. For suspended students, the withdrawal date is the due date for the suspension appeal if the appeal is denied.

Regulations require schools to perform calculations within 30 days from the date the school determines a student's complete withdrawal. Apex College of Veterinary Technology must return funds within 45 days of the calculation.

Returning after Withdrawing – Students who are granted an approved Institutional Leave status by Apex College of Veterinary Technology and do not attend a college elsewhere during their leave, generally are able to have their financial aid eligibility renewed upon their return to Apex College of Veterinary Technology.

Federal Title IV Refund Calculation Policy – The Apex College of Veterinary Technology Financial Aid Office determines, based on the federally mandated formula, the amount of FSA/Title IV assistance a withdrawn student has earned, based on their determined withdrawal date. The Return of Title IV Funding (R2T4) calculation policy is outlined below:

Step 1: Student's Title IV Information

Apex College of Veterinary Technology will determine:

- *The total amount of Title IV aid disbursed (if any) for the term from which a student withdrew*
- *The total amount of aid that could have disbursed (if any) for the term from which a student withdrew*

Step 2: Percentage of Title IV Aid Earned

Apex College of Veterinary Technology will calculate the percentage of aid earned as follows:

- *The number of calendar days completed by the student divided by the total number of calendar days in their initially scheduled enrollment period*
- *Days Attended/Days in Enrollment Period = Percentage Completed*
- *If a student's calculated percentage exceeds 60%, then that student has "earned" all aid for the period. An R2T4 calculation must be completed for that student but they will not be required to repay or return any federal funding. Institutional and state aid may still be adjusted down.*

Step 3: Amount of Title IV Aid Earned

Apex College of Veterinary Technology will calculate the amount of aid earned as follows:

- *The percentage of Title IV aid earned (step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew (step 1)*
- *Total Aid Disbursed x Percentage of Title IV Aid Earned = Amount of Aid Earned*

Step 4: Amount of Title IV aid to be Returned, Repaid, or Post-Withdrawal Disbursed

- *If the aid already disbursed equals the amount of earned aid, no further action is required*
- *If the aid already disbursed is greater than the amount of earned aid, the difference must be returned to the appropriate Title IV aid program. This means that a balance may be created on your Apex College of Veterinary Technology tuition account, and you will then be billed and responsible for paying all charges immediately.*
- *Total Disbursed Aid for Quarter – Amount of Earned Aid = Unearned Aid to be Returned or Repaid*
- *If the aid already disbursed is less than the earned aid, and a student has aid for that term that could have disbursed, we will calculate a post-withdrawal disbursement (PWD). (Federal regulations define what it means for a student to have “Title IV funding that could have disbursed). If this post withdrawal disbursement contains loan funds, you may elect to decline these funds so you do not incur additional debt. You will be notified of any additional disbursements via your Populi Financial Aid account. Students have 14 days to respond to a Post-Withdrawal Loan Disbursement notification otherwise the Apex College of Veterinary Technology Financial Aid office will assume those students do not want those monies and the PWD will be cancelled.*
- *If the R2T4 calculation results in a credit balance on the student’s account, the credit balance will be disbursed as soon as possible, no later than 14 days after the calculation.*

Step 5: Order of Funds Returned

- *Any funds returned by the College, including loan funds, may result in a balance due and owing to Apex College of Veterinary Technology Student Accounts. Once the amount of funds requiring return is determined, a student’s Title IV aid will be returned in the order below as proscribed by the federal Department of Education:*
 1. *Unsubsidized Federal Direct Loans*
 2. *Subsidized Federal Direct Loans*
 3. *Direct PLUS Loans*
 4. *Pell Grant*
- *A student’s grace period for loan repayment of federal Direct Student Loans and federal Perkins Loans will begin the day it is determined they withdrew from the College. Students should contact their loan servicer directly if they have questions regarding their loan’s grace period or repayment status.*

Student Conduct

Students are expected to practice standards of conduct required by the veterinary medical profession. If students are found to be in violation of Apex College of Veterinary Technology policies, they will be notified in writing. Directors and faculty, to determine the most appropriate course of action, will evaluate policy violations. Actions may include official warnings, fines, required leave, and possibly termination from a program. Students are expected to follow Apex College of Veterinary Technology policies and regulations including but not limited to the following:

- *While on campus, on Apex College of Veterinary Technology field trips, and during Externship, students are expected to dress as safety-conscious professionals*
 - *For Veterinary Technology students this includes:*
 - *Well-fitting, clean scrubs, in good repair*
 - *Clean, white ¾ length lab coat (in laboratory classes)*
 - *Appropriate, closed-toe footwear*

- *No jewelry, inclusive of facial/body piercings (in laboratory classes)*
 - *Short fingernails (no false nails or polish)*
 - *Hair secured out of the face (long hair must be tied back)*
 - *Hair color commensurate with the medical profession (no extreme hair colors and/or styles)*
- *Students are expected to conduct themselves as professionals*
 - *Behavior in classes consistent with a profession*
 - *Behavior in laboratories consistent with the medical profession and its codes of ethics*
 - *Adherence to the Apex College of Veterinary Technology attendance policy*
 - *Consideration for the legal rights of all Apex College of Veterinary Technology students, faculty, and staff*
- *Students are expected to refrain from the following:*
 - *Theft of Apex College of Veterinary Technology, faculty, staff, or student property*
 - *Destruction of Apex College of Veterinary Technology property*
 - *Possession of weapons on Apex College of Veterinary Technology property*
 - *Possession of alcohol on Apex College of Veterinary Technology property*
 - *Possession of illegal drugs (including marijuana) on Apex College of Veterinary Technology property*
 - *Being under the influence of alcohol or drugs (whether illegal, prescribed, or over the counter) particularly where it may distract from courses or endanger students, faculty, staff, or patients*
 - *Plagiarism*
 - *Representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrases, quotations, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project.*
 - *Academic cheating*
 - *Giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college owned electronic devices.*
 - *Hazing and/or bullying*
 - *Apex College of Veterinary Technology expects students, faculty and staff members to obey national, state and local laws and to respect the rights and privileges of other people. Interference in any manner with the public or private rights of citizens or conduct, which threatens or endangers the health and safety of any such person, will not be tolerated.*
 - *Disruptive behavior in classes and/or laboratories*
 - *This may include refusing to participate in required class activities, not following instructor directions, sleeping in class, being inappropriately loud or off-topic, or other behaviors that distract or take away from course content.*

Apex College of Veterinary Technology policies regarding social media and technology are found in Appendix B of this catalog.

Sexual Harassment

Faculty and staff must adhere to the sexual harassment policy, available in the Employee Handbook, that intends to protect the learning environment from hostile, uncomfortable, or offensive visual materials, spoken words, or behaviors of a sexual nature. Additional components of the policy define and specify activities, behaviors or situations that can be perceived as unwelcome sexual attention, innuendo or the quid pro quo exchange of favors. These policies have defined content, steps for complaint processing, and prescriptions for remedy and correction. The policy will apply to all unsolicited and unwelcome behaviors by any combination of genders. The objective for enforcement is a zero-tolerance policy upon processing claims and evidence and the determination of a violation.

Students are prevented by their requirement for behaving in a professional manner from engaging in sexual harassment and reports of sexual harassment by a student will be reviewed as a violation of professional student conduct.

Substance Abuse

Students may not attend classes, participate in field trips, or care for patients if any ingested, inhaled, or injected substance impairs judgment and/or motor skills. This policy applies whether the substance is prescribed, over the counter, or illegal. Students may also not possess alcohol or illegal drugs (including marijuana) on campus.

Student Dismissal/Termination

Violation of Apex College of Veterinary Technology policies, as published in this catalog may result in disciplinary action up to and including dismissal from Apex College of Veterinary Technology. Refunds, if applicable, will be made in accordance with the Apex College of Veterinary Technology refund policy. The official date of dismissal or termination is determined by documentation of the violation or breach of the student enrollment agreement.

Student Safety

The safety of students, program personnel, and animals is of prime concern at Apex College of Veterinary Technology. Established policies and procedures ensure a safe and healthy environment for students, instructors, personnel and animals involved in the Apex College of Veterinary Technology educational programs.

Apex College of Veterinary Technology recognizes student acquisition of safety-related knowledge and skills as an important part of our educational process, and the ability to apply these skills will increase the value of Apex College of Veterinary Technology graduates in their professions. OSHA compliance, understanding, and monitoring techniques are instilled throughout the Apex College of Veterinary Technology curriculum in all programs.

The Apex College of Veterinary Technology – **Annual Campus Safety Report** is available to students and interested parties in two locations – the campus safety binder in the administration office building and on the following website <http://ope.ed.gov/campussafety>

Animal Handling

Animal species can inflict personal injury if improperly handled or restrained. Apex College of Veterinary Technology students are trained to understand and apply proper animal handling procedures prior to being exposed to any live animal species.

Care and use of animals at Apex College of Veterinary Technology follows USDA regulations as authorized under the Animal Welfare Act (AWA) for all animal use. Animal use in teaching at Apex College of Veterinary Technology follows current best practices for humane care and use. All animal activities conducted by Apex College of Veterinary Technology are reviewed and approved by the Chief Medical Officer and the Institutional Animal Care and Use Committee (IACUC). All off-campus providers of instructional support meet objective requirements set by Apex College of Veterinary Technology regarding the care and use of animals, physical facilities and available equipment.

Occupational Safety and Health

Health and safety hazards are inherent in veterinary medical education. Apex College of Veterinary Technology is vigilant in taking steps to reduce safety hazards. All areas in which student education takes place are in compliance with OSHA regulations including but not limited to:

- *Compressed gas cylinder placement and storage*
- *Availability/accessibility of eye wash stations*
- *Radiation equipment, logs, dosimetry badges, exposure records*
- *Use of appropriate personal protective equipment (PPE)*
- *Anesthetic machine maintenance, vaporizer validation*
- *Waste anesthetic gases*
- *Availability of MSDS*
- *Student pregnancy policy*
- *Rabies exposure/vaccination policy*
- *Zoonotic diseases policy*
- *Noise*
- *Biohazards*
- *Safety signage*

Zoonoses Awareness

The Apex College of Veterinary Technology curriculum includes the potential risks of animals as sources of zoonotic exposure or disease transmission to humans. Program personnel model behaviors that minimize zoonotic exposures.

Personal Safety

Security and safety standards and training at Apex College of Veterinary Technology provide students and program personnel with the knowledge to protect themselves from personal harm and injury. Safety training is provided to all students, faculty, and staff at the beginning of each academic quarter. Safety training includes, but is not limited to, review of the following:

- *Aggressive or Dangerous Animal Policy*
- *Bite/Scratch Policy*

- Immunization Policy
- Accident Reporting Policy

Personal Safety Policies can be found in Appendix C of this catalog.

Emergency Preparedness

Written plans are in place at Apex College of Veterinary Technology to address safety issues and animal care and/or evacuation in the event of a natural or other disaster. Plans approved by the Fire Marshall are posted in classrooms, laboratories, administrative, and communal areas. Emergency preparedness plans and/or revisions to plans are reviewed with students, staff and faculty at the beginning of each academic quarter.

Student Feedback, Grievances, Complaints, and Concerns

The Director of Educational Programs at Apex College of Veterinary Technology has the responsibility, authority, and support necessary to manage the program, faculty, staff, and students. All Apex College of Veterinary Technology students can, and are encouraged to, critique courses, curriculum, instructors, textbooks, staff members, policies, equipment, and any other concerns on a quarterly basis. To continuously improve the Apex College of Veterinary Technology programs, anonymous electronic surveys are completed by all students for all classes attended at the end of each academic quarter. These quarterly reviews are compiled and reported to the Institutional and Program Advisory Committee, Directors, and Faculty to ensure continuous improvement of the programs offered at Apex College of Veterinary Technology.

Student Grievance Procedure

The Apex College of Veterinary Technology Student Grievance Procedure is intended to allow students an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services.

Complainant(s) a person who is subject to alleged inequity as it applies to Apex CVT procedures. A complainant is a student who was enrolled at the time of the alleged incident.

Respondent(s) a person whose alleged conduct is the subject of a complaint. A respondent can be an Apex CVT employee(s), student(s) who was enrolled at the time of the alleged incident, authorized volunteer(s), guest(s), visitor(s), or college.

Grievance – A grievable offense is any alleged action which violates or inequitably applies Apex CVT procedures. The complainant must be personally affected by such violation or inequitable action.

Non-grievable matters – The following matters are not grievable under this procedure except as noted: matters over which the college is without authority to act; grades and other academic decisions unless there is an allegation that the decision was motivated by discrimination/harassment.

Chief Operations Officer – The Apex CVT employee designated by the college administration to oversee student grievances. The COO may delegate the responsibility over student grievances to another person.

Notice – Notices which are required to be given by this grievance procedure shall be considered served upon the student when given by personal delivery, mailing by certified mail, or email with receipt notification to the address

the student has filed with the Institution's admissions and records office. If notice is mailed, the student shall be given three additional days to respond.

Day – Refers to calendar day unless otherwise noted

Remedy – The relief that the Grievant is requesting

Filing a Complaint – All complaints shall be made as promptly as possible after the occurrence. A delay in reporting may be reasonable under some circumstances; however, an unreasonable delay in reporting is an appropriate consideration in evaluating the merits of a complaint or report.

Procedures – Students must timely submit all grievances in writing to the COO. The grievance should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The grievance should be signed by the initiator or, in the case of an email submission, sent as an email attachment, in letter format and should contain the name and all contact information for the grievant. Any supporting documentation and evidence should be referenced within the body of the formal grievance. Additionally, the initiator of a formal grievance should submit any supporting materials in writing as quickly as is practicable.

The complainant's supporting documentation should clearly demonstrate all informal efforts, if any, to resolve the issue(s) with the person involved and the person's supervisor. This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort. If contacting the person involved and/or the supervisor is impracticable, the complainant should state the reasons why.

The Apex CVT community benefits from informal and formal procedures that encourage prompt resolution of complaints and concerns students may have about the implementation of policies and procedures that govern Apex College of Veterinary Technology.

Informal Grievance Process – Complainant is encouraged to resolve the issue with the Respondent through the informal process. The COO shall facilitate the informal process. If the informal grievance process is unsuccessful, or if the COO or the complainant chooses not to pursue the informal process, the COO will open a formal grievance case.

Formal Grievance Process – Complainant must timely file a written statement of the actions complained of and describe the remedy he/she is seeking with the COO. A matter could also be referred to this process by the College CEO or his/her designee. Once a written grievance is filed or referred, the COO or designee will determine whether or not the situation states a grievable offense. The matter will be closed if the situation is determined not grievable and the Complainant will be notified of the reasons.

If the matter is determined to be grievable, the COO will request a meeting (hearing) with both the complainant and respondent. Both parties will be given the opportunity to discuss the allegations of the grievance and may offer any documentation, witnesses, or other materials in support of the complaint. During this hearing, neither party may have a representative, including attorneys or law students. These procedures are entirely administrative in nature and are not considered legal proceedings.

No audio or video recording of any kind other than as required by institutional procedure is permitted.

The COO may also contact or request a meeting with relevant Apex CVT staff, students, or others as part of an investigation.

At the COO's discretion, the COO may discontinue meetings with anyone causing a disruption to the process or being uncooperative, and will proceed to make a determination based on the information known at the time.

Based on the preponderance of evidence, the COO shall issue a decision, in writing, to both the complainant and respondent. The decision shall reject or grant the grievance and make recommendation(s) to resolve the issue(s). The complainant and respondent shall be advised of his/her right to appeal the decision, subject to the grounds below, by filing a written appeal with the COO within seven days of service of the decision.

In the event of an appeal, the COO shall give written notice to the other party to allow him/her the opportunity to submit a response in writing. The COO will also draft a response memorandum to be shared with all parties. All appeals and responses are then forwarded to the Apex CVT executive board for initial review to determine if the appeal meets the limited grounds and is timely. The original finding will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. The party requesting appeal must show error as the original finding is presumed to have been decided reasonably and appropriately. The only grounds for appeal are as follows:

- 1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); or*
- 2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding. A summary of this new evidence and its potential impact must be included in the written appeal.*

If the executive board determines that a material procedural or substantive error occurred, it may return the complaint to the COO with instructions to reconvene the hearing to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the COO in cases of bias, the executive board may order a new hearing be held by a different individual acting in the place of the designated COO. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the two applicable grounds for appeals.

Unresolved grievances may be escalated to the appropriate accrediting agencies:

Attempting to resolve any issue with the school first is strongly encouraged. Complaints may be filed by a student or guardian online with the Division of Private Occupational Schools. There is a two-year limitation from the student's last date of attendance or any time prior to the commencement of training. For more information, visit <https://highered.colorado.gov/students/how-do-i/filing-a-student-complaint> or <http://highered.colorado.gov/dpos/> or call (303) 862-3001.

Students may file complaints with the Council on Occupational Education online at <http://www.council.org/feedback/> or in writing at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350, or by telephone (800) 917-2081.

Special Grievance Process Provisions –

- In the event that a student is incapacitated, he/she may have an advisor present to assist him/her in presenting his/her case.*

- *Students do not have the right to be represented by an attorney or law student during these proceedings except in the case where civil or criminal actions concerning the student are pending and in that case the attorney's role shall be advisory only.*
- *The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except when the student is incapacitated.*
- *The student shall have the right to identify documents, witnesses and other material he/she would like the COO to review before making a final decision.*
- *Any hearing held shall be conducted in private unless all parties agree otherwise.*
- *A record of the hearing should be maintained by the COO*
- *If the student has a disability and would like to request an accommodation to assist him/her through the grievance process they may do so by informing the COO. The COO will then work with available support services to accommodate the request.*
- *If the grievance is against the COO, the CEO or other person designated by the CEO shall perform the duties of the COO.*
- *Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.*
- *Standard of proof – the college will use the preponderance of evidence standard in the grievance proceedings, meaning, Apex CVT will determine whether it is more likely than not the complainant was subject to inequity as it applies to institutional policies or procedures.*
- *The procedural rights afforded to students above may be waived by the student.*

Retaliatory Acts – It is in violation of the grievance procedure to engage in retaliatory acts against any employee or student who files a grievance or any employee or student who testifies, assists or participates in the grievance proceeding, investigation or hearing relating to such grievance.

Revising this Procedure – Apex College of Veterinary Technology reserves the right to change any provision or requirement of this grievance procedure at any time and the change shall become effective immediately.

For information about the student grievance process, contact the Chief Operations Officer, serving as the Dean of Students, (719) 375-8228.

Student Records

Students have the right to review the contents of their individual records. Students will be given access to their own records within a reasonable period, but in no case shall access be withheld for more than 45 days after the request has been made in writing to the Registrar. Students shall have the opportunity for a hearing to challenge the contents of their Apex College of Veterinary Technology records to ensure accuracy. Challenges must be made in writing to the Director of Educational Programs and the Registrar.

Students may authorize release of their records to intended persons or institutions by making the request, in writing, to the Registrar. No access or release of any personally identifiable records or files on students will be allowed to any individual, agency, or organization without prior written consent of the student, except as is required and allowed by the Family Education Rights and Privacy Act (FERPA).

Requests for official transcripts may be denied if tuition and/or fees payments are past due.

Family Education Rights and Privacy Act (FERPA)

In compliance with the Family Rights and Privacy Act of 1974, it is the policy of Apex College of Veterinary Technology to protect the educational/academic records of its students, former students, and alumni. All personally identifiable information in student educational records is considered confidential. FERPA rights apply at the point of matriculation or registration. Students are informed of their rights under FERPA and receive a copy of the notification before their start date.

Outcomes Assessment

Program-specific outcome assessment instruments and data collection methods have been developed and are utilized to assist Apex College of Veterinary Technology determine attainment of educational goals and to report outcomes for each educational program to accreditors and governing bodies.

The Council on Occupational Education requires accredited schools maintain at least a 60% completion rate and a 70% job placement rate for all programs.

Apex College of Veterinary Technology collects and shares data with employers to determine the relevance of program content. The results of outcome assessment data are used to improve the related educational programs. Apex College of Veterinary Technology encourages and supports program review and the evaluation process for outcomes of the educational programs.

Apex College of Veterinary Technology surveys alumni, employers of alumni, and draws from registration data to report on the following for outcomes assessment:

- *Completion and attrition rates*
- *Job placement rates*
- *Alumni feedback concerning program content*
- *Employer feedback concerning program content*
- *Testing results*

Appendix A – Instructional Resources and Equipment List

This list designed by the American Veterinary Medical Association, Committee on Veterinary Technician Education and Activities is utilized to monitor resources used in educating veterinary technicians. Items on this list are either owned or available to Apex College of Veterinary Technology for primary teaching purposes. In addition to the required items listed below, Apex College of Veterinary Technology has a much broader assortment of instructional resources and equipment available for primary teaching purposes both on campus and in off campus clinical sites for use by students and faculty.

Companion Animals

- Cats
- Dogs
- Horses/ponies

Food Animals

- Cattle

Laboratory and Exotic Animals

- Mice
- Rabbits
- Rats
- Birds

Instructional Equipment

- Camera
- Computer
- Presentation system and software
- Video recording/viewing equipment

Specimens and Models

- Large animal skeletal limb
- Small animal skeletons

Clinical Equipment

- Anesthesia machine – small animal
 - Isoflurane and Sevoflurane
 - Non-rebreathing system
 - Waste anesthetic gas exhaust system
- Animal gurney or stretcher
- Autoclave
- Bandaging/casting material
- Bathing equipment
- Blood pressure monitoring equipment
- Cages complying with federal regulations
- Capnometer
- Cardiac monitor
- Controlled drug cabinet
- Dehorers
- Dental instruments
 - Large animal dental floats
 - Small animal
 - Ultrasonic scaler and polisher
 - Hand instruments
- Electric clippers
- Electrocardiograph
- Emasculator
- Emergency crash kit
 - Emergency drugs and dosages
 - Supplies and equipment
 - ET tubes
 - Ambu bag
- Endotracheal tubes
- Esophageal stethoscope
- Examination tables

- *Fluid pump*

Clinical Equipment (Continued)

- *Hoof trimmer and picks*
- *Microchip scanner*
- *Nail trimmers*
- *Ophthalmoscope*
- *Oral dosing equipment*
 - *Laboratory animal*
 - *Large animal*
 - *Small animal*
- *Oral speculum for small animals*
- *Orthopedic equipment*
- *Otoscope*
- *Pulse Oximeter*
- *Scales*
- *Stethoscope*
- *Surgical instruments (basic)*
- *Surgical lights*
- *Surgical tables*
- *Syringes*
- *Temperature monitoring device*
- *Tonometer*
- *Tubes*
 - *Feeding and gavage*
- *Vaginal speculum*
- *Warming device*

Restraint Equipment

- *Rodent restraint equipment*
- *Cattle chute*
- *Twitch*
- *Ropes*
- *Halter*
- *Elizabethan collar*
- *Restraint pole*
- *Muzzle*

Laboratory Equipment

- *Centrifuge*
- *Clinical chemistry analyzer*
- *Manual blood cell counter*
- *Electronic blood cell counter*
- *Hand tally cell counter*
- *Incubator*
- *Microhematocrit centrifuge*
- *Microscopes*
- *Refractometer*

Radiographic Imaging Equipment

- *Ultrasound machine*
- *Protective aprons and gloves*
- *Calipers*
- *Cassette holders*
- *Film identification markers*
- *Protective thyroid collar*
- *Radiation safety badges*
- *Storage racks for gloves and aprons*
- *Radiographic machine*
 - *Fixed*
 - *Portable*
 - *Dental*

Appendix B – Social Media and Technology Policy

Questions or concerns regarding the social media and technology policy should be directed to the Chief Executive Officer.

Guidelines for Representing the School on Social Media Websites

If you are an employee or student of Apex College of Veterinary Technology and are using social media websites that will reference Apex College of Veterinary Technology in any way (including mentioning our employees, services, and competitors), you must state that your opinions are yours alone and are not those of Apex College of Veterinary Technology. You must also identify yourself as an employee or student of Apex College of Veterinary Technology.

You are not authorized to speak on behalf of Apex College of Veterinary Technology without expressed permission from the Chief Executive Officer. If you have permission to speak on behalf of Apex College of Veterinary Technology on such websites, please notify Apex College of Veterinary Technology that you are writing on social media websites or blogs.

Confidentiality

You are prohibited from writing information on your social media page, blog or website that is considered proprietary or confidential. Confidential or proprietary information can include course information and documents, company or marketing strategies and plans, or any other information that has not already been released to the public. If you are not sure what is considered proprietary and confidential, consult with the Chief Executive Officer.

Apex College of Veterinary Technology logos or trademarked items may not be used without prior written authorization from Apex College of Veterinary Technology.

Ownership of Social Media Pages

If you create or manage a social media page on behalf of Apex College of Veterinary Technology, all information contained on the social media page, including friends, contacts, followers, likes, and any other proprietary or sensitive information, will be considered property of Apex College of Veterinary Technology. No employee or student will have any ownership rights over such materials. These social media websites, include, but are not limited to: Facebook, Twitter, Instagram, Myspace, LinkedIn; YouTube, and Pinterest.

Privacy

The contents of your social media page, blog or website should always treat Apex College of Veterinary Technology and its employees or students and customers/clients with respect. No name-calling or negative behavior that will reflect onto the school will be tolerated. Unfounded accusations, name-calling or using trademarks or logos without permission are grounds for dismissal.

You must consider the privacy rights of your fellow employees or students. If you are choosing to write about them, you should obtain prior permission to ensure you are not infringing on their right of privacy.

Apex College of Veterinary Technology encourages students, staff, and faculty to become familiar with and adjust the privacy settings of their social media and other web accounts so that they have appropriate control over who can see what they post and understand what content is potentially public.

Liability

You are legally liable for anything you write online. Anything that infringes on the rights of Apex College of Veterinary Technology or could cause a hostile environment is subject to disciplinary action by Apex College of Veterinary Technology as well as potential legal action.

Media Contact

Any inquiries from third-party organizations about Apex College of Veterinary Technology, our products, customers or employee or students should be referred to the Chief Executive Officer.

Appendix C – Personal Safety Policies

These policies are general personal safety policies that apply to all students, while on campus, at an off campus clinical site, or at an Apex College of Veterinary Technology sponsored event. Additional specific policies and training are provided in courses where they best apply.

Aggressive Animal Policy

Any animal deemed “aggressive” is identified by a red laminated card at the front of the cage, run or stall. To eliminate risk of injury to students and animals, only trained faculty and/or staff members handle animals identified as “aggressive”. Students are not permitted to handle any animals identified as “aggressive”.

Bite/Scratch Policy and Procedure

All animal bites and/or scratches to students, faculty, and staff are potentially serious and must be reported to the course instructor of record. Course instructors must complete the Apex College of Veterinary Technology incident report form, available in the administration building, and determine the appropriate course of action to ensure the health and safety of students, faculty, staff and animals (first aid, local emergency clinic, 911). Completed incident report forms are filed with the Chief Operating Officer in the administration building.

Students understand that curriculum requirements will require interaction with a variety of animal species, including but not limited to dogs, cats, birds, rodents, cows, horses, goats, and reptiles. Students understand that the temperament of an individual animal is inherently unpredictable and although every reasonable precaution shall be taken, the possibility exists for severe injury, which may require medical attention including hospitalization, and although highly unlikely, may result in death.

Federal Law requires that every individual, including students, carry health insurance. Students are responsible for their medical expenses and for providing adequate health insurance coverage while attending Apex College of Veterinary Technology.

Incident Reporting Policy and Procedure

All students, faculty and staff accidents/incidents while engaged in curricular activities either on campus or off site clinical locations must be reported to the course instructor of record or the nearest staff or faculty member. Incident report forms are available in administration and must be completed and returned to the Registrar.

OSHA form 300, a log of work-related injuries and illnesses, is posted on the safety bulletin board as required by law.

Pregnancy and Potential Risk to Fetus Policy and Disclosure

Students who are pregnant, think they may be pregnant, or who become pregnant while enrolled in the Veterinary Technology Program are strongly encouraged to inform the Director of Educational Programs to discuss educational options and safety procedures and/or precautions including but not limited to:

- *Accommodations to decrease risk to the mother/fetus, which may require:
 - *Signed waiver from student*
 - *Signed acknowledgement from student’s attending physician**
- *Leave of absence (LOA)*

- *Withdrawal from the program*

Students acknowledge that they are being informed of the following safety statement:

Exposure to ionizing radiation, anesthetic gases, infectious agents, zoonotic diseases, physical injury, and the necessity to lift 20-50 pounds, hormonal agents, and other biohazards may be potential health hazards to a developing fetus.

Pregnant students are advised to discuss risk factors with their attending physician and obtain signed acknowledgment regarding risk factors from their attending physician. The Registrar will place the form in the student's file.

Pregnant students electing to remain in the veterinary technology program accept full responsibility for their actions and relieve Apex College of Veterinary Technology, the faculty, and clinical affiliation sites of any responsibilities in the event of any issues resulting from the practice of veterinary medicine while pregnant.

Immunization Policy and Disclosure

Apex College of Veterinary Technology adheres to Colorado law requiring immunization for college students.

The required vaccination for all college students is:

- *MMR (Measles, Mumps, Rubella)*

Vaccinations that are highly recommended prior to any clinical experiences include:

- *Tetanus*
 - *Td (Tetanus, Diphtheria), or*
 - *DTP (Diphtheria, Tetanus, Pertussis)*
- *Rabies*

The Colorado Department of Public Health and Environment also recommends the following vaccinations for college students:

- *Meningococcal*
- *OPV/IPV (Polio)*
- *Hepatitis B*
- *Hepatitis A*
- *Varicella (Chickenpox)*
- *HPV*

To be eligible to participate in certain volunteer opportunities students may also need to produce evidence of negative tuberculosis tests annually.

Documentation of vaccination and/or titer or test results should be submitted to the Registrar to be added to the student record.

Rabies Prophylaxis Policy

The Centers for Disease Control and Prevention (CDC) recommend pre-exposure vaccination for rabies to persons in high-risk groups, such as veterinarians, veterinary technicians, animal handlers, and certain laboratory workers.

Veterinarians and their staff are classified in either the frequent or infrequent risk categories based on whether they are in rabies enzootic areas. Persons in rabies enzootic areas are in the frequent risk category and should have pre-exposure prophylaxis and serum samples tested for rabies antibody every 2 years.

Students of veterinary technology understand that El Paso County is considered a rabies enzootic area and that any mammalian species can contract and transmitting zoonotic diseases including the rabies virus.

Students understand that rabies is a fatal virus transmitted through the saliva of infected animals and that it may not be possible to identify an infected animal prior to any interaction.

Students understand that a pre-exposure vaccination series is highly recommended and available through the El Paso County Public Health Department. Students are responsible for the cost of rabies prophylaxis (average cost is \$295 each or \$885 for the series).

Students who choose not to obtain rabies prophylaxis understand the inherent risks involved in working with mammals while enrolled at Apex College of Veterinary Technology. Students with pre-exposure vaccination records should present copies to the Registrar for inclusion in student files as with any other vaccination, titer, or testing record.

COVID-19 Vaccination Policy

Governmental recommendations concerning containment of SARs-CoV-2, the virus that causes COVID-19, change frequently. Apex College of Veterinary Technology has developed the following guidelines to best ensure student and faculty safety while classes are being held in person on the Apex campus. These recommendations are based on a combination of Colorado State Directives as well as published CDC guidelines.

General Requirements

The following recommendations are in effect on campus until further notice:

- DO NOT come to campus if you are showing ANY sign of illness.*
- DO NOT come to campus if you have tested positive for COVID-19.*
- DO NOT come to campus if you have a known or suspected exposure to any individual who has tested positive for COVID-19.*
- Take your temperature at home every day before coming to campus. DO NOT come to campus if your fever is 100.4 or higher, or if you are displaying or feeling any other signs of illness. Notify your instructor(s) as soon as possible so appropriate accommodations can be made for your classes that day.*
- Face coverings that cover the mouth AND nose must be worn in all indoor spaces. Students who cannot medically tolerate a face covering should notify Apex faculty prior to coming to campus so appropriate accommodations can be made.*
- Students, faculty, and clients should maintain a minimum 6-foot distance whenever possible. This includes when seated in classrooms as well as when working in laboratory or clinical environments.*
- When on campus, wash your hands frequently with soap and water.*
- Each classroom has hand sanitizer available. Please utilize it when entering and leaving your classroom.*
- Instructors will disinfect tables, chairs, and other high-touch areas between classes.*

- Apex highly recommends all students and faculty get vaccinated for influenza annually.

Positive COVID-19 Test

If you have tested positive for COVID-19, you MUST NOT come to campus.

If you are showing signs of illness (i.e., you are symptomatic), return to campus is acceptable if the following criteria are met:

- *It has been 14 days since your first positive test OR the first onset of symptoms (whichever came latest), AND*
- *You have been afebrile for 72 hours WITHOUT the use of fever-reducing medications, AND*
- *You are showing improvement in other symptoms.*

If you are not showing signs of illness (i.e., you are asymptomatic), return to campus is acceptable if the following criteria are met:

- *It has been 14 days since your first positive test, AND*
- *You have had no onset of symptoms since your positive test.*

Exposure to COVID-19

If you have a known exposure to an individual who has tested positive for COVID-19, return to campus is acceptable if the following criteria are met:

- *A minimum of 10 days have passed since the individual's first positive COVID-19 test, AND*
- *A minimum of 14 days have passed since your last exposure to the individual, AND*
- *You have not tested positive for COVID-19, AND*
- *You have had no onset of symptoms.*

If you have a known exposure to an individual who has been exposed to an individual who has tested positive for COVID-19 (i.e., a third-party exposure), return to campus is acceptable if the following criteria are met:

- *A minimum of 14 days have passed since your first exposure to the (secondary) individual exposed to the COVID-positive person, AND*
- *The secondary individual has not tested positive for COVID-19, AND*
- *You have not tested positive for COVID-19, AND*
- *You have had no onset of symptoms.*

Accommodations for Student Absences

Students who remain off-campus for COVID-19 safety reasons will be given the following accommodations as long as the student provides a doctor's note to verify that the student's absence is due to potential COVID-19 exposure:

- *All absences will be counted as excused.*
- *Students will be allowed to Zoom into classroom lectures whenever available.*
- *Courses may be considered incomplete at the end of the quarter until all required hands-on lab activities are completed.*

Appendix D – Student Services

Legal Assistance and Advocacy

- *Child Support Services – (719) 471-6331*
- *Colorado Legal Services (low income) – (719) 471-0380*
- *Consumer Credit Counseling Services – (719) 576-0909*
- *El Paso County Lawyer ABA Referral Service – (719) 636-1523*
- *Neighborhood Justice Center – (719) 520-6000*
- *Pikes Peak Legal Service – (719) 471-0380*
- *TESSA (domestic violence) – (719) 633-3819*

Medical Assistance

- *Aspen Pointe – (719) 572-6100*
- *AIDS Information (Southern Colorado Aids Project) – (719) 578-9092*
- *Center on Hearing, Speech, & Language – (719) 597-3390*
- *Community Health Center – (719) 632-5700*
- *Convenient Care Clinic – (719) 632-5700*
- *CSHP – Pharmacy – (719) 633-2762*
- *Dental Clinic – (719) 475-0783*
- *El Paso County Department of Health & Environment – (719) 578-3199*
- *Family/Senior Health Clinic – (719) 632-5700*
- *Homeless Clinic – (719) 471-2789*
- *Homeless Medical and Dental Clinic – (719) 632-5700*
- *Immunization Clinic – (719) 578-3272*
- *Medicaid Information – 1(800) 221-3943*
- *Memorial Hospital – Health Link – (719) 444-2273*
- *Myron Stratton Family Health Clinic – (719) 632-5700*
- *Nurse Family Partnership (pregnancy resource) – (719) 578-3267*

Food and/or Shelter Assistance

- *Alano Houses (12 step sober homes) – (719) 520-1732*
- *American Charities – (719) 646-3922*
- *Aspen Pointe – (719) 572-6100*
- *Bijou House – (719) 635-5078*
- *Billie Spielman Center – (719) 344-8994*
- *Black Forest Cares – (719) 495-2221*
- *Bridge House – (719) 635-0855*
- *Care and Share – (719) 528-6767*
- *C-C Boarding Home Annex – (719) 271-1728*
- *Colorado Coalition for the Homeless – (303) 293-2217*
- *Colorado College Sunday Soup – (719) 389-6000*
- *Corpus Christi Catholic Church – (719) 633-1457*

- *Crossfire Ministries – (719) 447-1806*
- *Department of Human Services – (719) 636-0000*
- *Eastern El Paso Community Center – (719) 347-2976*
- *Food Assistance Office – (719) 636-0000*
- *Good News Foundation – (719) 638-8985*
- *HealthLink – (719) 444-CARE (2273)*
- *High Plains Helping Hands – (719) 749-2146*
- *Housing Authority – (719) 387-6700*

A printed edition of student services that is updated annually can be found in the administrative office.

Appendix E – Student Calendar

The following dates are those projected to impact students in some way. These dates are subject to change and students should look for electronic communication concerning any changes. Questions concerning the schedule may be brought to the Registrar.

January/February 2022

Date	Event
Saturday, January 1, 2022	School Closed for New Year's Day Holiday
Monday, January 3, 2022	Winter 2022 Quarter Begins
Sunday, January 16, 2022	Add/Drop Deadline

March/April 2022

Date	Event
Friday, March 4, 2022	Admissions Process Deadline for Spring 2022 Quarter
Friday, March 11, 2022	Last Day of Winter 2022 Quarter
Friday, April 1, 2022	Tuition, Fees, and Scholarship Invoices Processed
Monday, April 4, 2022	Spring 2022 Quarter Begins
Sunday, April 17, 2022	Add/Drop Deadline

June/July 2022

Date	Event
Friday, June 6, 2022	Admissions Process Deadline for Summer 2020 Quarter
Friday, June 10, 2022	Last Day of Spring 2022 Quarter
Friday, July 1, 2022	Tuition, Fees, and Scholarship Invoices Processed
Monday, July 4, 2020	School Closed for Independence Day Holiday
Tuesday, July 5, 2020	Summer 2022 Quarter Begins
Sunday, July 17, 2022	Add/Drop Deadline

August/September 2022

Date	Event
Monday, September 5, 2022	Admissions Process Deadline for Fall 2022 Quarter
Friday, September 9, 2022	Last Day of Summer 2022 Quarter
Friday, September 9, 2022	Last Day of Summer 2022 Quarter

October/November 2022

Date	Event
Monday, October 3, 2022	Fall 2022 Quarter Begins
Sunday, October 16, 2022	Add/Drop Deadline
Thursday, November 24, 2022	School Closed for Thanksgiving Holiday
Friday, November 25, 2022	School Closed for Thanksgiving Holiday
Friday, December 2, 2022	Admissions Process Deadline for Winter 2022 Quarter

December 2022/January 2023

Date	Event
Friday, December 9, 2022	Last Day of Fall 2022 Quarter
Friday, December 2, 2022	Registration Finalized for Winter 2023 Quarter
Friday, December 30, 2022	Tuition, Fees, and Scholarship Invoices Processed
Saturday, December 31- Sunday, January 1, 2021	School Closed for New Year's Holiday
Monday, January 22, 2023	Winter 2023 Quarter Begins
Sunday, January 15, 2023	Add/Drop Deadline

February/March 2023

Date	Event
Friday, March 3, 2023	Admissions Process Deadline for Spring 2023 Quarter
Friday, March 10, 2023	Last Day of Winter 2023 Quarter
Wednesday, March 25, 2021	Tuition, Fees, and Scholarship Invoices Processed

April/May 2023

Date	Event
Monday, April 3, 2023	Spring 2023 Quarter Begins
Sunday, April 16, 2023	Add/Drop Deadline

June/July 2023

Date	Event
Friday, June 2, 2023	Admissions Process Deadline for Summer 2023 Quarter
Friday, June 9, 2023	Last Day of Spring 2023 Quarter
Friday, June 30, 2023	Tuition, Fees, and Scholarship Invoices Processed
Monday, July 3, 2023	Summer 2021 Quarter Begins
Tuesday, July 4, 2023	School Closed for Independence Day Holiday
Sunday, July 16, 2023	Add/Drop Deadline

September/October 2023

Date	Event
Friday, September 1, 2023	Admissions Process Deadline for Fall 2023 Quarter
Friday, September 8, 2023	Last Day of Summer 2023 Quarter
Friday, September 29, 2023	Tuition, Fees, and Scholarship Invoices Processed
Monday, October 2, 2023	Fall 2023 Quarter Begins
Sunday, October 15, 2023	Add/Drop Deadline

November/December 2023

Date	Event
Thursday, November 23, 2023	School Closed for Thanksgiving Holiday
Friday, November 24, 2023	School Closed for Thanksgiving Holiday
Friday, December 1, 2023	Admissions Process Deadline for Winter 2024 Quarter
Friday, December 8, 2023	Last Day of Fall 2023 Quarter
Friday, December 29, 2023	Tuition, Fees, and Scholarship Invoices Processed

