Veterinary Technology Student Handbook
2026-2027

(an addendum to the Massasoit College Catalog and Student Handbook)

900 Randolph Street
Canton, MA 02021

https://massasoit.edu/academics/department/veterinary-technology/

VetTech@massasoit.edu

508-588-9100

Disclaimer: The information in this handbook supersedes all previous versions of the Massasoit Community College Veterinary Technology Program student guides

Table of Contents

LETTER TO STUDENTS 5

VETERINARY TECHNOLOGY PROGRAM OVERVIEW 6

Program Mission Statement 6

Program Accreditation 6

Veterinary Technician Code of Ethics 6

Preamble 6

Code of Ethics 7

Ideals 7

Veterinary Technician's Oath 7

Program Admission 7

Program Entrance Requirements 8

Program Technical Standards 9

Program Student Learning Objectives 10

Program Faculty and Staff 11

Institutional Animal Care and Use Committee 11

PROGRAM HEALTH INFORMATION AND POLICIES 12

Health Guidelines 12

Absences for Pregnancy or Childbirth 13

Rabies/Tetanus Immunizations 13

Rabies 13

Tetanus 14

Reasonable Disability Accommodations 14

Animal Bite/Scratch, Accident, or Injury Reporting Policy 15

Liability Insurance 15

PROGRAM ADMINISTRATION 16

Additional Program Costs 16

Tuition Payments 16

Tuition Waiver Policy 16

Senior Citizens 17

Veterans 17

Transfer Credit 17
Adding/Dropping Courses 18
ID Policy 18
Uniform Policy 18
Uniform Requirements 19
Graduation Information 19
Veterinary Technician National Exam 19
PROGRAM AND COLLEGE ACADEMIC POLICIES 20
Academic Honesty 20
Advising and Registration 20
Attendance and Discipline Policy 20
Classroom Behavior 21
Clinical Internships 21
Course Withdrawals 22
Curriculum 22
Grade Point Average (GPA) 22
Massasoit's Grading System 22
Program Grade Policy 23
Grade Appeals 23
Incomplete Grades 23
Program Completion Policy 23
Program Withdrawal/Re-Admission Policy 24
MASSASOIT STUDENT RIGHTS AND RESPONSIBILITIES 25
Student Rights and Responsibilities 25
Student Code of Conduct 25
Off Campus Behavior 26
Affirmative Action, Sexual Harassment, and Title IX Policies 27
Alcohol and Drug Policy 28
Tobacco/Electronic Cigarette Use and Smoking Policy 29
COLLEGE RESOURCES FOR STUDENTS 30
Academic Resource Center (ARC) 30
Access and Disability Resources (ADR) 30
Advising, Career, and Transfer Center (ACT) 30
Campus Bookstore 31

Center for Basic Needs Security 31
Office of Student Rights and Responsibilities 31
Financial Aid Office 31
Scholarships 31
STUDENT HANDBOOK ACKNOWLEDGEMENT FORM 33
CERTIFICATION OF RABIES AND TETANUS VACCINATIONS FORM 34
STUDENT MEDICAL HISTORY FORM 36
STUDENT INFORMATION RECORD FORM 38

LETTER TO STUDENTS

Dear Veterinary Technology Students,

Welcome to the new academic year 2026-2027! We are happy and grateful that you have joined us in this program. It is a very exciting time to be here at Massasoit as we look forward to working and learning together in the rewarding and fulfilling field of veterinary medicine. The course work will be rigorous and will require your dedication and consistent effort to succeed. Just know that you are not alone. All program faculty and staff, as well as the college administration, are committed to seeing you succeed in this program and will be proud to see you go confidently into your chosen career. And do not forget – students increase their chances for success when they support each other and work well together!

The purpose of this handbook is to support your preparation for the new academic year and throughout your studies in our program. It provides important information about all aspects of the program, including its mission and goals, curriculum and academic policies, and other Massasoit policies and resources that are available to all students. The information in this handbook has been updated for this academic year and supersedes all previous versions of the Massasoit Community College Veterinary Technology Program student guides.

It is your responsibility as a student to be knowledgeable of, and abide by, the policies and procedures of both Massasoit Community College and the Veterinary Technology program. This handbook is intended to be utilized in addition to, not in lieu of, the College Catalog. **Please read this document carefully and feel free to ask questions.** The forms at the end of this document need to be completed and returned to us by the first day of classes.

If you have any questions or concerns about this program, please do not hesitate to send us an email or ask for an appointment to meet in person or via Zoom.

We are glad you are part of our program and look forward to a great academic year together!

Roda Motta, MSc, BSEd, AS, CVT
Director Veterinary Technology Program
Rmotta2@massasoit.mass.edu
(508) 588-9100 ext. 2380

Susan Austin, CVT, VTS ECC
Part-Time Assistant Veterinary Technology Program Coordinator
saustin9@massasoit.mass.edu

June 31, 2026

VETERINARY TECHNOLOGY PROGRAM OVERVIEW

Program Mission Statement

The Massasoit Community College Veterinary Technology Program aims to prepare students to excel in a career as a veterinary technician in a variety of animal healthcare fields by instilling comprehensive knowledge, technical, and critical thinking skills. Our goal is to provide stimulating and challenging course material along with effective practical experience while inspiring enthusiasm for lifelong learning. We strive to develop compassionate, ethical, and well-rounded professionals.

In addition to the quality and challenging course work and practical experience offered by the Veterinary Technology program at Massasoit Community College, students are given the opportunity to learn and practice hands-on skills utilizing the facilities and resources available at Norfolk County Agricultural High School (Norfolk Aggie). By partnering with Norfolk Aggie, the Veterinary Technology program at Massasoit is able to provide students with a unique academic experience. Norfolk Aggie is an academic and vocational high school situated on a large 365-acre campus and is comprised of an extensive resource of animals, including horses, farm animals, small and exotic animals, fish, and more.

Program Accreditation

The Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA) is responsible for granting accreditation to veterinary technology programs. The Veterinary Technology program at Massasoit Community College is a CVTEA-AVMA accredited 2-year comprehensive program leading to an Associate's Degree in Applied Science.

The program is designed to prepare students to enter the workforce as a veterinary technician by providing valuable education and practical experience. This program also prepares students to sit for the Veterinary Technician National Exam (VTNE). The VTNE is a computer-based exam required for veterinary technician credentialing in most states and provinces.

Veterinary Technician Code of Ethics

The National Association of Veterinary Technicians in America (NAVTA) has developed a Code of Ethics for the profession of veterinarian technicians. It may be found at Link to NAVTA policies and is listed below:

Preamble

The Code of Ethics is based on the supposition that the honor and dignity of the professional of veterinary technology lies in the just and reasonable code of ethics. Veterinary technology includes the promotion and maintenance of good health in animals, the care of diseased and injured animals, and the control of diseases transmissible from animals to man. The purpose of the Code of Ethics is to provide guidance to the veterinary technician for carrying out professional responsibilities so as to meet the ethical obligations of the profession.

Code of Ethics:

1. Veterinary technicians shall aid society and animals through providing excellent care and services for animals.
2. Veterinary technicians shall prevent and relieve the suffering of animals.
3. Veterinary technicians shall promote public health by assisting with the control of zoonotic diseases and informing the public about these diseases.
4. Veterinary technicians shall assume accountability for individual professional actions and judgments.
5. Veterinary technicians shall protect confidential information provided by clients.
6. Veterinary technicians shall safeguard the public and the professional against individuals deficient in professional competence or ethics.
7. Veterinary technicians shall assist with efforts to ensure conditions of employment consistent with the excellent care for animals.
8. Veterinary technicians shall remain competent in veterinary technology through commitment to life-long learning.
9. Veterinary technicians shall collaborate with members of the veterinary medical profession in efforts to ensure quality health care services for all animals.

Ideals

In addition to adhering to the standards listed in the Code of Ethics, veterinary technicians may also strive to attain a number of ideals. Some of these are:

- Veterinary technicians shall strive to participate in defining, upholding, and improving standards of professional practice, legislation and education.
- Veterinary technicians shall strive to contribute to the profession's body of knowledge.
- Veterinary technicians shall strive to understand and support the attachment between a person and his/her companion animal.

Veterinary Technician's Oath

NAVTA also has created the Veterinarian Technician's Oath which all Veterinarian Technology students state during their pinning ceremony once they have successfully completed the program. It can be found here -- The *NAVTA Veterinary Technician Oath* – and is also listed below:

> "I solemnly dedicate myself to aiding animals and society by providing excellent care and services for animals, by alleviating animal suffering, and by promoting public health. I accept my obligations to practice my profession conscientiously and with sensitivity, adhering to the profession's Code of Ethics, and furthering my knowledge and competence through a commitment to lifelong learning."

Program Admission

The Veterinary Technology Program adheres to a selective admissions policy, meaning that there are specific deadlines, prerequisites, and criteria involved with acceptance into the program.

To enroll in the Veterinary Technology Program, applicants must have completed the following courses (or equivalent) with a score of no less than a C:

- Biological Principles I (BIOL 121)
- College Algebra (MATH 112)
- General Chemistry I (CHEM 151)

Students who have completed any or all of the following core academic courses prior to applying to the program have an increased chance of being accepted. These are courses which students will be completing as part of the 2-year Veterinary Technology Program:

- English Composition I (ENGL 101)
- English Composition II (ENGL 102)
- General Psychology (PSYC 101)

After admission into the program, all students are required to attend a Veterinary Technology program New Student Orientation prior to enrollment of any courses. During orientation, students will be advised of course registration for their first semester of the program. Students must register for classes by the last day of Late Registration or his/her position in the class will be forfeited.

Program Entrance Requirements

All students accepted into the Veterinary Technology Program must have the following completed no later than **September 9, 2026**. Failure to submit all documentation by the deadline may result in removal from the Veterinary Technology Program. Upload all documentation here:Vet Tech Document Upload

1. *Physical examination*: Applicants must be in overall good health and be capable of performing the tasks listed in the Technical Standards for Veterinary Technology Students. Students will not be required to submit records of a recent physical examination to the Program Director, but will have their provider complete and sign the Student Medical Form, included at the end of this handbook.

2. *Rabies vaccination policy*: All students who have been accepted into the Veterinary Technology Program must have documented rabies immunity prior to starting in the program. The vaccination series of 2 doses or proof of immunity blood titer must be documented prior to clinical instruction and submitted to the Program Director.
   For additional information regarding rabies immunization, visit Link to CDC rabies website index.html

3. *Tetanus vaccination policy*: All students who have been accepted into the Veterinary Technology Program must provide proof of current tetanus vaccination (administered within the last 10 years).

4. *Professional liability insurance*: The Veterinary Technology Program requires that every enrolled student possess professional liability insurance prior to their start in the program. This insurance will be paid out of the Veterinary Technology student's fees. No one will be billed separately for this expense.

5. *Medical Insurance:* All students must provide documented proof of health care insurance to the Program Director.

Massasoit Community College Logo



TECHNICAL STANDARDS FOR VETERINARY TECHNOLOGY PROGRAM STUDENTS

Technical Standards for the Veterinary Technology Program at Massasoit Community College are abilities and skills which students must possess in order to successfully complete the training related to this Associate of Applied Science (A.A.S.) degree program. These technical standards describe the non-academic competencies required for entrance into and successful completion of this program, and as outlined in the accreditation requirements established by the American Veterinary Medical Association. Candidates must be able to meet these minimum standards with or without reasonable accommodations. Acceptance to the program is contingent upon medical verification that the student can meet the technical standards. Failure to submit medical verification to the program director prior the first day of classes may result in withdrawal of acceptance to the program. Confirmation that the students continues to meet the technical standards must be submitted each semester.

List of Physical Standards

Physical Standards – Strength and mobility sufficient to perform patient care activities
The physical ability to be able to transfer 50 pounds individually, such as moving and positioning a dog onto an exam table for a procedure.
The physical ability to move, traverse, and position self without assistance for prolonged periods of time, perform cardiopulmonary resuscitation, transfer, move, and reposition patients, and move from room to room or maneuver in limited spaces.
The fine motor skills to move hands to prepare, inspect, and place using sterile techniques to insert catheter, perform venipuncture, and prepare medications / administer medications (oral and parenteral routes).
Reach independently
Grasp independently
Push / Pull independently
Stand / Walk for extended periods of time and the ability to withstand drastic temperature variations within reasonable time lengths, for example performing procedures on large animals in the field or performing procedures on small reptiles housed in climate-controlled rooms.
Sensory Skills and Observation – Functional use of senses for patient assessment
The tactile ability to palpate pulses, determine warmth and coolness, detect enlarged nodes and lumps.
The ability to assess, detect, or identify with or without auditory aids to: the normal animal sounds without viewing the animal's body; monitor alarms without observing the monitors and emergency signals; blood pressure, heart, lung, vascular, and abdominal sounds with stethoscope.
The ability to observe or identify with or without corrective lenses: cyanosis, absence of respiratory movement in patients; small print on medication containers, veterinarians' orders, monitors, and equipment calibrations.
Communication – Interactions with college personnel, peers, staff, and clients
Effective communication to clearly explain treatment procedures to the patient's owners, describing patient's conditions, and implementing health teaching. Document correctly in patient's chart for local documentation.
Read independently

Write independently

Communication exhibit social skills to interact

Exhibit social skills necessary to interact effectively with patients, clients, supervisors, and co-workers of the same or different cultures such as respect, politeness, tact, collaboration, teamwork, discretion
Cognitive Ability & Behavioral Attributes – Critical thinking and decision making skills
The ability to function safely under stressful conditions and the ability to adapt to an ever-changing environment inherent in clinical situations involving patient care.
Maintain composure while managing multiple tasks simultaneously
Display attitudes/actions consistent with the ethical standards of the profession

Students must verify that they meet these technical standards prior to entrance into the program and must maintain them throughout their training. Students are obligated to notify the Veterinary Technology Program administration of any change in their ability to fulfill these technical standards.

Reasonable Disability Accommodations

The Americans with Disabilities Act (ADA) defines a disability as a substantial limitation of a major life function. A temporary medical condition does not qualify as a disability and is not covered under the ADA of 1990 or under Section 504 of the Rehabilitation Act because the extent, duration, and impact of the condition are not permanent. Accommodations may not provide an unfair advantage to the students, fundamentally alter the nature and substance of the curriculum, present an undue hardship for the institution, pose a direct threat to the safety of patients, or compromise the academic integrity of the program. Students receiving accommodations should be aware that these may not be available from a prospective employer and potential employers may not be amenable to use of accommodations that result in undue hardship to the employer. Veterinary practices with small numbers of employees may be exempt from the requirements of the ADA.

Request for reasonable accommodations must be initiated by the student. If you are a qualified individual with a disability who seeks reasonable accommodation(s), you must contact the Office of Access and Disability Services for determination of eligibility for such accommodation(s). Students may be required to re-submit documentation each semester to allow for review of continuing eligibility for accommodations.

I acknowledge that I have reviewed and understand the Technical Standards/Essential Functions as outlined above.

_____ _____

Prospective Student Signature Date

_____

Print - Prospective Student Full Name

Program Student Learning Objectives
Upon completion of the Veterinary Technology Program at Massasoit Community College, students will be able to:

- Successfully complete each major area and associated individual task outlined in the *Essential Skills List* developed by the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) List found here.

- The list includes, but is not limited to, knowledge and skills about:

1. Anatomy and physiology of various animal species
2. Veterinary medical terminology
3. Proper animal handling and restraint
4. Husbandry of various animal species
5. Patient assessment
6. Sample collection and analysis
7. Diagnostic testing and equipment
8. Administration of medications via several routes
9. Cardiopulmonary resuscitation
10. Emergency protocols
11. Basic nursing and critical care skills
12. Dental prophylaxis
13. Anesthesia administration and maintenance
14. Pain assessment and management
15. Use of monitoring equipment
16. Surgical preparation, assistance, and nursing care
17. Avian, exotic, and small mammal procedures
18. Diagnostic imaging, equipment usage, and safety measures
19. Laboratory animal procedures
20. Knowledge of animal health care law and ethics
21. Knowledge of drugs and medical calculations
22. Knowledge of surgical equipment and supplies
23. Knowledge of disease processes
24. Knowledge of veterinary parasites and microbes
25. Knowledge of routine office procedures

Program Faculty and Staff

Program Faculty and Staff

POSITION	NAME	EMAIL	TELEPHONE
Director	Roda Motta MSc, BSEd, AS, CVT	Rmotta2@massasoit.mass.edu	508-588-9100 x2380
Assistant Program Coordinator *(part-time)*	Susan Austin, CVT, VTS ECC	saustin9@massasoit.mass.edu	508-588-9100 x1508
Animal Facilities Manager	Stephanie Schmidt, MSc	sschmidt5@massasoit.mass.edu	508-588-9100 x2381
Full-time Faculty	Jean Higginson, DVM	jhigginson@massasoit.mass.edu	508-588-9100 x2004
STEM Dean	Katie Ruggieri, PhD	kruggier2@massasoit.mass.edu	508-588-9100 x1608
	Veterinary Technology Program	VetTech@massasoit.edu	508-588-9100 x1508

Institutional Animal Care and Use Committee

The Veterinary Technology Program at Massasoit Community College is committed to the humane care and use of all animals participating in its instructional plans. Regulations in accordance with the Animal Welfare Act and the United States Department of Agriculture are strictly adhered to. All animal care and use protocols are reviewed and approved by Massasoit's Institutional Animal Care and Use Committee (IACUC).

If any individual is aware of potential violations of the existing animal care and use regulations or observes misuse or mistreatment of animals, they are strongly encouraged to report their concerns. It is best if concerns are expressed at the immediate level. Concerns must also be brought to the attention of the Veterinary Technology Program staff at vettech@massasoit.edu or the Program's IACUC at IACUC@massasoit.edu. IACUC chair may also be contacted directly rmotta2@massasoit.mass.edu.

The Veterinary Technology Program does not tolerate retaliation or harassment toward any individuals who report concerns regarding violations and will be diligent in efforts to protect the positions and reputations of those persons who, in good faith, make allegations of animal welfare violations.

The IACUC will review all allegations. The committee may designate an investigative sub- committee to investigate allegations and report any findings back to the IACUC. Investigations will be conducted carefully and discreetly. All efforts will be made in keeping concerns confidential.

PROGRAM HEALTH INFORMATION AND POLICIES

Health Guidelines

Students enrolled in the Veterinary Technology Program may be exposed to certain health risks during program activities. Exposure to certain chemicals, anesthetic and pharmaceutical agents, radiation, or zoonotic diseases can put students with certain medical conditions and, in the case of pregnancy, an unborn child, at increased health risks. Students who fall into any of these categories are urged to have a discussion with their medical provider. Based on written recommendations from a medical provider, and upon discussion with the Program Director, accommodations may be considered.

Students have a right to privacy regarding their health condition while enrolled in the program. However, students are urged to inform the Program Director of any medical conditions that may impact continuation or completion of the Veterinary Technology program so that the possibility for accommodations may be discussed. Students are advised to make an appointment to meet with the Program Director to discuss options available to the student to fulfill the educational requirements of the program.

1. The student may remain in the program under the conditions stated within this policy. The student may defer participation in courses, for up to 1 year, that would place them in contact with the above listed hazards, and will be re-enrolled at the beginning of the semester which was not completed. Adherence to the Veterinary Technology Program's Completion Policy is required.

2. The student may voluntarily withdraw from the Veterinary Technology Program and will be held to the program's withdrawal/readmission policy.

3. Dependent on changes in the medical condition, the student may choose to withdraw from their accommodations/deferment if health conditions change. Once the Program Director is notified of changes in writing, the student will be required to return to full program participation and course requirements.

The student assumes responsibility for certain medical risks if they decide to continue in the program. The student should use their own judgment about assigned tasks and should bring to the attention of the instructor or participating clinical supervisor any task or duty not able to be completed because of medical health concerns. The student is expected to complete all program requirements without interruption by either adhering to the regular schedule or by a plan that may be implemented by the Veterinary Technology Program. Restrictions may delay graduation in the event that all program requirements are not able to be met.

If the student is, or will be, enrolled in coursework involving laboratory or clinical instruction, while experiencing a medical condition, the Program Director will:

- Request written documentation of the restrictions, accommodations, and personal protective equipment recommended by the medical provider for the protection of the student, and/or unborn child, prior to involvement in any clinical or laboratory work.

- Discuss with the student's laboratory instructor and/or clinical sites whether special accommodations may be made in order for the student to complete all program requirements.

Students accept responsibility for using appropriate safety measures to protect their own health, and that of a fetus. Neither the program, college, nor any of its clinical education affiliates may be held responsible.

Absences for Pregnancy or Childbirth

In accordance with Title IX of the Educational Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. When the student returns to the College she shall be reinstated to the status she held when the leave began, which includes the opportunity to make up any missed work. The College may offer the student alternatives to making up missed work, such as retaking a semester, taking part in on-line instruction, or allowing the student additional time in a program to continue at the same pace and finish at a later date. For more information, please contact the Title IX Office at Link to Title IX ix/

Rabies/Tetanus Immunizations

Rabies

Rabies is a preventable viral disease of mammals most often transmitted through the bite of a rabid animal. The vast majority of rabies cases reported to the Centers for Disease Control and Prevention (CDC) each year occur in wild animals like raccoons, skunks, bats, and foxes.

The rabies virus infects the central nervous system, ultimately causing disease in the brain and death. Early symptoms of rabies in people are similar to that of many other illnesses, including fever, headache, and general weakness or discomfort. As the disease progresses, more specific symptoms appear and may include insomnia, anxiety, confusion, slight or partial paralysis, agitation, hypersalivation, difficulty swallowing, and hydrophobia (fear of water). Death usually occurs within days of the onset of these symptoms.

Pre-exposure vaccination should be offered to persons in high-risk groups, such as veterinarians, animal handlers, and certain laboratory workers. Pre-exposure vaccination DOES NOT eliminate the need for additional therapy after a rabies exposure, but it does simplify the required post- exposure treatment.

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 the rabies enzootic areas are considered to be in

the frequent-risk category and should have a serum sample tested for rabies antibody every 2 years. Veterinarians, veterinary students, and animal-control and wildlife officers working in areas with low rabies rates (infrequent exposure group) do not require routine pre-exposure booster doses of vaccine AFTER completion of primary pre-exposure vaccination.

During the program you will handle animals at clinical sites and laboratories. Rabies pre-exposure vaccinations are a requirement of the Veterinary Technology Program in order to decrease risk of infection.

Tetanus

Tetanus is a deadly disease caused by the bacteria Clostridium tetani. This bacterium is able to form spores in the soil and can replicate under anaerobic (without air) conditions. Whenever deep wounds occur, such as bite wounds or other puncture wounds, the bacteria can replicate and can ultimately cause continuous muscular spasms in humans that can terminate as fatal asphyxia.

Incubation for tetanus is 3-21 days. Tetanus is easily prevented with tetanus toxoid (vaccine). Tetanus rarely occurs in fully immunized persons within 10 years of their last vaccination.

Veterinary technology students are required to be up-to-date on the tetanus vaccination prior to the onset of veterinary technician training.

Vaccinations are at the student's own expense.

Reasonable Disability Accommodations

The Americans with Disabilities Act (ADA) defines a disability as a substantial limitation of a major life function. A temporary medical condition does not qualify as a disability and is not covered under the ADA of 1990 or under Section 504 of the Rehabilitation Act because the extent, duration, and impact of the condition are not permanent. Accommodations may not provide an unfair advantage to the students, fundamentally alter the nature and substance of the curriculum, present an undue hardship for the institution, pose a direct threat to the safety of patients, or compromise the academic integrity of the program. Students receiving accommodations should be aware that these may not be available from a prospective employer and potential employers may not be amenable to use of accommodations that result in undue hardship to the employer. Veterinary practices with small numbers of employees may be exempt from the requirements of the ADA.

Request for reasonable accommodations must be initiated by the student. If you are a qualified individual with a disability who seeks reasonable accommodation(s), you must contact the Office of Access and Disabilities Resources for determination of eligibility for such accommodation(s). Students may be required to re-submit documentation each semester to allow for review of continuing eligibility for accommodations.

Animal Bite/Scratch, Accident, or Injury Reporting Policy
Students enrolled in the Veterinary Technology Program must be aware of potential dangers involved in working with animals, program materials and equipment, and clinical instruction spaces.

Appropriate precautions should always be taken to avoid any type of injury. Students are advised to adhere to all policies and procedures involving safety measures, including those of off-campus instruction. Common incidents include:

- Injuries from animal bites and scratches
- Allergic reactions
- Slip and falls
- Back injuries due to incorrect lifting

If a student experiences an incident and/or injury during program activities, the student is expected to report the incident immediately to their instructor or Program Director. Course of action will depend on the severity of the incident. Students will always have the option to seek medical attention through their health care provider in the case of an incident. An incident report must be completed by the affected student as well as their instructor and given to the Program Director. The report is stored in the student's file.

The Veterinary Technology program and Massasoit Community College are not responsible for the cost of emergency room treatment or hospital expenses incurred as a result of injury to a student.

Liability Insurance
The Veterinary Technology Program requires that every enrolled student possess professional liability insurance prior to their start in the program. This insurance will be paid out of the Veterinary Technology student's fees. No one will be billed separately for this expense.

PROGRAM ADMINISTRATION

Additional Program Costs

In addition to college tuition, fees and cost of books, students in the Veterinary Technology Program will incur additional expenses for the following items:

- Immunizations/lab tests required by the program
- Massasoit Vet Tech Program student uniforms, including:
  - scrubs
  - lab jacket
  - coveralls
  - shoes
  - work boots or rubber boots
  - name tag
- Equipment, including:
  - wristwatch with second hand
  - stethoscope
  - bandage scissors
  - pocket calculator
- Transportation to all clinical sites
- Textbooks are available through several sources including the Massasoit bookstore , directly from the publisher, and third-party online resellers such as Amazon.com. **When ordering online be sure to order your books from a reputable source and in time for the first day of class.**

Tuition Payments

The payment due date for the individual terms is posted when registration opens for the term.

Electronic invoices are emailed to students' email account accessed through the MyMassasoit portal.

Generally, the due date for the fall term is the end of July and the due date for the spring term is the end of December. Students should check their portal account for the exact dates.

Prior to the semester beginning, students who fail to make payment by the due date of their invoice will be dropped for non-payment. Notifications are sent via email to the student's MyMassasoit email account.

Tuition Waiver Policy

Several kinds of tuition waivers are available to Massasoit Community College students. These waivers include, but are not limited to, National Guard, Veteran, Senior Citizen, Native American, state employee, and ward of the state. Waiver documentation must be submitted by the bill due date, or at the time of registration, whichever is later. Waivers will not be processed retroactively. Waivers are not refundable.

Students will need to present documentation of eligibility, and may need to certify they meet all waiver eligibility requirements prior to having their waiver accepted. Students eligible for waivers should obtain clarification from the Financial Aid Office before making course selections.

Senior Citizens

Students eligible for the Senior Citizen Waiver need to certify US citizenship and MA residency, and present proof of age 60 years or greater. Senior Citizen Waivers will not be accepted until late registration, which is 1 week before the start of class, and enrollment of 15 students in the class is confirmed. Courses that are limited to 15 seat or less are not eligible for the Senior waiver without the consent of the instructor and division dean.

Veterans

Veterans eligible for Education Assistance Benefits under the GI Bill will be certified for courses taken during the semester according to the following schedule:

- 6-8 credits 1/2 Time
- 9-11 credits 3/4 Time
- 12 or more credits Full Time

Students can visit the Veteran Services Website at Link to Veteran Servicessupport-programs/veterans/ for additional information on programs and services available to veterans at Massasoit.

Transfer Credit

Massasoit requires students to complete at least one quarter (25%) of the credits of the first associate degree at Massasoit in order to graduate. The 25% minimum residency requirement can be superseded by individual program requirements (see program requirement sheets and Link to Massasoit community college website for more details). Requirements for a second and/or subsequent degree require at least 25% of the second degree be unique to the program. For certificate programs, at least 50% of the courses must be completed at Massasoit.

For credits to transfer, the courses must have been taken at an institution accredited by one of the six regional accreditation agencies in the United States. Credit earned at international institutions not accredited by one of the six regional United States accreditation agencies may transfer after review and recommendation by the appropriate department chair. Massasoit requires official transcripts from the institutions where credit was earned for credit to transfer, and only college-level coursework will transfer.

The student must provide sealed, official transcripts and/or certificates for evaluation by the Admissions Office before transfer credit can be awarded. Transcripts in any language other than English must be accompanied by supporting official translation into English. Additional information may be required of the student.

Massasoit requires the following criteria for transfer credit:

1. Courses graded C- or above (courses graded as pass/fail will require documentation of actual grade earned; audited courses will not be accepted in transfer)

2. Courses designated as 3 or more semester hours
3. College-level courses (developmental courses will not be accepted in transfer, but may be considered for placement purposes)
4. Advanced Placement Exam scores must be 3 or higher to receive credit (Advanced Placement high school credit will not be accepted in transfer). Some departments may require a higher score for transfer of credit.
5. CLEP score must be 50 or higher to receive credit; students may receive additional credit for higher scores for some exams.

Once transfer credits are awarded, the student will receive a transfer credit evaluation of which courses were accepted in transfer and their Massasoit equivalents. Transfer credits are identified with a grade of "T" and are not calculated into the GPA.

Important to note when reviewing your transfer credits: not all courses accepted for transfer may be applicable to every program.

Students in the Veterinary Technology Program are required to achieve a grade of C or higher in all transfer and program related courses.

Adding/Dropping Courses
Students have a period of one week from the first scheduled class meeting to add or drop a course. (Contact the Registrar's Office for the add/drop period of courses meeting fewer than 15 weeks.)

Students who drop all courses during the first two weeks of classes may be assessed additional fees. Financial aid recipients should contact the Financial Aid Office to determine if a change in enrollment will affect their financial aid award. Please see refund schedule located on the Registrar's Website at Link to Massasoit Registrar for further information.

ID Policy
All students must have a student ID on their person in order to be on the premises of Massasoit Community College. At the beginning of each semester, photo IDs are issued by the Student Life Office to all students.

For each subsequent semester, returning students must have their IDs validated during the opening week of classes by the Student Life Office.

The ID is required for use as a library card, admittance to athletic facilities, to sell used books to the College bookstore, and to receive discounts or free admission to events sponsored by the College. IDs must be carried at all times. Students requiring a replacement ID will be charged $5.00.

Uniform Policy
Appropriate dress demonstrates professionalism and reflects positively on the college and the student. For this reason, and to avoid safety hazards, a uniform policy is in place for Veterinary Technology Program students.

Students are required to adhere to the following dress code when attending any VTSC laboratory sessions, clinical instruction, or internship site. Failure to abide by this policy may result in the student not being allowed to participate in the class, given an absence for that day, or dismissal from the

clinical or lab area, as well as resulting in grade deductions. This can jeopardize a student's ability to pass a course and repeated violations may result in disciplinary action. Professional appearance must be kept at all times.

Uniform Requirements:

- **Scrubs, lab jackets, vet tech patches and name tags must be purchased through:**
  Village Uniforms
  1280 Belmont Street
  Brockton, MA 02301
  (508) 584-1170
  Village Uniforms also carries stethoscopes for purchase
- Massasoit Veterinary Technology Program issued scrub top and pants
- Massasoit Veterinary Technology Program issued lab jacket - optional
- Massasoit Veterinary Technology Program issued name tag
- Closed-toe shoes
- Coveralls (for large animal labs and internships)- **Can be purchased through Amazon or Tractor Supply Company**
- Work boots or rubber boots (for large animal labs and internships)
- Stethoscope, wrist watch with second hand, bandage scissors, and pocket calculator (use of cell phones is prohibited)
- Dosimeter badge- provided by the Program (during radiology equipment use, on and off campus)
- For the safety of students, no large or dangling jewelry is allowed to be worn during any VTSC laboratory sessions, clinical instruction, or internship site. This includes necklaces or loop earrings. Small stud earrings are permitted. No facial jewelry is allowed to be worn.
- Only a program lab jacket may be worn over scrub tops. Solid colored, long sleeved shirts are allowed under scrub tops.
- Long hair must be tied back and away from the face.
- Fingernails must be kept short.

Graduation Information

Massasoit Community College confers degrees three times each academic year: August for summer completions, January for fall semester completions, and May/June for spring semester completions. To ensure proper degree conferral, students are to submit their Intent to Graduate Form. Additional graduation information may be found on the Registrar's Website at
Link to graduation information Link to graduation information

Veterinary Technology Program students have two events to celebrate their completion of the program – i.e., a pinning ceremony typically held one to two weeks prior to commencement (graduation). Further information about this important event will be provided by the Program Director.

Veterinary Technician National Exam

Following successful completion of the courses in the Veterinary Technology Program, students may apply to take the Veterinary Technician National Exam (VTNE). Once you take and pass the VTNE, you can then apply to the Massachusetts Veterinary Technician Association (MVTA) for certification. For more information, see Link to Massachusetts Vet Tech Association.

PROGRAM AND COLLEGE ACADEMIC POLICIES

Academic Honesty

In accepting admission to Massasoit Community College, students also accept the responsibility for maintaining high standards of academic integrity and scholarly practice. Plagiarism – using another person's words or ideas without acknowledgement – is strictly forbidden. This means that dependence on the ideas or language of others in a student's oral, written, technical and artistic work must be properly acknowledged and documented. Information on documentation is contained in most writing handbooks and is generally covered by an instructor in one of a student's composition courses.

Academic dishonesty also includes but is not limited to a student's giving or receiving aid during examinations or in completing laboratory assignments, computer programs, or other work assigned in courses, unless given explicit permission by the instructor.

If there is information that academic dishonesty occurred, a faculty member may choose to act as outlined in the course syllabus, including issuing a failing grade for the assignment or the course.

Students may also be referred to the Office of Student Rights and Responsibilities for disciplinary action under the Massasoit Student Code of Conduct. If the student believes that there is substantial evidence of error or injustice associated with a failing grade issued because of academic dishonesty, the student may file a grievance under the Grade Appeal Process.

Where the issuance of a failing grade by a faculty member for academic dishonesty will result in a student's dismissal from a program (for example in nursing and other health care programs), the charge of academic dishonesty shall be directly referred to the Office of Student Rights and Responsibilities under the Student Code of Conduct.

For further details, please see Link to Massasoit College Policieshonesty/

Advising and Registration

Students are strongly encouraged to register for their courses after discussion with their advisor at identified start times during each semester (i.e., November for spring courses, March for summer courses, and April for fall courses). For the ways by which you may register and further information, see Link to Registrar

Attendance and Discipline Policy

Students are expected to attend all regularly scheduled classes and laboratory sessions on time. At the beginning of the semester each professor will clarify the attendance policy in writing on their course syllabus.

The College reserves the right to dismiss a student for disciplinary as well as academic reasons when it considers such action in the best interests of the College or the student. In all such cases, the College will state the reason and inform the student of his/her rights to a hearing.

An instructor may terminate a student's participation in a class or course if the student's behavior disrupts the learning process. Prior to dismissal the student has a right to receive a warning from the instructor and once dismissed can request reasons for the dismissal. The student may request a hearing.

Classroom Behavior
Students are expected to choose behavior that does not interfere with the learning of others. In order to assure that all students have the opportunity to fulfill their educational goals, students are prohibited from engaging in substantially disruptive behavior. Substantially disruptive behavior as defined by the Massasoit Student Code of Conduct. includes, but it not limited to: shouting down a speaker; disrupting a faculty member's instruction such that it impedes the learning process; failure to comply with a College Official's appropriate directives or instructions; threats of harm; harassing conduct; fights or violent behavior; or conduct that places health or safety at risk. Substantial disruption or interference does not include conduct that is protected under the First Amendment. Such behavior in the classroom will result, minimally, in a request to leave class and a referral to the Office of Student Rights and Responsibilities.

Clinical Internships
As a requirement of the Veterinary Technology program at Massasoit Community College, students must complete two 150-hour off campus clinical internships. Each student is responsible for securing sites where internships will be completed and for coordinating travel to and from the site. All sites must be approved by the Program Director prior to the start of an internship as there are certain requirements that must be met by all participating facilities. A list of approved sites will be made available to students.

Students are responsible for contacting the sites where they are interested in completing an internship and for working together with the internship site supervisor in creating a schedule for how the required hours will be completed. Students are required to complete internship hours during three or four days of the week in which they are not on campus for classes. Absences will constitute a failure of the rotation unless makeup times can be arranged by both the internship site supervisor and the student. The site supervisor may or may not choose to schedule a makeup based both on the student's performance and the time available.

Students who decline or leave an assigned internship site, or are refused or dismissed by an internship site supervisor during the course of an internship, are not guaranteed placement at a new internship site for that same semester. Failure to complete an internship during the given time frame may result in a one-year delay in a student's progression through the program.

For each internship, it is the student's responsibility to keep a log of dates including times and hours completed on those days. Internship site supervisors will be required to verify and sign off on hours completed each day. Students will also be required to keep a journal during each internship and for completing assignments designated by the Program Director. Details of what information is to be included in the journals and what assignments will consist of will be distributed to students before the start of internship rotations.

Professionalism must be maintained at all times. Proper uniform must be worn at all times while completing internship requirements. See the *Uniform Policy* in this Handbook for complete details.

Remember – an internship site supervisor can dismiss you from your internship or grade you poorly if you do not:

- Uphold your agreement with them
- Display professionalism
- Try to complete your internship site clinical requirements

A poor evaluation given from an internship site may result in the student having to repeat an entire internship rotation.

Internship requirements may not be fulfilled at a student's place of current employment or past employment.

Massasoit Community College, the Veterinary Technology Program, and all participating Internship sites will not be held liable for any illness or injury a student intern incurs at an internship site.

Students are responsible for covering any and all medical expenses.

Course Withdrawals
Students may initiate a formal withdrawal from a course or the College through the 13th week of the semester. (Please see the Academic Calendar for specific dates.)

A grade of "W" will be recorded on the student's transcript after the official withdrawal procedure has been completed. Students are encouraged to speak to their advisor before withdrawing from any course. Please be advised that ceasing to attend a class may result in an administrative withdrawal or a failing grade. If a student stops attending classes but does not formally withdraw, the student will receive a failure (F) in any course involved. Failures are averaged into the GPA for all students.

Curriculum
The Veterinary Technology Program curriculum is published online in an academic map which is a suggested semester-by-semester guide to keep you on a clear path to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements. Please note that program-specific courses are only offered on the Canton Campus. See Massasoit Veterinary Technology Site.

Grade Point Average (GPA)
Grade Point Average (GPA) is a calculation of a student's average grade either by semester or overall. The semester GPA is determined by dividing the total quality points earned in the semester by the sum of credits completed. The cumulative GPA is the total quality points acquired divided by the total credits attempted. For example, 26 quality points divided by 13 credits equals a 2.0 GPA.

The number of quality points earned is determined by multiplying the grade point value earned by the credits granted for that course. For example, a student receiving a grade of C in a 3-credit course would receive 6 quality points (i.e. grade point value of 2.0 times the 3 credits successfully completed).

Massasoit's Grading System
Grades are recorded using a four-point system. The following are included in the Grade Point Average (GPA):

Grading System

A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good

Grading System

B-	2.7	
C+	2.3	
C	2.0	Satisfactory
C-	1.7	
D+	1.3	
D	1.0	Less than satisfactory
D-	0.7	
F	0.0	Unsatisfactory

Program Grade Policy

Students in the Veterinary Technology program are required to achieve a grade of C or higher in all courses in this program. Students receiving a grade below a C in any of the program courses are withdrawn from the program.

Students must successfully complete all learning and clinical objectives in each veterinary technology course to receive a passing grade for the course. The AVMA has an established list of practical skills each student must successfully perform in order to achieve completion of a veterinary technology program and be considered for veterinary technician credentialing. Students who do not successfully complete each of these essential skills for any Veterinary Technology program course will receive a grade of no more than a D in that course, resulting in the student being withdrawn from the course and the program. Students interested in continuing in the program must apply for re-admission. Please see the Veterinary Technology Program Withdrawal /Re-Admission Policy.

All off-campus clinical internship hours and requirements must be successfully completed in order to pass and complete the program.

Grade Appeals

The Grade Appeal process is available to students who believe their final grade in a course is the subject of a) an error and/or b) an injustice. Students considering a formal appeal must consult the college's Grade Appeals Officer before submitting their appeal. More details about this process, as well as contact information for the Grade Appeals Officer, can be found at Massasoit Community College Appeals Information.

Incomplete Grades

Given by the instructor if at least a majority of the course work has been completed. In this event, the student is required to contact the instructor as soon as possible, no later than 30 days after the semester, to determine how the work will be made up. The grade of Incomplete will remain open through the following semester (summer sessions excluded) at which time, if not changed by the instructor, the grade of Incomplete becomes a Failure.

Program Completion Policy

To ensure that students are receiving the most up-to-date education and practical experiences necessary to be successful in passing the Veterinary Technician National Exam and when entering the veterinary workforce, along with meeting the most recent program accreditation requirements/standards established by the AVMA-CVTEA, the Veterinary Technology program at Massasoit Community College maintains a program completion policy.

Students enrolled in the Veterinary Technology program at Massasoit Community College are required to complete all program courses and graduation requirements within 4 years of entering the program. Students who do not complete all program courses within this time frame are withdrawn from the program, will need to be re-admitted, and must repeat all program courses, including those previously completed successfully.

Program Withdrawal/Re-Admission Policy

Students receiving a grade below a C or are unable to complete all required essential skills in any of the program's courses are withdrawn from the program and must following the re-admission steps to be considered for reentry into the program. No more than three attempts resulting in course grades below a C in the Program are permitted. Three course grades below a C will result in permanent withdrawal from the Program unless re-admission is specifically permitted by the Program Director. Withdrawal from a course is considered an attempt. Re-admission requires a meeting with the Program Director, a letter of explanation and a completed enrollment application. Re-admission into the Program is not automatic.

MASSASOIT STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights and Responsibilities

The College Catalog provides information about student life, regulations and policies at Massasoit Community College. Please use it as a reference guide. It should be noted, however, that information contained in the Catalog is not a contractual agreement with any party represented at the College. All information contained herein is subject to change at any time in accordance with the Massachusetts Board of Higher Education or legislative policy. Information may differ depending on enrollment in day or evening classes. Please contact the appropriate office for clarification of any material presented in the Catalog. More information can be found here: Student Rights and Responsibilitiesrights-responsibilities/index.html

Student Code of Conduct

Massasoit Community College expects students to conduct themselves in a manner that is appropriate to a collegiate environment. Students are expected to assume responsibility for their own behavior and learning and to respect the learning environment of others. Massasoit Community College strives to maintain a learning environment that enhances the academic, intellectual, cultural and social enrichment of its students, faculty, staff and the community at large. To ensure that no member of the College community is deprived of this collegiate environment, student rights and responsibilities are clearly stated and behavior and discipline codes have been established.

Students at Massasoit are responsible for:

1. Obeying all federal, state, civic, and college laws and regulations, and ensuring that their guests do likewise
2. Respecting individuals and groups, their property, and the property of the College
3. Behaving in ways that promote safety and encourage all learning activities
4. Maintaining high standards of academic honesty and integrity

A violation of the Student Code of Conduct may result in disciplinary action up to and including expulsion from the institution. Students who have violated the Student Code of Conduct shall receive reasonable and appropriate due process in light of the offense committed, threats posed, if any, and the disciplinary action contemplated. Actions which will amount to a violation of the Student Code of Conduct include, but are not limited to:

1. Physical violence or the threat thereof and/or any conduct that threatens or endangers the health or safety of any person.
2. Creating or false reporting of bombs.
3. Extortion - The use, or the express or implicit threat of the use, of violence or other criminal means to cause harm to person, reputation, or property as a means to obtain property from someone else without his/her consent.
4. Unauthorized use of fire alarm or fire equipment.
5. Hate crimes as defined under state or federal law.
6. Hazing as defined under state or federal law.
7. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
8. Conduct resulting in a violation of the College's Computer/Technology Acceptable Use and/or Email Policies.

9. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties, including failure to identify oneself when requested to do so.
10. Violation of College's drug and/or alcohol policies.
11. Defacement or destruction of College property.
12. Acting in a manner that interferes with or disrupts the normal and/or safe operation of the College, including but not limited to disrupting or interfering in the educational process.
13. Harassment (verbal or physical) and/or intimidation of a member of the College community.
14. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises.
15. Acts of academic dishonesty, including but not limited to the following:
    a. Use of any unauthorized assistance in taking quizzes, tests, or examinations.
    b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
    c. The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
    d. Plagiarism, which is defined as the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; taking credit for work done by another person or doing work for which another person will receive credit; copying or purchasing other's work or arranging for others to do work under a false name.
16. Abuse of the disciplinary process, including but not limited to:
    a. Falsification, distortion, or misrepresentation of information before a Judicial Board.
    b. Disruption or interference with the orderly conduct of a judicial proceeding.
    c. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
    d. Attempting to influence the impartiality of a member of a Judicial Board prior to, and/or during the course of, the judicial proceeding.
    e. Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board prior to, during, and/or after a judicial proceeding.
    f. Failure to comply with the sanction(s) imposed under the Student Code.
    g. Influencing or attempting to influence another person to commit an abuse of the judicial system.
17. Unauthorized solicitation, including but not limited to sale of goods and services for personal profit.
18. Unauthorized activity that constitutes forgery.
19. Violation of State or Federal Laws not otherwise enumerated herein.
20. Violation of published College policies, rules, or regulations not otherwise enumerated herein.

For further information, see
Student Rights and Responsibilitiesresponsibilities/index.html

Off Campus Behavior

The College reserves the right to take disciplinary action against a student for off-campus conduct when such conduct adversely affects the College community; poses a threat of harm to the College community; interferes with the College's pursuit of its objectives and mission, and/or if a student is

charged with a violation of state or federal law. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

All students are responsible for complying with the rules, regulations, policies, and procedures contained in the Student Code of Conduct.

This list was devised by students, faculty, and staff to encourage appropriate behavior conducive to a good educational environment.

1. Be courteous and respectful to everyone.
2. Be honest.
3. Respect campus property.
4. Actively participate in your education: attend classes, be on time, and be prepared.
5. Listen while the professor and fellow classmates are speaking.
6. Turn off all electronic devices in classrooms, labs and library.
7. Refrain from using profanity and degrading language.
8. Refrain from yelling in corridors, cafeteria, and student lounge.
9. Abide by the College's Smoking Policy.
10. Be responsible for your choices and actions.

Affirmative Action, Sexual Harassment, and Title IX Policies

The Community Colleges in Massachusetts have carefully developed and outlined the major elements of an effective Affirmative Action Plan with the understanding that a successful plan requires more than the knowledge of laws, regulations and current government requirements. It demands leadership, vision, and commitment to fully comprehend what challenges Community Colleges face in preparing students for the twenty-first century. The Colleges, both collectively and individually, commit themselves to not only the valuing of human dignity, but to the appreciation of the necessity of providing all members of the College Community an experience that equips them to relate to all persons and groups in the increasingly global and diverse world in which we all live and work.

The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the Title IX Office, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights. The Policy on Affirmative Action, Equal Opportunity & Diversity can be found at Massasoit Community College Equal Employment Opportunity (EEO) Information

Information about Title IX and related resources may be found at Civil Rights Office at Massasoit Community Collegecompliance/know-title-ix/index.html.

Alcohol and Drug Policy
The full policy may be found at Massasoit College Alcohol and Drug Policypolicy/

Highlights from this policy include the following points:

No alcoholic beverages may be consumed, served, sold or stored by students, guests, invitees, educators, administrators or executives of the College at either the Brockton or Canton education campuses or athletic facilities or in any motor vehicle owned or leased by Massasoit Community College, without the advance (not more than 90 days) written approval of the College President. If, after having secured the required written approval, alcohol is served or sold by anyone, then it must be served or sold strictly in accordance with applicable state law. All arrangements for the delivery, service, sale, storage and removal of alcoholic beverages at the education campuses or athletic facilities of Massasoit Community College shall be coordinated with the Director of Food Services, and he or she shall identify and retain the name of the responsible person.

No alcoholic beverages may be consumed, served, sold or stored at any Massasoit Community College student group activity or function, whether held on-campus or off campus. The only limited exception to this strict prohibition is for recognized religious ceremonies or situations where it is absolutely certain every student present will be of legal drinking age, and the advance (not more than 90 days) written approval of the College President has been secured. If, after having secured the required written approval, alcohol is served or sold by anyone, then it must be served or sold strictly in accordance with applicable state liquor laws. Notwithstanding the defined limited exceptions, no College funds, no College funds indirectly made available to students and no student fees shall be used in support of any Massasoit Community College student group activity or function at which alcoholic beverages will be consumed, served or sold, whether held on-campus or off campus.

No unlawful drug or illegal substance may be consumed, served, sold, stored or used by students, guests, invitees, educators, administrators or executives of the College at either the Brockton or Canton education campuses or athletic facilities or in any motor vehicle owned or leased by Massasoit Community College. No unlawful drug or illegal substance may be consumed, served, sold, stored or used by outside organizations or off-campus entities or their guests or invitees using any Massasoit Community College education campus or athletic facility or in any motor vehicle owned or leased by the College.

Any person actually observed consuming, serving, selling or storing alcoholic beverages on College property in violation of this Alcohol & Drug Policy or applicable state liquor laws and any person actually observed consuming, serving, selling, storing or using any unlawful drug or illegal substance on College property in violation of this Alcohol & Drug Policy or applicable state drug laws or substance laws shall be required to immediately leave the property of Massasoit Community College. Such individuals are also subject to arrest and criminal penalties as provided by state law, and the College may report such apparent violations to law enforcement authorities for further investigation and prosecution. In addition, students and College personnel should be aware that they are subject to such civil penalties as may be deemed appropriate, under the particular circumstances, by the President of Massasoit Community College, including the distinct possibility of temporary suspension or even permanent dismissal from employment or attendance at the College.

It is the official policy of Massasoit Community College to assist students and College personnel in dealing with problems they may be experiencing with alcohol, drugs and chemical substances,

provided that the student or employee acknowledges that he or she may have a problem and seeks to remedy the situation before the College administration decides that it must take action under this Alcohol & Drug Policy. Students seeking information concerning substance abuse, rehabilitation programs and counseling services should contact the Human Resources Office at HumanResources@massasoit.edu and find further information at Massasoit Community College Human Resources Department

Students and College employees need to understand that Massasoit Community College is subject to various state and federal laws that deal with the abusive use of alcohol, drugs and chemical substances, including specifically the federal Higher Education Act of 1965. Title XII, which was an amendment to this Act created by the Drug-Free Schools and Communities Act of 1989, applies to every educational institution receiving federal funding.

Tobacco/Electronic Cigarette Use and Smoking Policy

State law currently prohibits smoking inside any state building. Massasoit Community College is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees and students. For health and safety reasons, smoking and the use of tobacco and electronic cigarette products (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes), is permitted only in personal vehicles on the Brockton and Canton campuses and in one designated area at each campus (between lots 2 & 3 in Brockton and adjacent to Lot 3 in Canton).

The Middleborough location is smoke free.

The Tobacco and Electronic Cigarette Use Policy shall apply to all Massasoit Community College employees, students, and visitors. For further information, see Massasoit Community College Tobacco and Electronic Cigarette Use Policypolicies/tobacco-and-electronic-cigarette-use/

COLLEGE RESOURCES FOR STUDENTS

Academic Resource Center (ARC)
The Academic Resource Center (The ARC) on the Brockton campus offers a full range of tutoring and academic support services. Individual and small group tutoring sessions, as well as study skill support, are available for mathematics, science, accounting, and computer programming. The ARC also houses The Writing Center, which provides tutoring for writing, reading, and language acquisition.

Access and Disability Resources is located within the ARC. Students with documented disabilities can access services such as testing accommodations, study-skills tutoring, use of adaptive technology, and more.

The ARC, The Writing Center, and Access and Disability Resources are located on the Brockton campus in the Student Center, lower level. For further information, see Massasoit Community College Academic Resource Centerservices/dean-of-students/academic-resource-center/

The Academic Resource Center on the Canton Campus is located on the first floor, Room C126, and provides and encourages student success. Trained professional, para-professional, and peer tutors work with students individually or in group settings. Tutoring is available on a walk-in basis or by appointment and varies by subject. Appointments are strongly recommended and can be made in advance. Small study group sessions are also encouraged in the Canton ARC.

In the Canton ARC, students have access to PC and MAC computers for word processing, graphic design software, AUTOCAD, internet access, and tutorial software in many subject areas.

For further information, see Academic Resource Center at the Canton Campusresource-center/academic-resource-center-canton-campus/

Access and Disability Resources (ADR)
The office of Access & Disability Resources (ADR) is committed to ensuring that students with disabilities have equal, effective, and meaningful access to all academic programs, community events, goods, and services provided by the college in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students with disabilities interested in establishing eligibility for services and/or academic accommodations will need to voluntarily disclose their disability to ADR (a confidential process), submit qualifying documentation and complete an Intake meeting to determine accommodations. Once accommodations are determined, the student will need to inform their professor of their accommodations by providing the professor with a copy of an Accommodation Letter (provided by ADR) for the current semester. Students can contact ADR at 508-588-9100 x1807 or by email at adr@massasoit.mass.edu or visit Massasoit Community College's Alternative Dispute Resolution program for more information.

Advising, Career, and Transfer Center (ACT)
The Advising, Career & Transfer Center, also referred to as the ACT Center, is staffed with a team of advisors who welcome the opportunity to meet with students as they navigate their academic, career and transfer goals. They can meet with students by appointment or drop in during selected hours via Zoom. For further information, see Advising, Career & Transfer Center | Massasoit Community College

Campus Bookstore
The bookstore can be found online only and is a place for students to get their textbooks, supplies, and other materials. For further information, see Massasoit Community College Bookstore

Center for Basic Needs Security
The Center for Basic Needs Security provides resources for students, faculty, and community members. If a student is experiencing challenges meeting their basic needs, including clothing, food or housing insecurity as well as physical and mental health resources, there are many campus and community resources in place that can provide support. Students can call the Center at 508-588-9100 x1018 or you may submit a Basic Needs Assistance Inquiry. Please visit Massasoit College Basic Needs Resources for more information.

Office of Student Rights and Responsibilities
Student care is the top priority of Massasoit's at the office of student rights and responsibilities. The team are available to assist students with information and referrals to campus resources. They strive to help students in the resolution of problems or concerns, and promote initiatives that address students' care, needs, and success. They also serve as a resource for families, faculty, and staff in supporting student success at Massasoit.

The Office of Student Rights and Responsibilities website has information you need to know in order to both uphold your behavioral responsibilities as a student and to report behavior that you believe has infringed on your rights within the community. For further information, see Student Rights and Responsibilities | Massasoit Community College student-success/student-rights-responsibilities/

Financial Aid Office
Financial aid can help students pay the costs of attending Massasoit including tuition, fees, books, and other related educational expenses such as estimated room and board and transportation costs. Massasoit awards millions of dollars in federal, state, and institutional funds each year to eligible students.

The Financial Aid Office team helps students obtain the necessary financial aid resources to achieve their academic and professional goals. The team administers federal, state and institutional funds in compliance with regulatory requirements while recognizing and respecting the needs and values of our diverse student body. All full-time and part-time students who are enrolled in degree and eligible certificate programs are encouraged to apply for financial assistance at Massasoit.

Scholarships
Scholarships are offered in a number of disciplines and many, though not all, provide need-based financial aid. Some scholarships, such as the Commonwealth Honors Scholarship, are merit-based and do not require that a student have a demonstrated need for financial assistance.

For further information, see Massasoit College financial aid informationaid/scholarships-awards/

Libraries

The Massasoit Community College Libraries on the Brockton and Canton campuses reflect the mission of the College by providing resources, comprehensive services, and a learning environment which foster the pursuit of lifelong learning of the College and surrounding communities. The library provides remote services for students, including technology loans and research as well as equity and activism resources. For further information, see Massasoit Community College Library and Massasoit Community College Library Information.

Student Activities and Groups

Massasoit offers many activities, clubs and groups. Students are encouraged to explore the Engage platform to find out what is happening on campus. Please use the link for additional information: Massasoit Community College web app (ID 24040)



STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

All students in the Veterinary Technology Program are required to read the Veterinary Technology Program Student Handbook and are responsible for familiarizing themselves with the information provided.

By signing below, the student acknowledges that they have received the Veterinary Technology Program Handbook and understands the policies and standards herein. They agree to abide by each of these policies and standards and has had the opportunity to ask questions regarding the information provided.

_____ _____

Student Name (print) Date

_____ _____

Student Signature Date

_____ _____

Program Director Date



CERTIFICATION OF RABIES AND TETANUS VACCINATIONS FORM

I certify that I have received the rabies vaccine and that my blood titer (taken within the previous two years) indicates immunity to the rabies virus. I further understand that I must submit proof (medical documentation) of the vaccination and/or titer.

Print Name: _____

Student Signature: _____

Date: _____

I certify that I have received the tetanus vaccine within the last 10 years. I further understand that I must submit proof (medical documentation) of the vaccination.

Print Name: _____

Student Signature: _____

Date: _____

STUDENT MEDICAL HISTORY FORM

Date: _____

Student: _____
(LAST NAME) (FIRST NAME) (MIDDLE)

Date of Birth: _____/_____/_____
MM DD YYYY

To the examining physician: This student has been accepted into the Veterinary Technology Program at Massasoit Community College pending your statement that the student is physically qualified to fully participate, with reasonable accommodations, to successfully complete the program. Please complete this 2-page form in its entirety.

Are there any abnormalities of the following systems? Please describe.

Table that lists body systems

SYSTEMS	YES	NO	PHYSICIAN'S COMMENTS
Head, Ears, Nose & Throat			
Respiratory			
Cardiovascular			
Gastrointestinal			
Hernia			
Eyes			
Genitourinary			
Musculoskeletal			
Metabolic/Endocrine			
Neuropsychiatric			
Skin			
Allergies			

Student: _____

(LAST NAME) (FIRST NAME) (MIDDLE)

Date of Birth: _____/_____/_____
MM DD YYYY

Are there any limitations for physical activity? Yes No

Explain:

_____
_____
_____
_____

Do you have any recommendations regarding this student? Yes No

Comments:

_____
_____
_____
_____

General Comments:

_____
_____
_____
_____

_____ _____

Physician's Name (print) Physician's Signature

STUDENT INFORMATION RECORD FORM

Date: _____

Student Name: _____

(LAST NAME) (FIRST NAME) (MIDDLE)

Date of Birth: _____/_____/_____
(MM) (DD) (YYYY)

Home Address: _____

_____

(CITY) (STATE) (ZIP CODE)

Personal Email address_____

Home Phone Number (include area code): _____

Cell Phone (include area code): _____

****

EMERGENCY CONTACTS:

Name: _____

Relation: _____

Phone Number (include area code): _____

Name: _____

Relation: _____

Phone Number (include area code): _____