



Purdue University Veterinary Technology Distance Learning Program

School of Veterinary Medicine, 625 Harrison Street, West Lafayette, Indiana 47907-2026

FIRST TIME VTDLP STUDENTS –Spring 2010

IF YOU WANT TO TAKE CLASSES FOR UNIVERSITY CREDIT, YOU MUST BE ADMITTED TO PURDUE UNIVERSITY VT-DLP PRIOR TO REGISTERING FOR CLASSES

Preparatory Form Instructions

Step 1

- Please read through these steps completely before filling out forms.
- Complete all requested information on the preparatory form.
- Please make sure you print legibly.
- For the e-mail address, use “Ø” for zero, “O” for the letter “o”, “1” for the number one, and “l” for the lower case letter “L”.

Step 2

- Sign and date these memorandums of understanding to signify you have read and understand the content of these two statements. If you are a minor (under 18 years of age), your parent or legal guardian must sign for you.
- **STATEMENT 1:** The point of this statement is to emphasize the separation of the VT-DLP from the on-campus Veterinary Technology Program. The on-campus Veterinary Technology Program is a competitive admission program (only 30 students are admitted each year). Therefore, enrollment in the VT-DLP does not grant admission into the on-campus program, nor does it guarantee any advantage for application and acceptance into the on-campus program.
- **STATEMENT 2:** The Technical Standards are listed in the Student Handbook posted on the VT-DLP web site (<http://www.vet.purdue.edu/vtdl>). These Technical Standards constitute minimal skills required to perform physical tasks required of all veterinary technicians. **The student must be able to perform the tasks described in the Technical Standards in order to participate in the Veterinary Technology Distance Learning Program.**

Step 3

- **Course numbers** (e.g. BMS 11500, VM 10500, etc.) are listed in the Course Catalog that is on-line at the VT-DLP web site (www.vet.purdue.edu/vtdl).
- **CRN numbers** (e.g. 12254, 28108, etc.) are located in the “myPurdue” course catalog (<https://mypurdue.purdue.edu/cp/home/loginf>). CRN numbers are used for registration.
- Pay close attention to **course pre-requisites**. Course pre-requisites are listed at: (<http://www.vet.purdue.edu/vtdl/vtdlhome/VTDLDocuments/PrereqSummary.html>)

Step 4

- Discuss with your proctor the manner in which they wish to receive and return exams. Mark the appropriate boxes.
- If email delivery is used, the proctor must provide a valid email address
- If email or fax return is chosen, return envelopes will NOT be sent by the VTDLP.

Step 5

- Examinations and quizzes are sent directly to a designated Proctor of your choosing. The proctor must be a licensed veterinarian, a credentialed veterinary technician (RVT, LVT, CVT), or a practicing teacher in a school, college, or university.

- **The proctor cannot be a spouse, parent or relative.**
- Depending upon the course, examinations and quizzes are sent to the designated Proctor either on a date set by the course instructor, or as an exam packet at the beginning of the semester. It is the responsibility of the student to make arrangements with the Proctor to take the exam/quiz. **Exams may be sent via United States Postal Service (USPS) or email and returned to the VTDLP via fax, email, or USPS.**
- The Proctor provides a place for the student to take the quiz/exam, makes reasonable assurance that cheating is not taking place, collects the examination at the end, **photocopies it** and returns it back to the VT-DLP in the manner chosen on the preparatory form. We realize that the Proctor is a busy person; therefore, they are not necessarily expected to remain with the student during the examination or quiz. However, the Proctor should insure that the student does not have access to notebooks, textbooks, or other materials in the room where the student will take the quiz/exam.
- Provide the information regarding your Proctor including the validating information requested. For the DVM/VMD, we require their State license number. For a credentialed veterinary technician, we require information regarding credentialing or information regarding the AVMA program from which they graduated. For an educator, we need to know with which institution they are affiliated, and either what grade they teach (for primary education) or with which department they are affiliated in a college or university.
- If there is more than one person at this same mailing address that may proctor the examination, their information can be included at the bottom of this page. We must have signatures of all parties who will be signing off as proctors. You may copy the proctor page if you have more than one proctor.

Step 6

- **Honor Code Certification for Veterinary Technology Distance Learning Students and their designated proctor(s)**

This document confirms that you have read and agree to respect the Honor Code that is printed in the student handbook. The student handbook is located on the VTDLP website in a downloadable format. It is advised that you print it out and share the Honor Code with your proctor. If you have more than one proctor, each one of them must sign the form. Make copies if necessary.

CHECKLIST FOR SUBMISSION OF PREPARATORY FORMS

- Preparatory forms are completed and enclosed
- Statements of Understanding are signed and enclosed.
- Proctor information completed
- Honor Code Certification signed by both you and your proctor(s)

Once the paperwork arrives you will receive a confirmation email from the VTDLP. Contact your advisor for your PIN number to access the registration section in myPurdue. You will register yourself for the classes listed on this preparatory form. If you receive an error message while registering for courses, please contact your advisor.

Fax pages 3, 4, 5 and 6 to the VTLP Office: 765-496-2873. You do NOT need to mail the original preparatory forms.

For help with the application, contact:

VTDLP Office

Phone: 1.800.276.5989

E-mail: vtdlp@purdue.edu

Step 3: Courses

- See VTDLP Course Catalog Information for availability of courses and pre-requisites
- See myPurdue Course Catalog for CRN numbers and course availability

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Course Number	CRN Number	Title	Credit hours

If the courses for which you register are different than what you have listed on this form, please notify the VTDLP Office to update your preparatory form.

The courses materials that are mailed to you (and your proctor) at the beginning of the semester are based on the courses you listed on this form.

If you change courses and do not notify the VTDLP Office, you and your proctor may not receive the correct course materials.

Step 4: Exams

Please discuss with your proctor how they wish to **receive** and **return** exams and mark the appropriate boxes below.

Receiving exams from VTDLP

- Email (PDF format) A valid proctor email address is required.
- USPS (United States Postal Service)

Completed exam return to VTDLP

- Email (Return envelopes will NOT be sent)
- Fax (Return envelopes will NOT be sent)
- USPS(United States Postal Service)

Please make note of how you will be returning exams for your classes.

Step 5: Proctor Information

- For security purposes, any quizzes or examinations are sent to the VT-DLP student's proctor. The proctor must be a licensed veterinarian, a credentialed veterinary technician (RVT, LVT, CVT, or graduated from an accredited AVMA VT program), or a practicing teacher in a school, college, or university. **The proctor cannot be a spouse, parent or relative.**

I understand as the proctor that it is my responsibility to make a copy of the finished exam for the student prior to returning it to Purdue University

Proctor's name (print please): _____

Proctor's mailing address: _____

Proctor's telephone number: _____

Proctor's e-mail: _____
(Please print clearly)

Proctor's FAX number: _____

Proctor's Signature: _____

- Proctor is:
- Veterinarian
 - State license number _____
 - Credentialed Veterinary Technician
 - Certification, registration or license number _____

OR

 - AVMA accredited program _____
- School, college, or university teacher
 - Institution _____

If more than one person at this same address is going to sign off on examinations as a Proctor, include their printed name and their Signature below:

_____	_____	<input type="checkbox"/> DVM/VMD	<input type="checkbox"/> RVT	<input type="checkbox"/> Educator
Printed Name	Signature			
_____	_____	<input type="checkbox"/> DVM/VMD	<input type="checkbox"/> RVT	<input type="checkbox"/> Educator
Printed Name	Signature			
_____	_____	<input type="checkbox"/> DVM/VMD	<input type="checkbox"/> RVT	<input type="checkbox"/> Educator
Printed Name	Signature			

Step 6: Honor Code

**A complete version of the Honor Code is located at the VTDL website:
<http://www.vet.purdue.edu/vtdl/vtdlhome/VTDLDocuments/handbook.html#honorcode>**

The Honor Code is an undertaking of the students, individually and collectively, by which the student agrees that:

1. they will neither give nor receive aid in examinations, quizzes, or other work which is to be done independently; that they will neither give nor receive un-permitted aid in the preparation of reports, projects, class work or in any other exercises that are to be used by the instructor as the basis of grading;

2. they will do their share, and take an active part, in upholding the spirit and letter of the Honor Code in the Veterinary Technology Distance Learning Program community.

While the faculty alone has the right and obligation to set academic requirements for individual courses and course materials, the students, proctors and faculty will work together to establish optimal conditions for honorable academic work.

Examples of conduct which have been regarded as being in violation of the Honor Code include (but are not limited to):

- Copying from another's examination paper or allowing another to copy from one's own paper
- Sharing information about the content of an examination or quiz with someone who has yet to take the examination
- Un-permitted collaboration on projects or work meant to be done independently
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted
- Plagiarism or representing as one's own work the work of another (including Web based materials)
- Utilizing unauthorized aids or resources while completing an exam

In recognition and spirit of the Honor Code, I certify that I will not receive or give aid on the examination.

Signature of Student

Signature of Proctor

Name of Student (printed)

Name of Proctor (printed)

Date

Date

Signature of Proctor

Signature of Proctor

Name of Proctor (printed)

Name of Proctor (printed)

Date

Date