



## **Purdue University Veterinary Technology Distance Learning Program**

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

### **RETURNING VTDLP STUDENTS –Spring 2010**

#### **Preparatory Form Instructions**

##### **Step 1**

- Please read through these steps completely before filling out forms.
- Please 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”.
- Students who do not take classes for a fall or spring semester will need to complete a re-enrollment application for the Office of Admissions. If you did not take classes during the previous fall or spring semester, contact the Office of Admissions. The Office of Admissions phone number is (765) 494-1776. **This does not include the Summer session.**

##### **Step 2**

- **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](http://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>).
- Pay close attention to **course pre-requisites**. Course pre-requisites are listed at: (<http://www.vet.purdue.edu/vtdl/vtdlhome/VTDLDocuments/PrereqSummary.html>)

##### **Step 3**

- 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 4**

If the proctor is the same as the previous semester you may write “Same” in the space.

- 
- 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 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.**
  - 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 USPS (United States Postal Service) or email and returned to the VTDLP via fax, email, or USPS (United States Postal Service).**
  - 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** 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 who may be proctoring 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 5**

- Even if your proctor has not changed, you both must sign the Honor Code Certification again. If you have more than one proctor, each proctor must sign this document.
- ***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 VTDL website in a downloadable format. It is advised that you print it out and share the Honor code with your proctor.

**CHECKLIST FOR SUBMISSION OF PREPARATORY FORMS**

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

-----

If you have included **Clinical Mentorships** as a part of the preparatory form, please complete and enclose the following forms. These forms are available at:  
<http://www.vet.purdue.edu/vtdl/vtdlhome/VTDLDocuments/mentorship.html>

- Facility Certification
- Clinical Mentorship Contract
- Supervisor Agreement
- Health Risk and Insurance Acknowledgment
- Professional Liability Insurance (This must be a separate check enclosed to Purdue University for Professional Liability Insurance Coverage – Clinical Mentorship only)
- Release of Liability
- Technical Standards Acknowledgment

**Once the paperwork is arrives you will receive a confirmation** email from the VTDL. 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:

VTDL Office  
 Phone: 1.800.276.5989  
 E-mail: [vtdlp@purdue.edu](mailto:vtdlp@purdue.edu)



Purdue University
Veterinary Technology Distance Learning Program
Preparatory form for Classes
RETURNING VTDLP STUDENTS – Spring 2010

Step 1: Contact Information

Name Last First Middle Initial Date

Purdue ID number:

Male Female Date of Birth

Address

City State (Province)

Country Zip (Postal) Code

Telephone ( ) FAX ( )

Work Telephone ( )

PLEASE PRINT CLEARLY USE "Ø" FOR ZERO AND "1" FOR ONE

E-mail Address @purdue.edu
(No other email will be used)

Step 2: Courses

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

**Spring 2010**

<b>Course Number</b>	<b>CRN Number</b>	<b>Title</b>	<b>Credit hours</b>

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 3: 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)

**Step 4: Proctor Information**

- If your proctor is the same as the previous semester, you may write the word “Same” on the first line
- For security purposes, any quizzes or examinations are sent to the VT-DLP student’s proctor. The proctor must be a licensed veterinarian, an 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 \_\_\_\_\_
- a 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 5: Honor Code**

- Even if your proctor has not changed, you both must sign the Honor Code Certification again.

**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