

**BOOK OF RULES**  
of the  
**New York State Veterinary College**  
**Cornell University**

**Lack of Knowledge of Information in This  
Booklet will not be Accepted as an Excuse.**

# FIRST TERM SCHEDULE

HOURS	MON.	TUES.	WED.	THURS.	FRI.	SAT.
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12						
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## BOOK OF RULES

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New York State Veterinary College

Cornell University

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Booklet will not be Accepted as an Excuse.

## ENTRANCE

Entrance to the Veterinary College can be allowed only on the presentation of a Veterinary Student's Certificate, which is issued by the State Department of Education at Albany, and an admission certificate issued from the office of the Director of Admissions of Cornell University. When receipt of the Veterinary Student's Certificate is delayed, but evidence is presented that the applicant is entitled to it, registration may be permitted on a **provisional** basis. The certificate must be obtained in a reasonable time; in any case before the beginning of the second term.

## REGISTRATION

1. Students should first register in the **University**, at the Registrar's Office, or other designated place.

2. During the same day, they should register in the **Veterinary College**, at the office of the College Secretary, Dr. Sunder-ville (Office, James Law Hall, first floor, north end).

3. The Secretary will furnish coupons and study cards, which must be taken immediately by the students to their class advisors. The study card and class registration coupons must be filled out, the signature of one of the advisors obtained, as a mark of approval, and all returned to the College Secretary. Assignment to sections will be made by the Secretary. Inquiries regarding textbooks and the conduct of courses should be made to the instructors of these courses.

## ADVANCED CREDIT

Entering students seeking advanced credit for work done elsewhere should obtain a special blank from the Secretary and take it to the professors who are in charge of the work in which credit is sought. If these professors are satisfied that the work previously done is equivalent to the work in which credit is sought, they will sign the advanced credit blank. Credit will be allowed for those courses when the blank is filed with the Secretary of the College.

The amount of credit which may be allowed students transferring from other recognized Veterinary Colleges is controlled by the State Education Department (See Handbook No. 12).

## ATTENDANCE

Regular attendance is required in all courses. Unexcused absences ("cuts") will not entitle students to make up work missed. In no case will credit be given in a course when more than twenty per cent of the class time has been lost because of unexcused absences.

Excuses for absence from classes may be obtained in the following ways:

### 1. Absence because of sickness.

- a. If the student possesses an infirmary memorandum or a statement from the medical advisor's office, or from a practicing physician, stating the duration of the illness, he may obtain an excuse

from the secretary in the Dean's office by presenting the documentary evidence of his illness.

- b. If the student does not possess any of these records of his illness, he must apply for his excuse to the Secretary of the College.

### 2. Absence for reasons other than sickness.

Leaves of absence are issued only by the College Secretary. They will be issued only when evidence of good and sufficient reasons for absence are presented. If possible, leaves of absence should be obtained before the period of absence. In emergencies they will be issued afterwards if application is made at the first opportunity.

Work missed during excused absences must be made up as promptly as possible. Extra time may be put in and work made up as directed by the instructors of the courses missed.

## TERM MARKS

Marks in courses in the Veterinary College are given on a percentage basis.

Marks in courses in the Veterinary curriculum, which are taught in other colleges, may be given by letters.

The passing mark in the Veterinary College is sixty per cent. Passing marks in courses given in other colleges are as determined by the rules of the other colleges.

**Incompletes.** When seventy-five per cent

of the work of a course has been completed satisfactorily and the student cannot finish it for reasons beyond his control, a mark of **incomplete** may be given. In such cases, the student is privileged to make up the lost work by any arrangement which he can make with the instructor in charge. When the work has been satisfactorily completed, the instructor will report a final mark for the course.

**Withdrawals.** At any time before 75 per cent of the work of the course has been completed, or for satisfactory reasons later, a student may withdraw from a course by application to the Secretary of the College. Withdrawal cancels all credit in the course, and all work must subsequently be done over in class. When a student withdraws from a laboratory course, for which a fee has been paid, a portion of that fee may, or may not, be remitted. He should consult the department concerned about this.

Term marks may be obtained from the Registrar's office by depositing a stamped and addressed envelope two weeks before the end of the term. Marks are not reported orally.

Marks will not be given out from the office of the College Secretary.

### CONDITIONS AND FAILURES

A term mark between 50 per cent and 59 per cent, inclusive, is known as a **condition**.

A term mark below 50 per cent is known as a **failure**.

A condition entitles a student to an op-

portunity for a re-examination. A failure means that no credit is allowed and the course must be repeated in its entirety.

### REMOVAL OF CONDITIONS

Two opportunities are given conditioned students to try make-up examinations. These examinations will be scheduled and posted by the Secretary of the College who will notify all students who are eligible to take them; however, failure to receive such notice does not excuse students from taking them at the proper time. These examinations must be given during the week preceding registration day in the fall, and sometime during the 30 days immediately preceding each term examination.

All **conditions** must be made up before the beginning of the second term of residence following that in which they were incurred, failing in which, the work must be repeated in class. **Incompletes** must be made up before the end of the second term of residence following that in which they were incurred.

A condition in a prerequisite subject shall be interpreted as meeting the requirements for registration in the dependent subject.

In the last term of the senior year, make-up examinations for the removal of conditions may be arranged with the instructor in charge, and may be given immediately.

Students taking work in other colleges are subject to the rules of those colleges.

## PERMITS FOR REEXAMINATION

In order to take a make-up examination, whether it be for the removal of a condition, or because of excused absence from the regular examination, or in order to have a final mark reported for a course in which a mark of **incomplete** has been reported previously, a permit must be obtained. A fee of two dollars is charged for such permits. The student should apply to the Dean's secretary for these permits. After the fee has been paid at the office of the Treasurer of the University, Morrill Hall, and the permit stamped accordingly, a coupon must be handed to the instructor at the time of the examination. This coupon must be attached to the mark report blank which the instructor sends to the Secretary of the College. Marks will not be officially recorded unless the fee card is attached.

In special cases when the regular examinations could not be taken because of no fault of his own, the fee may be waived. When waiver of the fee is desired, the regular blanks should be procured from the Dean's secretary and application for the waiver made either to the College Secretary or to the Dean.

## UNSATISFACTORY WORK

The passing mark in all courses is 60 per cent; however, in order to have a satisfactory record, students must attain 70 per cent in at least four credit hours per term and these marks must be earned in courses other than Small Animal Clinic, Surgical

Clinic, Consulting Clinic, Ambulatory Clinic, and Post Mortems. In addition to meeting this requirement, he must pass a total of at least twelve hours per term.

Students who fail to meet these requirements are dropped from the College by action of the faculty, unless they can show the existence of extenuating circumstances. Before being dropped from the College, each student with a record of unsatisfactory work will be given an opportunity of a hearing.

Students who have met the minimal requirements for remaining in the college but whose record, nevertheless, is of an unsatisfactory nature, may be warned, or placed on probation. Students who are on probation are regarded as one step short of being dropped, and are governed by the general university restrictions on participation in athletics and other student activities. Students who are merely warned do not meet the extra curricular restrictions of those on probation, but are served notice that probation or dropping is imminent if the scholastic record is not improved during the following term.

A student not in attendance upon University duties and who is not a resident of Ithaca must leave town within five days after his University attendance has been officially discontinued and must remain away until permission to return is given.

In the first term of the Freshman year, students who pass the necessary twelve hours, but fail to obtain 70 per cent in four of them, may be warned rather than dropped.

## READMISSIONS AFTER BEING DROPPED

When a student is dropped for unsatisfactory work, he cannot register in any college of the University during the succeeding term. After the expiration of this term, he may be reinstated by permission of the faculty and after payment of twenty-five dollars at the office of the Treasurer of the University.

Students readmitted to the College after being dropped because of unsatisfactory work are required to take over in class in the regular manner all courses in which conditions were obtained, as well as those in which they failed, during the last term of residence. Furthermore, the Student Advisory Committee will review all such cases and may require the student to repeat all or a part of the courses in which passing marks were obtained during his last term before being dropped.

## PETITIONING OF FACULTY

Students desiring to receive credit for work done during the summers in the clinics, or for work done in the Summer School, must petition the faculty for such credit. Petitions may also be presented when it is desired to substitute credit in one course for another, or indeed, when any request involving the discretionary power of the faculty is concerned.

Regular petition blanks may be obtained from the College Secretary. These should

be filled out carefully and clearly and returned to the Secretary for presentation at the next faculty meeting which occurs on the **first Thursday** of each month. After the meeting the Secretary will inform the petitioner whether his request has been granted or denied.

Petitions dealing with credit in courses will usually receive a more favorable reception by the faculty if they have been approved by the heads of the departments in which the courses in question occur. To obtain this approval the student should carry his petition to the faculty member concerned and ask him to indicate his approval on it before filing it with the College Secretary.

## CONDUCT

A student is expected to show at all times both within and without college hours such respect for order, morality, personal honor, and the rights of others, as is demanded of good citizens and expected of gentlemen. One who fails to do this may be called upon to explain to the University Faculty's Committee on Student Conduct why he should not be penalized to the extent of expulsion from the University.

Cases of cheating in examinations, or frauds with respect to class and laboratory work, occurring in classes in the Veterinary College, are referred to a committee of the Veterinary Faculty. After reviewing the evidence on the case and conducting such hearings as it sees fit, this committee reports to the faculty the results of its findings. The



faculty then takes appropriate disciplinary action if such appears desirable. If the cheating occurs in classes held in other than the Veterinary College, the student must face the disciplinary machinery of that college.

# SECOND TERM SCHEDULE

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