



College of Veterinary Medicine Policies and Procedures


Subject: Emergency Schedules

Section: Students
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EMERGENCY SCHEDULES

A schedule listing students who will be on after-hours duty is prepared each day by the Administrative Assistant in the Animal Health Center Administration Office. The first day of each rotation, if not before, students are **required** to submit to the head technician in the service area a calendar listing which student is on after-hours duty each day and their contact information. This calendar, and any changes to the calendar during the rotation, must be submitted to the Administrative Assistant to the AHC Director **no later than 4:00 PM** Monday through Friday. **Changes are not to be made at the CVM Operator's Desk. ALL CHANGES TO THE AFTER-HOURS DUTY SCHEDULE MUST BE MADE THROUGH THE ANIMAL HEALTH CENTER'S ADMINISTRATION OFFICE.**

Approved:  9-24-14
Gary J. Burt, Director
Animal Health Center
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Date

Approved:  9-29-14
Kent Hoblet, Dean
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Date