



CENTRAL CAROLINA COMMUNITY COLLEGE POLICY & PROCEDURE MANUAL

Student Services Section

Procedure 5.1.4.1 - Vaccinations Procedures

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I. VACCINATION WAIVER FACILITATION PROCESS

- a. Upon admission to a program of study or continuing education course requiring a clinical component, the admitted student shall be notified of:
 - i. The College's vaccination policy,
 - ii. For any clinical sites necessary for completion of the program's experiential learning components, the need either a) to meet the vaccination requirements of the sites or b) to obtain a waiver from the sites, and
 - iii. The extent and limits of the College's process for facilitating student waiver requests to clinical sites.
- b. Upon request by the student and within a reasonable amount of time thereafter, the clinical coordinator, or other applicable employee, for the student's program of study or continuing education course shall assist the student in obtaining a waiver from the applicable sites by serving as a liaison between the student and the respective sites.
- c. College personnel shall also make reasonable efforts to provide alternate clinical sites in order to accommodate any difficulties a student may face in obtaining a waiver from clinical sites, notwithstanding that the reasonableness of such efforts shall be determined by:
 - i. The number of faculty members in the programmatic area,
 - ii. The number of students in the program, and
 - iii. The number of clinical sites in the College's service area that are willing to provide clinical experiences to students in the program.
- d. College personnel shall not act outside of the scope of this procedure when facilitating a student's request for a waiver from clinical sites. Actions outside the scope of this procedure include, but are not limited to:
 - i. Helping the student to fill out a waiver request form,
 - ii. Guiding the student through the waiver request process at a clinical site,

- iii. Advising, representing, or acting as the agent of either the student or the clinical site, and
- iv. Any other actions where the College could be reasonably interpreted as an advisor to, representative of, or an agent of the student seeking a waiver or the clinical site.

II. RABIES MITIGATION PLAN

- a. All students enrolled in the Veterinary Medical Technology program will be provided with extensive information on rabies and its risks before they ever come in contact with colony animals during New Student Orientation and additional information will be provided in the Diseases I course.
- b. Proof of rabies vaccination will be required before any contact with colony animals, though waivers may be requested in accordance with the following guidelines:
 - i. Waivers are only available for medical or religious exemptions and must be requested by the student.
 - ii. Waivers are processed on a case-by-case basis.
 - iii. In the instance of a medical waiver, documentation must be provided to and approved by the Coordinator of Student Accessibility Services.
 - iv. In the instance of a religious exemption waiver, documentation must be provided to and approved by the Staff Attorney.
- c. Animals acquired from a shelter will be quarantined in accordance with the following guidelines:
 - i. Cats will be quarantined for thirty (30) days.
 - ii. Dogs will be quarantined for seven (7) days.
- d. The vaccination status of animals entering the colony shall be ensured in accordance with the following guidelines:
 - i. If the animal is not already vaccinated, or if vaccination status is unknown or uncertain, the animal shall be vaccinated upon entering the colony, with the date of vaccination being designated as Day 1 on the animal's information card.
 - ii. If the animal is already vaccinated, the date of the vaccination shall be designated as Day 1 on the animal's information card.
 - iii. Upon establishment of Day 1 on the animal's information card, the 28-day seroconversion date shall be calculated and so designated on the animal's information card.
 - iv. The animal's information card shall be conspicuously displayed on the animal's kennel at all times.
 - v. Unvaccinated animals are prohibited from being housed on campus.

- e. Unvaccinated students are prohibited from coming into contact with vaccinated animals before the 28-day seroconversion date.
- f. Unvaccinated students are prohibited from coming into contact with unvaccinated animals either on or off campus.
- g. If the student is unvaccinated, a student's externship site must agree to hosting the student under these conditions before the student may work at the externship site. The College and its employees shall follow the Vaccination Waiver Facilitation Process found under this procedure with regard to an unvaccinated student seeking to work at an externship site.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	None

PROCEDURE HISTORY

January 5, 2024	Adopted.
October 25, 2025	Revised procedures to allow for administrative and logistical assistance by clinical coordinators.
August 24, 2026	Renamed from Vaccinations to Vaccinations Procedures