STUDENT HANDBOOK

FOR THE DIVISION OF
MEDICAL LABORATORY SCIENCE

CLASS OF 2019

WEST VIRGINIA UNIVERSITY
MORGANTOWN

PREAMBLE

This handbook is designed to serve as a guide for students enrolled in the Medical Laboratory Science Division at West Virginia University. The contents of the handbook represent an official communication of the policies and procedures of the Division. Students are expected to be familiar with this handbook and its content.

In order to reach the goals and fulfill the mission of the University, the courses, requirements, and regulations contained herein are subject to continuing review and change by the West Virginia Higher Education Policy Commission, the WVU Board of Governors, University administrators, and the faculty of the Medical Laboratory Science Division. The Division, therefore, reserves the right to change, delete, supplement, or otherwise amend the information, course offering, requirements, rules, and policies contained herein without prior notice.

The Medical Laboratory Science Division is committed to a policy of Equal Opportunity and does not discriminate on the basis of race, color, sex, age, religion, handicap, veteran status, sexual orientation or national origin in the administration of its educational program or activities or with respect to admission and employment.

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Mission & Goals

The mission of the Clinical Laboratory Science and Histotechnology programs within the Medical Laboratory Science Division at West Virginia University is to provide a high-quality education leading to a Bachelor of Science degree that prepares graduates for their roles as members of the healthcare team in an environment of rapidly changing technology.

The goals of the program are:

1. to provide programs which meet the academic standards of the University;
2. to provide graduates for medical (both urban and rural) laboratories, public health laboratories, research laboratories, and industry;
3. to provide an educational background which enables graduates to assume teaching and supervisory positions in the healthcare field;
4. to provide an educational background acceptable for graduate work in the medical sciences.

Academic and Professional Standards Policies Refer to the Academic and Professional Standards Policy in Appendix A.

Procedural Rules for Handling Academic Dishonesty

Students in the Division of Medical Laboratory Science are expected to adhere to the University's Policy concerning Academic Integrity and Dishonesty.

Please refer to the West Virginia University Board of Governors' Policy 31 – University Student Conduct and Discipline Policy at http://bog.wvu.edu/policies and the West Virginia University Undergraduate Catalog (http://catalog.wvu.edu/undergraduate/).

The minimum penalty for all cases of academic dishonesty shall be a zero on the examination or paper. When the grade of "failure" in the course is a part of the penalty for cheating, the grade is to be entered on the student's permanent record as an unforgivable "UF". All academic dishonesty cases will be handled based on the procedure outlined in the West Virginia University Undergraduate Catalog (http://catalog.wvu.edu/undergraduate/).

Professionalism

To uphold the standards of the profession, students must demonstrate the qualities of a health care professional. Professionalism is a requirement of the Medical Laboratory Science Division. Professional traits include, but are not limited to:

1. Honesty and integrity
2. Assuming responsibility
3. Accountability
4. Commitment to excellence
5. Respect for others
6. Empathy and compassion
7. Competence
8. Following instruction
9. Positive attitude
10. Appearance

Professionalism will be assessed by professional development (affective) forms. Refer to academic and professional standards policies.

Medical Laboratory Science Policy on Professional Appearance

Health Sciences students must maintain a professional appearance for infection control, to aid in communication and for cultural sensitivity. A professional appearance will help instill trust in you as a health professional and lead to better patient outcomes.

Consequences

Failure to adhere to the Medical Laboratory Science Policy on Professional Appearance after one warning will result in referral to the Medical Laboratory Science Academic and Professional Standards Committee.

Policy for all students:

1. **Hygiene**

Good personal hygiene is to be maintained at all times including regular bathing, use of deodorants/antiperspirants and regular dental hygiene.

- Avoid distracting perfumes or colognes and cigarette odor.
- Hair should be neat, clean and of a natural human color.
- Hair should be styled off the face and out of the eyes.
- Fingernails should be neatly trimmed to no longer than ¼ inch past the end of the finger.
- If nail polish is used it must be clear or light pink color and without chips or cracks.
- Artificial nails are not permitted.
- Beards/mustaches must be neatly trimmed.

2. **VISIBLE BODY TATTOOS OR VISIBLE BODY PIERCINGS INCLUDING TONGUE PIERCINGS ARE PROHIBITED**. Any tattoos must be covered and visible body piercings with the exception of earrings must be removed.

3. **Dress Code**

Professional uniforms are to be worn **at all times** in lecture classes (including reviews scheduled by the instructors), examinations and student laboratory sessions in the Health Sciences Center (HSC).

The official Medical Laboratory Science uniform is **black scrubs**.

During the senior year, students must wear scrub colors that are approved by their clinical rotation site. This may mean that some will have to purchase new scrubs for the clinical rotations.

Scrubs must not fit too snuggly.

Scrub pants must be worn at the natural waistline and hemmed so they do not touch the floor.

Scrubs must be clean and pressed to present a professional appearance.

In colder weather, students may wear a long-sleeved **black or white** tee shirt under the scrub top. A zip-up or button-up, non-hooded **black sweater** is also permitted.

Other outer wear (coats, hoodies, etc.) must be left in your locker.

Shoes:

Shoes in leather or other non-porous material that cover the entire foot are required.

Mesh and/or holes are not permitted.

Shoes must be white with white laces. Shoes must be clean and in good repair at all times.

These white shoes are part of your professional uniform and must be worn at **all times** in the Health Science Center.

Wear a pair of "outside" shoes to school and change into your white shoes upon arrival. Before you leave the HSC for the day, return to your locker and change shoes. Keep your white shoes in your locker each evening.

Socks:

Appropriate socks must cover any exposed part of the foot, ankle and leg.

Failure to wear the proper shoes and/or socks will result in exclusion from the laboratory.

Hats or caps of any kind (except for religious reasons) are not to be worn in the classroom or student laboratory.

Progression

All student records are reviewed at mid-term and at the end of the semester by the Medical Laboratory Science Academic and Professional Standards Committee.

The WVU policy regarding grades of incomplete (http://catalog.wvu.edu/undergraduate/enrollmentandregistration/#incompletes) states that

> A grade of I (Incomplete) is a temporary grade assignment used when unforeseen, non-academic circumstances arise that prohibit students from completing the last course assignments or examinations at the end of the semester. The grade of Incomplete is typically assigned because of an excused absence from the final examination, or because assignments are unavoidably incomplete, as determined by the instructor. Students who are failing a course (exclusive of the incomplete work) may not request an Incomplete.
>
> Students who want to be considered for an Incomplete must apply to their instructor prior to the end of the term. If the instructor agrees, the instructor and the student must negotiate the conditions under which the grade of I will be changed to a letter grade and sign a contract.
>
> The date to submit the incomplete work should not be set beyond the last day of class of the following semester. If the student does not complete the terms of contract then the instructor should submit a grade of F. All incomplete contracts must be filed with the department and Dean's Office.
>
> To remove the grade of I, a student does not register for the course again.

If the incomplete grade is not changed by the end of the next major term (excluding summer), the I grade will be replaced with an IF.

See the Policy on Academic and Professional Standards in Appendix A and WVU Policy 15 Regarding Students Academic Rights http://bog.wvu.edu/policies

Classroom and Student Laboratory Policies

Capstone Experience

"The capstone experience is defined as: an academic experience in which students demonstrate, in a significant, relevant project that has an oral and a written component, their abilities to:

1. Gather material independently, as needed
2. Think critically about and to integrate the theoretical and/or practical knowledge that they have acquired throughout their undergraduate careers
3. Reflect on the ethical issues that are implicit in their project and/or their project's design"
   http://registrar.wvu.edu/current_students/capstone_courses

Students in the Medical Laboratory Science Program will fulfill West Virginia University's undergraduate Capstone requirement in PATH 475 Medical Relevance. This course helps the student develop scientific writing skills and methods of scientific inquiry.

The Capstone Presentation may be offered as a continuing education opportunity for clinical laboratory personnel.

Comprehensive Examination

A comprehensive examination is given near the completion of the senior year that will cover all phases of clinical laboratory science or histotechnology. The examination is one criterion used to determine the student's eligibility for graduation. Successful completion of the comprehensive examination is a requirement for PATH 475 Medical Relevance.

The examination will be scheduled during the spring semester of the senior year. Students must pass the program Comprehensive Examination with a minimum score of 70% on the 1st attempt. Students will be allowed to repeat the examination once without required remediation in the case of failing the examination on their first try. The minimum passing score for subsequent attempts will be published in the course syllabus. Students must pass the program comprehensive exam to pass the course and to graduate from the program.

Failure to arrive on time for the examination will result in the student forfeiting his/her first attempt at the examination. Requests for excused absences must be in writing and reviewed by the Academic and Professional Standards Committee. The Committee will decide what, if any, penalties may be imposed. The examination will be rescheduled for those students not successful on his/her first attempt or for students who missed the first examination. Students who do not meet these standards will be required to complete remedial work as determined by the Academic and Professional Standards Committee.

Drawing Blood

No student is allowed to draw blood from another person except under proper faculty supervision and appropriate circumstances.

Examinations

Final examinations will be scheduled at the end of each semester. Course examinations, quizzes and practicals are scheduled at the discretion of each instructor. The instructors will make every effort to schedule examinations so that no more than two examinations will occur per day (PATH courses only).

For most examinations in the Medical Laboratory Science courses, students will be assigned seats. All coats, including laboratory coats, books, purses, cell phones and other personal items are placed in the front of the classroom during the examinations. If a calculator is needed, one will be provided by the instructor.

If a student is absent for a scheduled or unscheduled examination he/she will contact the instructor according to the syllabus to schedule a make-up exam. This make-up exam will be an alternate form of the examination and must be taken within three days (Monday through Friday) after returning to campus. This time may be extended at the discretion of the instructor.

Skipping lectures and/or laboratory sessions the day of a scheduled exam is considered unprofessional behavior. If a student is absent from any scheduled class on the day of an examination, he/she will be penalized according to the policies in the individual course syllabus.

Missing a scheduled or unscheduled quiz may result in a grade of zero (0) for that quiz.

Whenever possible, instructors will grade exams/quizzes before the next class meeting. Students will have an opportunity to review the results of the examination. These examinations will be filed by student name and will be available for the students to review. This review must be done in the presence of a faculty member.

For the Comprehensive Examination, please see the separate policy.

Grading

The following grading scale is in effect for all PATH courses in the junior and senior year:

99-100	A+ = Exceptional
93-98	A = Excellent
85-92	B = Very Good
75-84	C = Average
70-74	D = Poor
Below 70	F = Failure

Laboratory Coats

The Division of Medical Laboratory Science will provide fluid resistant laboratory coats to all students for use in the student laboratory, and clinical rotations. When the coats are visibly soiled or at the end of the semester, the soiled coats will be collected and professionally cleaned. A clean replacement coat will be provided to the student. During the spring semester of the junior year (1st professional year), students will be issued two coats—one for the MLS student laboratory and one for the microbiology/parasitology laboratories. At the end of the junior year (1st professional year), students will receive their own laboratory coat at the MLS Awards and White Coat Ceremony. The cleaning fee for the coats is $10.00 for fall and spring semester and $5.00 for summer semester. We accept cash or checks made out to WVU.

Microbiology 200

All students are required to take MICB 323 Medical Microbiology or MICB 200 plus PATH 493.

Students who complete Microbiology 200 prior to admission into the WVU Medical Laboratory Science Division may be eligible to take PATH 493 according to the following policy.

If the student completed Microbiology 200 with a final grade of "B" or better, the student should audit the lectures for Microbiology 323 and complete PATH 493 (the laboratory portion of Microbiology 323). The student must register for PATH 493 for two hours to receive credit for the laboratory portion.

It is the student's responsibility to make the above arrangements with the MLS Division Director in order to register for the correct courses.

Student Laboratories

Students may use the MLS Program student laboratories only when supervised by MLS Faculty. Because students share drawers and microscope cabinets in the student laboratory, no personal items are to be stored there. Personal items (backpacks, coats, etc.) must be stored in the student's locker during laboratory sessions.

Cell phone use is not permitted during student laboratory sessions except for emergencies with instructor approval.

Additional Policies for Student Laboratory:

1. A clean, white, fluid-resistant lab coat must be worn and completely buttoned or zipped while in the laboratories. Laboratory coats are NOT to be worn to the bathroom, locker room, lounge and class/conference rooms. Laboratory coats are stored in the student laboratory between laboratory sessions.
2. Shoulder length hair must be secured to avoid interference with work.
3. Avoid scarves or ribbons (unless culturally appropriate).
4. Because jewelry represents a potential for cross-infection, only the following are permitted: a watch, up to four rings, small (non-dangling) earrings, academic pins, and other pins, badges or insignia that represent an award, modest bracelets (simple bands without charms or other dangling objects) and necklace chains. Appropriate holiday pin during the holiday is suitable.
5. Missed laboratory sessions in PATH courses may be made up at the discretion of the instructor. If a student misses a final examination, a grade of "I" may be used at the discretion of the instructor.

Unscheduled Examinations

It is the discretion of each instructor to give unscheduled examinations (quizzes) in any course, laboratory or clinical rotation.

Clinical Rotation Policies

Students have been assigned to their clinical rotation sites upon their admission to the program. Upon successful completion of all required Medical Laboratory Science coursework, students are guaranteed a clinical experience; however, a specific site is not guaranteed. Students who are assigned to off-campus sites will relocate to those sites for the final semester of the senior year. Students are responsible for their own housing.

Completion of Materials for Clinical Rotations

Students must complete all of the requirements for each clinical rotation by the end of that rotation unless the student needs to complete competency time. If a student is unable to complete all of the requirements in the stated time frame and no competency time is available, the student must discuss this with the course instructor prior to the end of the rotation. Any student not completing the required elements without discussing this with the course instructor and/or according to rotation guidelines will be given a grade of ZERO (0) on any uncompleted items.

Clinical Sites' Policies for the Senior Year

During the senior (2nd professional) year, students in the Division of Medical Laboratory Science must abide by the Division and University policies as well as the policies of the clinical site where they are assigned for the clinical rotation.

Additional Policies for Senior Students:
Below is a list of the scrub policies for each clinical site.

Eastern Division (including Berkeley Medical Center, Jefferson Memorial Hospital and the VA Medical Center: Scrubs of any color are allowed.

Excela Health (including Latrobe Hospital and Westmoreland Hospital): Requires students to wear teal scrubs.

Mon Health Medical Center: Only solid khaki scrubs are allowed.

Ruby Memorial Hospital: Avoid scrubs of the following colors: hunter (dark) green, burgundy, sandstone (lt. tan), seafoam (lt. green), gray top with black pants combo, teal, royal blue, ceil (light) blue, khaki, and white. Patterned scrub tops are permitted.

St. Clair Hospital: Scrubs of any color are allowed.

West Penn Allegheny Health System (all hospitals): Scrubs of any color are allowed.

Charleston Area Medical Center (CAMC): Any color scrubs are allowed.

United Health Center (UHC): Only solid hunter green scrubs are permitted.

General Policies

Absence/Tardiness

Students are required to attend all class and laboratory sessions during the junior and senior year. Students who are absent from class for any reason are responsible for work missed.

ALL STUDENTS ARE TO NOTIFY THE DIVISION OF MEDICAL LABORATORY SCIENCE OFFICE (304-293-2069) THE DAY BEFORE OR THE MORNING THAT THEY HAVE TO BE AWAY FROM CLASS. FAILURE TO COMPLY MAY INITIATE ACTION BY THE ACADEMIC AND PROFESSIONAL STANDARDS COMMITTEE. In addition to notifying the Division of Medical Laboratory Science office, senior students in clinical rotations are to notify their clinical instructor or the laboratory supervisor the morning that they are absent from the lab. This notice should occur before the scheduled start time that morning. It is the student's responsibility to notify the Division Office on his/her return to classes.

Attendance is mandatory. Tardiness and the use of electronic devices (i.e. cell phones, beepers) including text messaging during a lecture or laboratory session is disruptive and may initiate action by the Academic and Professional Standards Committee.

The senior year consists of approximately 15 weeks of clinical rotations. Since this experience is intended to teach students clinical laboratory procedures and develop stated competencies, it is important that students are present every day.
If a student is absent from the clinical rotations, they may have to make up the missed work. Competency time will be scheduled by the instructor. If a student needs competency time beyond these scheduled weeks, his/her graduation date may be changed.

The Division of Medical Laboratory Science Academic and Professional Standards Committee will review the performance of any student who misses an excessive amount of time during a clinical rotation.

Some students who are present for the entire rotation may need to spend extra time in the rotation to meet the expected competencies. In this event, the instructor will schedule the extra time. This may delay the student's graduation.

Accreditation

The Clinical Laboratory Science and Histotechnology Programs are accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Rd.
Suite 720
Rosemont, IL 60018-5119

847.939.3597
773.714.8880
773.714.8886 (FAX)
http://www.naacls.org

Adverse Weather Commitment

In the event of inclement or threatening weather, everyone should use his or her best judgment regarding travel to and from campus. Safety should be the main concern. If you cannot get to class because of adverse weather conditions, you should contact the division office as soon as possible. Similarly, if faculty are unable to reach your class location, they will notify you of any cancellation or change as soon as possible using MIX, to prevent you from embarking on any unnecessary travel. If you cannot get to class because of weather conditions, we will make allowances relative to required attendance policies, as well as any scheduled tests, quizzes, or other assessments.

Breaks

Breaks are provided during some classes, student laboratories and in the clinical rotations. These breaks should not be longer than 15 minutes. At no time will refreshments and/or smoking be permitted in the laboratories (student or clinical). Refer to Appendix F for the Tobacco Free Campus Policy. Students congregating in the hallways before or between classes are distracting to those working in the area. Therefore, at **NO TIME** should Medical Laboratory Science students wait outside of the student laboratory, room 2154, or any of the

Pathology rooms (2157, 2165, 2162 or 2149). Pathologist complaints of blocked hallways or excessive noise may result in referral to the Division of Medical Laboratory Science Academic and Professional Standards Committee.

Cell Phones

Students are NOT permitted to use their cell phones during classes, student laboratory sessions and clinical rotations. Only with instructor approval for emergency situations should cell phones be used in class, laboratories or rotations. Cell phones that are used during class, student laboratory sessions and clinical rotations may be confiscated by the instructor. The phones will be returned after the student is counseled regarding their use.

Faculty, staff and students should NOT use cell phones for voice calls in the hallway near room 2157 as this is near an office where a pathologist is conducting patient care.

Community Service

All students at the WVU Health Sciences Center must complete 50 hours of community service. Additional information can be found in Appendix B.

Confidentiality of Student Records

Please refer to the West Virginia University Policy on the Family Educational Rights and Privacy Act, http://ferpa.wvu.edu/ and the following Board of Governors policies:

Policy 10 http://bog.wvu.edu/policies
Policy 15 http://bog.wvu.edu/policies
Policy 31 http://bog.wvu.edu/policies

Often students ask faculty members to serve as references for job applications or graduate school. Students must complete the FERPA form in Appendix C when a faculty is asked to share academic information with others.

Degree Works

Degree Works is the online advising and degree auditing tool at WVU. All undergraduate students should have a completed audit for graduation. Some graduate programs also have an audit available in Degree Works. Please refer to this system regularly. Students can access Degree Works through the WVU Portal (https://portal.wvu.edu). More information is available at http://registrar.wvu.edu/dw.

Degree Works is NOT an official evaluation. All degree requirements must be verified by student's college or school prior to graduation. Students are responsible for complying with all academic policies published in the University catalog. If students have any questions about the information presented in this audit, they are encouraged to contact their advisor or the Office of the University Registrar at registrar@mail.wvu.edu.

Directory Information

Certain directory information may be released at the discretion of WVU, unless the student has completed a request for non-disclosure of Directory Information with the Office of the University Registrar, WVU, PO Box 6878, Morgantown, WV 26506. The full WVU Policy on the Family Educational Rights and Privacy Act (FERPA) is available at: http://ferpa.wvu.edu

Employment and Service Work

The junior and senior year coursework is very time consuming and demands a concentrated effort from each student. It is recommended that employment be limited or not attempted during the junior and senior years of the Medical Laboratory Science curriculum.

The aim of the West Virginia University Medical Laboratory Science Division is to provide a strong educational background in the clinical laboratory sciences which includes clinical laboratory experience in each discipline. The experiences typically take place between 8:00 AM to 5:00 PM Monday through Friday. However, senior students in clinical rotations may work in suitable positions that are supervised, voluntary, paid, subject to employee regulations, and outside of the hours (typically 8:00 AM - 5:00 PM, Monday through Friday) of their educational experience.

Students enrolled in the Medical Laboratory Science Division are expressly prohibited from rendering care or treatment in any form to any patient, including other students or staff of the University, except when rendered as a part of the classroom or laboratory instruction and/or assigned participation.

The Standards from the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) addresses students working in the clinical rotations which states:

> "Service work by students in clinical setting outside of academic hours must be noncompulsory. Students may not be substituted for regular staff during their student experiences."

Ethics

All students enrolled in a program of professional study are expected to abide by professional standards of conduct. It is expected that each student will adopt the Code of Ethics of their profession and maintain a demeanor appropriate to that Code at all times.

ASCP BOC Guidelines for Ethical Behavior for Certificants

The Board of Governors approved the following Guidelines for Ethical Behavior for Certificants. These Guidelines will be published on the BOC web page, and will be sent to each new certificant with their wall certificate when they become certified.

Recognizing that my integrity and that of my profession must be pledged to the best possible care of patients based on the reliability of my work, I will:

- Treat patients with respect, care, and thoughtfulness.
- Develop cooperative and respectful relationships with colleagues to ensure a high standard of patient care.
- Perform my duties in an accurate, precise, timely, and responsible manner.
- Safeguard patient information and test results as confidential, except as required by law.
- Advocate the delivery of quality laboratory services in a cost-effective manner.
- Strive to maintain a reputation of honesty, integrity, and reliability.
- Comply with laws and regulations and strive to disclose illegal or improper behavior to the appropriate authorities.
- Continue to study, apply, and advance medical laboratory knowledge and skills; and share such with other members of the healthcare community and the public.
- Render quality services and care regardless of patients' age, gender, race, religion, national origin, disability, marital status, sexual orientation, or political, social, or economic status.

ASCLS Code of Ethics

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical laboratory professionals practice their profession.

I. Duty to the Patient
Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.

Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

II. Duty to Colleagues and the Profession
Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society
As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well being of the community.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

ASCLS Pledge to the Profession

As a clinical laboratory professional, I strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession
- Preserve the dignity and privacy of others
- Uphold and maintain the dignity and respect of our profession
- Seek to establish cooperative and respectful working relationships with other health professionals
- Contribute to the general well being of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

National Society for Histotechnology Code of Ethics

I pledge myself to practice this profession in strict accord with the following code:

1. To conduct my professional life with dignity and integrity.
2. Place the welfare of the patient above all else, with the full realization of personal responsibility for the patient's best interest.
3. Keep inviolate the trust placed in me by patient, physician and professional investigator (veterinarian, scientist, etc.) treating as confidential all information obtained.
4. To conduct my work with integrity, objectivity, and responsibility when engaged in the practice of histotechnology applied to non-clinical research.
5. Accept responsibility for the ethical practices of our fellow members by cooperating with the Society in any efforts of investigation, counsel, or expulsion of violators.
6. Endeavor to promote and support educational and scientific programs which encourage professional growth and advancement of histotechnology professionals.
7. Pledge to uphold, and strive to improve laws and regulations affecting the public's health.

Good Student Discount Certificates

The Office of the University Registrar is pleased to announce a new service available to students. Good student discount certificates (used for car insurance discount, etc.) are now available via MIX/STAR for the Fall and Spring semesters only. These requests were previously completed by a representative in the Registrar's Office and normally took three to five business days to complete. Now students can receive the good student discount certificate in a matter of seconds!

Students can follow the steps below to log in to the National Student Clearinghouse web site and print the good student discount certificate:

1. Login to MIX at http://www.mix.wvu.edu
2. At Secure Access Login enter User Name and Password. Click Login button
3. Click STAR tab
4. Click on the link "Click here to enter STAR"
5. Click "Student Services & Housing"
6. Click "Registration or Student Records"
7. Click "Request NSC Enrollment or Good Student Discount Verification"
8. Click "Go to National Clearinghouse Site" button. You are now directed to the National Student Clearinghouse web site. Review options and make selection. After selection has been made, print.

If the student does not know their MIX/STAR log-in information, please contact OIT by calling 304-293-4444.

Parking

Parking at the Health Sciences Center is limited. Students may access parking information online at http://transportation.wvu.edu.

Parking in Lot 81 and Mountaineer Station is not available for football games even with a yearly permit. Free parking is available at the WVU Coliseum by riding the PRT from the Engineering station to the Health Science Center (Medical Campus).

At no time is parking permitted in the Ruby Hospital parking lots or in the parking lot reserved for patients in lot 80 in front of the HSC Learning Center. See the parking map in Appendix G.

Personnel

Division Director:	Beverly Kirby, Ed.D., Room 2163 E HSN	304-293-1630
Division Faculty:	Marianne Downes, Ph.D., Room 2163 D HSN	304-293-1633
	Abra Elkins, M.A., Room 2163 B HSN	304-293-1631
	Jason Evans, Ph.D., Room 2163 C HSN	304-293-1632
	Kim Feaster, B.S., Room 2320 B HSN	304-293-7628
	Kerry Harbert, M.A., Room 2163 A HSN	304-293-3400
	Jane Wade, B.A., Room 2144 B HSN	304-293-6547
Laboratory Instruction Specialist:	Christine Titus, M.A., Room 2169 HSN	304-293-6229
Program Assistant I:	Marty Fizer, Room 2163 E HSN	304-293-2069
Health Science Faculty:	Valerie Watson, M.S., Room 2062 HSN	304-293-3759
	Mark Paternostro, Ph.D, 3047A HSN	304-293-1513

Social Justice Syllabi Statement

For each course, the Medical Laboratory Science faculty concurs with the following statement:

> "The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion.
> If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise me and make appropriate arrangements with the Office of Disability Services (293-6700). For more information on West Virginia University's Diversity, Equity, and Inclusion initiatives, please see http://diversity.wvu.edu."

Student Accounts

The Office of Student Accounts is located at the Mountaineer Hub in the Evansdale Crossing on the second floor. The mailing address is: Office of Student Accounts - 2nd Floor Room 200 - P.O. Box 6004, 62 Morrill Way, Morgantown, WV 26506. Information may be found online at http://studentaccounts.wvu.edu/. The phone number is 304-293-1988.

Student Appointments with Faculty Members

It is the student's responsibility to schedule an appointment with a faculty member outside of class. Faculty may not be able to accommodate unscheduled conferences.

Student Lockers

Students are assigned individual lockers in the Health Sciences Center at the beginning of the junior year. These lockers are for use until graduation. Please store coats, boots, and books there during class. Also during the sessions in the student laboratory, store your backpacks, book bags and purses there. Coats /book bags are not to be brought to the student laboratory or clinical rotations. See Appendix I for a map of locker locations.

Student Memberships

Membership and participation in professional societies is a professional expectation. Student membership in the America Society for Clinical Pathology (ASCP) is free. Applications may be completed online at http://www.ascp.org/Students.

Student membership in the American Society for Clinical Laboratory Science (ASCLS) is available at a cost of $27.00 per year. This includes the $2.00 fee for membership in the West Virginia State chapter of ASCLS. Student members receive *American Journal for Clinical Laboratory Science* and a monthly newsletter. Applications may be completed online at http://www.ascls.org/join-ascls/join.

Student membership to the National Society for Histotechnology (NSH) is $80 for two years. Applications are available online at http://nsh.org/content/benefits-membership. Student members receive a subscription to the *Journal of Histotechnology*, eligibility for awards and scholarships, a subscription to the quarterly newsletter *NSH In Action*, discounts on textbooks, access to archived webinars and other various resources.

Health and Safety Policies

Cardiopulmonary Resuscitation (CPR)

Each student must be certified in CPR, including adult, child, and infant CPR and choking. The certification must be completed prior to beginning the clinical rotations.

Drug Screening

Students may be required by their assigned clinical site to have a drug screen. Students who test positive for any drugs of abuse will not be allowed to begin the clinical rotation.
Excela – within 10 days of rotation; provided on site.
UHC – upon entering HTL program.
WVUH/Ruby Memorial – within 10 days of rotation.

Criminal Background Checks

Progress and completion of the degree includes satisfactory completion of the clinical education component of the curriculum. A majority of clinical sites now require students to complete a criminal background check prior to participating in clinical education placements. Therefore, students with unacceptable criminal backgrounds may not be able to meet the academic standards of the MLS Division.

Procedure

1. All matriculating MLS majors will be required to obtain a Criminal Background Check (CBC) prior to the start of the professional MLS curriculum (typically the junior year).
2. CastleBranch will perform CBCs as a designated agent of the MLS Division.
3. The School of Medicine has designated the depth of the background search to include felonies and misdemeanors at Federal, state, and local levels during the 7 previous years of residence.
4. Clinical sites may require repeated or additional background checks prior to the start of a rotation.
    a. These requirements should be listed explicitly in the Curriculum for the Senior Year.
    b. Students are responsible for reviewing this information and noting sites' additional CBC requirements.

5. Each student will contact CastleBranch via a secure internet site and place an order for his/her CBC. The student provides his/her name, current and previous addresses, and other identifying information and pays the fee to CastleBranch by credit card.
   To obtain your initial CBC:
   a. Review the instruction sheet from CastleBranch.
   b. Log into the www.castlebranch.com website.
   c. Click on "Place Order", and enter package code "WB45".
   d. Enter the requested demographic information.
   e. Enter the requested payment information. Students are responsible for the fee.
6. The MLS Division Director and the Administrative Associate for Professional Programs Student Affairs Office will have access to CastleBranch inquiry results via a secure website using a unique user name and password. Paper copies of CBC results for each class are kept in a secure location under lock and key until the student graduates. Upon graduation, paper copies will be returned to the student or destroyed.
7. The Administrative Associate will forward any positive CBC results to the Associate Dean for Professional Programs (AD).
8. In the case of positive CBC findings:
   a. The AD will review the student's MLS Application to determine whether the student reported the conviction on his/her application.
   b. The AD will meet with the student to discuss the results and the student's perspective on the circumstances. The conversation will be documented in writing on the CBC form.
   c. If the student feels that a positive CBC finding is in error, the student will be directed to speak with CastleBranch to determine if further investigation is needed. Errors may occur in instances of:
      i. CBC was completed on a different person with the same name
      ii. CBC was completed on a similarly named person
      iii. CBC returned information that was supposed to be sealed or expunged

      If the information is in error, the CBC is repeated and CastleBranch will update the CBC report online. If the positive result is truly an error, no further action is taken.
   d. The AD will refer the case to the Division of Medical Laboratory Science Academic and Professional Standards Committee for consideration and recommendations as stated in the Policy on Academic and Professional Standards.
9. Prior to the beginning of the clinical rotations, the Division of Medical Laboratory Science will provide the following attestation to each site:

   The Division of Medical Laboratory Science obtains criminal background checks on all students upon admission to the program. Unless otherwise noted, the background check for the students assigned to your facility was negative.

If the clinical site requires more specific documentation, the student will be directed to provide a print-out of his/her results from the CastleBranch website.

Fire Alarms

A possible fire in the Health Sciences Center will be announced with a loud intermittent horn blast. If the alarm sounds, all students, faculty and staff must evacuate the building. Before evacuation turn off all electrical, gas and oxygen equipment and hood fans in your area and take personal items with you. Close doors and windows. Take personal items (i.e. purse backpacks) with you. Proceed to the nearest exit and completely exit the building. Meet under the trees near the PRT Station. Remain outside until the All-Clear signal is announced over the loud speaker. Do not block the exit or interfere with the emergency personnel.

Health Requirements

The WVU School of Medicine, Professional Programs has compiled a comprehensive health policy designed to address the multifaceted health needs of your career.

HEALTH INSURANCE

Health insurance is required of all students who matriculate at West Virginia University. If you do not have health insurance through your parents, spouse or personal policy, you will be billed for insurance through the University. Additional information may be found at http://sio.hr.wvu.edu/. All students must provide documentation of health insurance annually.

IMMUNIZATIONS AND TITERS

All students who utilize teaching hospitals at the West Virginia University Health Sciences Center or any other hospital or clinic must be immunized and provide verification of immunizations to the Division of Medical Laboratory Science Administrative Office. This requirement has been mandated by the Occupational Safety and Health Authority (OSHA). Students must have a 2-step skin test for tuberculosis (PPD) within three (3) months of starting the program and annually thereafter. Students who have a positive PPD must have a note from a treating physician as to how the positive PPD was managed and a chest x-ray report.

Immunization requirements include recent Tetanus/Diphtheria booster within ten (10) years, completed primary series and booster for polio, and meningitis. BCG vaccine, influenza vaccine and pneumonia vaccine are NOT required but must be noted if medically indicated.

Titers are required for proof of immunization and immunity to Measles, Mumps, Rubella (MMR), Varicella, and Hepatitis B. A copy of these laboratory results must accompany the physical form. Should a titer not demonstrate immunity, specific booster immunization must be obtained. For Hepatitis B a repeat titer is required. The health forms are in Appendix D.

STUDENTS WHO HAVE NOT COMPLETED THE LISTED IMMUNIZATIONS AND TITERS WILL NOT BE PERMITTED TO BEGIN THE CLINICAL ROTATIONS. In addition, individual clinical sites may require additional immunizations.

Questions concerning these health issues can be sent to Office of the Dean for Professional Programs, WVU, School of Medicine, PO Box 9225, Morgantown, WV 26506-9225, or by calling 304-293-1320.

HIPAA Policy and Training

HIPAA Policy:

Students, faculty and staff are not permitted to access or disclose confidential health information without authorization. Violations of this policy will be reviewed by the Academic and Professional Standards Committee.

HIPAA Training:

All students are required to complete training for awareness and compliance with the patient privacy regulations of the Health Insurance Portability and Accountability Act. This training will be available via SOLE (the on-line learning site) to all Health Sciences Center students and must be completed by the date established in PATH 303. Students who do not complete HIPAA training during the fall semester will not be enrolled for professional courses during the following spring semester.

Laboratory Incidents/Accidents

Student Laboratory:

1. In the event of exposure, thoroughly wash the area with soap and water, unless a mucous membrane exposure, in which case flush copiously with water.
2. The course instructor must be notified immediately.
3. The student is sent to the Emergency Department or the Student Health and Wellness Center dependent on the severity of the incident.
4. A Laboratory incident/accident form (Appendix H) must be completed and placed in the student's file.

Clinical Rotations:

1. In the event of exposure, thoroughly wash the area with soap and water, unless a mucous membrane exposure, in which case flush copiously with water.
2. The clinical instructor must be notified immediately.
3. The student is to follow the procedure stated in the clinical site's policy.
4. A Laboratory incident/accident form (Appendix I) must be completed and submitted to the Division Director and placed in the student's file.

Liability Insurance

Students are protected by liability insurance when engaged in recognized, integrated programs which are a part of the course of instruction. This does not include unauthorized work away from the campus or on campus.

OSHA Training

All students must be trained in standards for preventing transmission of blood borne and other infectious agents. This training will occur during the first semester of the professional curriculum and annually thereafter. Training is to be completed by the due date established in PATH 303 Laboratory Applications. Students who have not completed this requirement will not be permitted to register for PATH courses during the following spring semester.

Universal Precautions and Laboratory Safety

The student will be collecting, processing, and working with patient and known blood, body fluids and tissue specimens, and microorganisms that could be potentially pathogenic during his/her professional education.

The student will be oriented to and understand the use of and need for Universal Precautions and will follow these guidelines both in the student and hospital laboratories (Appendix E).

The student will notify the Medical Laboratory Science Division office and the course instructor or clinical instructor concerning ALL incidents or accidents. Please see the policy on laboratory incidents/accidents.

KEY POINTS TO REMEMBER:

1. **FOLLOW UNIVERSAL PRECAUTIONS AT ALL TIMES.**
2. **NO** eating, drinking, smoking, mouth pipetting or application of makeup in the student or clinical rotations.
3. **NO** placing of objects (fingers, pens, pencils, etc.) in the mouth.
4. Wash hands immediately if contaminated and before leaving the laboratory area.
5. Use laminar flow hoods and other safety equipment when required.
6. **NO** coats, backpacks/book bags should be brought to the student or clinical rotations.

University Health Services

All students enrolled in the Medical Laboratory Science Division pay the University Health Services fees during the junior and senior year including the summer session of the senior year (See Health Requirements). Information for student health services may be found at http://wvumedicine.org/ruby-memorial-hospital/services/wvu-specialty-clinics/student-health/.

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WestVirginiaUniversity
SCHOOL OF MEDICINE

Department of Pathology
Professional Programs

Policy on Academic and Professional Standards

Revised 2017

THIS POLICY APPLIES THE REGULATIONS OF THE WEST VIRGINIA BOARD OF GOVERNORS POLICIES 10, 15 AND 31.

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Preamble

The West Virginia University School of Medicine Department of Pathology Professional Programs, which includes the Medical Laboratory Science Division and the Pathologists' Assistant Program, have an obligation to evaluate students pursuing a degree as thoroughly as possible for their cognitive and noncognitive abilities, their academic and professional knowledge and skills, their integrity, and their suitability for the practice in Medical Laboratory Science or as a Pathologists' Assistant. Accordingly, this policy incorporates the mandate of the West Virginia Supreme Court that "initial responsibility for determining the competency and suitability of persons to engage in professional careers lies with the professional schools themselves..."[North vs. West Virginia Board of Regents, 332 S.E. 2d (WV 1985)]

This Policy on Academic and Professional Standards is limited to students pursuing the Bachelor of Science (B.S.) Degree in Medical Laboratory Science or the Masters of Health Science/Pathologists' Assistant (M.H.S.) Degree at West Virginia University. This Policy (1) applies Board of Governors Policies 10, 15 and 31, (2) covers all behavior and conduct that demonstrates by a preponderance of the evidence that a student lacks the personal qualities necessary for the practice in Medical Laboratory Science or as a Pathologists' Assistant, (3) gives exclusive authority to the Department of Pathology Professional Programs in such matters, with exceptions stated in this policy.

Conduct and behavior not relating to and not affecting professional practice are governed by the West Virginia University BoG Policy 31 - University Student Conduct and Discipline Policy (http://bog.wvu.edu/policies). Examples of conduct and behavior relating to and/or affecting professional practice are described in this document, course syllabi, course materials, and lectures.

Definitions

Clinical facility – a term applied to any hospital or clinic to which a student is assigned for the purpose of clinical education.

Clinical rotation – period in which a student is completing competencies in a clinical setting.

Course – a component of the program's curriculum that can include one or a combination of the following: lecture, laboratory, recitation sessions/reviews or clinical rotations.

Dismissal – termination from the program in which the student is enrolled, however enrollment status within West Virginia University is not affected.

First Year - incorporates the Junior year including Fall I – Spring I within Medical Laboratory Science Division.
- incorporates PGY1 didactic year including Spring I – Fall I within the Pathologists' Assistant Program.

Good standing – a student has not been assigned academic or professional disciplinary sanctions such as remediation, probation, suspension or dismissal.

GPA – Grade Point Average
Cumulative GPA incorporates all final grades in undergraduate courses completed within any accredited institution.

Science GPA incorporates overall final grades in completed science and math courses only.

Program GPA incorporates final grades within the specific program to which the student is enrolled.

Grade Penalty – defined by the course instructor in the syllabus

In writing – may include email correspondence.

Probation – requires remediation within the program in which the student is enrolled.

Remediation – process of correcting a deficiency.

Second Year - incorporates the Senior year including Summer I – Spring II within Medical Laboratory Science Division.
- incorporates PGY2 clinical year including Spring II – Fall II within the Pathologists' Assistant Program.

Suspension – occurs from the program in which the student is enrolled, therefore enrollment in program coursework is not permitted. Enrollment status within West Virginia University is not affected.

CHAPTER I

Academic and Professional Standards and Regulations Governing Lectures, Examinations, Laboratories, Recitation Sessions/Reviews, Clinical Rotations and Other Academic Settings of the Medical Laboratory Science and Pathologists' Assistant Curriculum in Conformity with West Virginia Board of Governors Policies 10, 15 and 31.

SECTION 1. ACADEMIC AND PROFESSIONAL PERFORMANCE

Requirements, Evaluations, Rights and Obligations of Students, Rights and Obligations of the Faculty

1.1 Requirements and Professional Standards

Requirements for admission to the Medical Laboratory Science Division or Pathologists' Assistant Program are stated in the West Virginia University Academic Catalog (http://catalog.wvu.edu), program brochures, websites and application materials.

The Department of Pathology Professional Programs requires that all enrolled students:

1) Achieve an integrative mastery of their discipline, maintain the motivation to gain such mastery, develop and demonstrate the required professional skills and responsibility
2) Be considerate toward instructors, staff, technologists and peers
3) Fulfill the criteria and requirements for satisfactory academic progress and successful completion of the Medical Laboratory Science or Pathologists' Assistant Curriculum as stated in the West Virginia University Academic Catalog (http://catalog.wvu.edu) and in the syllabus of each course
4) Comply with the rules of procedure, conduct and appearance required by the faculty teaching a course, laboratory or clinical rotation
5) Follow the standards of the Department of Pathology Professional Programs Student Code of Academic and Professional Integrity (Chapter III).

By enrolling in the Medical Laboratory Science Division or Pathologists' Assistant Program, the student accepts the above academic and professional standards as criteria for successful completion of the curriculum. It is the student's responsibility to know and meet these requirements and criteria, and promptly inform the Program Director and Vice-Chair of Professional Programs of any serious impediment (such as illness, etc.) hindering satisfactory academic progress.

Failure to meet the requirements listed above may lead to academic penalties and/or remedial changes in the student's curriculum as outlined in Sections 2 and 3. Requirements are subject to change at any time with reasonable notice provided to students.

1.2 Evaluations and Expectations

Academic and professional performance is evaluated by written, oral, and practical examinations and through the observation of performance in lectures, examinations, laboratories, recitation sessions and clinical rotations.

Academic evaluations by faculty are not limited to the assignment of examination scores and cognitive evaluations. Grades and laboratory evaluations issued by the faculty are based on all requirements for the Medical Laboratory Science Division Programs or the Pathologists'

Assistant Program (Section 1.1). The grades and evaluations therefore reflect the faculty's judgment about the student's cognitive performance, motivation, clinical laboratory skills, and professional behavior.
Performance in courses and clinical rotations is described in the course syllabus or by the grades A (excellent), B (good), C (fair), D (poor), F (failure), UF (unforgivable F), Pass, Fail or I (incomplete).

Grades and evaluations are based on a complete evaluation of student performance in view of all requirements and standards of the Department of Pathology Professional Programs and courses or clinical rotations. Thus, they reflect more than examination averages.

The grades and laboratory evaluations are reviewed by the Academic and Professional Standards Committee in order to assess a student's academic progress as outlined in Section 3.

To be in good standing, **a student must maintain a 2.5 cumulative GPA in the Medical Laboratory Science Division or a 3.0 program GPA in the Pathologists' Assistant Program** during the program and maintain this average throughout the entire time he/she is enrolled.

A student who is considered to be deficient in any clinical rotation as determined by the course instructor in consultation with the student's clinical instructor(s) or preceptor(s) will be placed on probation. Remediation may include but is not limited to additional time in the same facility or a comparable facility. If the student fails the remediation assignment, either suspension or dismissal will be imposed. Probationary status with the opportunity to repeat will be granted one time only.

A student must also maintain expectations for professional behaviors as defined by the Department of Pathology Professional Programs Student Code of Academic and Professional Integrity (Chapter III). Professional behavior deficiencies will be presented to the Academic and Professional Standards Committee and decisions about probation, suspension or dismissal will be made using the Campus Student Code document as a guide.

1.3 Rights and Obligations of the Student

It is the student's responsibility to fulfill coursework and degree requirements and to know and meet the criteria for satisfactory academic progress and completion of the program.

Students shall have the right to access:

1) The West Virginia University Academic Catalog (http://catalog.wvu.edu) in which program requirements are stated,
2) The Pathology Department Professional Programs Policy on Academic and Professional Standards (this document)
3) Board of Governors Policies 10, 15 and 31
4) The Medical Laboratory Science or Pathologists' Assistant Student Handbook
5) The West Virginia University Student Conduct Code (http://campuslife.wvu.edu/office_of_student_conduct).

Students shall have access to a written description of content, requirements, and grading policy for each course or clinical rotation in which they are enrolled.

The student shall be graded or have his/her performance evaluated solely upon performance in the course or clinical rotation as measured against academic and professional standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded

nor shall his/her performance be unlawfully evaluated on the basis of gender, race, color, sexual orientation, veteran status, religion, age, disability, national origin, creed, ancestry or political affiliation.

Students should immediately report all violations of the Department of Pathology Professional Programs Student Code of Academic and Professional Integrity that they witness to the Chairperson of the Academic and Professional Standards Committee, or designee.
If any academic penalties are imposed because of failure to meet academic requirements or the provisions of Student Code of Academic and Professional Integrity, the student has a right to:

1.3.1 Written notice about failure to meet academic or professional standards and potential penalties

The student shall be informed in writing by the Vice-Chair of Professional Programs of (1) the student's failure to meet academic or professional standards and requirements or an alleged violation of standards, (2) the methods, if any, by which the student may correct the deficiencies, and (3) the penalty, if any, to be imposed.

1.3.2 Discussion of the matter with those involved

The student may meet with those who have determined that the student failed to meet academic or professional standards and requirements or violated the Department of Pathology Professional Programs Student Code of Academic and Professional Integrity (Chapter III).

1.3.3 Appeal

The student may appeal the imposition of any academic penalty, including those imposed as a consequence of violations of the Student Code of Academic and Professional Integrity, as stated in Section 4 of this document in accordance with the West Virginia Board of Governors Policy 15 and the West Virginia University Academic Catalog (http://catalog.wvu.edu).

1.4 Rights and Obligations of the Faculty

It is the duty and prerogative of the faculty to evaluate a student's academic and professional performance. This evaluation takes three forms, namely (1) assignment of grades and evaluations by the faculty teaching a course or clinical rotation, (2) review of behavior, demeanor and adherence to the Student Code of Academic and Professional Integrity, and (3) review of academic and professional performance by the Academic and Professional Standards Committee.

Academic evaluations are not restricted to the assignment of grades and cognitive evaluations but include the assessment of professional skills, demeanor and conduct.

The Department of Pathology Professional Programs reserves the right to withhold the B.S. or M.H.S. degree from a student who may have technically met formal curricular requirements but lacks the professional skills, behavior and demeanor considered necessary for the degree or demonstrated unwillingness to accept professional responsibility in the practice of Medical Laboratory Science or as a Pathologists' Assistant.

Grades and evaluations issued by the course faculty, and decisions or recommendations of the Academic and Professional Standards Committee are subject to the provisions of Section 1.3 which describes student rights.

Faculty responsible for a course should issue a written syllabus describing content, requirements, and grading policy for the course or laboratory rotation to each student enrolled in a course or rotation (Section 1.4).

The assignment of a grade and evaluation is the responsibility of the faculty teaching the course or rotation.

The faculty responsible for a course may impose upon the student the appropriate penalties described in Section 2.1 for failure to maintain academic and professional standards.

Faculty reporting of academic and professional deficiencies is outlined in Section 3.1.

SECTION 2. CONSEQUENCES OF FAILURE TO MEET ACADEMIC AND PROFESSIONAL STANDARDS AND REQUIREMENTS

Upon failing to meet the academic and professional standards or provisions of the Student Code of Academic and Professional Integrity, a student may be subject to the following academic penalties:

2.1 A Lower Grade, an Unforgivable F (UF), an Incomplete (I) Final Grade or Exclusion from Further Participation in the Course, Unit or Clinical Rotation

These penalties are imposed by the instructor(s) of a course. The imposition of penalties by the instructor does not preclude further penalties by the Vice-Chair of Professional Programs based on the recommendations of the Academic and Professional Standards Committee.

2.2 Academic Probation

This penalty is imposed by the Vice-Chair of Professional Programs after receipt of recommendations from the Academic and Professional Standards Committee (Section 3). Probation may be accompanied by remedial work and reexamination or repetition of all or part of the curriculum. The specific remediation requirements associated with the penalty will be stated by the Vice-Chair at the time the student is informed of the penalty in writing (Section 1.3). See Section 3.5 for probation criteria.

2.3 Academic Suspension

This penalty and any terms and conditions for petition for reinstatement are imposed by the Vice-Chair of Professional Programs after receipt of recommendations from the Academic and Professional Standards Committee. Suspension may not exceed one year. During that period, the student may not enroll in any courses required of the Medical Laboratory Science Division. The student may have stipulations imposed that must be successfully completed during the suspension period.

Upon expiration of the period of suspension, the student must petition the Vice-Chair of Professional Programs for reinstatement. The Vice-Chair shall then have the Academic and Professional Standards Committee review the petition to determine if the terms and conditions of the suspension have been met, determine if the student possesses the potential to pursue the Medical Laboratory Science curriculum successfully, and to make a recommendation to the Vice-Chair about whether the student should be reinstated. If reinstated, the student may be required to repeat all or portions of the curriculum.

If a student meets the criteria for suspension a second time while enrolled in the Medical Laboratory Science Division, automatic dismissal will result. See Section 3.6 for suspension criteria.

2.4 Academic Dismissal

This penalty is imposed by the Director of the Division of Medical Laboratory Science, or designee, after receipt of recommendations by the Department of Pathology Professional Programs Academic and Professional Standards Committee as a result of academic and professional deficiencies found serious enough to merit dismissal.

After dismissal, readmission in the Medical Laboratory Science Division or Pathologists' Assistant Program must be sought through the standard admissions process. See Section 3.7 for dismissal criteria.

SECTION 3. ACADEMIC AND PROFESSIONAL STANDARDS COMMITTEE:

The Department of Pathology Professional Programs Academic and Professional Standards Committee has been established for the purpose of the evaluation of Medical Laboratory Science and Pathologists' Assistant students who fail to meet performance standards in one or more of the following areas: academics, academic integrity, clinical education and professional behavior and conduct.

The Academic and Professional Standards Committee is comprised of faculty from the Medical Laboratory Science Division, Pathologists' Assistant Program, Health Sciences and representatives from the Clinical Laboratory appointed by the Vice-Chair of Professional Programs. The Academic and Professional Standards Committee is advisory to the Vice-Chair. A quorum consisting of 50% plus one member of the total membership is required to make a recommendation. A representative from the program in which the student under consideration is enrolled must be present before a recommendation may occur.

The Academic and Professional Standards Committee shall meet as needed to review the records of any student who fails to satisfy academic and professional standards which include grades, academic dishonesty or inappropriate professional behavior and conduct. The Academic and Professional Standards Committee makes recommendations regarding which students shall be permitted to progress in a remedial or independent curriculum with identified required coursework, and which students shall be suspended or dismissed from the program. Academic and Professional Standards Committee recommendations for probation, suspension or dismissal are based on a comprehensive review of a student's academic performance, professional behavior and conduct.

3.1 The formal process of review of student status by the Academic and Professional Standards Committee:

3.1.1

The faculty responsible for the course in which the student is not adhering to academic and professional standards must meet with the student and submit in writing to the student and Academic and Professional Standards Committee Chairperson, or designee, a description of (1) the problem, (2) meeting date(s) with student, (3) course of action already taken, and (4) recommendations.

In matters of academic dishonesty or professional misconduct, any party can initiate a concern in writing to the Academic and Professional Standards Committee Chairperson, or designee.

The student may also submit in writing his/her arguments to the Academic and Professional Standards Committee Chairperson, or designee.

3.1.2
The Academic and Professional Standards Committee Chairperson, or designee, will then call a meeting of the Committee. If the student issue involves one of the Academic and Professional Standards Committee members, then that Committee member will not participate in the recommendations made. The vacancy may be filled by another faculty member appointed by the Vice-Chair of Professional Programs.

The Academic and Professional Standards Committee will have access to the following for the review: (1) letter grades, (2) numerical or percentage grades on written, oral, and/or practical examinations, (3) written evaluations submitted by the faculty which include performance descriptions, (4) oral and written reports about academic and professional performance, (5) oral and written reports about alleged violations of the Student Code of Academic and Professional Integrity, (6) any written information provided by the student regarding his/her performance, and (7) any testimony or other information which is considered necessary to complete the review.

3.1.3
All deliberations of the Academic and Professional Standards Committee will be closed and confidential. One Committee or staff member will be assigned to keep written minutes of the Committee meetings which must be signed and approved by all members who participate.

3.1.4
At the discretion of the Academic and Professional Standards Committee, a student under review may be invited for discussion of his/her academic deficiencies, professional misconduct or any extenuating circumstances that may have a bearing on the student's performance.

3.1.5
The recommendations of the Academic and Professional Standards Committee will be submitted to the Vice-Chair of Professional Programs who may accept, modify, or reject the recommendations. The Vice-Chair will then inform the student of the decision and imposition of any penalties. Decisions regarding dismissal will be reviewed and conveyed to the student by the Vice-Chair. (Section 3.7).

3.2 Review of Academic Performance

To be in good standing, **a student must maintain a minimum 2.5 cumulative GPA in the Medical Laboratory Science Division or a minimum 3.0 program GPA in the Pathologists' Assistant Program** during the program and maintain this average throughout the entire time he/she is enrolled.

Academic and Professional Standards Committee decisions about advancement to the next academic term, graduation, probationary status, remedial work and recommendations for suspension or dismissal may be based on a comprehensive review of a student's performance in the entire curriculum.

A student who receives a mid-term grade of D, F, UF, I or obtains a semester GPA less than required will automatically be issued a warning letter from the Vice-Chair of Professional Programs.

3.3 Recommendations for Promotion and Graduation

Recommendations for promotion to the next academic term or for graduation are contingent upon the successful completion of all required courses, clinical rotations and other requirements. Promotion requires recommendation by the Academic and Professional Standards Committee. Graduation requires a vote by the Medical Laboratory Science and Pathologists' Assistant Faculty and the School of Medicine Faculty.

Medical Laboratory Science Division Academic Criteria

A student must:

1) Achieve a minimum of 2.5 cumulative GPA (entire matriculation in the program) and 2.5 semester GPA each semester.
2) Pass comprehensive written and practical examinations given during the Spring II semester of the second year
3) Maintain appropriate professional behavior and conduct
4) Successfully complete all clinical rotations
5) Successfully complete a capstone project
6) Complete 50 hours of approved community service

A second attempt will be available for any student who does not pass the comprehensive examination. See Sections 3.5, 3.6 and 3.7 for probation, suspension and dismissal criteria.

Pathologists' Assistant Program Academic Criteria

By the end of the Fall II semester of the second year, a student must:

1) Achieve a program 3.0 GPA (entire matriculation in the program)
2) Pass comprehensive written and practical examinations given during the Fall II semester of the second year
3) Maintain appropriate professional behavior and conduct
4) Successfully complete all clinical rotations
5) Successfully complete a presentation or publication as directed in the PATH 630-631 syllabi
6) Complete 50 hours of approved community service

A second attempt will be available for any student who does not pass the comprehensive examination. See Section 3.5 and 3.7 for probation and dismissal criteria.

3.4 Academic Dishonesty

Academic dishonesty includes plagiarism (intentional or unintentional), cheating and dishonest practices in connection with examinations, papers, projects and laboratories as well as forgery, misrepresentation or fraud as it relates to academic and educational matters.

The process for initiating a charge of academic dishonesty is outlined in the West Virginia University Academic Catalog (http://catalog.wvu.edu).

3.5 Academic Probation

Automatic probationary status will be assigned to any student admitted with a cumulative and/or science GPA less than 2.5 in the Medical Laboratory Science Division. Probation upon admission does not apply to the Pathologists' Assistant Program.

Academic probation may be recommended by the Academic and Professional Standards Committee in any case of:

Medical Laboratory Science and Pathologists' Assistant Criteria:

1) **A final grade of "D" during the first year**
2) **Evaluations indicating serious gaps in knowledge and clinical skills and/or inadequate integration of the content of the curriculum**
3) **The appearance of a specific and serious academic deficiency, e.g., an important clinical skill has not been mastered**
4) **Failure to assume appropriate professional responsibility and behavior**
5) **A student's cumulative GPA less than 2.5 in Medical Laboratory Science Division, or during a semester or a program GPA less than 3.0 in the Pathologists' Assistant Program**
6) **Excessive absenteeism**
7) **An infraction of the Student Code of Academic and Professional Integrity (Chapter III)**

When a student is placed on academic probation, remediation must be completed by the end of the following semester. This review is based on grades, evaluations and written reports from course and clinical rotation instructor(s) or preceptor(s).

The imposition of probationary status is usually accompanied by remedial actions and performance requirements specified by the Vice-Chair based on the recommendations of the Academic and Professional Standards Committee. These actions are intended to remedy the academic or professional deficiency which resulted in the probation. Successful conclusion of the remedial work and/or successful completion of the next academic semester ends the probationary period.
Failure to achieve the required minimum GPA or to meet any terms of the probationary status by the semester following the probation may result in suspension or dismissal from the Medical Laboratory Science Division or dismissal from the Pathologists' Assistant program.

Probationary status can only be assigned for a **maximum of two semesters** throughout the student's entire matriculation in the program. It is possible for a student to be placed on probation, meet the terms of the probation by the following semester, be placed on probation again during a subsequent semester and meet the terms of probation again by the following semester. However, no further probationary periods will be allowed.

Remedial interventions in a student's curriculum by the Academic and Professional Standards Committee are designed to fit particular academic deficiencies and may, among others, take one or more of these forms: a specific study or reading program, additional practice in a set of clinical skills, repetition of all or part of the curriculum, and self or directed study.

A student who is considered to be deficient in any clinical rotation as determined by the course instructor in consultation with the student's clinical instructor(s) or preceptor(s) will be placed on

probation. Remediation can include but is not limited to additional time in the same facility or a comparable facility. If the student fails the remediation assignment, either suspension or dismissal may be imposed. **Probationary status with the opportunity to repeat will be granted one time only in any clinical rotation.**

3.6 Academic Suspension

No credit will be given for a course in which a student receives an "F" or "UF" in the Medical Laboratory Science Division. Should a student receive an "F" or "UF", the penalty of suspension may be granted with the possibility of reinstatement only upon meeting the terms of the suspension.

Suspension for up to one year may be recommended by the Academic and Professional Standards Committee for any case of:

Medical Laboratory Science Division Criteria:

1) A second final grade of "D" in the first year or a final grade of "D" in the second year
2) A final grade of "F", "UF" or "I"
3) More than two semesters of a cumulative GPA less than 2.5 or a second semester GPA less than 2.5
4) A cumulative GPA less than 2.5 by the end of the Spring II semester of the second year
5) Failure of the comprehensive examination after two attempts given during the Spring II semester of the second year
6) Unsatisfactory evaluations which indicate gaps in knowledge and skills and/or inadequate integration of the content of the curriculum
7) Failure to assume appropriate professional responsibility
8) Failure to meet professional standards including those of demeanor and conduct
9) Excessive absenteeism
10) Any infractions of the Student Code of Academic and Professional Integrity (Chapter III)

Pathologists' Assistant Program Criteria:

1) A second final grade of "D" in the first year or a final grade of "D" in the second year
2) Failure of the comprehensive examination after two attempts given during the Fall II semester of the second year
3) Unsatisfactory evaluations which indicate gaps in knowledge and skills and/or inadequate integration of the content of the curriculum;
4) Failure to assume appropriate professional responsibility
5) Failure to meet professional standards including those of demeanor and conduct
6) Excessive absenteeism
7) Any infractions of the Student Code of Academic and Professional Integrity (Chapter III)

Suspension for up to one year will be recommended for a cumulative GPA less than 2.25 in any one semester in the Medical Laboratory Science Division.

Should the Academic and Professional Standards Committee conclude that temporary or personal

problems are the reason for deficiencies and/or violations, the Committee may recommend to the Vice-Chair that the student be suspended from the program for not more than one year. During the period of suspension, the student may not enroll in any program courses. Other requirements may be mandated by the Academic and Professional Standards Committee which include but are not limited to counseling, defined remedial coursework or disability services.

The student will be reinstated to the Medical Laboratory Science Division contingent upon successful petition demonstrating that the deficiencies which resulted in the suspension have been resolved and any terms or conditions imposed at the time of the suspension have been met. The student may be required to repeat all or portions of the curriculum following reinstatement.

3.7 Academic Dismissal

Dismissal may be recommended by the Academic and Professional Standards Committee for any case of:

Medical Laboratory Science Division Criteria:

1) A second final grade of "D" in the first year or a final grade of "D" in the second year
2) Two semesters of a cumulative GPA less than 2.25 or a second semester GPA less than 2.25
3) A cumulative GPA less than 2.5 by the end of the Spring II semester of the second year
4) Failure of the comprehensive examination after two attempts given during the Spring II semester of the second year
5) Unsatisfactory evaluations which indicate gaps in knowledge and skills and/or inadequate integration of the content of the curriculum
6) Failure to assume appropriate professional responsibility
7) Failure to meet professional standards including those of demeanor and conduct
8) Any infractions of the Student Code of Academic and Professional Integrity (Chapter III)

Pathologists' Assistant Program Criteria:

1) A second final grade of "D" in the first year or a final grade of "D" in the second year
2) Failure of the comprehensive examination after two attempts given during the Fall II semester of the second year
3) Unsatisfactory evaluations which indicate gaps in knowledge and skills and/or inadequate integration of the content of the curriculum;
4) Failure to assume appropriate professional responsibility
5) Failure to meet professional standards including those of demeanor and conduct
6) Excessive absenteeism
7) Any infractions of the Student Code of Academic and Professional Integrity (Chapter III)

Dismissal will be recommended by the Academic and Professional Standards Committee for any case of:

1) **A cumulative GPA less than 2.0 or more than two semesters of a cumulative GPA less than 2.25 in the Medical Laboratory Science Division**
2) **A program GPA less than 2.75 or more than two semesters of a program GPA less than 3.0 in the Pathologists' Assistant Program**

3) **Two final course grades of D in the same semester**
4) **A final grade of "F" or "UF"**
5) **A student meeting the criteria for suspension a second time**

The Academic and Professional Standards Committee expects every student to meet the requirements stated in Section 1.1 and 1.2 of this policy. Therefore, even without an unsatisfactory grade, a student may incur a recommendation for dismissal for failure to meet these requirements.

Recommendation to dismiss a student for failure to meet academic or professional standards can be made only after the student has been counseled by the Vice-Chair. After the student is given a reasonable opportunity to correct deficiencies, there shall be a formal review of the student's status by the Academic and Professional Standards Committee to determine whether the student shall be retained or dismissed. The student may provide the Academic and Professional Standards Committee written documentation of his or her efforts to correct deficiencies. The Academic and Professional Standards Committee may determine stipulations and conditions of the student's remediation. The student may be required to repeat all or portions of the curriculum following reinstatement in the Medical Laboratory Science Division. In the Pathologists' Program, reinstatement will occur in the Spring I semester.

An Academic and Professional Standards Committee recommendation for dismissal, including any documentation provided by the student to the committee, shall be forwarded to the Vice-Chair of Professional Programs, or designee, and to the student. Within 15 calendar days of receipt of the Academic and Professional Standards Committee's recommendation, the Vice-Chair, or designee, shall inform the student of his/her decision. A decision to dismiss shall specify whether the dismissal is from the program, college, or school.

The student may appeal this dismissal (Section 4). Students who are dismissed may reapply through the standard admissions process.

SECTION 4. APPEAL OF ACADEMIC PENALTIES

The student may appeal any academic penalty. Due process requirements, appeal procedures and time lines are specified in general by the Board of Governor's Policies No. 15, 31 and in the West Virginia University Academic Catalog (http://catalog.wvu.edu).

4.1 Appeal of Academic Dishonesty

A student may appeal a charge of academic dishonesty in accordance with the appeals process outlined in the West Virginia University Academic Catalog (http://catalog.wvu.edu).

4.2 Appeal of Academic Penalties Excluding Appeal of Academic Dishonesty

A student may initiate an appeal in accordance with the appeals policy outlined in the West Virginia University Academic Catalog (http://catalog.wvu.edu).

CHAPTER II

Professional Standards Governing Student Conduct Outside the Department of Pathology Professional Programs (BoG Policies 10 and 31)

Conduct and behavior not relating to and not affecting professional practice are governed by the West Virginia University BoG Policy 31 - University Student Conduct and Discipline Policy (http://bog.wvu.edu/policies). Examples of conduct and behavior relating to and/or affecting professional practice are described in this policy and course syllabi.

CHAPTER III

Department of Pathology Professional Programs Student Code of Academic and Professional Integrity

The practice of the art and science in Medical Laboratory Science or as a Pathologists' Assistant must be based on reverence for life, compassion and respect for patients, competence, and integrity. Hence the Department of Pathology Professional Programs expects students to exhibit professionalism through compassion, consideration and respect towards patients and their families, instructors, staff, and each other, growth of knowledge and clinical skills, and acting honorably at all times.

This Student Code of Academic and Professional Integrity incorporates the Policy on Academic and Professional Standards governing the Department of Pathology Professional Programs at West Virginia University School of Medicine and governs student behavior in lectures, examinations, laboratories, recitation sessions, clinical rotations, all academic settings of the School of Medicine and the University, and all other settings which reflect upon the integrity and suitability of the student to practice in Medical Laboratory Science or as a Pathologists' Assistant. Successful progression through the curriculum and graduation are contingent upon the student's compliance with this code. Evaluation of student performance under this code follows the procedures established in the Policy on Academic and Professional Standards governing the Department of Pathology Professional Programs at West Virginia University School of Medicine.

Specifically, the Department of Pathology Professional Programs requires students to adhere to these basic rules of academic and professional integrity:

1. I shall dedicate myself to excellence in patient care.
   I, therefore, shall be conscientious in carrying out my assigned duties, follow the guidance of my instructors, and accept responsibility for my actions.
2. I shall safeguard a patient's privacy.
   I, therefore, shall not access or disclose confidential information about a person without authorization.
3. I shall be considerate and respectful towards patients, their families, instructors, staff, and my fellow students.
   I, therefore, shall treat patients with greatest consideration and respect their dignity. I shall be courteous and civil in my dealings with others within the School of Medicine and clinical facilities. I shall respect rules of behavior, professional comportment, and appearance set forth by

the School of Medicine, the Department of Pathology Professional Programs and clinical facilities. I shall render evaluations of courses and instructors in an objective and civil manner. I shall be professional in all forms of communication.

4. I shall act honorably and with integrity in my pursuit of the B.S. or M.H.S. degree.
   I, therefore, shall be truthful about my actions as a student and accept responsibility for them. I shall reject academic dishonesty and not falsely claim competence or knowledge.
   I pledge to refrain from all acts of academic dishonesty. In particular,
   a. I shall not plagiarize and not submit as my own any material taken from other sources without acknowledgement or permission.
   b. I shall not cheat in connection with any examinations, academic assignments and activities, and clinical duties.
      I especially pledge that:
      - I shall not communicate with others, except proctors, during an examination;
      - I shall not obtain unauthorized help from another person during an examination or graded academic assignment;
      - I shall not give help to another student during an examination or graded academic assignment;
      - I shall not take an examination in place of another student;
      - I shall not gain access to unauthorized material in connection with an examination;
      - I shall not make use of unauthorized material in connection with an examination;
      - I shall not obtain impermissible advance knowledge of the contents of examination;
      - I shall not alter a scored examination or answer sheet and then resubmit it in order to effect a change of a grade or evaluation;
      - I shall not allow another student to submit my work for grading or credit;
      - I shall not falsify instructional or clinical laboratory results;
   c. I shall not engage in forgery, misrepresentation, and fraud. I especially pledge that:
      - I shall not furnish false statements as a witness for any University or School of Medicine disciplinary investigation or appeal;
      - I shall not forge or alter educational records or submit such records to the staff and faculty of the University or School of Medicine for fraudulent purposes;
5. I shall act honorably and with integrity at all times.
   I, therefore, shall not engage in behavior or conduct that demonstrates a lack of personal qualities necessary for the practice in medical laboratory science or pathologists' assistant or that may adversely reflect upon the profession, the Department of Pathology Professional Programs or the School of Medicine.
6. I shall support this code of academic and professional integrity.
   I, therefore, shall report to Chairperson of the Academic and Professional Standards Committee all violations of this code that I witness.

WEST VIRGINIA UNIVERSITY
DEPARTMENT OF PATHOLOGY
PROFESSIONAL PROGRAMS

I have read and understand the Department of Pathology Professional Programs Policy on Academic and Professional Standards and agree to abide by the academic and professional standards and requirements stated within this document.

Name (Printed): _____

Signature: _____

Date: _____

Appendix B

HSC STUDENT COMMUNITY SERVICE POLICY, PROCEDURE, AND GUIDELINES

DEFINITION OF COMMUNITY SERVICE:
A method under which students actively participate in organized service that is conducted in and meets the needs of a community. It is monitored by their program/school at the Health Sciences Center and the community. This service actively helps foster civic responsibility and may be integrated into and enhances the academic curriculum of the students.

GENERAL GOAL:
All Health Sciences Center students should have an approved community service experience.

The community service is required of **ALL** Health Science students, this includes part-time as well as full-time students and graduate students.

- Health Sciences Programs of **2 years or less** - students must complete **50** hours of community service.
- Health Science Programs of **over 2 years** students must complete **100** hours of community service.

LEARNING OBJECTIVES:
1. To foster civic responsibility.
2. To enhance the hands-on learning experience of the student.
3. To assist the student in identifying and meeting health and social needs of the community.

EXAMPLES OF ACCEPTABLE COMMUNITY SERVICES ARE: (Not an all inclusive list.)
- Read-a-loud at school
- Health Education Sessions in a school or community
- Visiting the elderly (i.e., Nursing Homes, Hospitals, etc.)
- Habitat for Humanity (building homes for people without shelter)
- Hospice
- Morgantown Health Right
- Soup Kitchen, Bartlett House, Meals on Wheels, etc.
- Child Life Program in a Children's Hospital
- Ronald McDonald House
- Big Brothers/Big Sisters
- American Red Cross and Blood Donation Center
- Salvation Army

- United Way of Monongalia and Preston Counties – call 296-7525 or email: UnitedWay@teamunitedway.org
- Christian Help
- Health Fair
- Activities through churches, sororities, fraternities, etc. (i.e. Adopt-A-Highway)
- Working with soccer, baseball, basketball, etc.
- Asthma and Diabetic Camps
- Youth Development camps (i.e. 4-H)
- RHI-Kellogg community service experience will apply toward the 50 to 100 hours, but only the community service not the clinical or research activities.

COMMUNITY SERVICE IS A THREE-STEP PROCESS:

1. Students complete the approved community service under appropriate supervision.
2. Students record the community service activity on SOLE.
3. The designee of the program/school approves the service.

DEPARTMENT GUIDELINES AND RESPONSIBILITIES:

- Review and approve community service hours.
- Keep student records of approved community service hours.
- Summer time and vacation/break time are good times for students to perform community service.
- Approval of the community service activity resides with the dean or designee.

POLICIES:

1. Students' graduation/diploma may be withheld if community service hours are not completed.
2. Community Service appeals should follow the University/HSC standard appeal procedures.
3. Academic credit is provided through a special topics course in the final semester which accumulates the student's community service components. The grade is pass or fail.

Departmental FERPA Release | **West Virginia University**
Division of Medical Laboratory Science

Family Educational Rights and Privacy Act Release

Please print:

Student Name: _____
Last First Middle

Address: _____ Cell Phone #: _____
Street

_____
City State Zip

Student ID: ☐☐☐☐☐☐☐☐☐ Date of Birth: ☐☐-☐☐-☐☐☐☐

Information related to FERPA at WVU can be located here: http://ferpa.wvu.edu

I understand that (1) I have the right not to consent to the release or disclosure of my education records; (2) I have the right to inspect and review such records upon request; (3) ***this consent to release or disclose will expire upon graduation or after I cease to be a student for six months or until revoked by me, in writing, and delivered to the Division Director, whichever comes first.*** Any disclosure of information made by WVU prior to the receipt of written revocation is not affected by revocation. I further understand that in order for WVU to release my education records, this release must be executed. Therefore, I, the undersigned, expressly authorize the Division of Medical Laboratory to do the following:

A. Use necessary information from my education records, including grade point average obtained while attending West Virginia University, as it relates to my candidacy for employment, certification, licensure, awards, or accolades. In addition, I hereby authorize West Virginia University to use any grade point average obtained while attending West Virginia University to publicize and/or display any academic awards or recognition that I may receive.

B. Use my Directory Information and/or my photograph, as defined by the University's policy and/or procedure, to promote and market the Division of Medical Laboratory Science, the School of Medicine, and West Virginia University.

_____ _____
Student Signature Date

Identity of student must be confirmed upon receipt by the Division Director.

For Office Use Only:

Received by_____ Date_____

Appendix D

Immunization and Health Information

Health Insurance

Health insurance is required of all students who matriculate at West Virginia University. If you do not have health insurance through your parents, spouse or personal policy that meets WVU requirements, you will automatically be enrolled and billed for insurance through the University. All students must provide documentation of health insurance annually.

Physical Examination
All students must complete and submit the following forms at or before new student orientation:

- Personal Immunization History
- Student Health Evaluation form
    - Page 1 (Medical History)
    - Page 2 (Physical Examination by Licensed Health Care Provider)

The student should take these three forms, along with a printout of our immunization/titer requirements (below) and the instructions, to his/her health care provider.

Immunizations and Titer Requirements

A. All students must have the following immunizations and titers prior to starting the professional program. We follow CDC guidelines for health care providers (website http://www.immunize.org/catg.d/p2017.pdf)

    1. Hepatitis B:

        i. Shots: 3 dose series IM (0, 1 and 6 mos.)

        ii. Titer: IgG anti-HBs 1-2 mos. after dose #3
        (If the Hepatitis series is not complete before matriculation, the student must have at least the first shot. The entire series and titer must be completed no later than December 1 of the first professional year.)

    2. Measles, Mumps, Rubella (MMR)

        i. Shots: 2 doses, 4 weeks apart (if born later than 1957)

        ii. Titer: IgG titer 1-2 mos. after last shot

3. Varicella:
    i. Shots:. 2 doses, 28 days or more apart (if non-immune titer or no prior infection)
    ii. Titer: IgG titer 1-2 mos. after last shot
4. Tetanus booster: within the past 10 years.
5. PPD: The Two-step Mantoux tuberculin skin test (TST) is required within 6 months of starting the program. Thereafter, the student must have a one-step test done annually.
6. Poliomyelitis: All students must complete the primary series and booster (age 4-6) for polio.
7. Meningococcus: WVU requires all students to have this vaccination

B. For non-immune titers:
    1. Hepatitis- restart the series, repeat titer required
    2. MMR- give a third MMR shot, no repeat titer required
    3. Varicella- administer two vaccines, no repeat titer required

C. Any student who declines immunizations for religious or other reasons must be made aware of potential personal dangers and will be required to sign a waiver. This can be downloaded waiver-form-for-students-immunizations.pdf. Please forward this completed form to the Office of Student Services/Professional Programs.

CPR (Cardiopulmonary Resuscitation) Training

Each student must be certified in adult, child, and infant CPR and choking. This training must occur no later than October 1 of the first year and be maintained throughout the remainder of the professional curriculum. The student is responsible for keeping his/her training certification up to date. Only certifications through the American Red Cross or American Heart Association are acceptable. Training courses must include a skills check-off; online training courses will not be accepted.

Documentation and Communication of Health Information

Prior to beginning the professional program, the student must submit completed Health History, Personal Immunization History, and Physical Examination forms. The student must also present copies of titer results and documentation of any additional

immunizations not listed on the Immunization History form. It is the student's responsibility to provide updated information on immunizations, health insurance coverage, PPD results, and CPR certification. Students whose files are incomplete will not be allowed to participate in clinical education rotations. In addition, registration for other courses may be restricted, or course grades may be affected, for students whose files are incomplete.

Once the forms and supporting documents have been submitted, Office of Student Services will enter the completion dates for each health/immunization requirement into a secure, password protected database (SOLE). The student will have electronic access to his/her own database report.

Before a student begins a clinical rotation, the academic program must verify to the clinical site that the student has complied with the health requirements. Some sites may request additional documentation, such as copies of immunization cards, lab reports, etc. In this case, the student will be notified and will be required to furnish the clinic with the appropriate records. Therefore, the student should keep a file of his/her own for copies of all the required documentation with them while they are in school.

The student is responsible for making photocopies of all documents prior to submission to the Office of Student Services.

Revised July 2017

Questions concerning these health issues can be sent to:

Marty Fizer, Program Assistant I
WVU School of Medicine
Division of Medical Laboratory Science
PO Box 9211
Room 2163-E Health Sciences North
Morgantown WV 26506-9211
Phone: (304) 293-2069
Fax: (304) 293-1627

WVU School of Medicine
Clinical Laboratory Science and Histotechnology Programs
History, Examination and Immunization Forms Instructions

Dear Health Care Provider,

Our matriculating student should bring in the following forms for you to complete.

1. Health evaluation form:
   a. Page 1 – Health History: Complete this form fully and have the patient sign the bottom of the form.
   b. Page 2- Physical examination form: Complete this fully. A genital examination is not required but recommended. Please don't overlook the hearing, vision and color blindness tests. Any significant health concerns, physical or mental, should be noted on the form.
2. Immunization form: Complete this form fully.
3. Immunization and Titer requirements: Your patient will need to have the following titers ordered: Hepatitis, Measles, Mumps, Rubella and Varicella. We must have original lab results or a readable copy sent to us- either through your office or by the student. Your help in having these tests completed and results forwarded to us is very much appreciated. Our address, Fax number and email address (should you wish to scan results) are included below.

Should you have any questions about any of the paperwork, please do not hesitate to contact our office either by phone or email.

Many thanks, Beverly Kirby, EdD, MLS (ASCP)
Division Director of Medical Laboratory Sciences

Marty Fizer, Program Assistant I
WVU School of Medicine
Division of Medical Laboratory Science
PO Box 9211
Room 2163-E Health Sciences North
Morgantown WV 26506-9211
Phone: (304) 293-2069
Fax: (304) 293-1627

WestVirginiaUniversity

PROFESSIONAL PROGRAMS

_____ EXERCISE PHYSIOLOGY _____ OCCUPATIONAL THERAPY _____ PHYSICAL THERAPY
MED.LAB.SCIENCE:_____ Clinical Laboratory Sciences _____Pathologist's Assistant _____Histotechnology

STUDENT'S HEALTH EVALUATION FORM

PART 1 - To be completed by student

Name_____ Age_____ Date of Birth_____/_____/_____

Permanent Address_____

In case of emergency, notify: Name_____ Phone_(____)_____

Relationship_____ Address_____

Student's 700#_____

STUDENT'S MEDICAL HISTORY

Allergies	
Operations (date, type)	
Hospitalizations (date, type)	
Medical, emotional problems requiring treatment	
Medications	

STUDENT'S FAMILY HISTORY

FAMILY MEMBER	AGE(S)	STATE OF HEALTH
Mother		
Father		
Brother(s)		
Sister(s)		
Spouse		
Children		

What is your current health status?_____

Comments or additional history:_____

To my knowledge, the Medical History and Immunization information I have provided on this form is accurate and complete. I give permission to the Associate Dean and staff of Professional Programs of the WVU School of Medicine to release the necessary parts of my health forms, including records and titer results when required for on-campus clinical rotations and rotations at other institutions to which I am assigned.

Student's Signature:_____ Date:_____

PART 2 - PHYSICAL EXAMINATION ***(To be completed by physician)***

Name_____ Age_____ Date of Birth_____/_____/_____

Height _____ Weight _____ Pulse _____ Respiration _____ Blood Pressure _____

Vision: OD _____/20; OS _____/20 Hearing: R _____/15; L _____/15

	NORMAL	ABNORMAL	COMMENTS
HEENT			
Neck			
Chest			
Lungs			
Heart			
Abdomen			
Genitalia			
Extremities			
Orthopedic			
Neurologic			

Summary of medical problems/concerns:

Physician Name (Please print)_____

Physician Signature_____ Date of Exam_____

WVU School of Medicine
Clinical Laboratory Science and Histotechnology Programs
Personal Immunization Record

NAME: _____ BIRTHDATE: _____

GENDER: M F (circle one) ALLERGIES: _____

We require the following immunizations:
MMR (2 doses); Hepatitis B (3 doses);
Varicella (2 doses if non-immune titer or no history of disease);
Tetanus (1 dose within 10 years);
Polio (initial series and booster at age 4-6);
PPD (The Two-step Mantoux tuberculin skin test (TST) is required for initial skin testing.)
Meningococcus (required by WVU)

1. M.M.R. (Measles, Mumps, Rubella)
Vaccine #1 ___/___/___
Vaccine #2 ___/___/___

2. Hepatitis B
Vaccine #1 ___/___/___
Vaccine #2 ___/___/___
Vaccine #3 ___/___/___

MMR, VARICELLA, HEPATITIS B TITERS

ARE REQUIRED

Titer results are to be read and signed by physician.

Please attach signed titer results.

3. Varicella
Vaccine #1 ___/___/___ or Self Reported Illness Date ____/___/___
Vaccine #2 ___/___/___

4. Tetanus-Diphtheria-Pertussis (DTaP, Tdap, DT, Td)
Vaccine: ___/___/___ (Td or Tdap?) circle one

5. Polio
Booster: ___/___/___

6. PPD
Date applied ___/___/___ RESULTS: _____ Date Read ___/___/___
Date applied ___/___/___ RESULTS: _____ Date Read ___/___/___

7. Meningococcus
Vaccine ___/___/___

Other Immunizations (if indicated)
Pneumovax ___/___/___
BCG ___/___/___

Health Care Provider: _____ **Date:** _____
(Signature)

OSHA® FactSheet

OSHA's Bloodborne Pathogens Standard

Bloodborne pathogens are infectious microorganisms present in blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), the virus that causes AIDS. Workers exposed to bloodborne pathogens are at risk for serious or life-threatening illnesses.

Protections Provided by OSHA's Bloodborne Pathogens Standard

All of the requirements of OSHA's Bloodborne Pathogens standard can be found in Title 29 of the Code of Federal Regulations at 29 CFR 1910.1030. The standard's requirements state what employers must do to protect workers who are occupationally exposed to blood or other potentially infectious materials (OPIM), as defined in the standard. That is, the standard protects workers who can reasonably be anticipated to come into contact with blood or OPIM as a result of doing their job duties.

In general, the standard requires employers to:

- **Establish an exposure control plan.** This is a written plan to eliminate or minimize occupational exposures. The employer must prepare an exposure determination that contains a list of job classifications in which all workers have occupational exposure and a list of job classifications in which some workers have occupational exposure, along with a list of the tasks and procedures performed by those workers that result in their exposure.
- **Employers must update the plan annually** to reflect changes in tasks, procedures, and positions that affect occupational exposure, and also technological changes that eliminate or reduce occupational exposure. In addition, employers must annually document in the plan that they have considered and begun using appropriate, commercially-available effective safer medical devices designed to eliminate or minimize occupational exposure. Employers must also document that they have solicited input from frontline workers in identifying, evaluating, and selecting effective engineering and work practice controls.
- **Implement the use of universal precautions** (treating all human blood and OPIM as if known to be infectious for bloodborne pathogens).
- **Identify and use engineering controls.** These are devices that isolate or remove the bloodborne pathogens hazard from the workplace. They include sharps disposal containers, self-sheathing needles, and safer medical devices, such as sharps with engineered sharps-injury protection and needleless systems.
- **Identify and ensure the use of work practice controls.** These are practices that reduce the possibility of exposure by changing the way a task is performed, such as appropriate practices for handling and disposing of contaminated sharps, handling specimens, handling laundry, and cleaning contaminated surfaces and items.
- **Provide personal protective equipment (PPE), such as gloves, gowns, eye protection, and masks.** Employers must clean, repair, and replace this equipment as needed. Provision, maintenance, repair and replacement are at no cost to the worker.
- **Make available hepatitis B vaccinations to all workers with occupational exposure.** This vaccination must be offered after the worker has received the required bloodborne pathogens training and within 10 days of initial assignment to a job with occupational exposure.
- **Make available post-exposure evaluation and follow-up to any occupationally exposed worker who experiences an exposure incident.** An exposure incident is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or OPIM. This evaluation and follow-up must be at no cost to the worker and includes documenting the route(s) of exposure and the circumstances

under which the exposure incident occurred; identifying and testing the source individual for HBV and HIV infectivity, if the source individual consents or the law does not require consent; collecting and testing the exposed worker's blood, if the worker consents; offering post-exposure prophylaxis; offering counseling; and evaluating reported illnesses. The healthcare professional will provide a limited written opinion to the employer and all diagnoses must remain confidential.

- **Use labels and signs to communicate hazards.** Warning labels must be affixed to containers of regulated waste; containers of contaminated reusable sharps; refrigerators and freezers containing blood or OPIM; other containers used to store, transport, or ship blood or OPIM; contaminated equipment that is being shipped or serviced; and bags or containers of contaminated laundry, except as provided in the standard. Facilities may use red bags or red containers instead of labels. In HIV and HBV research laboratories and production facilities, signs must be posted at all access doors when OPIM or infected animals are present in the work area or containment module.
- **Provide information and training to workers.** Employers must ensure that their workers receive regular training that covers all elements of the standard including, but not limited to: information on bloodborne pathogens and diseases, methods used to control occupational exposure, hepatitis B vaccine, and medical evaluation and post-exposure follow-up procedures. Employers must offer this training on initial assignment, at least annually thereafter, and when new or modified tasks or procedures affect a worker's occupational exposure. Also, HIV and HBV laboratory and production facility workers must receive specialized initial training, in addition to the training provided to all workers with occupational exposure. Workers must have the opportunity to ask the trainer questions. Also, training must be presented at an educational level and in a language that workers understand.
- **Maintain worker medical and training records.** The employer also must maintain a sharps injury log, unless it is exempt under Part 1904 -- Recording and Reporting Occupational Injuries and Illnesses, in Title 29 of the Code of Federal Regulations.

Additional Information

For more information, go to OSHA's Bloodborne Pathogens and Needlestick Prevention Safety and Health Topics web page at: https://www.osha.gov/SLTC/bloodbornepathogens/index.html.

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Personal Protective Equipment (PPE) Reduces Exposure to Bloodborne Pathogens

OSHA's Bloodborne Pathogens standard (29 CFR 1910.1030) requires employers to protect workers who are occupationally exposed to blood and other potentially infectious materials (OPIM), as defined in the standard. That is, the standard protects workers who can reasonably be anticipated to come into contact with blood or OPIM as a result of doing their job duties.

One way the employer can protect workers against exposure to bloodborne pathogens, such as hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), the virus that causes AIDS, is by providing and ensuring they use personal protective equipment, or PPE. Wearing appropriate PPE can significantly reduce risk, since it acts as a barrier against exposure. Employers are required to provide, clean, repair, and replace this equipment as needed, and at no cost to workers.

Selecting Personal Protective Equipment

Personal protective equipment may include gloves, gowns, laboratory coats, face shields or masks, eye protection, pocket masks, and other protective gear. The PPE selected must be appropriate for the task. This means the level and type of protection must fit the expected exposure. For example, gloves may be the only PPE needed for a laboratory technician who is drawing blood. However, a pathologist conducting an autopsy would need much more protective clothing because of the different types of exposure (e.g., splashes, sprays) and the increased amount of blood and OPIM that are encountered. PPE must be readily accessible to workers and available in appropriate sizes.

If it can be reasonably expected that a worker could have hand contact with blood, OPIM, or contaminated surfaces or items, the employer must ensure that the worker wears gloves. Single-use gloves cannot be washed or decontaminated for reuse. Utility gloves may be decontaminated if their ability to provide an effective barrier is not compromised. They should be replaced when they show signs of cracking, peeling, tearing, puncturing, or deteriorating. Non-latex gloves, glove liners, powderless gloves or similar alternatives must be provided if workers are allergic to the gloves normally provided.

Gloves are required for all phlebotomies outside of volunteer blood donation centers. If an employer in a volunteer blood donation center judges that routine gloving for all phlebotomies is not necessary, then the employer is required to periodically re-evaluate this policy; make gloves available for workers who want to use them; and cannot discourage their use. In addition, employers must ensure that workers in volunteer blood donation centers use gloves (1) when they have cuts, scratches or other breaks in their skin, (2) while they are in training, or (3) when the worker believes that hand contamination might occur.

When splashes, sprays, splatters, or droplets of blood or OPIM pose a hazard to the eyes, nose or mouth, then masks in conjunction with eye protection (such as goggles or glasses with solid side shields) or chin-length face shields must be worn. Protection against exposure to the body is provided by protective clothing, such as gowns, aprons, lab coats, and similar garments. Surgical caps or hoods, and shoe covers or boots are needed when gross contamination is expected, such as during orthopedic surgery or autopsies.

In HIV and HBV research laboratories and production facilities, laboratory coats, gowns, smocks, uniforms, or other appropriate protective clothing must be used in work areas and animal rooms. Also, protective clothing must not be worn outside of the work area and must be decontaminated before being laundered.

Exception to Use of Personal Protective Equipment

A worker may choose, temporarily and briefly, **under rare and extraordinary circumstances**, to forego use of personal protective equipment. It must be the worker's professional judgment that using the personal protective equipment would prevent the delivery of health care or public safety services or would pose an increased hazard to the safety of the worker or coworker. When such a situation occurs, the employer is required to investigate and document the circumstances to determine if there is a way to avoid it from happening again in the future. Employers and workers should be aware that this is not a blanket exemption to the requirement to use PPE. OSHA expects that this will be an extremely rare occurrence.

Decontaminating and Disposing of Personal Protective Equipment

Employers must ensure that workers remove personal protective equipment before leaving the work area. If a garment is penetrated by blood or OPIM, it must be removed immediately or as soon as feasible. Once PPE is removed, it must be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal. In addition, employers must ensure that workers wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.

Additional Information

For more information, go to OSHA's Bloodborne Pathogens and Needlestick Prevention Safety and Health Topics web page at: https://www.osha.gov/SLTC/bloodbornepathogens/index.html.

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Protecting Yourself When Handling Contaminated Sharps

Sharps are objects that can penetrate a worker's skin, such as needles, scalpels, broken glass, capillary tubes and the exposed ends of dental wires. If blood or other potentially infectious materials (OPIM), as defined in the OSHA Bloodborne Pathogens standard (29 CFR 1910.1030), are present or may be present on the sharp, it is a contaminated sharp and appropriate personal protective equipment must be worn.

A needlestick or a cut from a contaminated sharp can result in a worker being infected with human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), and other bloodborne pathogens. The standard specifies measures to reduce these types of injuries and the risk of infection.

Careful handling of contaminated sharps can prevent injury and reduce the risk of infection. Employers must ensure that workers follow these work practices to decrease the workers' chances of contracting bloodborne diseases.

Safer Medical Devices

Employers are required to consider and use safer medical devices, wherever possible. These devices include those that are needleless or have built-in protection to guard workers against contact with the contaminated sharp. In addition, employers must ask non-managerial patient care workers who could be exposed to contaminated sharps injuries for their input in identifying, evaluating and selecting effective work practice and engineering controls, including safer medical devices. The employer must document consideration and implementation of these devices, and the solicitation of worker input, in the Exposure Control Plan.

Prompt Disposal

Employers must also ensure that contaminated sharps are disposed of in sharps disposal containers immediately or as soon as feasible after use. Sharps disposal containers must be readily accessible and located as close as feasible to the area where sharps will be used. In some cases, they may be placed on carts to prevent patients, such as psychiatric patients or children, from accessing the sharps. Containers also must be available wherever sharps may be found, such as in laundries.

Contaminated sharps must never be sheared or broken. Recapping, bending, or removing needles is permissible only if there is no feasible alternative or if such actions are required for a specific medical or dental procedure. If recapping, bending, or removal is necessary, employers must ensure that workers use either a mechanical device or a one-handed technique. The cap must not be held in one hand while guiding the sharp into it or placing it over the sharp. A one-handed "scoop" technique uses the needle itself to pick up the cap, and then the cap is pushed against a hard surface to ensure a tight fit onto the device. Also, the cap may be held with tongs or forceps and placed over the needle. Contaminated broken glass must not be picked up by hand, but must be cleaned up using mechanical means, such as a brush and dust pan, tongs, or forceps.

Sharps Containers

Containers for contaminated sharps must be puncture-resistant. The sides and the bottom must be leakproof. They must be appropriately labeled or color-coded red to warn everyone that the contents are hazardous. Containers for disposable sharps must be closable (that is, have a lid, flap, door, or other means of closing the container), and they must be kept upright to keep the sharps and any liquids from spilling out of the container.

The containers must be replaced routinely and not be overfilled, which can increase the risk of needlesticks or cuts. Sharps disposal containers that are reusable must not be opened, emptied,

or cleaned manually or in any other manner that would expose workers to the risk of sharps injury. Employers also must ensure that reusable sharps that are contaminated are not stored or processed in a manner that requires workers to reach by hand into the containers where these sharps have been placed.

Handling Containers

Before sharps disposal containers are removed or replaced, they must be closed to prevent spilling the contents. If there is a chance of leakage from the disposal container, the employer must ensure that it is placed in a secondary container that is closable, appropriately labeled or color-coded red, and constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping.

Additional Information

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Formaldehyde

Formaldehyde is a colorless, strong-smelling gas often found in aqueous (water-based) solutions. Commonly used as a preservative in medical laboratories and mortuaries, formaldehyde is also found in many products such as chemicals, particle board, household products, glues, permanent press fabrics, paper product coatings, fiberboard, and plywood. It is also widely used as an industrial fungicide, germicide and disinfectant.

Although the term formaldehyde describes various mixtures of formaldehyde, water, and alcohol, the term "formalin" is used to describe a saturated solution of formaldehyde dissolved in water, typically with another agent, most commonly methanol, added to stabilize the solution. Formalin is typically 37% formaldehyde by weight (40% by volume) and 6-13% methanol by volume in water. The formaldehyde component provides the disinfectant effects of formalin.

What Employers Should Know

The OSHA Formaldehyde standard (29 CFR 1910.1048) and equivalent regulations in states with OSHA-approved state plans protects workers exposed to formaldehyde and apply to all occupational exposures to formaldehyde from formaldehyde gas, its solutions, and materials that release formaldehyde.

- The permissible exposure limit (PEL) for formaldehyde in the workplace is 0.75 parts formaldehyde per million parts of air (0.75 ppm) measured as an 8-hour time-weighted average (TWA).
- The standard includes a second PEL in the form of a short-term exposure limit (STEL) of 2 ppm which is the maximum exposure allowed during a 15-minute period.
- The action level – which is the standard's trigger for increased industrial hygiene monitoring and initiation of worker medical surveillance – is 0.5 ppm when calculated as an 8-hour TWA.

Harmful Effects on Workers

Formaldehyde is a sensitizing agent that can cause an immune system response upon initial exposure. It is also a cancer hazard. Acute exposure is highly irritating to the eyes, nose, and throat and can make anyone exposed cough and wheeze. Subsequent exposure may cause severe allergic reactions of the skin, eyes and respiratory tract. Ingestion of formaldehyde can be fatal, and long-term exposure to low levels in the air or on the skin can cause asthma-like respiratory problems and skin irritation such as dermatitis and itching. Concentrations of 100 ppm are immediately dangerous to life and health (IDLH).

Note: The National Institute for Occupational Safety and Health (NIOSH) considers 20 ppm of formaldehyde to be IDLH.

Routes of Exposure

Workers can inhale formaldehyde as a gas or vapor or absorb it through the skin as a liquid. They can be exposed during the treatment of textiles and the production of resins. In addition to healthcare professionals and medical lab technicians, groups at potentially high risk include mortuary workers as well as teachers and students who handle biological specimens preserved with formaldehyde or formalin.

How Employers Can Protect Workers

Airborne concentrations of formaldehyde above 0.1 ppm can cause irritation of the respiratory tract. The severity of irritation intensifies as concentrations increase.

Provisions of the OSHA standard require employers to do the following:

- Identify all workers who may be exposed to formaldehyde at or above the action level or STEL through initial monitoring and determine their exposure.

- Reassign workers who suffer significant adverse effects from formaldehyde exposure to jobs with significantly less or no exposure until their condition improves. Reassignment may continue for up to 6 months until the worker is determined to be able to return to the original job or to be unable to return to work – whichever comes first.
- Implement feasible engineering and work practice controls to reduce and maintain worker exposure to formaldehyde at or below the 8-hour TWA and the STEL. If these controls cannot reduce exposure to or below the PELs, employers must provide workers with respirators.
- Label all mixtures or solutions composed of greater than 0.1 percent formaldehyde and materials capable of releasing formaldehyde into the air at concentrations reaching or exceeding 0.1 ppm. For all materials capable of releasing formaldehyde at levels above 0.5 ppm during normal use, the label must contain the words "potential cancer hazard."
- Train all workers exposed to formaldehyde concentrations of 0.1 ppm or greater at the time of initial job assignment and whenever a new exposure to formaldehyde is introduced into the work area. Repeat training annually.
- Select, provide and maintain appropriate personal protective equipment (PPE). Ensure that workers use PPE such as impervious clothing, gloves, aprons, and chemical splash goggles to prevent skin and eye contact with formaldehyde.
- Provide showers and eyewash stations if splashing is likely.
- Provide medical surveillance for all workers exposed to formaldehyde at concentrations at or above the action level or exceeding the STEL, for those who develop signs and symptoms of overexposure, and for all workers exposed to formaldehyde in emergencies.

Recordkeeping Requirements

Employers are required to do the following regarding worker exposure records:

- Retain exposure records for 30 years.
- Retain medical records for 30 years after employment ends.
- Allow access to medical and exposure records to current and former workers or their designated representatives upon request.

Additional Information

For more information on this, and other health-related issues affecting workers, visit OSHA's web site at www.osha.gov.

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DSG 4/2011

Occupational Health Guideline for Xylene

INTRODUCTION

This guideline is intended as a source of information for employees, employers, physicians, industrial hygienists, and other occupational health professionals who may have a need for such information. It does not attempt to present all data; rather, it presents pertinent information and data in summary form.

SUBSTANCE IDENTIFICATION

- Formula: $C_6H_4(CH_3)_2$
- Synonyms: Commercial xylene (xylol) is a mixture, mostly the meta-isomer. 1) O-xylene, ortho-xylene, 1,2-dimethylbenzene; 2) m-xylene, meta-xylene, 1,3-dimethylbenzene; 3) p-xylene, para-xylene, 1,4-dimethylbenzene
- Appearance and odor: Colorless liquids with aromatic odors (pure p-xylene is a solid below 12.7 C (55 F)).

PERMISSIBLE EXPOSURE LIMIT (PEL)

The current OSHA standard for xylene is 100 parts of xylene per million parts of air (ppm) averaged over an eight-hour work shift. This may also be expressed as 435 milligrams of xylene per cubic meter of air (mg/m^3). NIOSH has recommended that the permissible exposure limit be changed to 100 ppm averaged over a work shift of up to ten hours per day, forty hours per week, with an acceptable ceiling level of 200 ppm averaged over a 10-minute period. The NIOSH Criteria Document for Xylene should be consulted for more detailed information.

HEALTH HAZARD INFORMATION

- **Routes of exposure**

Xylene can affect the body if it is inhaled, if it comes in contact with the eyes or skin, or if it is swallowed. It may enter the body through the skin.

- **Effects of overexposure**

1. Short-term Exposure: Xylene vapor may cause irritation of the eyes, nose, and throat. At high concentrations, xylene vapor may cause severe breathing difficulties which may be delayed in onset. At high concentrations, it may also cause dizziness, staggering, drowsiness, and unconsciousness. In addition, breathing high concentrations may cause loss of appetite, nausea, vomiting, and abdominal pain. Liquid xylene may be irritating to the eyes and skin. Exposure to high concentrations of xylene vapor may cause reversible damage to the kidneys and liver.

2. Long-term Exposure: Repeated or prolonged exposure to xylene may cause a skin rash. Repeated exposure of the eyes to high concentrations of xylene vapor may cause reversible eye damage.

3. Reporting Signs and Symptoms: A physician should be contacted if anyone develops any signs or symptoms and suspects that they are caused by exposure to xylene.

- **Recommended medical surveillance**

The following medical procedures should be made available to each employee who is exposed to xylene at potentially hazardous levels:

1. Initial Medical Examination:

—A complete history and physical examination: The purpose is to detect pre-existing conditions that might place the exposed employee at increased risk, and to establish a baseline for future health monitoring. Examination of the central nervous system, eyes, gastrointestinal tract, blood, liver, and kidneys should be stressed. The skin should be examined for evidence of chronic disorders.

—A complete blood count: Xylene has been shown to cause reversible hematopoietic depression in animals. A complete blood count should be performed, including a red cell count, a white cell count, a differential count of a stained smear, as well as hemoglobin and hematocrit.

—Liver function tests: Since liver damage has been observed in humans exposed to xylene, a profile of liver

These recommendations reflect good industrial hygiene and medical surveillance practices and their implementation will assist in achieving an effective occupational health program. However, they may not be sufficient to achieve compliance with all requirements of OSHA regulations.

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function should be obtained by using a medically acceptable array of biochemical tests.

—Urinalysis: Since kidney damage has been observed in humans exposed to xylene, a urinalysis should be obtained to include at a minimum specific gravity, albumin, glucose, and a microscopic on centrifuged sediment.

2. Periodic Medical Examination: The aforementioned medical examinations should be repeated on a biannual basis.

• **Summary of toxicology**

Xylene vapor irritates the eyes, mucous membranes, and skin; at high concentrations it causes narcosis. In animals, xylene causes blood changes reflecting mild toxicity to the hematopoietic system. Repeated exposure of rabbits to 1150 ppm of a mixture of isomers of xylene for 40 to 55 days caused a reversible decrease in red and white cell count and an increase in thrombocytes; exposure to 690 ppm for the same time period caused only a slight decrease in the white cell count. Three painters working in a confined space of a fuel tank were overcome by xylene vapors estimated to be 10,000 ppm; they were not found until 18.5 hours after entering the tank, and one died from pulmonary edema shortly thereafter; the other two recovered completely in 2 days; both had temporary hepatic impairment (inferred from elevated serum transaminase levels) and one of them had evidence of temporary renal impairment (increased blood urea and reduced creatinine clearance). In humans, exposure to undetermined but high concentrations caused dizziness, excitement, drowsiness, incoordination and a staggering gait. Workers exposed to concentrations above 200 ppm complain of anorexia, nausea, vomiting, and abdominal pain. Brief exposure of humans to 200 ppm caused irritation of the eyes, nose, and throat. There are reports of reversible corneal vacuolation in workers exposed to xylene, or to xylene plus other volatile solvents. The liquid is a skin irritant and causes erythema, dryness, and defatting; prolonged contact may cause the formation of vesicles.

CHEMICAL AND PHYSICAL PROPERTIES

Data in the following section are presented for xylene's three isomers: 1) ortho, 2) meta, and 3) para.

• **Physical data**

1. Molecular weight: 106.2

2. Boiling point (760 mm Hg): 1) 144.4 C (292 F); 2) 138.9 C (282 F); 3) 138.3 C (281 F)

3. Specific gravity (water = 1): 1) 0.88; 2) 0.86; 3) 0.86

4. Vapor density (air = 1 at boiling point of xylene): 3.7

5. Melting point: 1) −25 C (−12 F); 2) −48 C (−54 F); 3) 13 C (55 F)

6. Vapor pressure at 20 C (68 F): 1) 7 mm Hg; 2) 9 mm Hg; 3) 9 mm Hg

7. Solubility in water, g/100 g water at 20 C (68 F): 1) 0.00003; 2) 0.00003; 3) 0.00003

8. Evaporation rate (butyl acetate = 1): 1) 0.7; 2) 0.7; 3) 0.7

• **Reactivity**

1. Conditions contributing to instability: Elevated temperatures may cause containers to burst.

2. Incompatibilities: Contact with strong oxidizers may cause fires and explosions.

3. Hazardous decomposition products: Toxic gases and vapors (such as carbon monoxide) may be released in a fire involving xylene.

4. Special precautions: Xylene will attack some forms of plastics, rubber, and coatings.

• **Flammability**

1. Flash point: 1) 32 C (90 F) (closed cup); 2) 28.9 C (84 F); 3) 27.2 C (81 F)

2. Autoignition temperature: 1) 465 C (869 F); 2) 530 C (986 F); 3) 530 C (986 F)

3. Flammable limits in air, % by volume: Lower: 1) 1.0; 2) 1.1; 3) 1.1; Upper: 1) 6.0; 2) 7.0; 3) 7.0

4. Extinguishant: Foam, carbon dioxide, dry chemical

• **Warning properties**

1. Odor Threshold: Patty states that "the initial odor of 200 ppm has an intensity of approximately 3 and an irritation value of 1. As in most other instances, olfactory fatigue occurs rapidly and the odor is no longer detected at this concentration."

2. Eye Irritation Level: The AIHA *Hygienic Guide* states that "exposure to vapors at 200 ppm caused eye irritation in most of the persons tested. Lesions in the form of fine vacuoles in the cornea of cats exposed to commercial xylene vapors have been observed."

3. Other Information: The *Handbook of Industrial Organic Chemicals* states that xylene "may be irritating to eyes, nose and throat as exposure exceeds threshold limit." The *Hygienic Guide* notes that 200 ppm causes irritation of the nose and throat.

4. Evaluation of Warning Properties: Through its irritant effects, xylene can be detected within three times the permissible exposure limit. For the purposes of this guideline, therefore, xylene is treated as a material with good warning properties.

MONITORING AND MEASUREMENT PROCEDURES

• **Eight-Hour Exposure Evaluation**

Measurements to determine employee exposure are best taken so that the average eight-hour exposure is based on a single eight-hour sample or on two four-hour samples. Several short-time interval samples (up to 30 minutes) may also be used to determine the average exposure level. Air samples should be taken in the employee's breathing zone (air that would most nearly represent that inhaled by the employee).

• **Ceiling Evaluation**

Measurements to determine employee ceiling exposure are best taken during periods of maximum expected airborne concentrations of xylene. Each measurement

should consist of a ten (10) minute sample or series of consecutive samples totalling ten (10) minutes in the employee's breathing zone (air that would most nearly represent that inhaled by the employee). A minimum of three (3) measurements should be taken on one work shift and the highest of all measurements taken is an estimate of the employee's exposure.

• **Method**

Sampling and analyses may be performed by collection of vapors using an adsorption tube with subsequent desorption with carbon disulfide and gas chromatographic analysis. Also, detector tubes certified by NIOSH under 42 CFR Part 84 or other direct-reading devices calibrated to measure xylene may be used. An analytical method for xylene is in the *NIOSH Manual of Analytical Methods*, 2nd Ed., Vol. 3, 1977, available from the Government Printing Office, Washington, D.C. 20402 (GPO No. 017-033-00261-4).

RESPIRATORS

• Good industrial hygiene practices recommend that engineering controls be used to reduce environmental concentrations to the permissible exposure level. However, there are some exceptions where respirators may be used to control exposure. Respirators may be used when engineering and work practice controls are not technically feasible, when such controls are in the process of being installed, or when they fail and need to be supplemented. Respirators may also be used for operations which require entry into tanks or closed vessels, and in emergency situations. If the use of respirators is necessary, the only respirators permitted are those that have been approved by the Mine Safety and Health Administration (formerly Mining Enforcement and Safety Administration) or by the National Institute for Occupational Safety and Health.

• In addition to respirator selection, a complete respiratory protection program should be instituted which includes regular training, maintenance, inspection, cleaning, and evaluation.

PERSONAL PROTECTIVE EQUIPMENT

• Employees should be provided with and required to use impervious clothing, gloves, face shields (eight-inch minimum), and other appropriate protective clothing necessary to prevent repeated or prolonged skin contact with liquid or solid xylene.

• Clothing contaminated with xylene should be placed in closed containers for storage until it can be discarded or until provision is made for the removal of xylene from the clothing. If the clothing is to be laundered or otherwise cleaned to remove the xylene, the person performing the operation should be informed of xylene's hazardous properties.

• Any clothing which becomes wet with liquid xylene should be removed immediately and non-impervious clothing which becomes contaminated with xylene should be removed promptly and not reworn until the xylene is removed from the clothing.

• Employees should be provided with and required to use splash-proof safety goggles where liquid or solid xylene may contact the eyes.

SANITATION

• Skin that becomes contaminated with xylene should be promptly washed or showered with soap or mild detergent and water to remove any xylene.

• Employees who handle liquid or solid xylene should wash their hands thoroughly with soap or mild detergent and water before eating, smoking, or using toilet facilities.

COMMON OPERATIONS AND CONTROLS

The following list includes some common operations in which exposure to xylene may occur and control methods which may be effective in each case:

Operation	Controls
Use as an intermediate during manufacture of plastics, synthetic fibers, and mixed/pure isomers	Process enclosure; local exhaust ventilation; general mechanical ventilation; personal protective equipment
Use as diluent or solvent in surface coatings, printing operations, and manufacture of rubber; degreasing agent in plastics and electronics manufacture; in organic synthesis reactions and manufacture of epoxy resins	Process enclosure; local exhaust ventilation; general mechanical ventilation; personal protective equipment
Use in formulation of insecticides	Process enclosure; local exhaust ventilation; general mechanical ventilation; personal protective equipment
Use in manufacture of xylene-formaldehyde resins; pharmaceuticals, vitamins, leather; and as a sterilizing agent for cat-gut and in microscopy	Process enclosure; local exhaust ventilation; general mechanical ventilation; personal protective equipment

Operation	Controls
Use during blending of motor and aviation fuels	Process enclosure; local exhaust ventilation; general mechanical ventilation; personal protective equipment

EMERGENCY FIRST AID PROCEDURES

In the event of an emergency, institute first aid procedures and send for first aid or medical assistance.

• **Eye Exposure**

If liquid or solid xylene gets into the eyes, wash eyes immediately with large amounts of water, lifting the lower and upper lids occasionally. Get medical attention immediately. Contact lenses should not be worn when working with this chemical.

• **Skin Exposure**

If liquid or solid xylene gets on the skin, promptly wash the contaminated skin using soap or mild detergent and water. If liquid or solid xylene penetrates through the clothing, remove the clothing immediately and wash the skin using soap or mild detergent and water. If irritation is present after washing, get medical attention.

• **Breathing**

If a person breathes in large amounts of xylene, move the exposed person to fresh air at once. If breathing has stopped, perform artificial respiration. Keep the affected person warm and at rest. Get medical attention as soon as possible.

• **Swallowing**

When xylene has been swallowed, do not induce vomiting. Get medical attention immediately.

• **Rescue**

Move the affected person from the hazardous exposure. If the exposed person has been overcome, notify someone else and put into effect the established emergency rescue procedures. Do not become a casualty. Understand the facility's emergency rescue procedures and know the locations of rescue equipment before the need arises.

SPILL, LEAK, AND DISPOSAL PROCEDURES

• Persons not wearing protective equipment and clothing should be restricted from areas of spills or leaks until cleanup has been completed.

• If xylene is spilled or leaked, the following steps should be taken:

1. Remove all ignition sources.
2. Ventilate area of spill or leak.
3. For small quantities, absorb on paper towels. Evaporate in a safe place (such as a fume hood). Allow sufficient time for evaporating vapors to completely clear the hood ductwork. Burn the paper in a suitable location away from combustible materials. Large quantities can be reclaimed or collected and atomized in a suitable combustion chamber. Xylene should not be allowed to enter a confined space, such as a sewer, because of the possibility of an explosion. Sewers designed to preclude the formation of explosive concentrations of xylene vapors are permitted.
4. If the solid form, allow to melt and treat as in (3) above.

• Waste disposal method:

Xylene may be disposed of by atomizing in a suitable combustion chamber.

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WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS
POLICY 57

TOBACCO FREE CAMPUS

Section 1: General.

1.1 **Purpose.** – To establish a policy that prohibits tobacco use at West Virginia University ("WVU").

1.2 **Authority.** – W. Va. Code §18B-1-6; W. Va. Code §18B-2A-4(a).

1.3 **Scope.** – Subject to the provisions below, this policy applies to all members of the University community.

1.4 **Effective Date.** – This Policy is enacted June 7, 2012, however, as set forth below, the University will not be tobacco free until July 1, 2013.

1.5 **Revision History.** – This is a revision to the original Policy 57, which was effective June 4, 2010, and remains in effect until July 1, 2013, regarding a tobacco free Health Sciences Center Campus.

Section 2: Definitions.

2.1 "WVU Campus" is defined as (1) property controlled by WVU and under the jurisdiction of the West Virginia University Board of Governors, which includes any premises owned, operated, leased, or occupied by WVU; or (2) any street, road, or thoroughfare immediately adjacent to or passing through WVU owned property. This definition does not include the divisional campuses; however, the President is hereby delegated the authority to extend this Policy to the divisional campuses, once appropriate input and comment has been obtained from each of the campuses.

2.2 "Member of the University community," for purposes of this policy only, is defined as an individual engaged in any WVU activity or program, or any individual on the WVU Campus, including, but not limited to, any person who is a student, staff, faculty member, other WVU official, vendor, patient, or visitor.

Section 3: Policy.

3.1 Subject to section 3.2 below, beginning July 1, 2013, use of tobacco products, in any form, by a member of the University community located on or visiting the WVU campus is prohibited. Members of the University community shall be required to comply with this prohibition on the use of tobacco products.

3.2 Events that attract a large number of off-campus visitors to the WVU Campus may be exempted on a case by case basis with the approval of the Vice President for Administration and Finance, provided that all smoking be restricted to designated outdoor smoking areas.

Section 4: Communication of Policy and Designation of the Tobacco Free Boundaries.

4.1 Signs posted at vehicular and pedestrian entry ways into the WVU Campus will indicate that the WVU Campus is tobacco free. The policy will be posted on appropriate WVU website(s). In addition, implementation of the policy will be communicated internally by a variety of electronic and written means. To the extent practical, adequate notification that the WVU Campus is tobacco free will be made to the appropriate individuals, including those that apply for employment, attend meetings and conferences on the WVU Campus, and those that apply for enrollment at any of the WVU schools and/or programs.

Section 5: Compliance.

5.1 All members of the University community must comply with this policy. Violation of the policy by students may subject them to disciplinary sanctions, up to and including expulsion. Violation of this policy by employees may subject them to disciplinary action, up to and including termination of employment. Violation of this policy by other members of the University community may subject them to removal from the WVU Campus. The President's designees shall be responsible for enforcement of this policy.

5.2 Members of the University community are expected to comply with the provisions of the tobacco free policies of any entity, whose property adjoins the WVU Campus.

Section 6: Tobacco Cessation Program.

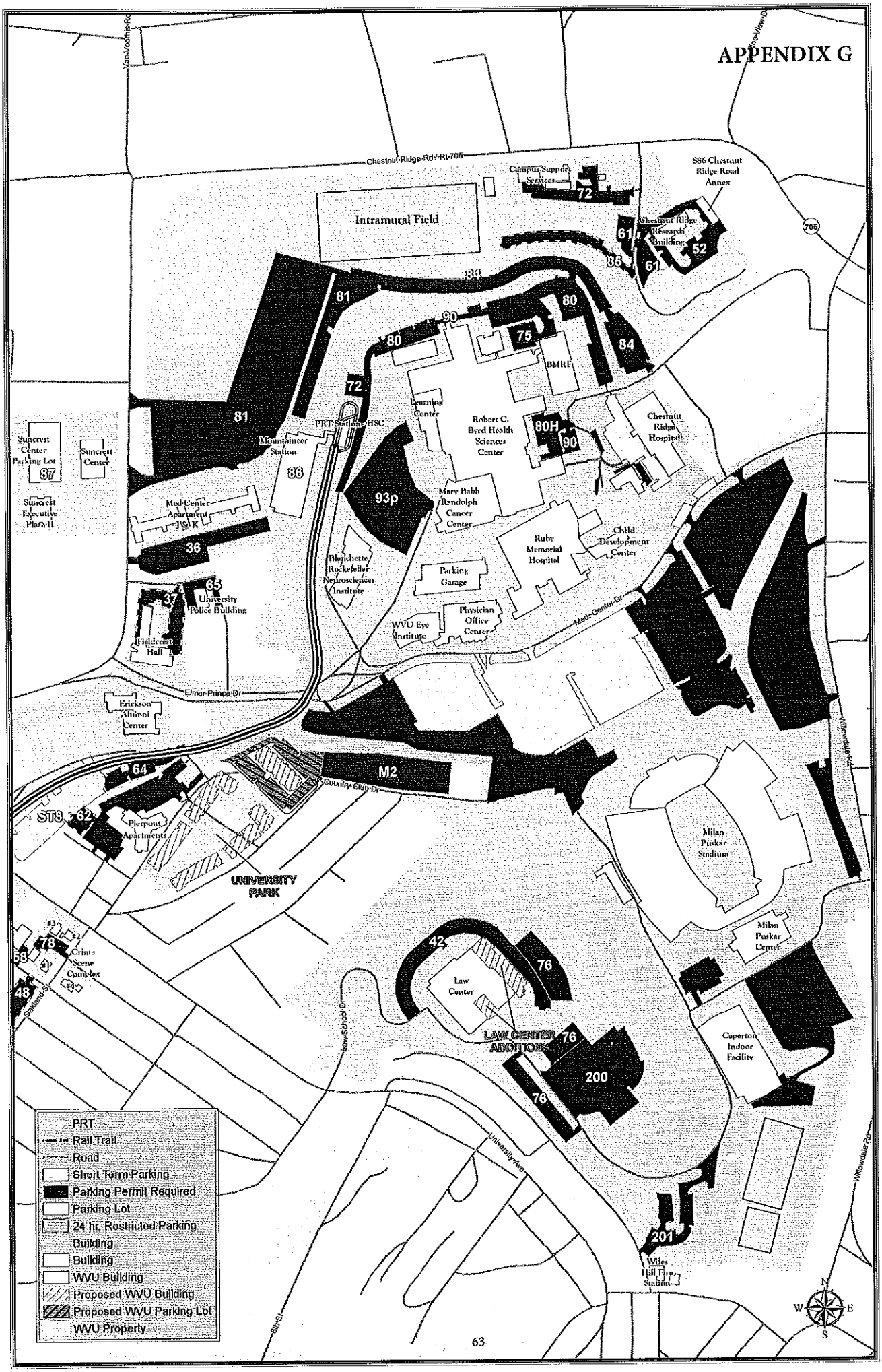
6.1 WVU is committed to supporting our students, faculty, and staff who wish to overcome their addiction to tobacco products. A comprehensive description of tobacco use cessation options and resources available to our students and employees can be accessed at: http://www.wvu.edu.

6.2 Employees shall be eligible to utilize all tobacco cessation programs and resources which may be free or reimbursable by insurance. Students shall be eligible to utilize all tobacco cessation programs available through WellWVU.

Section 7: Responsibility for Application/Interpretation/Development of Procedures.

7.1 Responsibility for the application and interpretation of this policy and the development of procedures, if any, rests with the President and/or the President's designees.

APPENDIX G


Van Voorhis Rd
Chestnut Ridge Rd / Rt 705
Campus Support Services
72
886 Chestnut Ridge Road Annex
Intramural Field
Chestnut Ridge Research Building
61
52
85
84
81
80
90
75
BMRF
Learning Center
Robert C. Byrd Health Sciences Center
80H
Chestnut Ridge Hospital
PRT Station - HSC
Mountaineer Station
86
Suncrest Center Parking Lot
87
Suncrest Center
Suncrest Executive Plaza II
Med-Center Apartment
36
93p
Mary Babb Randolph Cancer Center
Ruby Memorial Hospital
Child Development Center
Blanchette Rockefeller Neurosciences Institute
Parking Garage
WVU Eye Institute
Physician Office Center
Med-Center Dr
37
65
University Police Building
Hodgesen Hall
Elmer Prince Dr
Erickson Alumni Center
64
M2
Country Club Dr
ST8
62
Pierpont Apartments
UNIVERSITY PARK
Milan Puskar Stadium
Milan Puskar Center
#3
#2
#1
78
58
48
Crime Scene Complex
Oakland St
42
76
Law Center
Law School Dr
LAW CENTER ADDITIONS
200
Caperton Indoor Facility
University Ave
Willowdale Rd
201
Wiles Hill Fire Station
Elm St
PRT
Rail Trail
Road
Short Term Parking
Parking Permit Required
Parking Lot
24 hr. Restricted Parking
Building
Building
WVU Building
Proposed WVU Building
Proposed WVU Parking Lot
WVU Property
N
W
E
S

WVU DIVISION OF MEDICAL LABORATORY SCIENCE
INCIDENT/ACCIDENT REPORT

Student Name: _____

Date of Occurrence: _____ Time: _____

Place of Occurrence: _____

Description of incident or accident: _____
_____
_____
_____

Immediate action taken: _____
_____
_____
_____

Student taken to health services for review, evaluation and/or testing according to laboratory policy?

Yes _____ No _____

If yes, name or description of health service: _____
_____
_____
_____

Person(s) making report:

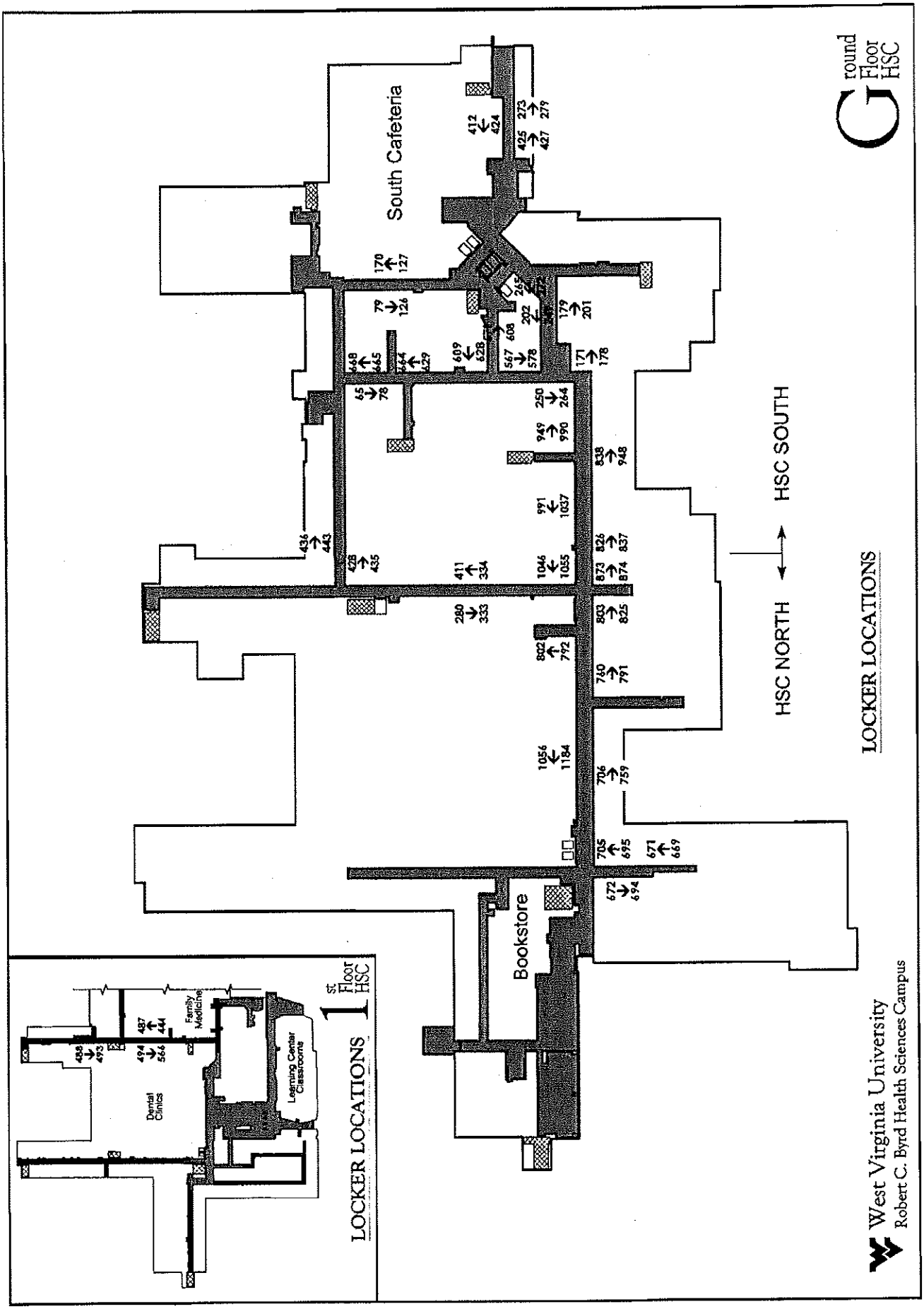
_____ Date: _____

_____ Date: _____

Program Director:

_____ Date: _____

THIS FORM MUST BE COMPLETED AND FILED IN THE STUDENT'S FILE IN THE WVU MEDICAL LABORATORY SCIENCE DIVISION OFFICE.


Ground Floor HSC
South Cafeteria
Bookstore
HSC NORTH
HSC SOUTH
LOCKER LOCATIONS
West Virginia University
Robert C. Byrd Health Sciences Campus
1st Floor HSC
LOCKER LOCATIONS
Family Medicine
Learning Center Classrooms
Dental Clinics

Optional Syllabus Statement on Sexual Misconduct and Resources:

West Virginia University (WVU) does not tolerate sexual misconduct, including harassment, stalking, sexual assault, sexual exploitation, or relationship violence [BOG Policy 44]. It is important for you to know that there are resources available if you or someone you know needs assistance. You may speak to a member of university administration, faculty, or staff, but keep in mind that they have an obligation to report the incident to the Title IX Coordinator. If you want to speak to someone who is permitted to keep your disclosure confidential, please seek assistance from the **Carruth Center**, **304-293-9355** or **304-293-4431** (24-hour hotline), and locally within the community at the **Rape and Domestic Violence Information Center** (RDVIC), **304-292-5100** or **304-292-4431** (24-hour hotline).

For students at WVU-Tech, contact the **Women's Resource Center** at **304-255-1585** (toll free at **1-888-825-7836**) or **REACH** at **304-340-3676**. For students at Potomac State, contact the **PSC Psychological Services Office** at **304-788-6976**, and locally in Keyser, the **Family Crisis Center, 304-788-6061 or 1-800-698-1240** (24-hour hotline).

For more information please consult WVU policies at http://titleix.wvu.edu.

Inclusivity Statement

The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion.

If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise me and make appropriate arrangements with the Office of Accessibility Services (293-6700). For more information on West Virginia University's Diversity, Equity, and Inclusion initiatives, please see http://diversity.wvu.edu.

[adopted 2-11-2013]

Sale of Course Material Syllabus Statement

All course materials, including lectures, class notes, quizzes, exams, handouts, presentations, and other materials provided to students for this course are protected intellectual property. As such, the unauthorized purchase or sale of these materials may result in disciplinary sanctions under the Campus Student Code.

[endorsed 5-11-2015]

Student Evaluation of Instruction Statement

Effective teaching is a primary mission of West Virginia University. Student evaluation of instruction provides the university and the instructor with feedback about your experiences in the course for review and course improvement. Your participation in the evaluation of course instruction is both strongly encouraged and highly valued. Results are strictly confidential, anonymous, and not available to the instructor until after final grades are released by Admissions and Records. Information about how you can complete this evaluation will be provided later.

[adopted 4-14-08]

WVU Medical Laboratory Science
Student Grievance/Complaint Policy

A grievance or complaint must be submitted to the Medical Laboratory Science (MLS) Division Office within 15 working days of the incident using the form in Appendix N. A conference will be held with the MLS Division Director, the student and the offending person(s) if deemed appropriate. If the grievance is not resolved or if the student does not agree with the recommendation for action, the student may appeal to the Dean of the Professional Programs. If the grievance involves the MLS Division Director, the student should address his or her concern to the Dean of Professional Programs.

WVU Medical Laboratory Science

Form for Documenting Student Conferences/Complaints/Grievances

Student Name: _____

Date: _____

Session Initiated by: _____

Nature of Session: _____

Summary of Discussion:

Resolution/Recommendation:

Recommendation for Action:

_____ None/Place in Student File for Future Reference
_____ Division Director
_____ Academic and Professional Standards Committee
_____ Dean

Faculty Signature: _____

Student Signature: _____
(Student signature does not mean that the student agrees or disagrees with the decision, only that he/she was present for this conference.)