

# BIOMEDICAL LABORATORY DIAGNOSTICS UNDERGRADUATE STUDENT HANDBOOK CLASS OF 2025



West Virginia University School of Medicine  
Professional Programs  
Department of Pathology, Anatomy, Laboratory Medicine  
Biomedical Laboratory Diagnostics

---

*THIS HANDBOOK APPLIES TO THE WVU BLD UNDERGRADUATE CLASS OF 2025*

---

## **Disclaimer**

This Student Handbook is a compilation of the policies, practices, and procedures of the West Virginia University Biomedical Laboratory Diagnostics Program. Please read it and become familiar with its content. Together with major WVU publications, such as the Undergraduate Catalog, Bulletins and University Student Handbook, it provides answers to many questions, informs students of their rights and responsibilities, and establishes the Program's expectations of its student community.

The Program reserves the right to modify, change, or eliminate any policy, practice or procedure described in this guide and to promulgate new policies and procedures as needed or in response to changes in applicable laws, regulations and/or requirements of the Program and the Program's accrediting body. Such changes may be of any nature, including but not limited to, the modification or elimination of policies, procedures, activities, services or programs. Students will be advised of any changes as soon as possible.

By declaring a major concentration within the Biomedical Laboratory Diagnostics Program, attending classes within the curriculum, payment of tuition or fees, or participating in Program activities, students consent to comply with the policies, procedures, and practices described in this Handbook and are required to sign the requisite form at the end of this handbook. Failure to do so will disqualify the student from entering the final year of the program and will lead to immediate dismissal from the Biomedical Laboratory Diagnostics Program.

# Table of Contents

<b>Disclaimer</b> .....	2
<b>INTRODUCTION</b> .....	7
<b>Accreditation Statement</b> .....	7
<b>WVU School of Medicine Mission Statement</b> .....	8
<b>Mission of the Program</b> .....	8
<b>Major Learning Outcomes</b> .....	8
<b>DESCRIPTION OF THE MEDICAL LABORATORY SCIENTIST PROFESSION (MLS)</b> .....	9
<b>Description of Entry Level Competencies of the Medical Laboratory Scientist</b> .....	9
<b>DESCRIPTION OF THE HISTOTECHNOLOGY PROFESSION</b> .....	10
<b>Description of Entry Level Competencies of the Histotechnologist (HTL)</b> .....	11
<b>BLD Curriculum</b> .....	11
<b>CODE OF ETHICS</b> .....	12
<b>ASCP BOC Guidelines for Ethical Behavior for Certificants</b> .....	12
<b>ASCLS Code of Ethics</b> .....	13
<b>National Society for Histotechnology Code of Ethics</b> .....	14
<b>PROFESSIONALISM</b> .....	14
<b>State Licensure</b> .....	15
<b>Student Memberships</b> .....	15
MLS and HTL: .....	15
MLS Only: .....	16
HTL Only:.....	16
<b>HEALTH SCIENCES ORGANIZATIONAL CHART</b> .....	17
<b>Biomedical Laboratory Diagnostics Faculty</b> .....	18
<b>Health Sciences Faculty</b> .....	21
Decorum of Communication with Faculty .....	21
Student Appointments with Faculty Members.....	21
<b>CLINICAL PRACTICUM</b> .....	22
Clinical Affiliates.....	23
<b>POLICY ON ACADEMIC AND PROFESSIONAL STANDARDS</b> .....	24
<b>Criteria to Remain in Good Standing</b> .....	24
<b>Probation</b> .....	24
<b>Dismissal</b> .....	25
<b>ACADEMIC PROGRAM POLICIES</b> .....	28
<b>Interprofessional Education (IPE)</b> .....	28
<b>Laptop Program</b> .....	29

<b>DegreeWorks</b> .....	29
<b>Grading</b> .....	30
<b>Attendance</b> .....	30
Tardiness .....	30
Absences .....	31
Excused Absences .....	31
Inclement Weather: .....	31
<b>Examinations and Quizzes</b> .....	32
Scheduled Exams: .....	32
Quizzes .....	32
Final Exams:.....	32
<b>Comprehensive Examination</b> .....	32
<b>Capstone</b> .....	32
<b>Student Grievance/Complaint Policy – WVU BLD</b> .....	33
<b>Leave of Absence from the BLD Program</b> .....	33
<b>Leave of Absence from the BLD Program</b> .....	33
<b>Withdrawal from the BLD Program</b> .....	33
<b>Refund of Tuition and Fees</b> .....	33
Form for Documenting Student Conferences/Complaints/Grievances.....	35
<b>HSC STUDENT COMMUNITY SERVICE POLICY, PROCEDURE, AND GUIDELINES</b> .....	38
<b>Community Service</b> .....	38
<b>Definition of Community Service</b> .....	38
<b>Learning Objectives</b> .....	38
<b>Examples of Acceptable Community Services</b> .....	38
<b>Community Service is a Three-step Process</b> .....	39
<b>Department Guidelines and Responsibilities</b> .....	39
<b>Policies</b> .....	39
<b>MU TAU HONORARY SOCIETY</b> .....	40
<b>NON-ACADEMIC PROGRAM POLICIES</b> .....	41
<b>Personal Appearance and Hygiene Standards</b> .....	41
<b>Classroom</b> .....	41
Uniforms .....	41
Identification Badges .....	41
Face Masks .....	42
Head covering .....	42
Nails.....	42

Tattoos .....	42
Fragrances and Odors .....	42
<b>Personal Appearance and Hygiene Standards .....</b>	<b>43</b>
<b>Student Laboratory .....</b>	<b>43</b>
Lab Coats.....	43
Footwear .....	43
Hair.....	43
Nails.....	44
Piercings .....	44
Jewelry .....	44
Additional Policies for Student Laboratory:.....	44
<b>Confidentiality of Student Records.....</b>	<b>45</b>
Directory Information .....	45
<b>Employment and Service Work .....</b>	<b>45</b>
<b>Social Media Policy.....</b>	<b>46</b>
<b>Cell Phone and Electronic Use Policy.....</b>	<b>46</b>
<b>Student Lockers .....</b>	<b>48</b>
<b>Health and Background Check Policies.....</b>	<b>49</b>
Drug Screening.....	49
Health Insurance .....	49
Immunizations and Titters .....	49
Criminal Background Check .....	49
<b>SAFETY POLICIES .....</b>	<b>50</b>
<b>Health Insurance Portability and Accountability Act - HIPAA -Policy and Training .....</b>	<b>50</b>
HIPAA Policy .....	50
HIPAA Training .....	50
<b>Laboratory Incidents/Accidents.....</b>	<b>51</b>
Student Laboratory .....	51
<b>Liability Insurance .....</b>	<b>51</b>
<b>Occupation Safety and Health Administration – OSHA - Training.....</b>	<b>51</b>
<b>Universal Precautions and Laboratory Safety .....</b>	<b>52</b>
Key Points to Remember .....	52
<b>Fire Alarms.....</b>	<b>52</b>
<b>Safety Policy URL's .....</b>	<b>52</b>
Tobacco Free Campus Policy (including electronic-cigarettes and vapor products) - WVU.....	52
Safety/OSHA Regulation .....	53

Student or Visitor Exposure Report - WVU.....	53
<b>WVU SERVICES FOR STUDENTS.....</b>	<b>54</b>
<b>Departmental FERPA Release .....</b>	<b>57</b>
<b>STUDENT or VISITOR ACCIDENT REPORT FORM .....</b>	<b>59</b>
<b>BLOOD-BORNE AND NON BLOOD-BORNE PATHOGEN EXPOSURE .....</b>	<b>61</b>
<b>BLD 2025 Class Student Handbook.....</b>	<b>63</b>
Form to be returned .....	63
<b>Department of PALM Professional Programs Policy on Academic and Professional Standards.....</b>	<b>65</b>
Form to be returned .....	65

# INTRODUCTION

This handbook is designed to serve as a guide for students enrolled in the Biomedical Laboratory Diagnostics programs at West Virginia University. The contents of the handbook represent an official communication of the policies and procedures. 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 Biomedical Laboratory Diagnostics programs whom reserve the right to change, delete, supplement, or otherwise amend the information, course offerings, requirements, rules, and policies contained herein without prior notice. Official updates will be distributed by the Program Directors.

The Biomedical Laboratory Diagnostics programs are committed to a policy of Equal Opportunity and does not discriminate on the basis of race, color, sex, age, religion, handicap, veteran and LGBTQIA+ status or national origin in the administration of its educational program or activities or with respect to admission and employment.

## Accreditation Statement

The West Virginia University Biomedical Laboratory Diagnostics Programs of Medical Laboratory Science and Histotechnology are accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The Medical Laboratory Science Program was awarded a ten (10) year accreditation in April 2017.

The Histotechnology Program was awarded a ten (10) year accreditation in April 2018.

National Accrediting Agency for Clinical Laboratory Sciences

5600 N. River Rd.

Suite 720

Rosemont, IL 60018-5119

Phone: 847.939.3597

773.714.8880

Fax: 773.714.8886

Email: [info@naacls.org](mailto:info@naacls.org)

Website: <http://www.naacls.org>

## **WVU School of Medicine Mission Statement**

The West Virginia University School of Medicine is a connected community of students, teachers, staff, practitioners and researchers who value health and wellness. We support a culture of purpose, accountability, honesty and gratitude that prepares our learners to be resilient and confident as they care for people, conduct research and transform lives.

<https://medicine.hsc.wvu.edu/about/>

## **Mission of the Program**

The mission of the Medical Laboratory Science and Histotechnology programs within the Biomedical Laboratory Diagnostics major 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.

## **Major Learning Outcomes**

Upon graduation, students will:

- Demonstrate entry level knowledge for a laboratory medicine professional.
- Perform accurate and reliable qualitative and quantitative test procedures using sophisticated instrumentation.
- Model the professional traits of a laboratory medicine practitioner in a workplace setting (e.g., during clinical rotations).
- Communicate effectively in written and oral forms appropriate to a laboratory medicine professional.



## **DESCRIPTION OF THE MEDICAL LABORATORY SCIENTIST PROFESSION (MLS)**

A medical laboratory scientist is qualified by academic and applied science education to provide service and research in medical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Medical laboratory scientists perform, develop, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. A medical laboratory scientist has diverse and multi-level functions in the principles, methodologies and performance of assays; problem-solving; troubleshooting techniques; interpretation and evaluation of clinical procedures and results; statistical approaches to data evaluation; principles and practices of quality assurance/quality improvement; and continuous assessment of laboratory services for all major areas practiced in the contemporary medical laboratory.

Medical laboratory scientists possess the skills necessary for financial, operational, marketing, and human resource management of the clinical laboratory. Medical laboratory scientists practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and the public.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education.

Medical laboratory scientists demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

### **Description of Entry Level Competencies of the Medical Laboratory Scientist**

Upon graduation, a medical laboratory scientist will possess entry level competencies necessary to perform the full range of clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis and Laboratory Operations, and other emerging diagnostics, and will play a role in the development and evaluation of test systems and interpretive algorithms.

A medical laboratory scientist will have diverse responsibilities in areas of analysis and clinical decision-making, regulatory compliance with applicable regulations, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed.

At entry level, a medical laboratory scientist will have the following basic knowledge and skills in:

- A. Application of safety and governmental regulations and standards as applied to clinical laboratory science;
- B. Principles and practices of professional conduct and the significance of continuing professional development;
- C. Communications sufficient to serve the needs of patients, the public and members of the health care team;
- D. Principles and practices of administration and supervision as applied to clinical laboratory science;
- E. Educational methodologies and terminology sufficient to train/educate users and providers of laboratory services;
- F. Principles and practices of laboratory test implementation and dissemination of results.

## **DESCRIPTION OF THE HISTOTECHNOLOGY PROFESSION**

Histotechnologists are qualified by academic and applied science education to provide service and research in histotechnology and related areas in rapidly changing and dynamic healthcare delivery systems. They have diverse and multi-level functions in the areas of analysis and clinical decision-making, information management, regulatory compliance, education, and quality assurance/performance improvement wherever anatomic pathology testing is researched, marketed, developed or performed.

Histotechnologists perform, develop, evaluate, correlate and assure accuracy and validity of laboratory testing and procedures; problem solving; troubleshooting techniques; direct and supervise anatomic pathology laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. They possess skills for financial, operations, marketing, and human resource management of the histopathology laboratory.

Histotechnologists practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, health care professionals, and others in laboratory practice, as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment, and a demonstration of commitment to the patient are essential qualities. Communication skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Histotechnology professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

## Description of Entry Level Competencies of the Histotechnologist (HTL)

Upon graduation, a histotechnologist will possess the entry-level competencies to perform testing in the anatomic laboratory, including technical, procedural and problem-solving aspects, proper test selection, validity of results, and correlation of results to disease states. A histotechnologist will have diverse responsibilities in areas of decision making, regulatory compliance with applicable regulations, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed.

At entry level, a histotechnologist will have the following basic knowledge and skills in:

- A. Application of safety and governmental regulations and standards as applied to histotechnology;
- B. Principles and practices of professional conduct and the significance of continuing professional development;
- C. Communications sufficient to serve the needs of patients, the public and members of the health care team;
- D. Principles and practices of administration, supervision, and safety as applied to histotechnology;
- E. Educational methodologies and terminology sufficient to train/educate users and providers of laboratory services;
- F. Principles of anatomical pathology study design, implementation and production of diagnostic results.

*Note: Medical Laboratory Science and Histotechnology profession descriptions entry level skills are from the NAACLS Standards for Accredited and Approved Programs. National Accrediting Agency for Clinical Laboratory Sciences.*

## BLD Curriculum

Course descriptions are available in the WVU Undergraduate Catalog. <http://catalog.wvu.edu/> and in our program website <https://medicine.wvu.edu/biomedical-laboratory-diagnostics/>

## **CODE OF 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 American Society for Clinical Pathology (ASCP) is the professional association for pathologists and laboratory professionals. It provides programs in education, certification and advocacy on behalf of patients, pathologists and laboratory professionals. Board of Certification (BOC) is the gold standard in global certification for medical laboratory professionals. It is the largest certification agency setting a high standard for quality and continuing competency.

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 wellbeing 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.

## **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.

## **PROFESSIONALISM**

To uphold the standards of the profession, students must demonstrate the qualities of a health care professional. Professionalism is a requirement of the Biomedical Laboratory Diagnostics programs. 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 behavior) evaluations. Refer to academic and professional standards policies.

## State Licensure

For those planning to practice in a state requiring licensure, candidates are responsible for ensuring compliance with states' laws/statutes relative to licensure. At minimum, a candidate must apply for licensure through that state's licensure board for clinical/medical laboratory scientists or Histotechnologist if applicable. Currently, California, Florida, Hawaii, Louisiana, Montana, Nevada, New York, North Dakota, Tennessee, and West Virginia are the only states with laboratory personnel licensure. However, this is subject to change so, it is always best practice to check the laws governing your chosen state of employment.

West Virginia does require state licensure for laboratory personnel and students will apply and receive a trainee license, while in the program, for clinical rotations through the West Virginia Department of Health and Human Resources. It is your responsibility to seek state licensure, if required, for post-graduation employment. For the state of West Virginia, licensure information can be found at <https://dhhr.wv.gov/ols/regulatory/Pages/Licensure.aspx>.

Steps to follow in seeking a state license for post-graduation employment are:

- ✓ Early in your academic career, visit the state licensure board in the state in which you want to apply for your initial licensure and review the application requirements for that state. Web-links or contact information for each state are available through the ASCLS and ASCP websites.
- ✓ Some states will require verification of clinical practicum completion. Contact the HTL or MLS Program Director for completion of forms or documents requiring an official university signature.
- ✓ All applications for licensure will require an official transcript indicating conferral of your degree. Requests for official transcripts are completed online through the Registrar's Office.

## Student Memberships

Membership and participation in professional societies is a professional expectation.

MLS and HTL:

Student membership in the **American Society for Clinical Pathology (ASCP)** is free.

Applications may be completed online at <https://www.ascp.org/content/membership/become-a-member>. It includes:

- ✓ Virtual ID card
- ✓ Online and print subscription to *Critical Values*
- ✓ Online subscriptions to the *American Journal of Clinical Pathology (AJCP)* and *Lab Medicine*
- ✓ Daily Diagnosis email news, ASCP News and ePolicy News
- ✓ Exclusive discounts on annual meetings, educational products and services

MLS Only:

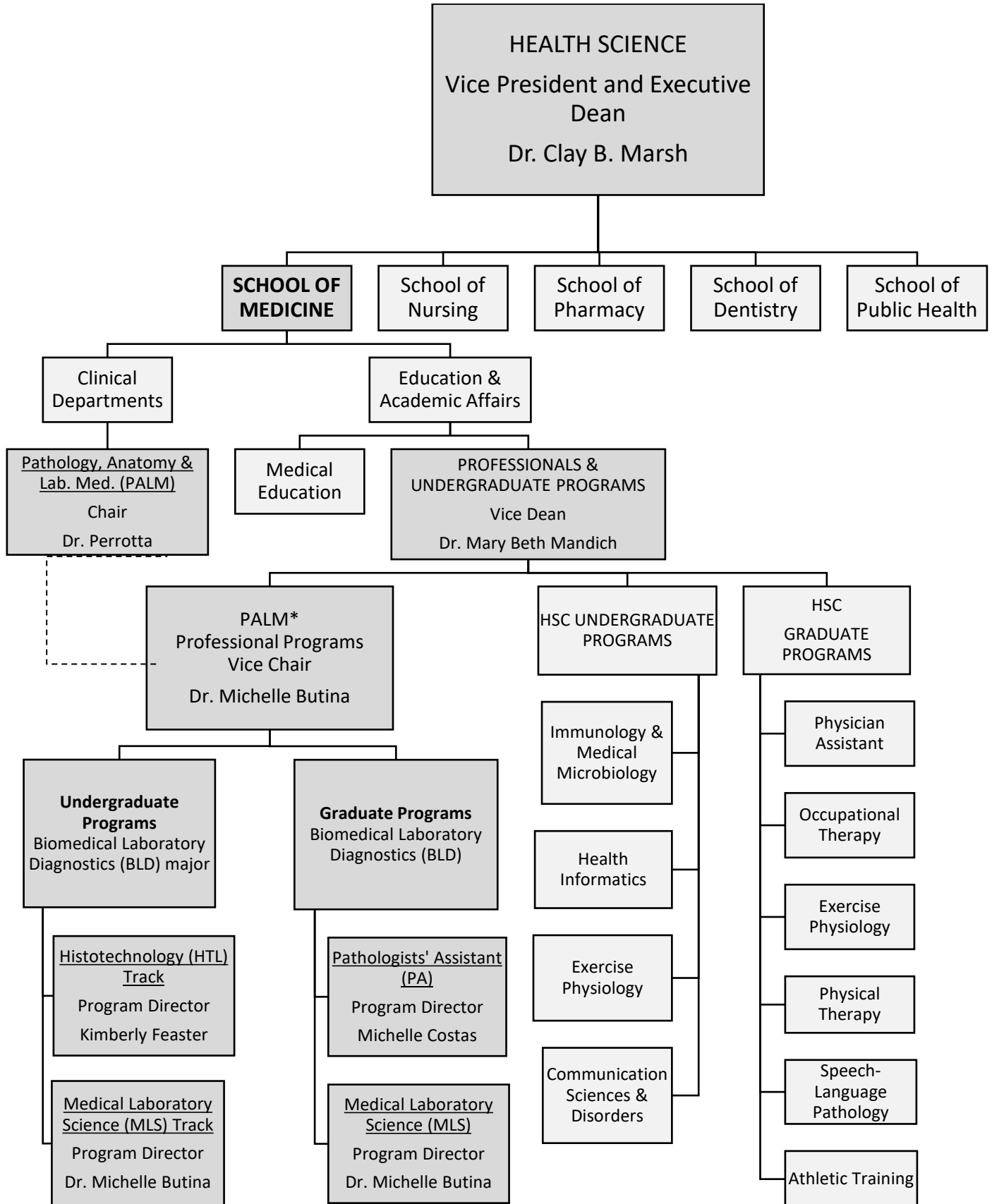
Student membership in the **American Society for Clinical Laboratory Science (ASCLS)** is available at a cost of \$35.00 per year. This includes the \$5.00 fee for membership in the West Virginia State chapter of ASCLS. Student members receive *American Journal for Clinical Laboratory Science* and a monthly newsletter. Applications may be completed online at <https://ascls.org/membership/join>.

HTL Only:

Student membership to the **National Society for Histotechnology (NSH)** is \$40 for one year, \$80 for two years. Applications are available online at <http://www.nsh.org/membership/nsh-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 SCIENCES ORGANIZATIONAL CHART



\* PALM = Pathology, Anatomy, and Laboratory Medicine

## Biomedical Laboratory Diagnostics Faculty Academic Years 2023-2025

ADMINISTRATIVE AND STAFF PERSONNEL	TITLE	CONTACT
Michelle Butina, Ph.D., MLS(ASCP) <sup>CM</sup>	Vice Chair, MLS Program Director, MLS Clinical Rotation Coordinator	304-293-1630 michelle.butina@hsc.wvu.edu Room 2163 E HSN
Kimberly Feaster, MA, HTL(ASCP)QIHC <sup>CM</sup>	Histotechnology Program Director, HTL Clinical Rotation Coordinator	304-293-7628 kmfeaster@hsc.wvu.edu Room 2287 HSS
Office Staff	Erin Osborne – Program Assistant I	304-293-2069 ecosborne@hsc.wvu.edu Room 2163 E HSN

*DISCLAIMER* – Administrators and staff are subject to change.

<b>MLS and HTL <u>SHARED</u> COURSES</b>	<b>FACULTY</b>	<b>CONTACT</b>
<b>PALM 320</b> Medical Biochemistry <b>PALM 322</b> Medical Biochemistry Lab <b>PALM 475</b> Medical Relevance (Capstone) <b>PALM 464</b> Capstone Seminar	Jason Evans, Ph.D., MLS(ASCP) <sup>CM</sup>	304-293-1632 jason.evans@hsc.wvu.edu Room 2163 C HSN
<b>PALM 300</b> Introduction to Pathology	Rebecca Radabaugh, MS, HTL(ASCP)QIHC <sup>CM</sup>	304-293-6547 bradabaugh@hsc.wvu.edu Room 2320 B HSS
<b>*PALM 303</b> Laboratory Methods	Maggie Baumgartner, MLS(ASCP) <sup>CM</sup>	304-293-6229 magdalena.baumgartner@hsc.wvu.edu Room 2169 HSN
<b>*PALM 381</b> Research and Education Methodologies	Michelle Butina, Ph.D., MLS(ASCP) <sup>CM</sup>	304-293-1630 michelle.butina@hsc.wvu.edu Room 2163 E HSN
	Jason Evans, Ph.D., MLS(ASCP) <sup>CM</sup>	304-293-1632 jason.evans@hsc.wvu.edu Room 2163 C HSN
<b>PALM 465</b> Medical Laboratory Management	Michelle Butina, Ph.D., MLS(ASCP) <sup>CM</sup>	304-293-1630 michelle.butina@hsc.wvu.edu Room 2163 E HSN
<b>PALM 380</b> Medical Immunology	Michelle Herdman, Ph.D., MLS(ASCP)	304-293-1631 michelle.herdman@hsc.wvu.edu Room 2163 A HSN
<b>MLS COURSES</b>	<b>FACULTY</b>	<b>CONTACT</b>
<b>PALM 350</b> Clinical Mycology & Parasitology <b>PALM 450</b> Clinical Microbiology <b>PALM 452</b> Clinical Microbiology Lab <b>PALM 554</b> Clinical Mycology & Parasit. (MS) <b>PALM 550</b> Clinical Microbiology (MS) <b>PALM 606</b> Graduate Seminar (Research)	Jason Evans, Ph.D., MLS (ASCP) <sup>CM</sup>	304-293-1632 jason.evans@hsc.wvu.edu Room 2163 C HSN
<b>PALM 362</b> Urinalysis & Body Fluids Lab <b>PALM 462</b> Urinalysis & Body Fluids Lab (MS)	Maggie Baumgartner, MLS(ASCP) <sup>CM</sup>	304-293-6229 magdalena.baumgartner@hsc.wvu.edu Room 2169 HSN
<b>PALM 382</b> Medical Immunology Lab <b>PALM 440</b> Clinical Hematology <b>PALM 442</b> Clinical Hematology Lab <b>PALM 540</b> Clinical Hematology (MS) <b>PALM 580</b> Medical Immunology (MS) <b>PALM 602</b> Leadership Theory	Michelle Herdman, Ph.D., MLS(ASCP) <sup>CM</sup>	304-293-1631 michelle.herdman@hsc.wvu.edu Room 2163 A HSN

<b>PALM 312</b> Phlebotomy <b>PALM 401</b> Phlebotomy Practicum <b>PALM 430</b> Clinical Chemistry <b>PALM 432</b> Clinical Chemistry Lab <b>PALM 530</b> Clinical Chemistry (MS)	<i>To Be Determined</i>	<i>To Be Determined</i>
<b>PALM 410</b> Molecular Diagnostics <b>PALM 412</b> Molecular Diagnostics Lab <b>PALM 420</b> Immunohematology <b>PALM 422</b> Immunohematology Lab <b>PALM 444</b> Hemostasis <b>PALM 446</b> Hemostasis Lab <b>PALM 466</b> Review Course <b>PALM 510</b> Molecular Diagnostics (MS) <b>PALM 520</b> Immunohematology (MS) <b>PALM 544</b> Hemostasis (MS)	Amara Sugalski, MA, MLS(ASCP) <sup>CM</sup>	304-293-3400 amara.sugalski@hsc.wvu.edu Room: 2163 B HSN
<b>PALM 360</b> Urinalysis & Body Fluids <b>PALM 425</b> Immunohematology Practicum <b>PALM 435</b> Clinical Chemistry Practicum <b>PALM 445</b> Clinical Hematology Practicum <b>PALM 455</b> Clinical Micro Practicum <b>PALM 525</b> Immunohematology Practicum (MS) <b>PALM 535</b> Clinical Chemistry Practicum (MS) <b>PALM 545</b> Clinical Hematology Practicum (MS) <b>PALM 555</b> Clinical Micro Practicum (MS) <b>PALM 604</b> Educational Theory	Michelle Butina, Ph.D., MLS(ASCP) <sup>CM</sup>	304-293-1630 michelle.butina@hsc.wvu.edu Room 2163 E HSN

<b>HTL COURSES</b>	<b>FACULTY</b>	<b>CONTACT</b>
<b>PALM 305</b> Staining Techniques 1 <b>PALM 405</b> Staining Techniques 2 <b>PALM 407</b> Histology Laboratory <b>PALM 408</b> Histotechnologist Practicum <b>PALM 409</b> Molecular Pathology	Kimberly Feaster, MA, HTL(ASCP)QIHC <sup>CM</sup>	304-293-7628 kmfeaster@hsc.wvu.edu Room 2287 HSS
<b>PALM 306</b> Histotechnique 1 <b>PALM 307</b> Intro to Histotechniques <b>PALM 406</b> Histotechnique 2	Kimberly Feaster, MA, HTL(ASCP)QIHC <sup>CM</sup>  Rebecca Radabaugh, MA, HTL(ASCP)QIHC <sup>CM</sup>	304-293-7628 kmfeaster@hsc.wvu.edu Room 2287 HSS  304-293-6547 bradabaugh@hsc.wvu.edu Room 2320 B HSS

<b>PALM 304</b> Histotechnology Microanatomy	Rebecca Radabaugh, MA, HTL(ASCP)QIHC <sup>CM</sup>	304-293-6547 bradabaugh@hsc.wvu.edu Room 2320 B HSS
--	---	---

*DISCLAIMER* - Faculty assignments are subject to change.

\* Grade includes mandatory IPE session attendance (see page 28 for more information)

## Health Sciences Faculty

COURSE	FACULTY	CONTACT
<b>PALM 205</b> Introduction to Human Anatomy (For HTL students only)	Dawn Hunter, Ph.D.	304-293-2211 <a href="mailto:dhunter@hsc.wvu.edu">dhunter@hsc.wvu.edu</a> Room 4010C HSN
<b>PSIO 441</b> Physiology (Mechanisms of Body Function) (For HTL students only)	Mark Paternostro, Ph.D.	304-293-1513 <a href="mailto:mpaternostro@hsc.wvu.edu">mpaternostro@hsc.wvu.edu</a> Room 3073 HSN
<b>MICB 200</b> Medical Microbiology (For both HTL and MLS)	Valerie Watson, MS	304-293-4120 <a href="mailto:vwatson@hsc.wvu.edu">vwatson@hsc.wvu.edu</a> Room 2073 A HSN

*DISCLAIMER* - Faculty assignments are subject to change.

### Decorum of Communication with Faculty

In the University setting, addressing faculty members by their titles followed by their last names is fitting. For those having achieved doctoral degrees, addressing those faculty members as "Doctor \_\_\_\_\_," is suitable. For other faculty members, "Professor \_\_\_\_\_," is best.

If you have the opportunity to address those faculty with administrative positions, using their titles such as "Dean \_\_\_\_\_" is appropriate.

### Student Appointments with Faculty Members

Please see individual course syllabi for faculty office hours. If the student is unable to meet during posted office hours, it is the student's responsibility to schedule an appointment with the faculty member. (Faculty may not be able to accommodate unscheduled conferences.)

## CLINICAL PRACTICUM

Students will be assigned to their clinical practicum sites while in the program. Upon successful completion of all required Biomedical Laboratory Diagnostics coursework, students are guaranteed a clinical experience; however, a specific site of your choice 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 and transportation. Clinical rotations are scheduled by individual clinical affiliates. More information is given in Senior Practicum Rotation Orientation and Handbook - provided in your senior year.

For MLS students:

- The policy above also applies to your phlebotomy rotation that occurs during the summer semester. Students will be assigned a site and it may require driving. This rotation is usually 3 days so relocation is not necessary. Students are responsible for their own transportation (car, bus, Uber, etc.)
- Sometimes a clinical site might require students to spend a limited amount of time at a smaller or more rural facility as part of the clinical practicum. In this situation, students are given advanced notice and are responsible for their own transportation.

Senior students in clinical rotations may work in suitable positions that are supervised, voluntary, paid, subject to employee regulations, and outside of the hours of their educational experience. 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.”*

More information and policies will be provided during the senior year in the Senior Practicum Rotation Handbook.

Clinical Affiliates	Address	TRACK
CAMC Memorial Hospital	3200 MacCorkle Ave. SE Charleston, WV 25301	MLS
West Virginia University Hospital Laboratories J.W. Ruby Memorial Hospital	1 Medical Center Drive Morgantown, WV 26506	MLS HTL
Mon Health Medical Center	1200 JD Anderson Drive Morgantown, WV 26505	MLS HTL
Berkeley Medical Center	2500 Hospital Drive Martinsburg, WV 25401	MLS HTL
AGH Core Laboratory	1307 Federal Street, Suite 100 Pittsburgh, PA 15212	MLS
Excela Health	532 West Pittsburgh St. Greensburg, PA 15601	HTL
Davis Medical Center	812 Gorman Ave. Elkins, WV 26241	MLS
United Hospital Center	327 Medical Park Dr. Bridgeport, WV 26330	HTL
Uniontown Hospital	500W Berkeley St Uniontown, PA 15401	MLS HTL

*DISCLAIMER* Clinical affiliates are subject to change

# POLICY ON ACADEMIC AND PROFESSIONAL STANDARDS

Revised June 2023

## Criteria to Remain in Good Standing

Recommendations for graduation are contingent upon the successful completion of all required courses, clinical rotations and other requirements. Graduation requires approval by the School of Medicine Faculty, including Biomedical Laboratory Diagnostics and Pathologists' Assistant.

### Biomedical Laboratory Diagnostics:

A student **must**:

- 1) Maintain at least a 2.5 overall GPA and achieve a 2.5 semester GPA each semester while in the program
- 2) Pass comprehensive examination given at the end of the Spring II semester of the second year
- 3) Maintain appropriate professional behavior, demeanor, conduct, and attendance
- 4) Successfully complete all clinical rotations
- 5) Successfully complete a capstone project
- 6) Complete 50 hours of approved community service
  - a) **Students must have a minimum of 25 hours entered and approved by the end of the 6 week summer semester**

A second attempt will be available for any student who does not pass the comprehensive examination.

## Probation

### 3.3.1 Admissions Probation

Automatic probationary status will be assigned to any student admitted into the Biomedical Laboratory Diagnostics Programs with an overall and/or pre-requisite GPA less than 2.5.

### 3.3.2 Program Probation

#### Biomedical Laboratory Diagnostics Criteria:

Probation **will** be recommended by the Academic and Professional Standards Committee (APSC) in any case of:

- 1) A final grade of "D" during the program
- 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



- a. Examples include unprofessional attitude and/or conduct, absences/tardiness, failure to attend IPE sessions, and failure to submit required health and immunizations by established deadline
- 5) A student's overall or semester GPA less than 2.5 in Biomedical Laboratory Diagnostics program
- 6) An infraction of the Student Code of Academic and Professional Integrity (Chapter III)
- 7) Failure to complete (hours entered and approved) 25 community service hours by the end of the summer semester

**Probationary status can only be assigned for a maximum of two semesters throughout the student's entire matriculation in the program. However, if a student meets more than one probationary criterion for more than one semester, no further probationary status is permitted, and dismissal will be recommended.**

## Dismissal

Dismissal **may** be recommended by the APSC for any case of:

*Biomedical Laboratory Diagnostics Programs 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 an overall GPA less than 2.25 or a second semester GPA less than 2.25
- 3) An overall 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) After one semester on probation for failure to assume appropriate professional responsibility, including demeanor, conduct, and absences/tardiness, dependent upon the severity
- 7) Any infractions of the Student Code of Academic and Professional Integrity Chapter III)

Dismissal **will** be recommended by the APSC for any case of:

*Biomedical Laboratory Diagnostics Programs Criteria:*

- 1) An overall GPA less than 2.0
- 2) More than two semesters of an overall GPA less than 2.25
- 3) Two final grades of "D" in the same semester
- 4) A final grade of "F" or "UF"
- 5) Meets probationary criteria for more than two semesters **or meets more than one probationary criterion for more than one semester**

*DISCLAIMER:* The above is the quick reference. The complete policy can be found on SOLE in the Student Handbook, Class of 2025 module.

## Definitions for Policy on Academic and Professional Standards

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 or clinical rotations.

Dismissal – termination from the program in which the student is enrolled

Excused absences - are not reviewed by the Academic and Professional Standards Committee unless a concerning pattern is identified.

Reasons for excused absences consist of:

- i. Serious illness, such as hospitalization
- ii. Death of a family member
  1. Students may take 3 excused absent days for bereavement of an immediate family member (parent, sibling, grandparent)
  2. Students may take 1 excused absent day for bereavement of an extended family member (aunt, uncle, etc.)
- iii. Major religious holiday – prior notification of an excused absence for a major religious holiday is required
- iv. Professional meetings or events
- v. University sanctioned absences: University activities at the request of University authorities, military training, and mandatory court appearances.
- vi. The Program Director has the right to permit or deny an excused absences for reasons not listed above

First Year - incorporates the Junior year including Fall I – Spring I within Biomedical Laboratory Diagnostics Tracks (Medical Laboratory Science and Histotechnology).

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

GPA – Grade Point Average

Overall GPA incorporates all final grades in courses completed within any accredited institution of higher education.

Semester GPA incorporates all final grades completed within a specific semester, i.e. Fall, Spring or Summer.

Pre-requisite GPA incorporates overall final grades in all pre-requisite courses. (only considered upon admission)

Grade Penalty – defined by the course instructor in the syllabus

In writing – Electronic written communication (e.g., email) or written communication available for pick up or sent via postal service.

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 Biomedical Laboratory Diagnostics Tracks (Medical Laboratory Science and Histotechnology).

Tardiness – arriving at any point after the established class, student laboratory, or clinical rotation time as documented in the syllabus, clinical rotation materials or set by the program director.

## ACADEMIC PROGRAM POLICIES

### Interprofessional Education (IPE)

Interprofessional Education is an immersive, collaborative, and skills-based understanding of the many different health professions. The World Health Organization (WHO) defines interprofessional education (IPE) as “when students from two or more professions learn about, from, and with each other to enable effective collaboration and improve health outcomes.” Once students understand how to work interprofessionally, they are ready to enter the workplace as a member of the collaborative practice team. This is a key step in moving health systems from fragmentation to a position of strength.

At West Virginia University, IPE is a way to develop skills that will advance a career through being exposed to different scenarios, environments, and professions before entering a clinical rotation or residency. Prior to the development of this program, health profession students were taught in siloed environments and did not have the opportunity to explore how other healthcare students’ professions can impact patient care.

The Monday afternoon sessions **are mandatory** and are divided into four individual exercises with two occurring in the fall semester and the other two in the spring semester. Within the BLD program, attendance will affect grading in PALM 303 (fall) and PALM 381 (spring) and is also a component of the Academic Professional Standards policy under lack of professionalism. These didactic sessions offer activities and encounters for students to introduce their disciplines and discuss how they can work together toward collaborative practice teams.

## Laptop Program

Students in the Biomedical Laboratory Diagnostics professional education programs participate in a mandatory computer lease program through the WVU School of Medicine. This program provides students with a powerful MacBook computer, software pertinent to the medical school, and on-site computer support. With this program, students will also receive warranty coverage, insurance and damage coverage, access to free training, and on-campus printing. Although the program may vary annually in terms of the type of computer leased and cost, it is anticipated that the program will continue in the future.

The program involves lease of a state of the art computer (currently a Mac Book) which is pre-loaded with basic software tools and professionally relevant education programs. The program also provides Internet service and technical assistance. The fee to students is around \$1,360. This cost is a recognized educational requirement and is included in financial aid calculations. Please consider this required student computer program in your decisions regarding purchase of a computer if you are a pre-professional student.

All computers will remain the property of West Virginia University Health Sciences Center until the end of the two-year contract period. At that time, ownership of the computer and accessories distributed with the notebook will be transferred to the student. Software and software documentation will be transferred to the student as permitted by the software license agreements.

Students who may need financial aid should contact the WVU Health Sciences Center Financial Aid Office at (304) 293-3706 for information and/or applications.

If you have questions regarding this program, please visit the HSC Information Technology Services <https://its.hsc.wvu.edu/> or contact the department Help Desk at (304) 293-3631.

\*Subject to Change

## DegreeWorks

DegreeWorks 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 DegreeWorks. Please refer to this system regularly. Students can access DegreeWorks through the WVU Portal (<https://portal.wvu.edu>). More information is available at <http://registrar.wvu.edu/dw>.

DegreeWorks 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](mailto:registrar@mail.wvu.edu).

## Grading

The following grading scales are in effect for all PALM courses in the junior and senior year of the MLS and HTL tracks. (Courses required but taught by other departments may follow a different grading scale.)

### Grading Scale Junior Year – Fall Semester ONLY\*:

- A 89.5-100%
- B 79.5-89.4%
- C 69.5-79.4
- D 59.5-69.4%
- F 59.4% and below

\*Based on a 10 point grading scale.

### Grading Scale Junior Yr – Spring & Summer Semesters and Senior Yr – Fall & Spring Semesters\*\*:

- A 91.5-100%
- B 82.5-91.4%
- C 73.5-82.4%
- D 64.5-73.4%
- F 64.4% and below

\*\*Based on an 8 point grading scale.

## Attendance

The WVU Biomedical Laboratory Diagnostics programs are committed to providing the best education for future laboratory professionals; therefore, students are required to attend all classes, laboratories, events, and meetings. Students are expected to be knowledgeable professionals, provide high quality patient care, and must achieve competency in all areas which necessitates **mandatory attendance**; therefore, any unexcused absence is subject to review by the Academic and Professional Standards Committee.

All students are to notify their respective program of an absence either the day before (if known) or the morning of. Notification is made by either phone call or email. BLD students call Erin Osborne at 304-293-2069 or email her at [ecosborne@hsc.wvu.edu](mailto:ecosborne@hsc.wvu.edu). Students must notify the program each day absent. This policy also applies during clinical rotations.

### Tardiness

- a. The student should adhere to the class, student laboratory or clinical rotation time as documented in the syllabus or in the clinical rotation schedule, or time set by the Program.
- b. Tardiness is defined as arriving at any point after the established class, student laboratory, or clinical rotation time (as described above).

## Absences

- a. Students are expected to attend all lecture, student laboratory, or clinical rotation sessions.
- b. The Programs recognize two forms of student absences, excused and unexcused. If an absence does not fall under an excused absence (see details below) than it is considered unexcused.

## Excused Absences

- a. The Programs do recognize that there are legitimate circumstances under which students will miss school.
- b. Accommodations for makeup work will be made for excused absences.
- c. Excused absences are not reviewed by the Academic and Professional Standard Committee unless a concerning pattern is identified.
- d. Documentation may be requested.
- e. The Programs recognize that students are entitled to an excused absence for the following reasons:
  - Serious illness, such as hospitalization
  - Death of a family member
    - i. Students may take 3 excused absent days for bereavement of an immediate family member (parent, sibling, grandparent)
    - ii. Students may take 1 excused absent day for bereavement of an extended family member (aunt, uncle, etc.)
  - Major religious holiday – prior notification of an excused absence for a major religious holiday is required
  - Professional meetings or events.
  - University sanctioned absences: For example, military training, and mandatory court appearances
- f. The Program Director has the right to permit or deny an excused absence for reasons not listed above.
- g. See WVU Undergraduate Catalog for Emergency Leave Policy (short term and long term): <http://catalog.wvu.edu/undergraduate/enrollmentandregistration/#Attendance>

## Inclement Weather:

In the event of inclement or threatening weather, everyone should use their 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 BLD 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.

## Examinations and Quizzes

Scheduled Exams: Refer to individual course syllabi for scheduled examinations.

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

Final Exams: Students will be informed of the dates of Final Examinations each semester upon release by Health Sciences Facilities Scheduling. If a student misses a final examination, a grade of "I" may be used at the discretion of the instructor.

Accommodations will be made for excused absences.

## Comprehensive Examination

A comprehensive examination is given near the completion of the senior year that covers all content of the Medical Laboratory Science or Histotechnology curriculum. The examination is one criterion used to determine the student's eligibility for graduation. Successful completion of the comprehensive examination is a requirement for PALM 475 Medical Relevance.

The examination will be scheduled during the spring semester of the senior year. Students must pass the program Comprehensive Examination on the 1<sup>st</sup> attempt with a minimum score in accordance with the PALM 475 syllabus. 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 also 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 appropriate Program Director. The Program Director will decide what, if any, penalties may be imposed. The examination will be rescheduled for any student not successful on his/her first attempt or for students who missed the first examination. Students who do not meet these standards will be referred to the Academic and Professional Standards Committee.

## Capstone

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](http://registrar.wvu.edu/current_students/capstone_courses)



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

## **Student Grievance/Complaint Policy – WVU BLD**

A grievance or complaint must be submitted to the Biomedical Laboratory Diagnostics (BLD) Office within 15 working days of the incident using the form found on the next page. A conference will be held with the appropriate Program 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 Program Director, the student should address his or her concern to the Dean of Professional Programs.

## **Leave of Absence from the BLD Program**

A student may request a voluntary Leave of Absence from the program for medical illness or for a personal/family concern which threatens to impede the student's academic progress

## **Leave of Absence from the BLD Program**

A student may request a voluntary Leave of Absence from the program for medical illness or for a personal/family concern which threatens to impede the student's academic progress in the program. Requests for a leave of absence must be made in writing to the appropriate program director and must include an explanation of circumstances necessitating the leave as well as the duration of the desired leave. An email from the student's university email account is acceptable as written notification. A student must be in good academic standing at the time the leave is requested. Requests for leave of absence will be reviewed by the BLD program faculty, which reserves the right to approve or deny the request. If approved, the appropriate program director will develop a written plan for the leave which must be signed by both the student and program director.

## **Withdrawal from the BLD Program**

A student may withdraw from the program voluntarily at any time by following the procedure established by the University. Withdrawal from an individual course will not allow the student to progress in the program unless a Leave of Absence (see policy above) has been requested and granted.

West Virginia University withdrawal policies, including the policy for military leave, can be found on the website for the Office of the University Registrar:

<https://registrar.wvu.edu/registration/withdrawal-policies>

## **Refund of Tuition and Fees**

Refund of tuition and fees for students withdrawing from the program will be made according to West Virginia University policy:

<https://studentaccounts.wvu.edu/refunds/withdrawal>

Please be aware that there are time deadlines for tuition refunds which are published on the website of the University registrar: <https://registrar.wvu.edu/>.



# WVU Biomedical Laboratory Diagnostics

## 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
- Program 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.)



## BIOMEDICAL LABORATORY DIAGNOSTICS CEREMONIES

**Bridging Ceremony:** The meaning of this ceremony is the Bridging from Knowledge to Practice. It is held in the Fall of the MLS and HTL senior year at the Health Sciences Center.

**Pinning Ceremony:** The Medical Laboratory Science and Histotechnology Programs hold the Pinning and Awards Ceremony to honor the senior class the day before Commencement in May. Awards are presented including those for academic and service achievements, and recognition of Mu Tau inductees. Mu Tau is the Honorary Biomedical Laboratory Diagnostics student society.

Families and friends of students are invited to attend both ceremonies.

# HSC STUDENT COMMUNITY SERVICE POLICY, PROCEDURE, AND GUIDELINES

## Community Service

Community service is required of all Health Sciences students, this includes part-time as well as full-time students and graduate students.

### Requirements

For the BLD major, students must complete **25 hours of community service each year** of the professional program, for a total of **50 hours**. Community service prior to the start of the professional phase, does not count toward the HSC community service requirement. Community service must be entered and approved by the BLD program following the three-step process below.

### If Requirements are NOT Met

HTL and MLS students must have 25 hours entered and approved by the end of the summer semester (the 6 week semester) of their first year within the professional phase of the program. If this requirement is NOT met, students will be placed on program probation.

HTL and MLS students must have all 50 hours entered and approved by the last day of final exams of the spring semester of their second year (second spring semester of program) within the professional phase of the program. If this requirement is NOT met, students are not eligible for graduation.

### 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.

### 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 (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 304 296-7525 or email: [UnitedWay@teamunitedway.org](mailto:UnitedWay@teamunitedway.org)
- Christian Help
- Health Fair
- Activities through churches, sororities, fraternities, etc. (i.e. Adopt-A-Highway)
- Working with swimming, soccer, baseball, basketball, etc. team
- Asthma and Diabetic Camps
- Youth Development camps (i.e. 4-H)
- RHI-Kellogg community service experience will apply toward the 50 hours, but only the community service not the clinical or research activities.
- Blood donations – one blood donation is equivalent to 2 hours of community service. Only one donation is allowed per semester.
- BLD Student Navigator (see next paragraph)

ISERVE is a website available to all WVU students to find more volunteering opportunities available. <https://iserve.wvu.edu>

### 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' will be placed on program probation if 25 hours are not entered and approved by the end of 6 week summer semester.
2. Students' graduation/diploma will be withheld if community service hours are not completed.
3. Community Service appeals should follow the University/HSC standard appeal procedures.

4. You can complete your community service outside of the United States; however, we require that you meet with your program director providing official documentation from the organization in which you are serving. In addition, the documentation must be translated into English before it will be accepted.

## MU TAU HONORARY SOCIETY

It is the Biomedical Laboratory Diagnostics Student Honorary Society.

The purpose of this organization shall be for outstanding Biomedical Laboratory Diagnostics students to provide service and volunteer work to the greater West Virginia University and Morgantown, WV community.

The offices of this organization are President, Vice President, Secretary, and Treasurer.

The duties of the President shall be to preside over all meetings, organize and schedule events, and inform the faculty advisor of ongoing projects.

The duties of the Vice President shall be to assist the President in aforementioned duties and act as President in the event the President is unable to perform his/her duties for any reason.

The duties of the Secretary is to document attendance and hours served for Mu Tau meetings and events.

The duties of the Treasurer is to keep an accurate account of Mu Tau expenditures for each event and also to submit formal funding requests from the faculty advisor for any needs.

To hold an elected, or appointed office in this organization, a member must have at least a 3.0 GPA at the time of election or appointment and must be a full-time student. Furthermore, the member may not be on academic or disciplinary probation.

Dues of \$20 per year must be paid in FULL in order to be recognized at commencement as a member of Mu Tau.

If you have any questions regarding any aspect of the MuTau Honorary Society, please contact Dr. Evans at [jason.evans@hsc.wvu.edu](mailto:jason.evans@hsc.wvu.edu) or 304- 293-1632.



# NON-ACADEMIC PROGRAM POLICIES

## Personal Appearance and Hygiene Standards Classroom

The WVU BLD programs want to instill trust and respect in our students and faculty. Students are reminded to keep the school's professional appearance policies in mind. There is a relationship between professionalism, success, safety and curriculum goals.

Policy for all students: Dress and grooming must support the health, safety, and general welfare of students, staff and others supporting a positive educational environment free of threat, intimidation, and undue pressure. Any appearance that is counterproductive to the curriculum goals and objectives is prohibited.

### Uniforms

- WVU BLD students are required to wear **solid black color scrub** uniforms while at the HSC for classes (classroom and student laboratories)
- An appropriate appearance requires scrubs to be neat, clean, wrinkle-free and in good condition. Faded and/or frayed clothing are not considered professional in appearance.
- Scrubs must cover undergarments and underwear must not be visible through clothing or above the waistband of pants.
- Short/long sleeve shirts or turtlenecks that are solid color may be worn under scrub tops for modesty or warmth.
  - Non-hooded outer garments such as sweaters and fleece in any solid color can be worn in the HSC. These outer garments must be either logo free or have the following approved logos: BLD, HTL, MLS or WVU.
  - Other outerwear such as coats and hoodies must be left in your locker unless they have the BLD, HTL, MLS or WVU logo.

During finals week students may have “**dress down**” days unless scheduled for clinicals; during these days a business casual attire is permitted in lieu of the required scrub uniform. Blue jeans without holes may be worn. Although there is flexibility of the dress code on these days, students are still expected to present themselves in a manner that positively represents the WVU BLD programs. T-shirts with printing are allowed with appropriate text.

### Identification Badges

- Identification badges or nametags are required at all times while in the HSC. Your badge should be worn above the waist. Badges worn around the neck must be on a break-away cord or a badge pull.

### Face Masks

- Follow the WVU Health Science policies regarding face masks and COVID-19 as they are subject to change. Personal cloth facemasks or gaiters are acceptable while in locations other than laboratories. Personal facemasks must not be distracting in nature or offensive. Surgical facemasks may be provided for student laboratories.

### Head covering

- Coverings such as hats or caps are generally not permitted. Head coverings are permitted however, if they are worn for religious, safety, health-related reasons, or worn to protect a student while he/she is working in a hazardous area or with hazardous substances.

### Nails

- Nails are to be kept clean and short.

### Tattoos

- Tattoos are acceptable: as long as they are appropriate in nature, it would not be an issue to have them exposed. Offensive tattoos that convey violence, discrimination, profanity, or sexually explicit images or messages, as determined by the WVU BLD faculty and staff, must be covered always while at the HSC.

### Fragrances and Odors

- Students are required to use necessary insurances in regard to regular bathing, use of deodorants and good dental hygiene to avoid offending patients, staff, faculty, and other students. Avoid strong scented perfume, cologne and cigarette odor.

Violations of this policy will be reported to the appropriate Program Director and may be reviewed by the Academic and Professional Standards Committee.

# Personal Appearance and Hygiene Standards

## Student Laboratory

Laboratory attire is distinct from personal protective equipment (PPE) in that it is expected clothing to be worn anytime entering the lab with few exceptions. While PPE is hazard specific, laboratory attire is universal. Personal attire while in the laboratory plays a major role in determining the level of risk of exposure to hazardous agents and of physical injury. Appropriate clothing provides an extra layer of protection against spills and splashes of hazardous materials. Appropriate clothing covers the torso, legs, and feet.

The requirements for laboratory attire are based on government regulations, industry best practices and benchmarks set by other colleges and universities. While the BLD program is responsible for providing PPE for its students and laboratory personnel, it is the responsibility of those individuals when entering the laboratories to show up properly attired year-round, regardless of the outside temperature.

### Lab Coats

- Lab coats are provided to BLD students and are to be worn when in the laboratory.
- A clean fluid-resistant lab coat must be worn and completely buttoned 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.
- When the coats are visibly soiled or at the end of the semester, the soiled coats will be replaced.

### Footwear

- Students are required to wear socks that cover any exposed part of the foot, ankle and leg in the lab.
- Shoes must be safe for laboratory conditions. For safety reasons, students should wear **closed-toe, closed heel footwear** while in the student lab at all times.
- Clean shoes of an appropriate solid colors are acceptable when in the student laboratory.
- Footwear that violates a safety or infection control regulation is prohibited. Flip-flops and bedroom slippers are not acceptable footwear.

### Hair

- Hair should always be secured back if longer than shoulder length to avoid coming in contact with pathogens or patients, and to prevent being caught in medical devices or equipment.
- Hair must be neatly combed/brushed and not interfere with the ability to provide safe patient care in any way.
- Braids and dreadlocks are acceptable, provided that they are clean, neat and do not cover a student's face.

- Extreme hair colors and cuts that pose no health or safety hazard are acceptable, just so long as they do not cause distraction or offense. Offensive hair is considered that which conveys violence, discrimination, profanity, or sexually explicit images or messages, as determined by the WVU BLD faculty and staff.
- Facial hair should always be neat and trimmed to no longer than 1 inch in length is recommended.

#### Nails

- Nails are to be kept clean and short. No artificial nails should be worn in the lab. Polish if worn may not be chipped.

#### Piercings

- Piercings must be kept to a minimum and worn in a way that prevents contamination and does not present a safety hazard. Rings or studs may not be worn in or around the lips. Interpretation of potential safety hazard is at the discretion of the Program Director.

#### Jewelry

- Jewelry worn in the student lab should be minimal. Avoid oversized rings that may puncture gloves. Hanging or loose jewelry can also become a safety hazard and should be avoided.

Violations of these policies will be reported to the appropriate Program Director and may be reviewed by the Academic and Professional Standards Committee. Please note that the uniform policy applies to both classroom lectures and laboratory practices.

#### Additional Policies for Student Laboratory:

- Students may use the BLD Program student laboratories only when supervised by BLD 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.
- For safety reasons, mobile device use is not permitted during student laboratory sessions except for emergencies with instructor approval.
- Missed laboratory sessions in PALM courses may be made up at the discretion of the instructor.
- No student is allowed to draw blood from another person except under proper faculty supervision and appropriate circumstances.

## 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:

BOG Academics Rule 2.5 <http://bog.wvu.edu/policies>

BOG Student Life Rule 6.1: Student Right and Responsibilities; Student Conduct  
<https://policies.wvu.edu/finalized-bog-rules/bog-student-life-rule-6-1-student-rights-and-responsibilities-student-conduct>

Often students ask faculty members to serve as references for job applications or graduate school. Students must complete the FERPA form located at the end of the handbook on page 57 when a faculty is asked to share academic information with others.

### 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 Biomedical Laboratory Diagnostics curriculum.

The aim of the West Virginia University Biomedical Laboratory Diagnostics programs is to provide a strong educational background in the clinical laboratory sciences which includes clinical laboratory experience in each discipline. Senior students in clinical rotations may work in suitable positions that are supervised, voluntary, paid, subject to employee regulations, and outside of the hours of their educational experience.

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.”*

After completing your academic work, there is a jobs board available on SOLE, and a career services center available on the WVU website, <https://careerservices.wvu.edu>. They can assist you in finding employment.

## Social Media Policy

We recognize that online communication through social media and networking is a form of daily communication. The WVU Biomedical Laboratory Diagnostics programs have guidelines intended to protect the privacy and confidentiality of patients, fellow students, faculty and staff.

Reference to patients, clinical sites and personnel of clinical rotations is absolutely not permitted even if names are not given or you believe you have blinded the identifying information.

Faculty, employees and students at West Virginia University Robert C. Byrd Health Sciences Center (HSC) must abide by the HSC Information Technology Service Guidelines as these guidelines contain vital information relating to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Please, make sure to read the policy at the following link: [Social Media Policy](#)

The Biomedical Laboratory Diagnostics programs have zero tolerance for any violation of our social media policy. Any violation is considered unprofessional and will be referred to the Academic and Professional Standard Committee. The Biomedical Laboratory Diagnostics Social Media Policy applies to available social networks, and also to new social media as they emerge.

## Cell Phone and Electronic Use Policy

Students are NOT permitted to use their electronic devices during student **laboratory** sessions. Only with instructor approval for emergency situations should mobile devices be used in laboratories. Mobile devices that are used during student laboratory sessions may be confiscated by the instructor. Devices will be returned after the student is counseled regarding their use. The use of laptops, tablets, and other electronic devices must be limited to notetaking unless otherwise instructed by the professor.

Electronic devices include:

Laptops

Tablets

Cell phones

Smartphone

Smartwatch

Bluetooth headset

And any other device that the instructor deems applicable

## HSC Parking

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

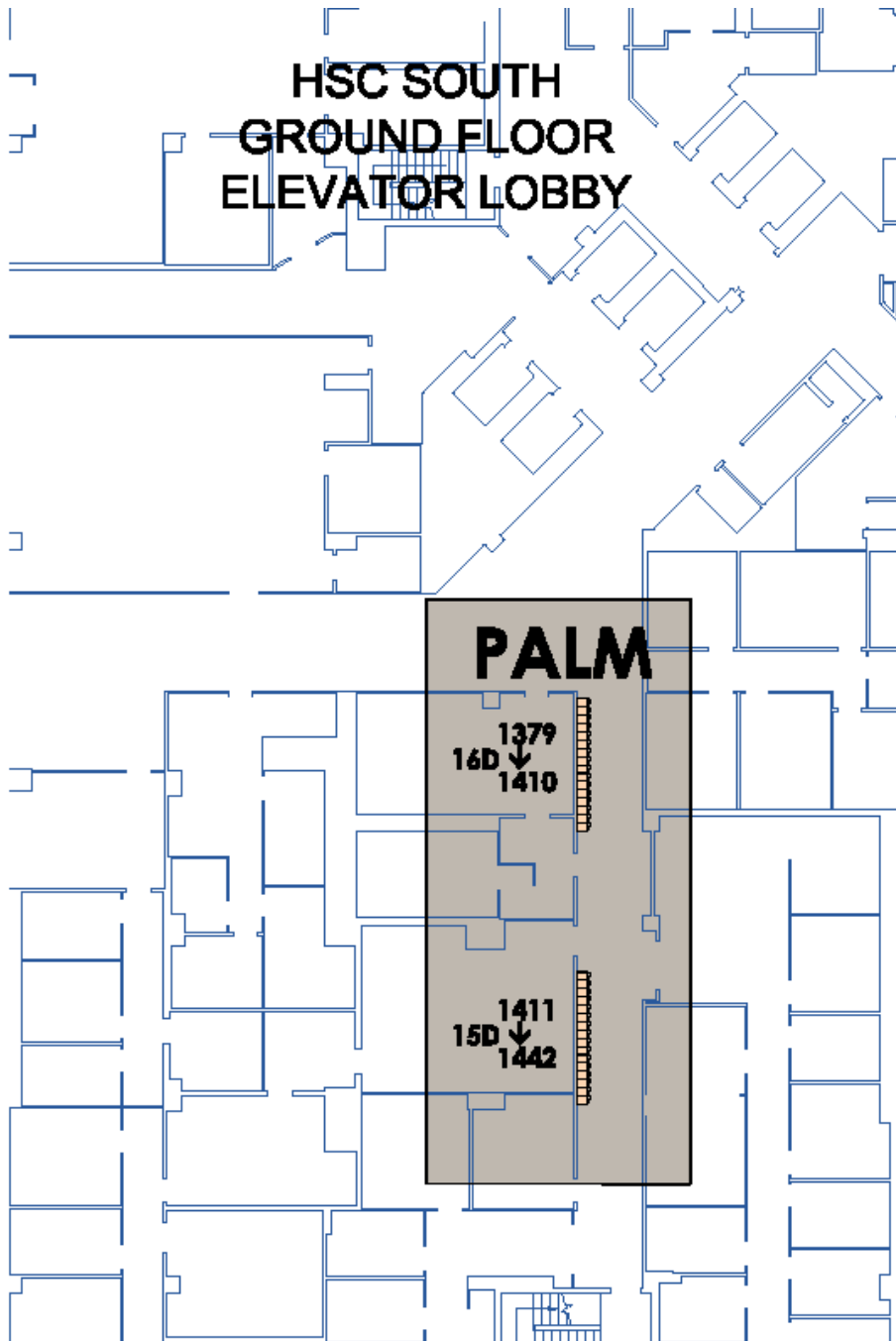
Parking in Lot 81 and Mountaineer Station is not available for football games even with a yearly permit. Parking at the Coliseum costs \$1 per parking session and is first come, first served. When parking at the Coliseum, you can leave your car for the day and ride the PRT (if operational) from the Engineering station to the Health Sciences Center (Medical Campus). The \$1 rate is good for the duration drivers remain parked in the same spot each day within the Coliseum lot. However, drivers will be responsible for paying an additional \$1 each time they leave and return to park in the Coliseum lot within the same day. Overnight parking is not permitted.

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.



## 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. Store coats and boots in your locker during class. During student laboratories, also store backpacks, book bags and purses in your locker.





## Health and Background Check Policies

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

### Drug Screening

Students may be required by their assigned clinical site to have a drug/alcohol screen. In the event of a positive drug screen, the Vice Dean will refer the case to the program's committee on academic standards for consideration and recommendations (students may not be allowed to begin the clinical rotation).

### 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 must be immunized and provide verification of immunizations. This requirement has been mandated by the Occupational Safety and Health Authority (OSHA). Students must have a one-step TB skin test **OR** QuantiFERON TB Gold test within 6 months of starting the Program and annually thereafter. Students who have a positive result must submit physician clearance documented on letterhead.

Student will be placed on program probation if the above requirements are not satisfactorily met (submitted into MyRecordTracker reviewed and approved) by the last day of final exams of the first fall semester in the program. **STUDENTS WHO HAVE NOT COMPLETED THE LISTED IMMUNIZATIONS AND TITERS WILL NOT BE PERMITTED TO BEGIN CLINICAL ROTATIONS.**

### Criminal Background Check

All students must complete a criminal background prior to the start of the first fall semester in the program. 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 BLD programs. Student will be placed on probation if the criminal background check is not completed by the last day of final exams of the first fall semester in the program.

Questions concerning these requirements can be directed to Allyson Pierce through email at [sarah.pierce@hsc.wvu.edu](mailto:sarah.pierce@hsc.wvu.edu) or by calling 304-929-1294

## **SAFETY POLICIES**

### **Health Insurance Portability and Accountability Act - 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 PALM 303 and annually thereafter. 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. If it is a non-blood-borne pathogen exposure, the student is sent to Student Health or WVU Medicine Emergency Department dependent on the severity of the incident; fill out STUDENT or VISITOR ACCIDENT REPORT FORM found on page 55.
4. If it is a blood-borne pathogen exposure, fill out the BLOOD-BORNE and NON-BLOOD-BORNE PATHOGEN EXPOSURE form found on page 61; the student is sent to WVU Medicine Emergency Department
5. Copies of each form need to be returned to the BLD office.

### Student Health Services

Information for student health services may be found at <http://wvumedicine.org/ruby-memorial-hospital/services/wvu-specialty-clinics/student-health/>.

## 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.

## Occupation Safety and Health Administration – 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 PALM 303 Laboratory Methods. Students who have not completed this requirement will not be permitted to register for PALM 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.

The student will notify the Biomedical Laboratory Diagnostics 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 or personal belongings are permitted in the student or clinical practicums.

## 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. 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.

## Safety Policy URL's

Tobacco Free Campus Policy (including electronic-cigarettes and vapor products) - WVU

[https://assets.ctfassets.net/udw4veezvy46/4NeB7pTXGhMfhyau2HAFy4/d7d4cff8c70460fd93fe2bccdb3c7989/Proposed\\_amended\\_-\\_BOG\\_Rule\\_5.6\\_-\\_Tobacco\\_and\\_Smoke\\_Free\\_Campus\\_-\\_12.14.18.pdf](https://assets.ctfassets.net/udw4veezvy46/4NeB7pTXGhMfhyau2HAFy4/d7d4cff8c70460fd93fe2bccdb3c7989/Proposed_amended_-_BOG_Rule_5.6_-_Tobacco_and_Smoke_Free_Campus_-_12.14.18.pdf)

## Safety/OSHA Regulation

[https://www.osha.gov/OshDoc/data\\_General\\_Facts/formaldehyde-factsheet.pdf](https://www.osha.gov/OshDoc/data_General_Facts/formaldehyde-factsheet.pdf)

[https://www.osha.gov/OshDoc/data\\_BloodborneFacts/bbfact02.pdf](https://www.osha.gov/OshDoc/data_BloodborneFacts/bbfact02.pdf)

[https://www.osha.gov/OshDoc/data\\_General\\_Facts/ppe-factsheet.pdf](https://www.osha.gov/OshDoc/data_General_Facts/ppe-factsheet.pdf)

[https://www.osha.gov/OshDoc/data\\_BloodborneFacts/bbfact01.pdf](https://www.osha.gov/OshDoc/data_BloodborneFacts/bbfact01.pdf)

<https://www.nwmissouri.edu/naturalsciences/sds/x/Xylenes.pdf>

## Student or Visitor Exposure Report - WVU

<https://www.ehs.wvu.edu/files/d/dcd8f1f9-1c67-4664-8c7c-f4e0e28d7d29/student-and-visitor-accident-report-form.pdf>

Questions concerning these safety policies can be addressed to Chemical Hygiene Officer Maggie Baumgartner, MLS(ASCP)<sup>CM</sup> by calling 304-293-6229 or by email at [magdalena.baumgartner@hsc.wvu.edu](mailto:magdalena.baumgartner@hsc.wvu.edu).

# WVU SERVICES FOR STUDENTS

## ***Other Important Offices***

- Accessibility Services : 304.293.6700 <https://accessibilityservices.wvu.edu/>
- Academic Affairs and Research (Provost's Office): 304.293.5701
- Academic Common Market: 304.293.2641
- Academic Information Services (Computing):
  - Evansdale Computer Lab: 304.293.2900
  - White Hall Computer Lab: 304.293.-4664
- Academic Resources: Tutoring- <https://studentsuccess.wvu.edu/services/tutoring-centers>
- Admissions and Records: 304.293.2121
  - Marilyn Potts: (In and Out of State Residency) 304.293.2124 x. 1514
- Adventure WV: 304.293.5221
- Alumni Center: 304.293.4731
- Arts and Entertainment: 304.293.4406
- Athletic Facilities: 304.293.5198
- Betty Boyd Loans: <https://campuslife.wvu.edu/student-advocacy/betty-boyd-loans>  
304.293.5611
- Box Offices:
  - Athletics:304.293.3541 or 800-WVU-GAME
  - Arts & Entertainment: 304.293.7469
  - Creative Arts Ticket Office: 304.293.3020
  - Movie Hotline: 304.293.8499
  - Ticketmaster: 304.292.0220
- CARE Team: <https://careteam.wvu.edu/home>
- Career Services Center: 304.293.2222
- Center for Black Culture: 304.293.7029
- Carruth Center for Psychological and Psychiatric Services: 304.293.WELL (9355)
- Conference Office: 304.293.2790
- Copy Centers:
  - B & E Building: 304.293.5593
  - Communications Building: 304.293.4566
  - Mountainlair: 304.293.2040
- Core Arboretum: 304.293.5201
- Creative Services: 304.293.6368
- Daily Athenaeum: 304.293.4141
- Department of Public Safety: 304.293.3136
- Disability Services: 304.293.6700
- Extended Learning: 304.293-2834 or 800-253-2762
- Financial Aid: Main Office: 304.293.5242 (*For appointments email Greg Goodwin, George Yanchak and Brian Hoover*)
- First Year Pathways: Joyce Wang 304.293.0168
- Honors College: 304.293.2100
- Hillel House: 304.296-2660

- Human Resources: 304.293-5700
- I.D. Cards: 304.293-2273
- Institutional Analysis and Planning: 304.293-4245
- Intensive English Program: 304.293-3604
- Intramural Sports Office: Bruce Brubaker 304.293–5053
- IServe: 304.293-8761 <https://iserve.wvu.edu/>
- Learning Center: 304.293-2316 or 304.293-2109
- Libraries:
  - Downtown Library Complex: 304.293-4040 x. 4040
  - Evansdale (Information): 304.293-4696 x. 5113
  - Health Sciences: 304.293-6810
  - Law (Circulation/Information): 304.293-8286
  - Math: 304.293-6011 x.2480
  - WV Collection: 304.293-4040 x.4210
  - <https://lib.wvu.edu/>
  - <https://lib.wvu.edu/databases/AtoZ/?id=E&status=>
  - Ask a Librarian: <https://westvirginia.libanswers.com/index.php>
- Medical School Admissions: 304.293-3521
- Morgantown Parking Authority: 304.284-7435
- Morgantown Visitors Bureau: 304.292-5081 (new High Street location: Kay—304-322-2916)
- Mountaineer Parents Club: 304.293-2506 Helpline: 1-800-988-0096
- Mountainlair Information: 304.293 -3701 (Lair Cell Phone: 304.216-1555)
- New Student Orientation (MVD): 304.293-2264
- New Student Services: 304.293-6871
- News and Information Services: 304.293-6997
- Nursery School: 304.293-2110
- Off-Campus Housing: 304.293-5611, [www.wvu.edu/~studlife/off-camp.htm](http://www.wvu.edu/~studlife/off-camp.htm)
- Office of International Programs/Study Abroad: 304.293-6955
- Office of International Students and Scholars: 304.293-3519
- Office of Student Accounts (Bursar's Office): 304.293-4006
- Outdoor Recreation Center (in SRC): 304.293-2203
- Parking Office: 304.293-5502 *for HSC validations* Robin Perry-304.293.8856
- Photography: WVU -304.293.3061, DA –304.293.3540
- Physical Plant: 304.293-4357
- Plant and Soil Sciences Greenhouse: 304.293-4480
- Pre-Health Professional Development Office: 304.293.2100, <https://prehealth.wvu.edu>
- Printing Services: 304.293-6366
- PRT: 304.293-5011
- The Rack: Food Pantry-304.293.4397
- Radiology: 304.293-2391
- Registrar 304.293-5355
- Ruby Memorial Hospital (Information): 304.598-4400
- Scholarship Office (Undergraduate): 304.293-4126
- Social Justice Office: 304.293-5496
- Student Accounts Office: 304.293-4006
- Student Family Resources: <https://childcare.wvu.edu/>

- Student Government Association: 304.293-4403
- Student Health Services: 304.285-7200
- Student Organizations Services: 304.293-4397
- Student Recreation Center: 304.293-7529
- Student Legal Services: 304.293-4897
- Student Support Services/TRIO: G-30 Mountainlair -304.293.6629
- Technology Support Center (Help Desk and Repairs): 304.293-4444
- U-92 Radio:
  - Office: 304.293-3329
  - News/Sports: 304.293-6397
  - Request Line: 304.293-3692
- Undergraduate Academic Services Center (academic advising): 304.293-5805
- Veterans: Mountainlair Room 214
- Work Study Program: 304.293-5842
- Writing Lab: 304.293-3107 x. 33457
- WVNET: 304.293-5192
- WVU Foundation: 304.284-4000



# Departmental FERPA Release

Departmental FERPA Release

West Virginia University

Biomedical Laboratory Diagnostics

## 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 after I cease to be a student for six months or until revoked by me, in writing, and delivered to the appropriate Program 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 Biomedical Laboratory Diagnostics programs 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 Biomedical Laboratory Diagnostics programs, the School of Medicine, and West Virginia University.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

***Identity of student must be confirmed upon receipt.***

**For Office Use Only:**

Received by \_\_\_\_\_ Date \_\_\_\_\_



# STUDENT or VISITOR ACCIDENT REPORT FORM

## FOR NON BLOOD-BORNE PATHOGEN EXPOSURE ONLY

West Virginia University Environmental Health and Safety  
**THE INJURED STUDENT OR VISITOR AND WVU DEPARTMENT REPRESENTATIVE SHOULD  
 COMPLETE THIS FORM.**

Name: \_\_\_\_\_ Status: (circle one) Student or Visitor  
 Phone: \_\_\_\_\_  
 Date: \_\_\_\_\_ Time accident occurred: \_\_\_\_\_  
 Sex: Male or Female (circle one) Age: \_\_\_\_\_  
 Building/Location and Room or area in  
 which accident occurred: \_\_\_\_\_

*Description of Accident: Please describe how the accident happened. What was the injured person doing? List any specific acts by individuals or conditions that led to the accident. (include any tools, machinery or instruments involved)*

---



---



---



---

Nature of Injury			Part of Body Injured		
<input type="checkbox"/> Abrasion	<input type="checkbox"/> Cut	<input type="checkbox"/> Scratch	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Face Finger	<input type="checkbox"/> Leg
<input type="checkbox"/> Amputation	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Shock	<input type="checkbox"/> Ankle	<input type="checkbox"/> Foot	<input type="checkbox"/> Mouth
<input type="checkbox"/> Asphyxiation	<input type="checkbox"/> Fracture	<input type="checkbox"/> Sprain	<input type="checkbox"/> Bac	<input type="checkbox"/> Forearm	<input type="checkbox"/> Nose
<input type="checkbox"/> Bite	<input type="checkbox"/> Laceration	<input type="checkbox"/> Splinter	<input type="checkbox"/> Chest	<input type="checkbox"/> Hand	<input type="checkbox"/> Shoulder
<input type="checkbox"/> Bruise	<input type="checkbox"/> Poisoning	<input type="checkbox"/> Strain	<input type="checkbox"/> Ear	<input type="checkbox"/> Head	<input type="checkbox"/> Teeth
<input type="checkbox"/> Burn	<input type="checkbox"/> Puncture	<input type="checkbox"/> Fainted	<input type="checkbox"/> Elbow	<input type="checkbox"/> Knee	<input type="checkbox"/> Wrist
<input type="checkbox"/> Concussion	<input type="checkbox"/> Repetitive Stress Injury		<input type="checkbox"/> Eye		
<input type="checkbox"/> Other specify)			<input type="checkbox"/> Other (specify)		

Was first aid administered? Y or N  
 Did you receive medical treatment? Y or N  
 Treatment location: \_\_\_\_\_

Signed: \_\_\_\_\_  
 Or Student WVU Department Representative  
 Signed: \_\_\_\_\_  
 Visitor

**E-Mail Original to: [WVUInjuryIncidentReport@mail.wvu.edu](mailto:WVUInjuryIncidentReport@mail.wvu.edu)**



**BLOOD-BORNE AND NON BLOOD-BORNE PATHOGEN  
EXPOSURE  
WVU BIOMEDICAL LABORATORY DIAGNOSTICS PROGRAMS  
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 BIOMEDICAL  
LABORATORY DIAGNOSTICS OFFICE.**



## BLD 2025 Class Student Handbook

Form to be returned

I, \_\_\_\_\_, have received the Biomedical Laboratory  
(Printed student's name)

Diagnostics Class of 2025 Student Handbook.

I understand that these policies are effective throughout the Junior and Senior years of the Biomedical Laboratory Diagnostics curriculum and any violation of these policies will result in disciplinary action.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature





# Department of PALM Professional Programs Policy on Academic and Professional Standards

Form to be returned

## WEST VIRGINIA UNIVERSITY DEPARTMENT OF PATHOLOGY, ANATOMY AND LABORATORY MEDICINE PROFESSIONAL PROGRAMS

I have read and understand the Department of Pathology, Anatomy and Laboratory Medicine 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: \_\_\_\_\_



West Virginia University

SCHOOL OF MEDICINE

Department of Pathology, Anatomy and  
Laboratory Medicine  
Professional Programs

---

**Academic and Professional Standards  
Policy**

**Class of 2025**

**THIS POLICY APPLIES THE REGULATIONS OF THE WEST VIRGINIA BOARD OF GOVERNORS (BoG) POLICIES 10 AND 31, AND ACADEMICS RULE 2.5 (FORMERLY POLICY 15).**

Revised August 2023

# Table of Contents

Preamble.....	1
Definitions .....	2
CHAPTER I.....	4
Academic and Professional Standards and Regulations Governing Lecture, Laboratory, and Clinical Assessments within the undergraduate Biomedical Laboratory Diagnostics and graduate Medical Laboratory Science and Pathologists' Assistant Programs in Conformity with West Virginia BoG Policies 10 and 31, and Academics Rule 2.5.....	4
SECTION 1. ACADEMIC AND PROFESSIONAL PERFORMANCE.....	4
1.1 Academic Requirements and Professional Standards.....	4
1.2 Assessments .....	4
1.3 Rights and Obligations of the Student .....	5
1.4 Rights and Obligations of the Faculty .....	6
SECTION 2. CONSEQUENCES OF FAILURE TO MEET ACADEMIC AND PROFESSIONAL STANDARDS AND REQUIREMENTS .....	6
2.1 A Zero, A Lower Grade, an Unforgivable F (UF), an Incomplete (I) Final Grade or Exclusion from Further Participation in the Course, Unit or Clinical Rotation.....	6
2.2 Probation.....	6
2.3 Dismissal.....	6
SECTION 3. ACADEMIC AND PROFESSIONAL STANDARDS COMMITTEE (APSC):.....	7
3.1 The Formal Process of Review by the APSC .....	7
3.2 Criteria to Remain in Good Standing .....	8
3.3 Probation.....	8
3.4 Dismissal .....	10
SECTION 4. APPEAL OF ACADEMIC DISHONESTY OR ACADEMIC PENALTIES.....	11
CHAPTER II.....	11
Professional Standards Governing Student Conduct Outside the Department of PALM Professional Programs (BoG Policies 10 and 31).....	11
CHAPTER III .....	12
Department of PALM Professional Programs Student Code of Academic and Professional Integrity .....	12

## Preamble

The West Virginia University School of Medicine Department of Pathology, Anatomy and Laboratory Medicine Professional Programs, which includes the undergraduate Biomedical Laboratory Diagnostics Programs, and the graduate Medical Laboratory Science and Pathologists' Assistant Programs, 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 practice in their respective profession. 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 Biomedical Laboratory Diagnostics, the Master of Science (M.S.) Degree in Medical Laboratory Science, or the Masters of Health Science (M.H.S.) Degree in Pathologists' Assistant West Virginia University. This Policy (1) applies Board of Governors (BoG) Policies 10 and 31, and Academics Rule 2.5, (2) covers all behavior and conduct that demonstrates by a preponderance of the evidence that a student lacks the personal qualities necessary for practice in their respective profession, (3) gives exclusive authority to the Department of Pathology, Anatomy and Laboratory Medicine 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 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 or clinical rotations.

Dismissal – termination from the program in which the student is enrolled

Excused absences - are not reviewed by the Division’s Academic and Professional Standard Committee unless a concerning pattern is identified.

Reasons for excused absences consist of:

- i. Serious illness, such as hospitalization
- ii. Death of a family member
  1. Students may take 3 excused absent days for bereavement of an immediate family member (parent, sibling, grandparent)
  2. Students may take 1 excused absent day for bereavement of an extended family member (aunt, uncle, etc.)
- iii. Major religious holiday – prior notification of an excused absence for a major religious holiday is required
- iv. Professional meetings or events
- v. University sanctioned absences: University activities at the request of University authorities, military training, and mandatory court appearances.
- vi. The Program Director has the right to permit or deny an excused absence for reasons not listed above

First Year - incorporates the Junior year including Fall I – Spring I within undergraduate Biomedical Laboratory Diagnostics Tracks (Medical Laboratory Science and Histotechnology).

- incorporates PGY1 didactic year including Spring I – Fall I within the graduate Pathologists’ Assistant Program.

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

GPA – Grade Point Average

Overall GPA incorporates all final grades in courses completed within any accredited institution of higher education.

Semester GPA incorporates all final grades completed within a specific semester, i.e. Fall, Spring or Summer.

Pre-requisite GPA incorporates overall final grades in all pre-requisite courses. (only considered upon admission)

Program GPA incorporates final grades within the specific program the student is enrolled. (Graduate Medical Laboratory Science and Pathologists’ Assistant Programs only)

Grade Penalty – defined by the course instructor in the syllabus

In writing – Electronic written communication (e.g., email) or written communication available for pick up or sent via postal service.

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 undergraduate Biomedical Laboratory Diagnostics Tracks (Medical Laboratory Science and Histotechnology).

- incorporates PGY2 clinical year including Spring II – Fall II within the graduate Pathologists' Assistant Program.

Tardiness – arriving at any point after the established class, student laboratory, or clinical rotation time as documented in the syllabus, clinical rotation materials or set by the program director.

# CHAPTER I

## **Academic and Professional Standards and Regulations Governing Lecture, Laboratory, and Clinical Assessments within the undergraduate Biomedical Laboratory Diagnostics and graduate Medical Laboratory Science and Pathologists' Assistant Programs in Conformity with West Virginia BoG Policies 10 and 31, and Academics Rule 2.5.**

### **SECTION 1. ACADEMIC AND PROFESSIONAL PERFORMANCE**

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

#### **1.1 Academic Requirements and Professional Standards**

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

The Department of Pathology, Anatomy and Laboratory Medicine (PALM) 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 undergraduate Biomedical Laboratory Diagnostics or graduate 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 all policies and procedures, including those related to conduct, appearance, and attendance required by the program or faculty coordinating a course, laboratory or clinical rotation
- 5) Follow the standards of the Department of PALM Professional Programs Student Code of Academic and Professional Integrity (Chapter III).

By enrolling in the undergraduate Biomedical Laboratory Diagnostics Programs or graduate Medical Laboratory Science or Pathologists' Assistant Programs, 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 appropriate Program Director 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 Assessments**

Academic and professional performance is evaluated by written, computer-based and practical examinations and through the observation of performance in lectures, examinations, laboratories, and clinical rotations. 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).

A student must maintain expectations for professional behaviors as defined by the Department of PALM Professional Programs Student Code of Academic and Professional Integrity (Chapter III). Professional behavior deficiencies will be presented to the APSC.

## 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 PALM Department Professional Programs Policy on Academic and Professional Standards (this document)
- 3) BoG Policies 10, and 31, and Academics Rule 2.5
- 4) The Biomedical Laboratory Diagnostics, Medical Laboratory Science or Pathologists' Assistant Student Handbook
- 5) The West Virginia University Campus Student Code (<https://studentresponsibility.wvu.edu/campus-student-code>).

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 based on 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 PALM Professional Programs Student Code of Academic and Professional Integrity that they witness to the Chairperson of the APSC, 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 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 PALM 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 BoG Academics Rule 2.5 and the West Virginia University Academic Catalog (<http://catalog.wvu.edu>).



## 1.4 Rights and Obligations of the Faculty

It is the responsibility 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 coordinating 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 APSC.

Evaluations are not restricted to academic grades, but include the assessment of professional skills, demeanor, and conduct.

The Department of PALM Professional Programs reserves the right to withhold the B.S., M.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 their respective profession.

Grades and evaluations issued by the course faculty, and decisions or recommendations of the APSC 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. The assignment of a grade and evaluation is the responsibility of the faculty coordinating 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 Zero, 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 Program Director based on the recommendations of the APSC.

### 2.2 Probation

This penalty is imposed by the Program Director after receipt of recommendations from the APSC. The specific remediation requirements associated with the penalty will be stated by the Program Director at the time the student is informed of the penalty in writing (Section 1.3). See Section 3.3 for probation criteria.

### 2.3 Dismissal

This penalty is imposed by the Program Director after receipt of recommendations by the Department of PALM Professional Programs APSC because of academic and professional deficiencies found serious enough to merit dismissal.

After dismissal, readmission in the undergraduate Biomedical Laboratory Diagnostics Programs or graduate Medical Laboratory Science or Pathologists' Assistant Programs must be sought through the standard admissions process. See Section 3.4 for dismissal criteria.

## **SECTION 3. ACADEMIC AND PROFESSIONAL STANDARDS COMMITTEE (APSC):**

The Department of PALM Professional Programs APSC has been established for the evaluation of undergraduate Biomedical Laboratory Diagnostics and graduate 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 APSC is comprised of faculty from the Biomedical Laboratory Diagnostics Programs, Pathologists' Assistant Program, and Health Sciences appointed by the vice-chair of PALM Professional Programs and is advisory to the vice-chair and program directors. A quorum consisting of 50% plus one member of the total membership is required to make a recommendation. The Director of the program in which the student under consideration is enrolled must be present before a recommendation may occur.

The APSC reviews the records of any student who fails to satisfy academic and professional standards which include grades or inappropriate professional behavior and conduct. The APSC makes recommendations for disciplinary sanctions and criteria. APSC recommendations for probation 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 by the APSC**

#### **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 document on the appropriate form the following: (1) the problem, (2) meeting date(s) with student, (3) course of action already taken, and (4) recommendations. The form will be provided to the student, Program Director and Chair of the APSC, and a copy placed in the student's file.

In matters of professional misconduct, any party can initiate a concern in writing to the APSC Chairperson, or designee.

The student may also submit in writing his/her arguments to the APSC Chairperson, or designee.

#### **3.1.2**

The APSC Chairperson, or designee, will then call a meeting of the Committee. If the student issue involves one of the APSC 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.

The APSC will have access to all academic and professional materials.

#### **3.1.3**

All deliberations of the APSC 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 APSC, 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 APSC will be submitted to the Program Director who may accept, modify, or reject the recommendations. The Program Director will then meet with the student to explain the imposition of any penalties and expected criteria. Decisions regarding dismissal will be reviewed and conveyed to the student by the Program Director.

## 3.2 Criteria to Remain in Good Standing

Recommendations for graduation are contingent upon the successful completion of all required courses, clinical rotations, and other requirements. Graduation requires approval by the School of Medicine Faculty.

### Biomedical Laboratory Diagnostics Undergraduate Programs

A student **must**:

- 1) Maintain at least a 2.5 overall GPA and achieve a 2.5 semester GPA each semester while in the program
- 2) Pass comprehensive examination given at the end of the Spring II semester of the second year
- 3) Maintain appropriate professional behavior, demeanor, conduct, and attendance
- 4) Successfully complete all clinical rotations
- 5) Successfully complete a capstone project
- 6) Complete 50 hours of approved community service
  - a. **Students must have a minimum of 25 hours entered and approved by the end of the 6-week summer semester**

A second attempt will be available for any student who does not pass the comprehensive examination. See Section 3.4 for dismissal criteria.

### Medical Laboratory Science Graduate Program

A student **must**:

- 1) Maintain at least a 2.75 program GPA.
- 2) Earn a grade of C or above in all program coursework.
- 3) Pass comprehensive examination given at the end of the program
- 4) Maintain appropriate professional behavior, demeanor, conduct, and attendance.
- 5) Successfully complete all clinical rotations.

A second attempt will be available for any student who does not pass the comprehensive examination. See Section 3.4 for dismissal criteria.

### Pathologists' Assistant Graduate Program

A student **must**:

- 1) Maintain at least a 3.0 program GPA
- 2) Pass comprehensive examination given at the end of the Fall semester of PGY2
- 3) Maintain appropriate professional behavior, demeanor, conduct, and attendance
- 4) Successfully complete all clinical rotations
- 5) Successfully complete a presentation or publication
- 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 3.4 for dismissal criteria.

## 3.3 Probation

### 3.3.1 Admissions Probation

Automatic probationary status will be assigned to any student admitted into the Biomedical Laboratory Diagnostics Programs with an overall and/or pre-requisite GPA less than 2.5 or the graduate Medical Laboratory Science program with a cumulative GPA less than 3.0. Probation upon admission does not apply to the Pathologists' Assistant Program.

### 3.3.2 Program Probation

#### Biomedical Laboratory Diagnostics Undergraduate Programs and Pathologists' Assistant Graduate Program Criteria:

Probation **will** be recommended by the APSC in any case of:

- 1) A final grade of "D" during the program
- 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
  - a. Examples include unprofessional attitude and/or conduct, absences/tardiness, failure to attend IPE sessions, and failure to submit required health and immunizations by established deadline
- 5) A student's overall or semester GPA less than 2.5 in Biomedical Laboratory Diagnostics programs, or a program GPA less than 3.0 in the Pathologists' Assistant Program
- 6) An infraction of the Student Code of Academic and Professional Integrity (Chapter III)
- 7) Failure to complete (hours entered and approved) 25 community service hours by the end of the summer semester for the Biomedical Laboratory Diagnostics program only.

#### Medical Laboratory Science Graduate Program Criteria:

Probation **will** be recommended by the APSC in any case of:

- 1) A student's program or semester GPA less than 2.75
- 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
  - a. Examples include unprofessional attitude and/or conduct, absences/tardiness, failure to attend IPE sessions, and failure to submit required health and immunizations by established deadline
- 5) An infraction of the Student Code of Academic and Professional Integrity (Chapter III)

When a student is placed on probation, the student must meet established criteria by the end of the subsequent semester. If the student meets the established criteria by the end of the subsequent semester, the APSC will recommend removal from probation. If the student does not meet the criteria by the end of the subsequent semester, an extension of the student's probationary status will be recommended.

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, then be placed on probation again during a subsequent semester and meet the terms of probation again by the following semester. No further probationary periods will be allowed, and dismissal will be recommended.

**However, if a student meets more than one probationary criterion for more than one semester, no further probationary status is permitted, and dismissal will be recommended.**

**Students in the Pathologists' Assistant program may not enter the clinical year (PGY2) on probation even if it is only the first semester on probation.**

### 3.4 Dismissal

3.4.1 Dismissal **may** be recommended by the APSC for any case of:

*Biomedical Laboratory Diagnostics Undergraduate Programs 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 an overall GPA less than 2.25 or a second semester GPA less than 2.25
- 3) An overall 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) After one semester on probation for failure to assume appropriate professional responsibility, including demeanor, conduct, and absences/tardiness, dependent upon the severity
- 7) Any infractions of the Student Code of Academic and Professional Integrity (Chapter III)

*Medical Laboratory Science Graduate Program Criteria:*

- 1) Failure of the comprehensive examination after two attempts given at the end of the program
- 2) Unsatisfactory evaluations which indicate gaps in knowledge and skills and/or inadequate integration of the content of the curriculum
- 3) After one semester on probation for failure to assume appropriate professional responsibility, including demeanor, conduct, and absences/tardiness, dependent upon the severity
- 4) Any infractions of the Student Code of Academic and Professional Integrity (Chapter III)

*Pathologists’ Assistant Graduate 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) After one semester on probation for failure to assume appropriate professional responsibility, including demeanor, conduct, and absences/tardiness, dependent upon the severity
- 5) Any infractions of the Student Code of Academic and Professional Integrity (Chapter III)

3.4.2 Dismissal **will** be recommended by the APSC for any case of:

*Biomedical Laboratory Diagnostics Undergraduate Programs Criteria:*

- 1) An overall GPA less than 2.0
- 2) More than two semesters of an overall GPA less than 2.25
- 3) Two final grades of “D” in the same semester
- 4) A final grade of “F” or “UF”
- 5) Meets one probationary criterion for more than two semesters or meets more than one probationary criterion for more than one semester (see Section 3.3.2)

*Medical Laboratory Science Graduate Program Criteria:*

- 1) A program GPA less than 2.5
- 2) More than two semesters of a program GPA less than 2.75
- 3) A final grade of “F” or “UF”
- 4) Meets one probationary criterion for more than two semesters or meets more than one probationary criterion for more than one semester (see Section 3.3.2)

*Pathologists’ Assistant Graduate Program Criteria:*

- 1) A program GPA less than 2.75
- 2) More than two semesters of a program GPA less than 3.0
- 3) Two final grades of “D” in the same semester
- 4) A final grade of “F” or “UF”
- 5) Meets one probationary criterion for more than two semesters or meets more than one probationary criterion for more than one semester (see Section 3.3.2)
- 6) Meets any probationary criteria at the end of the Fall semester of PGY1

The APSC 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 documented counseling with the student and Program Director.

An APSC recommendation for dismissal, including any documentation provided by the student to the committee, shall be forwarded to the appropriate Program Director. Within 15 calendar days of receipt of the APSC’s recommendation, the Program Director shall inform the student of his/her decision. A decision to dismiss shall specify that the dismissal is from the program, not the college, or school.

The student may appeal this dismissal (Section 4). Students who are dismissed, including students admitted as direct admit, may reapply through the standard admissions process.

#### **SECTION 4. APPEAL OF ACADEMIC DISHONESTY OR ACADEMIC PENALTIES**

Due process requirements, appeal procedures and timelines are specified in the West Virginia University Academic Catalog (<http://catalog.wvu.edu/>), and BoG Policy 31 and Academics Rule 2.5.

## **CHAPTER II**

### **Professional Standards Governing Student Conduct Outside the Department of PALM 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.

Academic dishonesty includes HIPAA violations, 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>).

## CHAPTER III

### Department of PALM Professional Programs Student Code of Academic and Professional Integrity

Professional practice must be based on reverence for life, compassion and respect for patients, competence, and integrity. Hence the Department of PALM 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 PALM Professional Programs at West Virginia University School of Medicine and governs student behavior in lectures, examinations, laboratories, 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 their respective profession. 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 PALM Professional Programs at West Virginia University School of Medicine.

Specifically, the Department of PALM 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 PALM 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., M.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 to affect 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 or that may adversely reflect upon the profession, the Department of PALM 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 APSC all violations of this code that I witness.



**WEST VIRGINIA UNIVERSITY  
DEPARTMENT OF PATHOLOGY, ANATOMY AND LABORATORY  
MEDICINE  
PROFESSIONAL PROGRAMS**

I have read and understand the Department of Pathology, Anatomy and Laboratory Medicine 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: \_\_\_\_\_