



## **CENTER FOR EDUCATION**

### **STUDENT HANDBOOK 2024 – 2025**

### **SCHOOL OF NURSING SCHOOL OF RESPIRATORY CARE SCHOOL OF MEDICAL IMAGING\***

*\*Specific information regarding SOMI resides in a standalone SOMI Student Handbook*

UPDATED 1/17/2025

St. Mary’s Medical Center  
Center for Education  
Student Handbook  
Fall 2024 – Spring 2025

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Revised: 5/19, 6/19, 8/19, 2/2020, 6/2020, 9/2020, 8/2021, 8/2022, 10/2022, 1/23, 6/23, 4/24,7/24

## INTRODUCTION

Welcome to the Center for Education at St. Mary's Medical Center, which is home to the St. Mary's/Marshall University Cooperative Associate in Science in Nursing Program, the St. Mary's/Marshall University Cooperative School of Medical Imaging, and the St. Mary's/ Marshall University Cooperative School of Respiratory Care. As well, the Center for Education offers an Associate in Applied Science in Respiratory in collaboration with Mountwest Community and Technical College. As you begin your program of study, you are beginning a challenging and mobile professions. Health care today offers a variety of career options in a wide range of settings.

The policies, rules and regulations are designed to assist your academic progression and promotion in the program. As a student, you will be held responsible for the contents of this handbook during your enrollment in the program.

The Vice President for Schools of Nursing and Health Professions (VPSONHP), directors, faculty, and staff wish you well in your studies. If we can be of any help to you, please feel free to contact us at any time.

## **Center for Education Programs:**

### ***School of Nursing***

St. Mary's School of Nursing (SON) was founded by the Pallottine Sisters of the Catholic Apostolate in 1926. It is the oldest operating RN program in West Virginia and has graduated 4,959 students as of May 2024.

St. Mary's School of Nursing, in cooperation with Marshall University (MU), offers a two-year associate degree nursing program. The nursing courses are taught at St. Mary's School of Nursing, the support courses are taught at Marshall University. Upon completion of the program, the graduate receives an Associate in Science in Nursing Degree (ASN) from Marshall University and is eligible to make application to take the NCLEX-RN for licensure to practice as a registered nurse. Graduates can articulate to baccalaureate in nursing programs on a full-time or part-time basis for career advancement.

### ***School of Medical Imaging***

St. Mary's School of Medical Imaging (SOMI) was started in 1964. It is a hospital-based educational program consisting of 24 months of competency-based clinical and didactic instruction to prepare graduates for entry level employment as a radiographer, and to sit for the American Registry of Radiologic Technologist (ARRT) certification examination upon graduation. The School of Medical Imaging is a cooperative baccalaureate program with Marshall University.

Radiography is a multi-dimensional career that includes digital and computed radiography, trauma radiography and fluoroscopy. Radiographers have many advanced imaging opportunities available including sonography, computed tomography, magnetic resonance imaging and cardiovascular intervention radiography.

### ***School of Respiratory Care***

The School of Respiratory Care (SORC) was founded in 2005. It is a cooperative baccalaureate program with Marshall University. The support courses are taught at Marshall University and the respiratory care classes are taught at St. Mary's School of Respiratory Care.

Respiratory therapists work with individuals with chronic health problems, such as asthma, pneumonia, bronchitis, and many other breathing disorders. They also encounter persons who have been involved in a traumatic accident, experienced a heart attack, or the birthing of premature infants and patients in a pulmonary rehabilitation program. Need to add in info regarding the AAS with MCTC here.

### **Disclaimer**

The provisions of this handbook do not constitute a contract, expressed or implied between any applicant or student and the Center for Education (CFE) at St. Mary's Medical Center (SMMC). The Center for Education reserves the right to change any of the provisions, schedules, programs, courses, rules, regulations, or fees whenever school authorities deem it expedient to do so.

# SCHOOL FACILITIES

## OFFICES:

VICE PRESIDENT FOR SCHOOLS OF NURSING AND HEALTH PROFESSIONS/DIRECTOR  
SCHOOL OF NURSING OFFICE – ROOM 138 Phone: 304 - 526 - 1416

The Vice President for Schools of Nursing and Health Professions (VPSONHP) also serves as the Director School of Nursing. The Director is available at most times to consult with the student(s). You are encouraged to schedule an appointment in advance.

DIRECTOR SCHOOL OF MEDICAL IMAGING OFFICE – ROOM 141

Phone: 304 - 526 - 1259

The Director is available at most times to consult with the student(s). You are encouraged to schedule an appointment in advance.

DIRECTOR SCHOOL OF RESPIRATORY CARE OFFICE – ROOM 140

Phone: 304-399-4969

The Director is available at most times to consult with the student(s). You are encouraged to schedule an appointment in advance.

ADMINISTRATIVE SECRETARY'S OFFICE – ROOM 137

Phone: 304 - 526 - 1426

Appointments with the Vice President for Schools of Nursing and Health Professions may be scheduled through this office.

ADMISSIONS OFFICE – ROOM 132 & ROOM 133

Phone: 304-526-1423 OR 304-399-7110

General admission information and student academic files are in this office.

## FACULTY OFFICES

You should arrange an appointment in advance, whenever possible. However, faculty can often meet with students on a drop-in basis.

LIBRARY / LIBRARIAN'S OFFICE – ROOM 107

Phone: 304-526-1433

The librarian catalogs library holdings and coordinates the care of the library.

## CLASSROOMS/LABORATORIES/LIBRARY

CLASSROOMS – 213, 217, 218, 219/220, 221, 222

Classrooms are equipped with tables, chairs, and electrical outlets for personal laptops.

COMPUTER LABS – 125, 127, 128

Computer labs are for the use of CFE students and personnel only. Copy righted software is not allowed out of the lab; no software is to be downloaded onto flash drives, etc.

**LIBRARY** – (See Library section for summary of policies and services.) Students are to review the Library Handbook on reference in the library. No food or drink is allowed in the library.

#### **SKILLS LABORATORIES – 195, 199**

The labs are utilized for instruction, practice, and evaluation. Please check the schedule posted beside each door for availability.

#### **STUDY/TESTING ROOMS – 130A-130K, 184, 185, 186, 187, 188, 189, 193**

These rooms are available for use by students unless the room is needed for testing purposes.

**STUDENT LOUNGE/PATIO** – The lounge and patio are available for students to relax and/or dine. There are vending machines available, as well as refrigerators and microwaves.

**LOCKERS** – Each student is assigned a locker. The student is expected to provide their own lock. CFE personnel do have the right to inspect a locker if it is deemed necessary to do so.

#### **COMMUNICATION DEVICES**

**PHONES/ELECTRONIC DEVICES** – No electronic device is to be used in any classroom and/or lab unless the faculty member has instructed the student(s) to utilize the device for a class assignment. Phones are to be turned off during classes/labs. No phones, tablets, watches, key fobs, or other electronic devices are permitted in any class/lab during tests or test review. All electronic devices including phones and key fobs are to be placed in the student's assigned locker and are not to be in the classroom during exams or test reviews. Electronic devices with the camera function in the "on" position and smart watches (Apple Watch, Fitbit, etc.) are forbidden in the clinical areas. Watches are not permitted during exams as clocks are provided in each room.

**BULLETIN BOARDS** – Bulletin boards are located throughout the CFE. Check the boards as advised by faculty.

**ELECTRONIC MESSAGES** – Check email and MUOnline /Blackboard daily.

**THE SCHOOL WILL NOT ASSUME RESPONSIBILITY FOR LOST OR STOLEN PROPERTY**

Formulated: Prior to 5/95

Reviewed: 5/95, 5/97, 4/98, 10/98, 6/07, 11/08, 11/09, 7/10, 7/13, 8/17; 8/21; 6/22; 6/24

Revised: 5/04, 5/05, 4/08, 7/08, 7/12; 6/19; 5/20; 7/22; 6/23

Removed: 8/18

## Marshall University Student Services

SERVICE	EXPLANATION	LOCATION/PHONE
Student Health Education Program (SHEP)	Provides wellness opportunities, substance prevention, and health education	MU Recreation Center – 1st floor 304-696-4800
Health & Fitness Center (W. Don Williams Center)	Cardiovascular and weight training equipment. Students must go through a brief orientation prior to use of the center.	Gullickson Hall – 1st floor 304-696-3653
Health Insurance	A student accident and sickness group insurance plan providing coverage for hospital and medical expenses.	Office of Student Affairs Memorial Student Center, 2W38 3046966422
Health Services (see SHEP above)	Provided by University Physicians and Surgeons, an affiliate of the University's School of Medicine. The clinic is in the new building next to Cabell Huntington Hospital. *Part-time students may be required to pay fees for services.	1st Floor, Family Practice, CHH Hal Greer Blvd. 304-696-100
Recreational Facilities (Henderson Center)	Exercise facilities, weight room, indoor pool, etc.	20th Street, 5th Avenue 304-696-3304
Speech and Hearing Center	Services for students with speech, voice, or hearing concerns.	Smith Hall – Room 143 304-696-3640
Campus Christian Center	The ecumenical staff of the Center is responsive to the personal, academic, vocational, and spiritual needs of the students.	Campus Christian Center Building 304-696-2444
Counseling Services	Provides individual and small group counseling.	Prichard Hall – 1st floor 304-696-3111
Office of Accessibility and Accommodations	Provides resources for students with disabilities and needs for accommodations	Prichard Hall – Room 117 304-696-2271
Psychology Clinic	Low-cost services available for a range of problems, including depression, anxiety, marital, family, etc.	Harris Hall – Room 335A 304-696-2772
Academic Advising Services	Provides program/major information by college	Laidley Hall 304-696-7041 Link: <a href="http://www.marshall.edu/uc/advising">www.marshall.edu/uc/advising</a>
H.E.L.P. Program (Higher Education for Learning Problems)	Testing and Assistance Program for students with learning problems.	Myers Hall 520 18th Street 304-696-6253
Returning Students Program	Provides counseling and referral for students who are 25 or older and/or are returning after a break in their education.	Prichard Hall – Room 135 304-696-3111 or 304-696-3338
Tutors (Educational Support Service)	Provide list of tutors for specific topics.	Laidley Hall 304-696-3169



SERVICE	EXPLANATION	LOCATION/PHONE
Career Services	Career counseling and testing. Computers for resume creation. Part-time and summer employment assistance and many more services.	17th Street and 5th Avenue 304-696-5267
Financial Aid	Scholarships, grants, and loans	Old Main – Room 116 304-696-3162
Other:		
Artists Series	Educational, cultural, and entertaining concerts, productions, opera, films, etc. *Part-time students may purchase tickets at half price.	Joan C. Edwards Performing Arts Center 304-696-6656
Legal Aid	Attorneys offer advice and counseling on all legal matters, which concern students (lease/tenant disputes, consumer rights, domestic relations, auto accidents, etc.)	Memorial Student Center 2W23 304-696-2285
Library	John Deaver Drinko Library Health Science Library	MU campus Health Center next to CHH
Parking	Parking pass for students lots for a fee	Bliss Charles Public Safety Building 5th Avenue and 18th Street 304-696-6406
Sporting Events	Discount tickets are available for students.	Tickets on sale at Henderson Center 1-800-THE-HERD
Student Government	Executive, Legislative & Judicial branches. Elections are held in November and March with representatives from academic colleges within the university.	Memorial Student Center – Room 2W24 304-696-6435

Revised: 5/04, 5/05, 4/08, 7/08, 11/09, 7/12, 12/16, 6/24

Reviewed: 11/08, 7/09, 7/10, 7/13, 8/17, 8/18, 6/19; 5/20, 8/21; 6/22, 6/23

## St. Mary's Medical Center – Student Services

<b><i>COUNSELING</i></b>		
Counseling Services	Mental Health Counseling offers free services to CFE students in all CFE programs.	304-526-1357
<b><i>ACADEMIC ADVISING</i></b>		
Academic Support	Faculty are available to assist students experiencing academic difficulty.	304-526-1432
Academic Advising Service	Faculty advisor assigned to assist student to progress through nursing program.	See Student Handbook
<b><i>FINANCIAL AID</i></b>		
Scholarships	Various scholarships are available to students progressing in the Schools of Nursing, Medical Imaging and Respiratory Care. See guidelines for application for specific scholarships.	See Student Handbook
<b><i>STUDENT ORGANIZATIONS</i></b>		
Class Organizations	Each year, student representatives are elected to conduct business and relay information or concerns to the faculty or administration.	See Student Handbook
SNA	Affiliated with State and National organization. Students participate in various fund raising and community service projects.	See Student Handbook
NCF	Affiliated with National and International support group for students with opportunity for community service.	See Student Handbook.
Alpha Delta Nu	St. Mary's School of Nursing Associate Degree Nursing Honor Society Chapter of Sigma Gamma Nu	See Student Handbook
Lambda Nu	SMMC School of Medical Imaging Honor Society	See Student Handbook
Lambda Beta	SMMC School of Respiratory Care Honor Society	See Student Handbook
<b><i>OTHER</i></b>		
Computer Labs	Three computer labs with internet access are available.	Rooms 125,127, 128, Center for Education See Student Handbook
Library	Library is available to assist students. Textbooks, periodicals, references, audiovisuals, and Internet access available.	Room 107 Center for Education
Skills Labs	Learning lab equipped with patient care items and learning models. Open for student practice at posted times.	Room 195, 199 Center for Education
Study Rooms	Private study rooms with computer are available.	Rooms 130A-130K, 184, 185, 186, 187, 188, 189, 190, 192, 193
Parking	Free parking is available in designated areas.	See Student Handbook
Cafeteria Discount – SMMC	Students will receive a 15% discount from the SMMC cafeteria. They must be wearing their SMMC-CFE name tag in order to receive the discount.	

Copy Services	A coin operated copy machine is available for student use in the CFE library. All computer lab or library computer printing is also routed to the CFE library copier.	CFE Library
Student Lounge/Patio	The student lounge and patio are conveniently located in the CFE, with comfortable seating, tables and chairs. There are vending machines available, as well as refrigerators and microwaves.	
Gift Shop	Gift shops are in the lobby of SMMC and Cabell Huntington Hospitals.	
ATM	An ATM machine is available at SMMC and other clinical sites.	
Internet Access	Students will have access to the Internet for school related research via computers in the CFE library and the computer labs. Wireless Internet is also available in the CFE.	

Reviewed: 5/04, 7/05, 6/07, 4/08, 7/08, 7/09, 11/09, 7/13, 8/17, 6/24

Revised: 11/08, 7/10, 7/12, 8/18, 5/20; 8/21; 6/22; 6/23

# **SCHOLARSHIPS**

## ***Nursing Scholarships***

### **ASPIN MEMORIAL SCHOLARSHIP**

The Aspin Memorial Scholarship at St. Mary's School of Nursing is an award to a student entering the second, third, or fourth semester at St. Mary's School of Nursing. It provides \$500.00 toward the cost of attending St. Mary's School of Nursing. It is based on financial need, academic performance, and faculty recommendations. This award is for one semester and can be applied for each semester.

### **DR. BARBARA STEVENS MEMORIAL SCHOLARSHIP**

The Dr. Barbara Stevens Memorial Scholarship at St. Mary's School of Nursing is an award to a second semester student at St. Mary's School of Nursing. It provides \$500 toward the cost of attending St. Mary's School of Nursing. It is based on academic performance. This award is renewable for three (3) continuous semesters by the recipient if certain criteria are met.

### **COLETTA A. KLUG MEMORIAL SCHOLARSHIP**

The Coletta A Klug Memorial Scholarship at St. Mary's School of Nursing is an award to a second semester student at St. Mary's School of Nursing. It provides \$500 toward the cost of attending St. Mary's School of Nursing. It is based on academic performance. This award is renewable for three (3) continuous semesters by the recipient if certain criteria are met.

### **DORCAS HODGES BURLINGAME MEMORIAL SCHOLARSHIP**

The Dorcas Hodges Burlingame Memorial Scholarship at St. Mary's School of Nursing is an award to a second semester student at St. Mary's School of Nursing. It provides \$1,000 toward the cost of attending St. Mary's School of Nursing. It is based on academic performance. This award is renewable for three (3) continuous semesters by the recipient if certain criteria are met.

### **FAYE PRINCE MEMORIAL SCHOLARSHIP**

The Faye Prince Memorial Scholarship at St. Mary's School of Nursing is an award to a second semester student at St. Mary's School of Nursing. It provides \$1,000 toward the cost of attending St. Mary's School of Nursing. It is based on academic performance. This award is renewable for three (3) continuous semesters by the recipient if certain criteria are met.

### **JILL LEWIS NURSING SCHOLARSHIP FOUNDATION AWARD**

Established by classmates, family and friends in memory of Jill Lewis, a senior in the program at the time of her death on February 10, 1986. An award from the interest accumulated from the investment of the Foundation monies is made each year to a nursing student who has completed the first year of the program. The selection is made by faculty and classmates through secret ballot with an effort made to identify the student who has demonstrated the same determination and high ideals for nursing as characterized by Jill Lewis while enrolled in the program.

### **RUTH STADLER SCHOLARSHIP AWARD**

Established by students, family and friends in memory of Ruth Stadler, who served as the school's evening receptionist from February 15, 1968, through November 6, 1981. An award in the amount of \$100.00 is made each year to the nursing student who demonstrates, most consistently, throughout the first year in the program, behaviors that characterize the ideal St. Mary's student. The recipient is selected by non-teaching school staff through secret ballot.

### SISTER CELESTE LYNCH MEMORIAL SCHOLARSHIP

The Sister Celeste Memorial Scholarship at St. Mary's School of Nursing is an award to a student entering the second semester at St. Mary's School of Nursing. It provides \$1000 toward the cost of attending St. Mary's School of Nursing. It is based on academic performance. This award is renewable for three (3) continuous semesters by the recipient if certain criteria are met.

### ST. MARY'S SCHOOL OF NURSING ALUMNI ASSOCIATION SCHOLARSHIP AWARD

Established by the School of Nursing alumni and friends in memory and/or honor of faculty, graduates, and friends of the program. Selection of the Year II nursing school recipient(s) is made by a committee composed of the Alumni Association President, Secretary, Treasurer and the Director of the School. Application materials are submitted, giving support for character and academic achievement, as well as financial need. Special consideration is given to the applicant who has parents or other relatives who are Alumni of the School.

### LITTLE MISS ST. MARY'S SCHOOL OF NURSING SCHOLARSHIP

Established by the Donley Family in 2022, this scholarship is in honor of Margaret Donley, a long-time St. Mary's employee who embodied the spirit of both St. Mary's and Nursing. It provides up to \$5,000 toward the cost of attending St. Mary's School of Nursing. It is based on academic performance, need, and merit determined based on review of a submitted essay to the committee on which a member or members of the Donley family sit.

Aetna Better Health West Virginia Scholarship

Highmark Scholarship

More scholarships are on the way!!!

Revised: 5/04, 5/05, 6/06, 6/07, 4/08, 7/08, 7/09; 6/19; 8/21; 6/22; 6/23; 6/24

Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 8/17, 8/18, 5/20

## **HONOR SOCIETIES**

***Lambda Nu is a national honor society for the radiologic and imaging sciences for students in the School of Medical Imaging***

The objectives of Lambda Nu are to:

- Foster academic scholarship at the highest academic levels
- Promote research and investigation in the radiologic and imaging sciences
- Recognize exemplary scholarship

The following are requirements of eligibility for membership:

- Professional courses must have a GPA 3.25 or higher on 4.0 scale after one full time semester of a professional program.
- Enrollment in a radiologic or imaging sciences program as a full-time student for at least one semester.
- Evidence of commitment to the profession.
- All members must register and pay national dues as well as meet all Chapter obligations.

***Lambda Beta is a national honor society for the profession of respiratory care and is available for students in the School of Respiratory Care.***

The purpose of the Lambda Beta Society is to promote achievement of high scholarly standards within the schools and chapters through the encouragement of membership and graduation with honors. Membership benefits and advantages include the recognition of individual achievement and scholarship. Individuals' achievements are recognized by having their name entered into a permanent "Roll of Excellence", graduating with honors by displaying a ribbon on their graduation gown during commencement, graduation with honors noted on their official transcripts, wearing, and displaying the Lambda Beta insignia, and the right to list honor society membership on their curriculum vitae. In addition to recognizing the achievement of students, Lambda Beta chapters may choose to participate in other activities promoting leadership and scholarship within the profession including social activities (i.e., annual luncheons, recognition dinners, or graduation breakfasts), scholarship fund raising and distribution, as well as special fund raising and research.

To qualify for membership, a respiratory care student must have completed 50% of their respiratory care courses and hold a GPA which ranks in the top 25 percent of the respiratory class. The individual must be of good character and be nominated by faculty or chapter officers from a Lambda Beta Chapter.

***Alpha Delta Nu is the national Associate Degree of Nursing Honor Society.***

Alpha Delta Nu recognizes outstanding achievement in Associate Degree Nursing

Alpha Delta Nu's purpose is to:

Foster a commitment to the nursing profession

Recognize exemplary contributions toward the advancement of professional nursing

Promote leadership, scholarship, and service in nursing

The following are requirements of eligibility for membership

Completion of three semester of nursing courses

Must have achieved a grade of "B" or higher in each nursing course

Members must pay chapter dues and participate in chapter obligations

Overall GPA of 3.3 or higher on a 4.0 scale in courses required for the ASN program

# **ACADEMIC POLICIES**

## ***Academic Integrity 1.0***

Section: ACADEMIC POLICIES	Title: Academic Integrity	Policy #: SHB 1.0
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** Any act of a dishonorable nature which gives the student engaged in it an unfair advantage over others engaged in the same course of study will be prohibited.

### **PROCEDURE:**

1. Academic dishonesty shall include, but is not limited to, the following:

a. Cheating

- i. Unauthorized use of any materials, notes, sources of information, study aids or tools during an academic exercise.
- ii. Unauthorized assistance of a person, other than the course instructor, during an academic exercise (exam).
- iii. Unauthorized viewing of another person's work during an academic exercise (exam).
- iv. Unauthorized securing of all or any part of assignments or examinations in advance of the submission by the instructor.
- v. Unauthorized use of electronic devices to photograph or record course or evaluation materials (including but not limited to test reviews, tests, or assignments).

b. Fabrication/Falsification

The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence, or a university record.

c. Plagiarism

Submitting as one's own work or creation any material or an idea wholly or in part created by another. This includes, but is not limited to:

- i. Oral, written, or graphical material.
- ii. Both published and unpublished work.
- iii. Any material(s) downloaded from the internet.
- iv. The submission of any Artificial Intelligence (AI) generated work not specifically designated as an AI assignment.

It is the student's responsibility to clearly distinguish their own work from that created by others. This includes proper use of quotation marks, paraphrases, and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.

d. Bribes/Favors

Attempting to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions are prohibited.



- e. Complicity
  - Helping or attempting to help someone to commit an act of academic dishonesty.
- 2. Academic dishonesty is serious and will be reported to the appropriate licensing board.
- 3. The Vice President for Schools of Nursing and Health Professions and Coordinators will determine the consequences for breaches in academic integrity. Such punishment shall be based upon:
  - i. the severity of the offense,
  - ii. circumstances surrounding the act,
  - iii. repetition of previous offense,
  - iv. other factors as may be considered pertinent.
- 4. The minimum consequence will be a zero on any assignment or exam upon which any academic dishonesty occurred
- 5. The Vice President for Schools of Nursing and Health Professions and Coordinators may:
  - i. place the student on probation,
  - ii. place a written account of the offense in the student's permanent file,
  - iii. expel the student from the school,
  - iv. or take any other steps as may seem appropriate and reasonable.

Formulated: Prior to 5/02

Revised: 5/02, 7/03, 5/04, 1/05, 5/05, 7/07, 7/12, 6/24

Reviewed: 4/08, 7/08, 11/08, 11/09, 7/10, 7/13, 8/17, 8/18; 6/19, 5/20, 8/21; 6/22; 6/23

### ***Confidentiality Policy 1.1***

Section: ACADEMIC POLICIES	Title: Confidentiality Policy	Policy #: SHB 1.1
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** All patient information obtained in the process of completing the program of study in any health care education course will remain confidential.

#### **PROCEDURE:**

1. Every patient has a right to privacy, which is defined and guaranteed by federal and state law and which begins upon admission and continues indefinitely.
2. Unauthorized and prohibited disclosure of information includes discussion with anyone NOT DIRECTLY INVOLVED IN RENDERING CARE TO A PATIENT. (For example, students should not discuss patient information in elevators, hallways, restrooms, cafeteria, and other public areas.)
3. Copying, photographing, or making a printout of any portion of the patient's medical record is not permitted for any reason.
4. Students will be required to sign an agency confidentiality form prior to beginning clinical experiences.
5. Students may be required to sign additional confidentiality statements upon agency request.

Formulated: 5/98

Revised: 4/01; 5/02; 5/04; 5/05; 7/07; 11/08; 7/10; 7/12;7/22

Reviewed: 4/08; 7/08; 11/09; 7/13; 8/17; 8/18; 6/19; 5/20; 6/23; 6/24

## ***Computer Laboratories, Study Rooms, and Conference Rooms 1.2***

Section: ACADEMIC POLICIES	Title: Computer Laboratories	Policy #: SHB 1.2
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** All students have access to the computer laboratories, study rooms, and conference rooms and will follow specified guidelines when using the laboratories.

### **PROCEDURE:**

1. The computer labs, study rooms, and conference rooms are for the use of the Center for Education students and employees. Visitors, guests, friends, or observers are prohibited unless approval is granted by the Vice President for Schools of Nursing and Health Professions.
2. The copying of copyrighted computer programs is strictly prohibited. Copying copyrighted programs is illegal and could result in severe penalties both to the user and to the Center for Education, and thus, will not be permitted at any time. Violators of this policy will be subject to sanctions imposed by the Vice President for Schools of Nursing and Health Professions.
3. The laboratories, study rooms, and conference rooms are open during the hours the building is open. Any request for lab use outside normal operating hours must be approved in advance with the Vice President for Schools of Nursing and Health Professions.
4. Faculty planning to use computer labs, study rooms, or conference rooms for student activities will reserve them. All other users will be accommodated on a “first come, first serve” basis, but will be expected to yield to faculty planned student activities.
5. The computer labs are for computer use only. Students seeking a place to study should use the Center for Education study rooms, student lounge or library.
6. Students are not permitted to place any software programs on CFE computers to protect St. Mary’s CFE property. Do not bring flash drives or other external devices to the computer labs or library with the intention of copying or saving from that device to any CFE computer.
7. Students are expected to contact CFE personnel if they encounter difficulty with a computer or printer.
8. All drink containers must be capped or have a no-spill mechanism in place.

Formulated: 9/17/98

Revised: 5/02, 5/04, 5/05, 7/07, 11/08, 11/09; 6/19; 5/20; 7/23, 6/24

Reviewed: 4/08, 7/08, 7/10, 7/12, 7/13, 8/17, 8/18; 8/21; 6/22; 6/23

### ***Harassment Policy 1.3***

Section: ACADEMIC POLICIES	Title: Harassment Policy	Policy #: SHB 1.3
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

POLICY: St. Mary's Center for Education will provide an educational environment conducive to learning and will endeavor to always protect the individual.

#### PROCEDURE:

1. Harassment consists of unwelcome conduct, whether verbal or physical, that is based upon a person's sex, color, race, religion, national origin, age, disability or other protected group status. St. Mary's and St. Mary's Center for Education will not tolerate harassing conduct that affects an individual's education, that interferes with an individual's learning experience/environment, or that creates an intimidating, hostile, or offensive learning environment.
2. If the student believes that he/she is the victim of harassment, or if he/she is aware of harassment, it is the student's obligation to file a report promptly with the Director of the School or the Vice President for Schools of Nursing and Health Professions.
3. If the student does not feel comfortable reporting the matter to the Director, he/she should report it to a faculty member of choice or the St. Mary's Medical Center Vice President for Patient Services or another administrative official of the medical center.

Formulated: 5/18/98

Revised: 5/02, 5/04, 5/05, 7/07, 11/08, 1/24

Reviewed: 4/08, 7/08, 11/09, 7/10, 7/12, 7/13, 8/17, 8/18; 6/19; 5/20; 8/21; 6/23; 6/24

### ***Incomplete Grade Policy 1.4***

Section: ACADEMIC POLICIES	Title: Incomplete Grade Policy	Policy #: SHB 1.4
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

POLICY: A grade of “Incomplete” will be issued when a student has not completed the course requirements within the semester the course is offered.

#### PROCEDURES:

1. There must be a valid reason the course requirements are not completed within the specified semester time frame. The instructors in the course will determine if the reason is valid.
2. The instructor must utilize the appropriate Marshall University form.
3. The student has the responsibility of completing the work within the period specified by the instructor(s), not to exceed twelve calendar months from the date of receipt of the Incomplete grade.
4. All prerequisite courses must be completed before a student may advance to the next required course.
5. When the work is completed, a grade will be awarded. The instructor must utilize the appropriate Marshall University grade change form.
6. If the student fails to complete the work within the specified time, a failing grade (F) will be recorded.

Formulated: Prior to 5/02

Revised: 5/02, 5/04

Reviewed: 4/08, 7/08, 11/08, 11/09, 7/10, 7/12, 7/13, 8/17, 8/18; 6/19; 5/20; 8/21; 6/22; 6/23; 6/24

## ***Library Policies 1.5***

Section: ACADEMIC POLICIES	Title: Library Policies	Policy #: SHB 1.5
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** The Center for Education will provide a library to facilitate achievement of the educational objectives of the program.

**DEFINITIONS:**

**PROCEDURE:**

1. The Librarian will assist library users in the use of an online catalog, computers, indices, reference books, and audiovisual materials.
2. The Librarian will review all library policies and procedures during student orientation.
3. **Library Hours:** The library is open from 8:00 am until 4:30 pm, Monday through Thursday and from 8:00 am until 4:00pm on Friday. The Librarian is on duty during this time, lunch period excepted. If the Librarian is attending a CFE meeting, sick, or taking a personal day off, a staff member will be designated to assist students.
4. **Online Catalog:** A modified Dewey Decimal (DDS) system of classification is used in this library. A listing of all books and periodicals are found in an online catalog.
5. **Computers:** Three computers are available for Internet, media searches, and videos. The on-line catalog contains information on all books belonging to the Center for Education. Evidence-based practice research is done by accessing Marshall University's Library Databases at the web address <https://libguides.marshall.edu/az.php>. An online nursing library collection of journals and books can also be accessed from the St. Mary's intranet. Computers can also be used to access MU Online and Blackboard where lecture notes, study guides, and clinical forms may be found. There is a charge of \$.10 per page for printouts and copies for students or hospital employees. The Librarian will assist with printing if necessary.
6. **Circulating Materials:** Books are loaned for a specified period. Upon expiration of this period, the library policy on fines is implemented. All books (general checkout and 24-hour reserve) and audiovisuals are to be returned to the Librarian's desk. If the library is closed, books may be returned by placing them in the book drop container located next to the door.
7. **General Check Out:** Books directly related to class work are loaned for a three-day period. These include all books with call numbers between 600 and 620. **EXCEPTION:** Review books for NCLEX-RN, which are loaned for a one-week period. All other books are loaned for a two-week period. A loan may be renewed twice upon request, unless someone is awaiting use of that book. A library user may request that a hold be placed on a book when it is returned.
8. **Twenty-Four (24) Hour Reserve:** Books on reserve may be checked out for a twenty-four (24) hour period. Books checked out on Friday are to be returned by the specified time on the following Monday. These books will not be renewed during their peak times of usage. A hold may be requested.

9. Twenty-Four (24) Hour Check Out for Audiovisual Software: In-house produced audiovisual programs, which have been duplicated to allow for use outside the library, and some professionally produced videos may be checked out for a twenty-four (24) hour period. Audiovisuals checked out on Friday are to be returned by the specified time on the following Monday. These audiovisual programs will not be renewed during their peak times of usage. A hold may be requested.
10. Special Collection: This collection contains classics, older editions, and books of historical significance that are useful to those involved in nursing research.
11. Non-Circulating Materials: Reference books, periodicals, and designated audiovisuals do not circulate outside the library.
12. Reference: Books in the Reference Section include faculty publications, current textbooks, and books placed there at faculty request. Students may read these in the library but cannot check them out.
13. Periodicals: Professional periodicals are retained by the library for various periods of time. Issues of Nursing Research have been kept since 1971. Current subscriptions are located centrally on a rack while past editions are kept in files on the shelves. Upon request, if the library does not have a needed journal article, the Librarian will assist in making an Interlibrary Loan (ILL) request.
14. Required/Supplemental Reading File: Instructors may assign outside readings, in the syllabi or through remediation. These may be read in the library or copied at 10 cents a page for reading later. The Librarian will assist students in locating the required material.
15. Audiovisuals: When an instructor shows a video in class and the student is absent, the student will need to come to the library to schedule a make-up time to view the video.
16. Students must pay all charges before they may receive their grades, be promoted, or graduate. Fines for overdue materials and charges for damaged or lost materials are as follows: Fines – late books incur no fine for the first day the books are overdue. The fine is \$.60 for the second day overdue and \$.30 for each day thereafter. Lost books or audiovisuals are charged to the person whose name is last signed on the book or audiovisual card. The daily overdue fine accrues until the book or audiovisual is declared lost. Once a book or audiovisual is declared lost, the total amount due is determined by adding the accrued daily fine, the replacement cost, and a \$5.00 processing fee. Replacement cost for lost books will be determined from Books in Print. The replacement price for damaged or lost audiovisuals will be determined from current audiovisual catalogs. Should the item be found after it has been declared lost, it becomes the property of the one whose name was last signed on the card, and the replacement process proceeds as explained above.
17. Copyright Law and Photocopies: Copyright law restricts what may be photocopied and the number of pages of published material that may be duplicated. Please be respectful and adhere to posted copyright guidelines. When there is need for a copy to be made from a library periodical, the copier in the library is to be used. Copies are \$.10 per page.
18. Atmosphere: Food or beverages can be brought into the library. However, it is a responsibility of all to clean up after themselves. A quiet atmosphere must be always maintained for the benefit of

those who wish to study.

19. Restricted Use: Use of the Center for Education Library by individuals other than CFE faculty, SMMC physicians and employees, and students is permitted only under special circumstances and after the proper permission has been obtained from the Vice President for Schools of Nursing and Health Professions.
20. Marshall University Library: All students are granted library privileges at both the Drinko Library and the Health Science Library.
21. Remediation: Students who do not pass a nursing exam may be required to complete remediation. Some remediation assignments must be checked for accuracy after completion. The answer key will be available in the library upon completion of the assignment. The answer key may not be photocopied.

Formulated: 5/97

Revised: 5/98, 5/02, 5/04, 5/05, 11/09, 7/10; 6/12, 7/12, 8/18; 6/22

Reviewed: 4/08, 7/08, 11/08, 7/13, 8/17; 6/19; 5/20; 7/20; 7/21; 6/23; 6/24



## ***Professional Dress Code 1.6***

Section: ACADEMIC POLICIES	Title: Professional Dress Code	Policy #: SHB 1.6
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

POLICY: All students are responsible for professional dress while involved in class or laboratory experiences during the completion of all programs.

PROCEDURE:

### ***School of Nursing***

The student is responsible for following the professional dress code. The guidelines below are to be observed:

LAB/CLINICAL ATTIRE:

Basic Uniform: Official St. Mary's School of Nursing uniform (scrub style, white top and royal pants/skirt). A lab coat may be worn as part of the Basic Uniform. A plain white short-sleeved or long-sleeved shirt may be worn under the uniform top. However, anytime a student is performing patient care at the bedside, the sleeves must be pulled up to the elbows. The uniform must be clean and wrinkle-free. Nursing students are to wear the basic uniform in the following situations:

- Clinical experiences in health care facilities (This is not applicable to the mental health clinical experiences and specified rotations as directed by course faculty)
- All experiences in skills or simulation lab (i.e., check offs, skills tests, campus labs, simulations, mandatory practice, etc.)
- A St. Mary's sweatshirt (grey, navy, or white) may be worn OVER the uniform in the CFE lab/classroom setting only. It CANNOT be worn in any patient care setting.

Alternate Uniform: For mental health clinical rotations, other rotations where the basic uniform is not required, and when pre-planning an official St. Mary's School of Nursing navy blue polo shirt with the St. Mary's logo must be worn. A plain white or navy long-sleeved shirt may be worn under the polo. Khaki pants must be worn with the polo and should not be form fitting, skinny legged, scrub style, or any type of leggings. Khaki colored skirts may be worn but must be knee length or longer when sitting. When pre-planning at St. Mary's Medical Center, a lab coat MUST also be worn as part of the alternate uniform. The lab coat must cover the buttocks. The uniform must be clean and wrinkle-free. PLEASE NOTE: **The School of Nursing will order the navy-blue shirts. The student is responsible for purchasing Khaki pants and/or Khaki skirt.** Fully enclosed shoes must be worn. Photo ID badges must be displayed above the waist. Torso must not be exposed at any time (including during any activity the clinical may require). All other clinical dress code policy rules must be observed as well regarding jewelry, piercings, tattoo, etc.

Photo ID: Must be worn at all times above the waist. Official IDs are obtained at the Center for Education. The ID badge may not be defaced (i.e., stickers, other pictures, pins, etc.).

St. Mary's SON Patch: Must be worn on the sleeve of the uniform AND lab coat, sewn two inches below the shoulder seam.

Lab Coat/Cardigan: A white lab coat or a white or navy cardigan (purchased from SNA) is also acceptable to wear over the uniform.

Shoes: White OR Black, soft-soled, low heeled (maximum 1 ½ inches), clean, and totally enclosed shoes. Any shoelaces must be white or black matching the shoe color.

Hose/Socks: White or black socks/hose (matching the shoe color) must be worn with basic pants uniform. White hosiery is to be worn with a dress uniform.

Hair: Hair must be well-groomed and clean. Facial hair is to be trimmed to make sure any required respiratory masking fits. Anyone providing patient care with hair longer than shoulder-length should secure it away from the face. Hair should not fall forward and should be held in place with a plain fastener.

Fingernails: Fingernails are to be clean and short not extending beyond the fingertips. No artificial nails are to be worn. Nail polish may not be worn.

Cosmetics/Fragrances: Skin is to be free of odor, fragrances (perfumes, cologne, lotion, after shave, etc.) and excessive make up.

Jewelry:

- a. Rings – only wedding band and/or engagement ring. Rings with stones should be removed and pinned into the pocket while administering patient care.
- b. Necklaces: Only plain gold or silver chain around the neck, inside the uniform.
- c. Earrings: Students with pierced ears may wear one pair of small, post type, no dangle, non-hoop earrings. For safety's sake, no dangling earrings or necklaces are to be worn in the clinical setting. Gauged or pierced ears should not be larger than 10 millimeters. If greater than 10 millimeters, flesh-colored spacers must be utilized.
- d. Visible body piercings other than earrings and/or a pin-sized nose piercing are not allowed.

**NOTE: No other jewelry is allowed.**

Tattooing: Tattoos that have profanity or are offensive to any group of persons (e.g., an ethnic group or race) are to be completely covered in your student role.

Miscellaneous: Do not wear the St. Mary's ID badge in the medical center if not dressed in the basic or alternate uniform.

CLASSROOM ATTIRE: Students may wear street clothes to class but professional with the torso not being exposed.

- ID badges are to be worn at all times in the CFE.

**Any part of this policy may be superseded by individual institution/unit policies. Students remain responsible for adhering to any policy of any other institution/unit.**

FACULTY OF THE SCHOOL MAY ASK ANY STUDENT AT ANY TIME TO LEAVE THE LEARNING AREA OR SCHOOL FUNCTION WHEN ATTIRE IS DEEMED INAPPROPRIATE FOR THE AREA OR THE OCCASION.

Revised: 5/04, 5/05, 7/07, 4/08, 7/08, 11/08, 11/09, 7/12, 1/14; 9/15, 8/17, 8/18, 1/19, 5/20, 7/21; 7/22; 7/23, 3/18, 6/24, 11/24

Reviewed: 7/10, 7/13, 6/19

## *School of Medical Imaging*

Purpose: In order to promote a professional image and to assure the safety of patients and personnel, students must adhere to the following rules of dress and grooming. Failure to abide by these rules will result in disciplinary action in accordance to the Clinical Disciplinary Policy.

### Guidelines:

1. Approved uniform colors are white tops and black scrub pants.
2. Top styles are selected by the school staff and must conform to the style and brand selected.
3. The official school patch must be sewn on the left sleeve of all tops and lab coats.
4. White T-shirts are acceptable under scrub tops, if the T-shirt sleeves do not extend below the smock sleeves.
5. White turtlenecks or mock turtleneck tops are the only long sleeve shirts that may be worn under scrub tops.
6. T-shirt style tops are not acceptable.
7. Pant styles are selected by the school staff and must conform to the style and brand selected.
8. All scrub pants must be from an approved manufacturer to assure consistent quality.
9. Pants with knit ankle cuffs are not acceptable.
10. Lab coats styles will be selected by the school staff.
11. The official school patch must be sewn on the left sleeve of all tops and lab coats.
12. Hoodies or sweaters are not acceptable in the clinic. The lab coat is the only acceptable wear if you are cold.
13. Black shoes with no flashy colors or logos. Clog style shoes are acceptable if there are no openings on top of sides of shoe. Shoes must be entirely closed toe and sides for safety purposes.
14. Only black socks can be worn. Underwear must be full coverage (no thong or bikini style) under the pants.
15. Uniforms and shoes are to be kept clean and neat. This is the student's responsibility.
16. Make-up is to be kept to a minimum.
17. Long hair (shoulder length or longer) must be pulled back.
18. Photo ID: Must be worn on uniform or lab coat. Official IDs are obtained through Human Resources Office of the hospital. The ID must have St. Mary's Medical Center logo, student name, photo, and title of medical imaging student. When a student leaves the program, the photo ID must be returned.
19. Hair: Clean, dry, neatly styled. Loose hair must be contained. Long hair must be pulled back at the neck and secured with a plain fastener. Hair should not fall forward.
20. Beard/Mustaches: Neatly styled and closely trimmed.
21. Fingernails: Clean and short – should not extend beyond fingertips. Nail polish may not be worn. No artificial nails are to be worn. Infection control demands that false nails are not to be worn in the clinical setting.
22. Cosmetics/Fragrances: Skin is to be free of odor, fragrances (perfumes, cologne, after shave, etc.) and excessive make up.
23. Jewelry:
  - a. Rings – only wedding band and/or engagement ring. Rings, with stones, should be removed and pinned into the pocket while administering patient care.
  - b. Necklaces: Only plain gold or silver chain around the neck, inside the uniform.
  - c. Earrings: Students with pierced ears may wear one pair of small, post type, no dangle, non-hoop earrings. For safety's sake, no dangling earrings or necklaces are to be worn in the clinical setting. Gauged or pierced ears should not be larger than 10 millimeters. If greater than 10 millimeters, flesh-colored spacers must be utilized.

- d. Visible body piercings other than earrings and/or a pin-sized nose piercing are not allowed.

NOTE: No other jewelry is allowed.

Tattooing: Tattoos that have profanity or are offensive to any group of persons (e.g., an ethnic group or race) are to be completely covered in your student role.

Miscellaneous: Whenever you are in the hospital for any reason, you must present a professional image. Proper attire is mandatory (this does not include shorts or halter tops). Jeans and T-shirts are not to be worn in the hospital at any time you have on your St. Mary's ID badge. Shirts and shoes must be worn.

Surgical scrubs and surgical jackets are to be worn only when a student is assigned to portables or surgery, evenings or if the student's uniform becomes soiled. No street clothes are to be worn under surgical scrubs. Surgical jackets are not to be worn with regular uniforms (students may wear acceptable warm-up jackets if he/she becomes chilled). All surgical scrubs and jackets are to be placed in the hospital laundry bins after the student completes the shift.

Surgical scrubs are NEVER to be worn outside of the clinical setting. This is tantamount to theft of SMMC (or other clinical affiliate) property. Students caught wearing hospital owned scrubs will be disciplined.

CLASSROOM ATTIRE: Students may wear street clothes to class if it is in good taste with the following guidelines:

- Shorts, skirts, and dresses must be mid-thigh or lower
- Necklines must not reveal cleavage
- Midriff must not be exposed
- ID badges are to be worn at all times in the CFE.

**Any part of this policy may be superseded by individual institution/unit policies. Students remain responsible for adhering to any policy of any other institution/unit.**

FACULTY OF THE SCHOOL MAY ASK ANY STUDENT AT ANY TIME TO LEAVE THE LEARNING AREA OR A SCHOOL FUNCTION WHEN ATTIRE IS DEEMED INAPPROPRIATE FOR THE AREA OR THE OCCASION.

Revised: 1/00, 8/00, 2/01, 5/01, 5/02, 3/04, 7/05, 8/05, 4/08, 11/08, 11/09, 7/12, 9/15, 1/19

Reviewed: 7/08, 7/10, 6/11, 7/13, 8/17, 8/18; 6/19; 5/20; 7/21; 6/22; 6/23; 6/24

## *School of Respiratory Care*

The student is responsible for following the professional dress code for the SORC. The guidelines below are to be observed:

**Uniform:** Official School of Respiratory Care uniform (scrub style, ceil blue tops and pants). Top must cover buttocks.

**Lab Coat:** White lab coat is to be worn over street clothes in the clinical area when checking assignments. Lab coats may be uniform length or fingertip length (must cover buttocks).

A dress, skirt or ankle length slacks/pants with appropriate top may be worn with the lab coat. No jeans, skorts, mini shirts, knee length pants, T-shirts, low cut tops or tight-fitting clothing is allowed. Neat, well-fitting shoes or boots (no flip flops) are to be worn.

**Photo ID:** Must be worn on uniform or lab coat. Official IDs are obtained through the Human Resources Office of the hospital. The ID must have St. Mary's Medical Center logo, student name, photo, and title of respiratory care student. When a student leaves the program, the photo ID must be returned.

**St. Mary's SORC Patch:** Must be worn on the sleeve of both the uniform and lab coat, sewn two inches below the shoulder seam.

**Sweater:** A white sweater is acceptable while in uniform. A lab coat or white smock or jacket is also acceptable to wear over the uniform.

**Shoes:** Clean, white, soft-soled, low heeled – maximum 1 – 1/2 inches totally enclosed. Any shoelace must be white.

**Hose/Socks:** White socks/hose with uniform.

**Hair:** Clean, dry, neatly styled. Loose hair must be contained. Long hair must be pulled back at the neck and secured with a plain fastener. Hair should not fall forward.

**Beard/Mustaches:** Neatly styled and trimmed.

**Fingernails:** Clean and short – should not extend beyond fingertips. No artificial nails are to be worn. Nail polish may not be worn.

**Cosmetics/Fragrances:** Skin is to be free of odor, fragrances (perfumes, cologne, after shave, etc.) and excessive make up.

Jewelry:

- a. Rings – only wedding band and/or engagement ring. Rings, with stones, should be removed and pinned into the pocket while administering patient care.
- b. Necklaces: Only plain gold or silver chain around the neck, inside the uniform.
- c. Earrings: Students with pierced ears may wear one pair of small, post type, no dangle, non-hoop earrings. For safety's sake, no dangling earrings or necklaces are to be worn in the clinical setting. Gauged or pierced ears should not be larger than 10 millimeters. If greater than 10 millimeters, flesh-colored spacers must be utilized.
- d. Visible body piercings other than earrings and/or a pin-sized nose piercing are not allowed in the workplace.

NOTE: No other jewelry is allowed.

Tattooing: Tattoos that have profanity or are offensive to any group of persons (e.g., an ethnic group or race) are to be completely covered.

Miscellaneous: Whenever you are in the hospital for any reason, you must present a professional image. Proper attire is mandatory (this does not include shorts or halter tops). Jeans and T-shirts are not to be worn in the hospital at any time you have on your St. Mary's ID badge. Shirts and shoes must be worn.

CLASSROOM ATTIRE: Students may wear street clothes to class as long as it is in good taste with the following guidelines:

Shorts, skirts, and dresses must be mid-thigh or lower

Necklines must not reveal cleavage

Midriff must not be exposed

ID badges are to be worn at all times in the CFE.

**Any part of this policy may be superseded by individual institution/unit policies. Students remain responsible for adhering to any policy of any other institution/unit.**

FACULTY OF THE SCHOOL MAY ASK ANY STUDENT AT ANY TIME TO LEAVE THE LEARNING AREA OR A SCHOOL FUNCTION WHEN ATTIRE IS DEEMED INAPPROPRIATE FOR THE AREA OR THE OCCASION.

Revised: 5/04, 5/05, 7/07, 4/08, 7/08, 11/08, 11/09, 7/12, 9/15, 1/19

Reviewed: 7/10, 7/13, 8/18; 6/19; 5/20; 8/21; 6/22; 6/23; 6/24

## ***Probation, Suspension and/or Dismissal from Program 1.7***

Section: ACADEMIC POLICIES	Title: Probation, Suspension and/or Dismissal from Program	Policy #: SHB 1.7
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** All students in the Center for Education must follow the rules and policies of the appropriate school, conduct themselves professionally, and meet program requirements, or be placed on probation and/or dismissed from the program.

### **PROCEDURE:**

1. The Center for Education strongly supports the standards set forth by the West Virginia RN Board (WVRNB), the American Registry of Radiologic Technologists (ARRT), American Registry of Diagnostic Medical Sonographers (ARDMS), and the American Association for Respiratory Care (AARC) regarding the need for nursing students and Allied Health students to be persons of good moral character, who demonstrate responsible behaviors.
2. Conduct derogatory to the morals or standing of health professionals may be reason for denial of admission or dismissal from the program.
3. Irresponsible behavior or conduct denoting questionable moral character will include, but not necessarily be limited to the following:
  - a. criminal activities – e.g., DUI, misdemeanors, felonies
  - b. substance abuse – e.g., manufacture, use, distribution
  - c. cheating/dishonesty (also see policy on Academic Dishonesty)
  - d. harassment
  - e. domestic violence
  - f. discrimination
  - g. breach of patient confidentiality
  - h. failure to meet responsibilities
4. A student whose conduct on or off campus violates school rules and/or policies, fails to meet program requirements, or fails to develop the qualities and characteristics deemed essential for achievement of the school objectives, may be placed on probation and/or dismissed from the program. The decision to place a student on probation and/or to dismiss the student from the program is determined by the Director and appropriate faculty.
5. The faculty reserves the right to request the suspension or dismissal of any student at any time who is declared unsafe in the clinical area, who is found to have irresponsible behavior, and/or is guilty of misconduct.
6. Damage to facilities, caused by the student(s), will be assessed according to the determined cost for repair and/or replacement and charged to the student as a financial obligation.
7. A student who is dismissed is responsible for all financial obligations to the school and university. Failure to fulfill all financial obligations to the school shall mean that the indebtedness will be turned over to the Medical Center Collection Office and the cost of collection will be added to the indebtedness.

Formulated: Prior to 5/02

Revised: 5/02, 5/04, 5/05, 4/08, 7/10, 7/12, 5/16, 8/18; 6/23

Reviewed: 7/08, 11/08, 11/09, 7/13, 8/17; 6/19; 5/20; 8/21; 6/22; 6/24



## ***Academic Accommodations Policy 1.8***

Section: ACADEMIC POLICIES	Title: Academic Accommodations	Policy #: SHB 1.8
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: ; 6/24

**POLICY:** The CFE is committed to equal opportunity for all students including those with physical, learning and psychological disabilities.

**DEFINITIONS:** Academic accommodations are defined as the need for privacy, extended time or other modalities of learning/testing.

### **PROCEDURE:**

1. To receive an academic accommodation, students should provide documentation to any or all of the following programs: the Office of Accessibility and Accommodations, College Program for Students with Autism Spectrum Disorders, Higher Education for Learning Problems (HELP) Center and/or Buck Harless Student-Athlete Program Office.
2. The Office of Accessibility and Accommodations will notify the appropriate program director or coordinator at St. Mary's Center for Education, or the Academic Support Coordinator for the School of Nursing outlining the recommended academic accommodation(s) the student will need.
3. The appropriate program director or coordinator at SMMC Center for Education or the Academic Support Coordinator for the School of Nursing will meet with the student to discuss how the accommodation(s) requested will be provided. For more information, please visit <https://marshall.edu/accessibility> or contact Marshall University Office of Accessibility and Accommodations.
4. The VPSONHP or designee will then notify the appropriate faculty members of the needed accommodations.
5. The student is responsible for meeting with the faculty members to discuss how the accommodations will be provided.
6. ESL (English as Second Language) students will be offered a private room and extended time for testing.

Formulated: Fall 2004

Revised: 5/05, 11/05, 6/06, 7/07, 7/08, 11/09, 1/14, 1/16, 6/19, 5/20, 7/20, 7/23; 6/24

Reviewed: 4/08, 11/08, 7/10, 3/12, 7/12, 7/13, 8/17, 8/18, 8/21; 6/22

### ***Transient Credit 1.9***

Section: ACADEMIC POLICIES	Title: Transient Credit	Policy #: SHB 1.9
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

POLICY: All students must comply with Marshall University rules and regulations regarding transfer of credit.

DEFINITIONS:

PROCEDURES:

1. A student planning to take non-professional courses at another institution must follow the appropriate process at Marshall University for doing so.

Formulated: Prior to 5/02

Revised: 5/02, 5/05, 7/07, 4/08, 11/08, 11/09, 7/10; 6/23

Reviewed: 5/04, 7/08, 7/12, 7/13, 8/17, 8/18, 6/19, 5/20, 8/21; 6/22; 6/24

### ***Readmission Procedure 1.10***

Section: Academic Policies	Title: Readmission Procedure	Policy #: SHB 1.10
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** All students wishing to return to the program after leaving for any reason must comply with a readmission procedure of the appropriate program.

**PROCEDURE:**

1. A student who wishes to make application for readmission to the program must do so by writing a letter of request to the designated program director or coordinator, who will forward the request to the Admissions & Progression Committee of the respective school.
2. The request will be reviewed by the Admissions and Progression Committee of the school.
3. The Committee may grant readmission requests based on space available in the class and the student's:
  - a. overall GPA (nursing & respiratory: minimum 2.0 required) (medical imaging: minimum 2.5 required)
  - b. overall Marshall University GPA (minimum 2.0 required)
  - c. prior performance in radiography, nursing, or respiratory care courses
4. Readmission for any student who withdrew for non-academic reasons more than once will be considered on an individual basis.
5. Readmission for any student who was unsuccessful in only one nursing (Any LPN or RN program) course will be considered on an individual basis. The student who has been unsuccessful in more than one nursing course will not be reconsidered until two years after the last unsuccessful course was completed.
6. The applicant must submit a written explanation within seven (7) calendar days to the appropriate Director describing the circumstances resulting in the withdrawal or failure, how these circumstances have changed since withdrawal from the course or unsuccessful attempt in the course, and any necessary evidence to consider regarding readmission. It will be at the discretion of the Director whether to forward the request to the appropriate Admissions & Progression Committee for action.

Formulated: Prior to 5/02

Revised: 5/02, 5/04, 5/05, 7/07, 4/08, 11/08; 5/16; 6/22; 6/24

Reviewed: 7/08, 7/12, 7/13, 8/17, 8/18; 6/19; 5/20; 8/21; 6/23;

## ***Disruptive Behavior/Incivility 1.11***

Section: ACADEMIC POLICIES	Title: Disruptive Behavior/Incivility	Policy #: SHB 1.11
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** Students attending the schools at St. Mary's Center for Education are expected to engage in behavior that is not disruptive to others. St. Mary's Center for Education strives to provide a culture of civility where its members feel safe to express themselves free from discrimination, harassment, threats, and intimidation.

### **PROCEDURE:**

1. The faculty and staff of the Center for Education have a professional and ethical responsibility to assist students to learn the skills necessary to become professional health care providers and to provide a safe teaching and learning environment for students, faculty, and to patients who receive health care from students. Faculty also respect that students are learning; however, students are expected to have adequate knowledge, skills, attitudes and judgments to practice safely in clinical situations. Student behaviors and/or performance should never present a danger (or reasonable assumption of danger) to a person/client/ patient or jeopardize the license of a faculty or health care professional working with the student.
2. All members of the health care provider team including, but not limited to, students, employees, physicians, and allied health professionals, and all direct and indirect recipients of health care including, but not limited to, patients, their families, and visitors, shall be treated in a respectful, dignified manner at all times. Neither St. Mary's Medical Center nor the Center for Education will tolerate disruptive and inappropriate behavior in its environment.
3. Process for imminent danger to self or others: If a student poses an imminent danger to self or others (act or direct threat of violence), notify Security immediately at 304 - 526-1465 or call 911. Examples of imminent danger include, but are not limited to:
  - a. verbal or physical threats to self or others
  - b. repeated obscenities
  - c. unreasonable interference with the learning environment
  - d. aggressive gesturing
4. Once the disruptive situation is contained, the situation must be reported to the Vice President for Schools of Nursing and Health Professions. Recommendations for therapeutic referrals and/or sanction might follow.
5. Process for unsafe practice/unethical behavior: Student behaviors and/or performance must be safe, ethical, and must not present a danger (or reasonable assumption of danger) to a person/client/patient or jeopardize the license of the faculty or health care professional working with the student. Safe practice is judged by standards and codes of the specific profession and the licensing/certification boards of the respective profession. Students are expected to behave responsibly, and they do not have the right to engage in behaviors that may harm and endanger other people, including patients/clients. Examples of unsafe practice/unethical behavior include, but are not limited to:
  - a. failure to be prepared for clinical
  - b. making derogatory comments to or about a patient/client
  - c. making derogatory comments about a fellow student, faculty, or other healthcare

- professional
  - d. consistent failure to follow the dress code in clinical area
  - e. immoral or indecent conduct while on hospital and/or school property
6. If a student demonstrates unsafe/unethical practice, the student will be required to meet with the respective director of the school and the Vice President for Schools of Nursing and Health Professions. There may be consequences for such behavior, including expulsion from a specific class or dismissal from the program.
  7. Process for student conduct violations: Everyone is expected to act honestly and responsibly in all aspects of campus life. Student behaviors should not violate the welfare and safety of others and/or interfere with the teaching learning process Such behaviors include, but are not limited to:
    - a. consumption of alcohol and illegal drugs on hospital/school property
    - b. ingestion of substances that can alter a person's level of consciousness
    - c. chronic absences and/or tardiness
    - d. inappropriate use of cell phones, and other electronic devices during class/lab/clinical
    - e. reading of materials during class/lab/clinical that do not pertain to the class (i.e., social media, online shopping, etc.)
    - f. chatter with another student or students
    - g. sleeping
    - h. rudeness
    - i. frequent interruptions
    - j. monopolizing class time
    - k. loudness, obscene or abusive language
    - l. refusal to perform assignments, having an uncooperative attitude
    - m. condescending language or voice intonation
    - n. committing academic dishonesty, such as copying someone else's work, cheating on exams, copying a computer program for unauthorized use, plagiarism
  8. There will be consequences resulting from conduct violations which may include class suspension or dismissal from the program.
  9. Process for at-risk students: At times, student behaviors do not fit cleanly under the above categories, yet the behaviors suggest the student is at-risk. These behaviors may include, but are not limited to:
    - a. failure to meet deadlines
    - b. deteriorating productivity
    - c. pervasive poor concentration
    - d. difficulty making decisions
    - e. forgetfulness
  10. When a student demonstrates at-risk behaviors, the faculty will meet with the student and make referrals as needed.

#### DOCUMENTATION:

When reporting a suspected incident, please provide the following:

1. Name of the person reporting the incident
2. Date and time the incident occurred
3. Factual description of the incident
4. Name of any individuals involved or witness
5. Circumstances which precipitated the incident
6. Any action taken to intervene, or remedy, the incident

NOTE: The appropriate licensing/certification boards will be notified of incidents as deemed necessary.

Formulated: 8/17/09

Revised:6/24

Reviewed: 7/10, 7/12, 7/13, 8/17, 8/18; 6/19; 5/20; 6/22; 6/23;

## ***Proctored On-Campus Exams 1.12***

Section: ACADEMIC POLICIES	Title: Proctored On-Campus Exams	Policy #: SHB 1.12
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

POLICY: Any act of a dishonorable nature which gives the student engaged in it an unfair advantage over others while taking proctored exams will be prohibited.

### PROCEDURE:

1. The student will be monitored during the entire exam.
2. The following are required for students taking on campus computerized proctored exams:
  - Laptop Computer (muted) with Respondus Lockdown Browser installed. Directions are available on Blackboard. Note: Chromebooks are not compatible with this Browser. All other programs and/or windows on the testing computer must be closed before logging into the test environment and must remain closed until the exam is finished.
  - Agree to the Testing Code of Conduct that follows. (Students will be asked to sign an agreement statement prior to the first exam).
3. If a student is utilizing a private testing area where a desktop computer is present, the student will be required to use the desktop computer in that room.

### **Testing Code of Conduct**

Academic integrity, honesty, and exam security are a priority. Students are prohibited from cheating on tests, discussing exam/quiz questions before the exam is graded, posting test content online, or taking screenshots or photos of exams.

A list of prohibited items/ behaviors is listed in the testing policy. Failure to adhere to this requirement is considered a violation of the academic integrity policy.

Failure to immediately report any kind of observed, discovered, or suspected cheating by any student in the program for any reason is also considered a violation of the academic integrity policy.

The following are NOT allowed during exams:

Hats

Bulky coats / jackets

Purses, backpacks, briefcase, satchels

Watches of any type

Screenshots or pictures of any test information

Ear buds (including Bluetooth), headphones

Electronic devices of any kind except for laptop computer being used for testing.

Mobile phones

Other materials such as books, papers, notebooks

Talking to or communicating with others through any means

Exiting lockdown browser or other testing software during the exam

Key fobs

I understand that academic dishonesty of any kind is not tolerated and will result in immediate disciplinary action as stipulated in SHB Policy 1.0 “Academic integrity”.

Formulated: 6/2020; Revised: 8/2020; 9/2020; 5/2021; 8/21;

Reviewed: 6/22; 6/23

Revised: 6/24



# APPEALS/GRIEVANCE

## *Student Appeals for Instructor-Imposed Sanctions 2.0*

Section: Appeals/Grievance	Title: Academic Appeals/Grievance Student Appeals for Instructor-Imposed Sanctions	Policy #: SHB 2.0
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

POLICY: A process for the student to appeal academic sanctions will be in place.

DEFINITIONS:

PROCEDURE:

The student shall follow the procedure below for:

- cases where a student is appealing a grade
- cases in which a student has received an instructor-imposed sanction.

- STEP 1      The student should first attempt a resolution with the course faculty member. This initial step must be taken within ten (10) days from imposition of the sanction or, in the case of an appeal of a final grade in the course, within thirty (30) days of the end of the course. The student who makes an appeal is responsible for submitting all applicable documentation. If the faculty member is unavailable for any reason, the process starts with Step 2. Within five (5) instructional days of receiving the appeal, the course faculty member must respond to the student in writing.
- STEP 2      If the procedure in Step 1 does not have a mutually satisfactory result, the student may appeal in writing to the Director of the appropriate school within five (5) days after the action taken in Step 1, who will attempt to resolve the issue at the departmental level. When a student appeals a final grade, the faculty member must provide all criteria used for determining grades. Within five (5) instructional days of receiving the appeal, the Director must respond to the student in writing.
- STEP 3      Should the issue not be resolved at the departmental level, either the student or faculty member may appeal in writing to the Dean of the College of Health Professions at Marshall within five (5) days of the action taken in Step 2. The Dean will attempt to achieve a mutually satisfactory resolution. Within five (5) instructional days of receiving the appeal, the Dean must respond to the student in writing.
- STEP 4      Should the issue not be resolved by the Dean, either the student or instructor may appeal in writing within five (5) days of the action taken in Step 3 to the Budget and Academic Appeals Policy Committee, who shall refer the matter to the University Academic Appeals Board for resolution. The hearing panel has the right to seek additional documentation if necessary. The Academic Appeals Board has thirty (30) instructional days to convene the members of the Hearing Panel to hear the appeal (once the requested documentation is provided by the appellant student) and five (5) instructional days after the hearing to make notification of the determination to the student and instructor. It may not always be possible to meet the above conditions because many of these appeals occur

at times when school is not in session. However every effort will be made to schedule appeal hearings in a timely and reasonable manner.

**STEP 5** Should the student or the instructor be dissatisfied with the determination of the Academic Appeals Board, then the student or instructor may file an appeal with the Provost and Senior Vice President for Academic Affairs within fifteen (15) days of written receipt of the decision of the Hearing Panel. The decision of the Provost and Senior Vice President for Academic Affairs must be rendered in writing within fifteen (15) instructional days of receipt of the appeal, and shall be final.

The entire Marshall University policy can be reviewed at <https://catalog.marshall.edu/undergraduate/academic-information/>

Formulated: Prior to 5/02

Reviewed: 5/02, 7/08, 11/08, 11/09, 7/10, 7/12, 7/13, 8/17, 8/18; 6/19; 5/20; 6/23; 6/24

Revised: 5/04, 5/05, 7/07, 4/08; 2/12; 8/21; 6/22; 3/24

## ***Non-Academic Grievance 2.1***

Section: Appeals/Grievance	Title: Non-Academic Grievance	Policy #: SHB 2.1
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** A process to provide all students with a systematic policy for the resolution of grievances which may arise with the school, its faculty/staff and/or its policies. This process is divided into two components (1) filing an initial grievance or complaint and/or (2) filing an appeal of any response to a grievance or disciplinary decision.

### **DEFINITIONS:**

**Grievance:** A formal written statement expressing a circumstance which the student feels resulted in unjust or injurious treatment.

**Filing a grievance or complaint:** This is the process by which a student files any complaint, including issues relating to the student's perception of unjust or injurious treatment from the school and/or the school's staff/faculty.

**Filing an appeal:** This is the process by which a student files an appeal due to dissatisfaction with the response to a non-academic disciplinary action, complaint, or grievance.

**Grievance Panel:** A committee made up of the Directors of the School of Nursing, the School of Respiratory Care, and the School of Medical Imaging, and one student, selected from the student representatives of the Student Affairs Committee.

### **PROCEDURE:**

#### **STEP ONE: FILING A NON-ACADEMIC COMPLAINT OR GRIEVANCE**

1. Student files a written complaint with the Curriculum Coordinator. The complaint should be filed within three business days of the occurrence.
2. If the grievance involves the Coordinator, the written complaint should be made to the SON/SORC/SOMI Director.
3. The Coordinator (or Director) will respond to the student within three business days.

#### **STEP TWO: APPEAL PROCESS**

1. A written appeal is filed with the Grievance Panel.
2. A written explanation of the grounds for appeal should be presented by the student within three (3) business days from the date the appeal is filed. The scope of review shall be limited to the following:
  - a. procedural errors
  - b. evidence not available at the time of the hearing
  - c. insufficient evidence to support the findings of the coordinator or SON/SORC/SOMI Director
  - d. a sanction or sanctions disproportionate to the offense
3. All appeals shall be considered from the records of the original proceedings of the Coordinator or SON/SORC/SOMI Director.
4. If the grievance involves the program Director, the Director shall recuse self from the Grievance Panel.

5. After hearing the grievance, the panel does one of the following:
  - a. Finds in favor of the student. The panel then forwards its recommendation to the program Director and the Vice President for Schools of Nursing and Health Professions.
  - b. Upholds the resolution of the Coordinator or SON/SORC/SOMI Director. The panel then forwards its recommendation to the program Director and the Vice President for Schools of Nursing and Health Professions.
  - c. Decides that more information is needed. The panel shall ask the Coordinator to invite the student and the person named in the grievance to meet with the panel separately or together, at the panel's discretion. After the additional information is collected, the panel shall choose either a or b, as listed above.
6. The Grievance Panel's decision will be forwarded to the student within ten (10) business days following receipt of the written explanation of the appeal.

#### STEP THREE: FINAL APPEALS

1. If the student is dissatisfied with the Grievance Panel's decision, the grievance may be taken to the SMMC President/CEO. The SMMC President/CEO may include a representative from SMMC Human Resources in their decision process at their discretion.
2. This final appeal must be made in writing within 3 business days from the denial of the initial appeal by the Grievance Panel.
3. The SMMC President/CEO will respond within ten (10) business days.
4. All decisions from the SMMC President/CEO will be final.

Formulated: Prior to 2002

Revised: 5/02, 5/04, 5/05, 10/05, 7/07, 4/08, 11/08, 8/18; 6/19

Reviewed: 7/08, 11/09, 7/10, 7/12, 7/13, 8/17, 5/20, 8/21; 6/22; 6/23; 6/24

# HEALTH RELATED POLICIES

## ***Drug Free Environment Policy 3.0***

Section: HEALTH RELATED POLICIES	Title: Drug Free Environment Policy	Policy #: SHB 3.0
Department: Center for Education	Approved by: Faculty Organization and SMMC Legal	Date last reviewed/revised: 6.24

POLICY: The Center for Education is to be a drug-free environment.

### PROCEDURE:

#### GUIDELINES FOR A DRUG FREE ENVIRONMENT

##### Standards of Conduct for Drug Free Environment Policy

Center for Education students are prohibited, while on the premises of St. Mary's Medical Center or Center for Education, from participating in the unlawful manufacture, use, distribution, dispensing, consumption, ingestion or possession of drugs, alcohol or other controlled substances, including, without limitation, any substance which affects behavior, or impairs the individual's cognitive or motor skills to the extent that they could present a risk to themselves or others.

This policy extends to any off-campus programs, activities or functions sponsored by the Center for Education or any activities with outside agencies, which are scheduled as part of class or clinical experiences.

St. Mary's Center for Education students, while in the clinical learning setting as students, are subject to all St. Mary's Medical Center policies and procedures. (Refer to SMMC Human Resource Policy "W-8 Substance Abuse".)

Center for Education students must report to the Vice President for Schools of Nursing and Health Professions, or designee, any student or employee of the Center for Education or St. Mary's Medical Center, reasonably suspected of being "under the influence" or "impaired". Such reporting obligation includes an obligation to self-report any impairment that a student believes may be the result of the use of any medication or other controlled substance. The terms "under the influence" or "impaired" shall mean that the individual displays behavior or conduct which suggests that the ability to function mentally or physically in a safe and/or appropriate fashion is compromised or affected by drugs, alcohol, or the combination use of any controlled substances.

Any student of the Center for Education who is arrested for driving under the influence of alcohol, narcotic, or any mind-altering substance or violating any statute pertaining to the manufacture, possession, sale or use of any drug shall notify the Vice President for Schools of Nursing and Health Professions, or designee, of such arrest within five (5) days after such arrest. Thereafter, the student must notify the Vice President for Schools of Nursing and Health Professions whether such arrest has resulted in a conviction or acquittal, including whether the student entered a plea of guilty or *nolo contendere* (no contest), as well as whether the student entered into any agreement with the prosecution to reduce charges or defer prosecution.

Any drug screening results which are positive for the presence of alcohol or other controlled substances may be reported to appropriate health care licensing boards or authorities in accordance with local, state or federal laws or regulations.

#### Student – Initiated Rehabilitation

Students are encouraged to volunteer for rehabilitation assistance before their problems leads to a situation which could jeopardize their student and/or professional health care worker status. Students who volunteer for such rehabilitation through the Medical Center’s Employee Assistance Program or by other means (before performance problems arise and/or before the Medical Center is aware of a policy violation) will not be subject to discipline solely based on the student’s voluntary request for rehabilitation. The Employee Assistance Program Coordinator may require a student who voluntarily seeks rehabilitation assistance through the Medical Center’s Employee Assistance Program to enter a Contract for Safety. Notwithstanding, if there is any evidence of substance abuse during or following completion of a rehabilitation program, the student will be subject to disciplinary action up to and including expulsion.

#### General

Any student who violates any portion of this policy or related policies of St. Mary’s Medical Center is subject to disciplinary action up to and including expulsion. Similarly, any conduct by a student which has the potential of adversely impacting the Center for Education and/or St. Mary’s Medical Center, and/or presents a threat to the health and/or safety of himself/herself or others, may be subject to review and disciplinary action.

The Vice President for Schools of Nursing and Health Professions, or designee, should document any reported suspicion that a student is impaired or under the influence, any efforts to confront the student and request a drug test, as well as any post-testing communication, and should place such documentation in the student’s file.

## Definitions

- A. “Medical Center Premises” – includes, but not limited to, any building on Medical Center grounds, including property owned or leased by the Medical Center, parking lots, the Center for Education, vehicles, or equipment owned or operated by the Medical Center.
- B. “Contraband” – drug paraphernalia.
- C. “Contract for Safety” – means an agreement between a student and the Medical Center’s Employee Assistance Program wherein the student agrees to commit to safe conduct. Such Contract may include, but not be limited to, an express agreement by the student to abstain from the use of controlled substances, to participate in a rehabilitation program, to participate in a Twelve-Step Program and/or to submit to Medical Screening.
- D. “Medical Screening” – testing for the presence of Unauthorized Drugs and/or alcohol. Medical Screening means an analytical procedure to determine whether an individual may have a positive concentration of alcohol or Unauthorized Drugs in his or her system.
- E. “Return to School/Work Agreement” –an agreement which defines the terms and conditions under which a student may return to school if the Center for Education elects to suspend the student for a violation of this Policy.
- F. “Safety-Sensitive Position” –a job which involves public safety or the safety of others.
- G. “Search” – includes a search of an individual’s personal property located on Medical Center or Center for Education premises (including, but not limited to, personal effects, lockers, desks, lunch boxes, containers, purses, billfolds, parcels and private vehicles, any Medical Center/Center for Education property assigned to a student, and a limited search of the person.)
- H. “Substance Abuse” – means unauthorized drug use and abuse or misuse of alcohol or other legally controlled substances.
- I. “Unauthorized Drugs” – means non-medically prescribed controlled substances capable of altering the mood, perception, behavior, or judgment of the individual consuming it, and any substance obtained with improper prescription or taken in a manner or quantity other than that for which it was prescribed or manufactured.
- J. “Under the Influence” – means the student tests positive for unauthorized drugs or alcohol.

## IV. Applicability

Center for Education requires drug testing as follows:

Reasonable suspicion testing: Any student who demonstrates unusual, unexplained behavior in the class, clinical environment, school related functions, or anywhere on Medical Center or Center for Education premises. Observable signs might include, but not be limited to:

- slurred speech
- odor suggestive of alcoholic beverage on breath or person
- unsteady gait
- disoriented or confused behavior
- significant changes in work habits
- hallucinations
- unexplained accident or injury
- other clinical observations consistent with impairment
- sloppy, inappropriate clothing and/or appearance

- physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements
- excessive sick leave, excessive lateness when reporting for class or lab experience, returning from breaks, or frequent unscheduled short-term absences
- work takes more time to produce, missed deadlines, careless mistakes
- unable to concentrate or distracts easily, inattention or sleeping in class, clinical, or other school setting
- inconsistent behavior or mood swings

Notification of selection for reasonable suspicion testing will be initiated by the Vice President for Schools of Nursing and Health Professions or authorized designee, who will refer the collection per St. Mary's Medical Center policy.

## V. Searches

- A. In enforcing the policy, unannounced Searches of students and their property on Medical Center/Center for Education Premises are authorized in accordance with the policy, without limitation. Entry upon the Medical Center's Premises by such persons will be deemed to constitute consent by such persons to Searches pursuant to this policy. Such Searches should be made only after a determination has been made in advance by the Medical Center's Security Department in consultation with the Vice President for Schools of Nursing and Health Professions or designee that reasonable suspicion exists that a violation of Medical Center policy has occurred.
- B. If unauthorized drugs, alcohol or contraband are discovered in a common area and its ownership or control cannot be determined, students reasonably considered to have access to such areas may be required to submit to further search and/or medical screening.

## VI. Policy Enforcement

- A. Enforcement  
The Center for Education expects its faculty to enforce this policy where a reasonable belief exists that a violation of the policy may have occurred or is occurring. It is also the responsibility of each student to assure his or her own safety by enforcing compliance with this policy with respect to his or her own conduct, as well as encourage the appropriate conduct of all other students.
- B. Discipline
  1. Any violation of this policy, including any refusal by a student to cooperate fully with the Center for Education/Medical Center's Medical Screening or Search procedures, is grounds for disciplinary action up to and including suspension/expulsion.
  2. Any unlawful actions by a student which discredits the Center for Education and/or Medical Center involving unauthorized drugs, alcohol or contraband during non-school hours is grounds for disciplinary action, up to and including suspension/expulsion.
  3. A student charged with, convicted or under investigation in connection with a drug or alcohol-related criminal offense may be subject to discipline, up to and including suspension/expulsion, and may be required to submit to Medical Screening. A student convicted of a criminal drug or alcohol statute violation must report this information to the Vice President for Schools of Nursing and Health Professions within 5 days after such conviction.



4. The Center for Education may require that a student undergo a professional assessment and complete a rehabilitation program as a condition of continued enrollment.
5. It is within the Center for Education's sole discretion to determine if the student may continue as a student who violates the policy. Any student who is permitted to continue in the school may be required to meet the following requirements:
  - a. The student should undergo an evaluation by a substance abuse professional to determine if the student has a substance abuse problem that requires rehabilitation. If recommended, the student will be required to successfully complete a rehabilitation approved by the Medical Center's Director of Employee Assistance Program. Before returning to school, the student should be retested and must produce a negative result. The student must also agree in writing to the conditions outlined in any Return to School Agreement.
  - b. Any subsequent violations of the policy or these terms will result in termination of enrollment.
6. Students suspected of being under the influence:
 

If a student is suspected of being Under the Influence, the Center for Education may perform a medical screening as previously set forth in this policy. To promote the safety of the student by working with the student to arrange to go home, the Vice President for Schools of Nursing and Health Professions or designee should:

  - a. explain to the student the Center for Education's concerns regarding his or her ability to drive safely,
  - b. encourage the student not to drive,
  - c. offer to call a taxi, relative, or friend to drive the student home and offer to allow the student to stay at the Center for Education until such transportation arrives; and
  - d. if the student insists upon driving, inform the student that the appropriate law enforcement authority will be notified of the Center for Education's concerns related to the student's suspected impairment and that disciplinary action may result up to and including suspension/expulsion.

#### C. Center for Education – Required Rehabilitation

The Center for Education's approach to rehabilitation is based on the professional view that some properly motivated individuals who abuse drugs and/or alcohol have substance use disorder that can be controlled. Some students may require the assistance of a rehabilitation program. The Center for Education required treatment programs for students will be offered on a one-time basis.

#### VII. Medical Confidentiality

The results of Medical Screenings, as well as records associated with the Medical Center's Employee Assistance Program, are medical records and must be kept strictly confidential. Unauthorized release of such information shall subject the person who releases such information to disciplinary action, up to and including discharge.

#### VIII. Miscellaneous

This policy is not to create a contract between the Center for Education and its students. The Center for Education reserves the right to interpret, change, amend, modify, or terminate this policy at any time with or without notice at its sole discretion. Such right includes the right to dismiss students at any time for any reason just as students have the right to terminate their enrollment at any time for any reason.

Re-Formulated: 5/02

Revised: 5/04, 6/04, 5/05, 7/07, 4/08, 7/08, 7/12, 8/18, 6/24

Reviewed: 11/08, 11/09, 7/10, 11/10, 7/13, 8/17; 6/19; 5/20; 8/21; 6/22; 6/23

### ***Student Health Policies 3.1***

Section: HEALTH RELATED POLICIES	Title: Student Health Policy	Policy #: SHB 3.1
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** Students must be mentally and physically able to meet the course objectives/student learning outcomes.

**DEFINITIONS:**

**PROCEDURE:**

1. The student must have the knowledge and skills required to safely and effectively care for people who require medical care.
2. The student enrolled in the Center for Education accepts accountability for patient care and safety upon acceptance of admission to the program.
3. The student must notify faculty when health problems or medications may affect classroom or clinical performance, intellectually or physically. (See Student Handbook 3.0 and school catalog.)
4. Students entering the first healthcare course of the program must provide the following forms completed as directed:
  - 3.1A Physical Examination Form completed and submitted to the St. Mary's Center for Education (CFE) Admissions Office or the respective school's Coordinator.
  - 3.1B Immunizations and Health Records completed and uploaded to electronic database as indicated on acceptance letters.
5. After initial requirements above are met, the student must provide documentation of one-step PPD or an Interferon Gamma Release Assay (IGRA) and upload the new result to the student's electronic database account at the beginning of each subsequent academic year.
6. Students may apply for a leave of absence to give themselves time to receive treatment and improve their mental or physical health. (See Student Handbook 5.2.)
7. Students may be required to provide evidence from their healthcare provider that the challenges of classroom and clinical laboratory experience will not negatively affect the student's health or the safety of patients. (See Student Handbook 3.1C Healthcare Provider Release Form.)
8. Students may be dismissed or suspended from the Center for Education if they are not able to provide safe patient care.
9. Students should retain a copy of all completed health forms that are provided to the Center for Education.

Formulated: 9/97

Revised: 5/02; 5/04; 5/05; 7/07; 4/08; 7/08; 11/08; 2/11; 9/13; 1/17; 9/17; 8/18; 6/22; 7/23, 1/24

Reviewed: 11/09; 7/10; 7/12; 7/13; 8/17; 6/19; 5/20; 8/21; 6/23; 6/24

**PHYSICAL EXAMINATION FORM 3.1A**

Directions:

1. Students entering the first healthcare course of the program must submit this completed form to the CFE Admissions or appropriate program Coordinator's Office.
2. This form must be completed by a Physician/Nurse Practitioner/Physician Assistant

**Student Name:** \_\_\_\_\_

**TO THE HEALTHCARE PROVIDER:** Please be advised that the student's classroom and clinical responsibilities may include, but not be limited to:

- 1) coping with stressors inherent in the student healthcare professional's role
- 2) sitting in student desks for up to six hours with limited, scheduled breaks
- 3) using normal body mechanics in positioning and working with patients, and moving and lifting supplies and equipment weighing five pounds or more
- 4) lifting patients
- 5) exposure to diagnosed and undiagnosed communicable infections
- 6) CPR

**ASSESSMENT:**

Do you find the applicant mentally and physically competent to attempt a course of study in a healthcare profession? Yes/No  
If NO, please explain below.

\_\_\_\_\_  
\_\_\_\_\_

Are there any restrictions or limitations? Yes or No If YES, please explain below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print Name of Physician/Nurse Practitioner/Physician Assistant

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

1/05, 5/05

Reviewed: 4/08, 7/08, 11/08, 11/09, 7/10, 7/12, 7/13, 1/17, 8/17, 7/18; 6/19; 5/20; 6/22; 6/23, 1/24; 6/24

Revised: 2/11, 9/17; 8/21

### **3.1 IMMUNIZATIONS AND HEALTH RECORDS**

Directions: If you are entering the first healthcare course of the program you must create an account on a specified electronic database, currently Castle Branch (information included in your admission letter). Once your account is created and linked to the school you will need to upload documentation as noted below. There will be additional documents on the electronic database that are requirements by the clinical site. In addition to the items below, be sure to complete any items on the electronic checklist once you are notified.

- COVID vaccination proof or documentation that you have not had the vaccine.
- Two-Step TUBERCULIN SKIN TEST (TST) or an INTERFERON GAMMA RELEASE ASSAY (IGRA), TSPOT, QUANTIFERON GOLD
  - o You must have the two-step TST or IGRA on initial entry into the healthcare program. After admission into the program, an additional 1-step TST or IGRA will be required each summer regardless of entry date.
- Positive MMR Titer OR proof of two (2) MMR vaccinations a must be provided –IF YOU HAVE NOT BEEN VACCINATED PREVIOUSLY AND/OR CANNOT SHOW PROOF OF VACCINATION VIA IMMUNIZATION RECORD IN THE PRESENCE OF A NEGATIVE MMR TITER, YOU MUST BE VACCINATED FOR MMR.
- Positive VARICELLA (Chicken Pox) Titer OR proof of two (2) Varicella vaccinations must be provided - IF YOU HAVE NOT BEEN VACCINATED PREVIOUSLY AND/OR CANNOT SHOW PROOF OF VACCINATION VIA IMMUNIZATION RECORD IN THE PRESENCE OF A NEGATIVE VARICELLA TITER, YOU MUST BE VACCINATED FOR VARICELLA.
- Proof of one (1) Tdap vaccination over the age of 18 years must be provided. Or Tdap **within the last 7 years**. Proof of revaccination is required if your applicable requirement is not met.
- Proof of flu vaccination – for spring admissions, you must have received the vaccine between October and January of the current flu season. If you are beginning the program in the fall, the flu vaccination will be provided for you at the CFE and you will be required to upload that documentation to the electronic database.

**The following are tests that will require a blood draw, not immunizations, and they must have been completed within 6 months of entry into the program. Please have the specific items noted below drawn as this is what is required by our clinical sites.**

- HEPATITIS A antibody results
- \*HEPATITIS B surface antibody and antigen results
- \*HEPATITIS C antibody results

\*If you are positive for Hepatitis C Antibody or if you are positive for Hepatitis B Surface Antigen you must contact your healthcare provider for evaluation at your cost to have a viral load drawn (this must be completed prior to the first clinical day). These results must be provided to the Vice President for Schools of Nursing and Health Professions. They will then be reviewed by the Director of Infectious Diseases at St. Mary's Medical Center.

Reviewed: 4/08, 7/08, 11/08, 7/10, 7/12, 7/13, 8/17; 6/19; 5/20; 6/22; 6/23

Revised: 11/09, 2/11, 3/13, 1/17, 2/18, 7/18, 8/18, 2/20; 8/21; 11/21; 7/23, 1/24, 6/24

**HEALTHCARE PROVIDER RELEASE FORM**

St. Mary's Center for Education  
Phone: 304 - 526-1415 / Fax: 304 - 399-1981

STUDENT'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

HEALTHCARE PROVIDER'S NAME \_\_\_\_\_

STUDENT'S DIAGNOSIS \_\_\_\_\_

**TO THE HEALTHCARE PROVIDER:** Please be advised that the student's classroom and clinical responsibilities upon returning to school may include, but not be limited to:

- 1) coping with stressors inherent in the student health care professional's role
- 2) sitting in student desks for up to six hours with limited, scheduled breaks
- 3) using normal body mechanics in positioning and working with patients, and moving and lifting supplies and equipment weighing five pounds or more
- 4) lifting patients
- 5) exposure to diagnosed and undiagnosed viral and bacterial infections
- 6) CPR

I, therefore, **RELEASE** \_\_\_\_\_ to classroom and clinical  
(Student Name)  
responsibilities with **NO** \_\_\_ **SOME** \_\_\_ limitations/impediments.

**LIMITATIONS/IMPEDIMENTS MUST BE LISTED HERE**

<u>TYPE</u>	<u>EXPECTED DURATION</u>

I, therefore, **DO NOT RELEASE** \_\_\_\_\_ to classroom and clinical  
(Student Name)  
responsibilities at this time.

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Physician's Signature Date Telephone

6/99

Revised: 5/04, 5/05, 4/08, 7/08, 2/11, 9/17, 1/24

Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 7/18, 8/18; 6/19; 5/20; 8/21; 6/22; 6/23; 6/24

### ***Health Services (St. Mary's campus) 3.2***

Section: HEALTH RELATED POLICIES	Title: Health Services (St. Mary's campus)	Policy #: SHB 3.2
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

POLICY: Specified health care services are available to all students.

#### PROCEDURE:

1. The student is accountable for assessing his/her own health status and using good judgment in fulfilling class and clinical responsibilities.
2. St. Mary's Center for Education will comply with current immunization policies of MarshallHealth Network facilities, Marshall University, and other agencies utilized for clinical rotations, as applicable to incoming or current students.
3. See the Marshall University Student Affairs website for student health and other health services available. (<https://www.marshall.edu/student-affairs/>)

Formulated: Prior to 5/02

Revised; 5/02, 5/04, 5/05, 7/07, 4/08, 7/08, 11/08, 2/11, 7/12, 1/15, 8/18; 6/22; 7/23; 6/24

Reviewed: 11/09, 7/10, 7/13, 8/17; 6/19; 5/20; 8/21; 6/23

### ***Exposure to Blood and/or Body Fluids 3.3***

Section: HEALTH RELATED POLICIES	Title: Exposure to Blood and/or Body Fluids	Policy #: SHB 3.3
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: ; 6/24

**POLICY:** Students exposed to blood and/or body fluids must follow agency policy regarding a report of the event and procedures related to the event.

**DEFINITIONS:**

**PROCEDURE:**

Upon exposure to blood and/or body fluids, the following steps must be taken immediately:

1. Cleanse the wound with soap and water. For eye splash, irrigate with water or normal saline.
2. Report incident to instructor.
3. Complete incident report specific to exposure to blood/body fluid.
4. Contact the Infection Control Officer or designee for assistance as needed.
5. Follow guidelines as specified by the agency policy.
6. The student is encouraged to complete the exposure procedure as administered by the Emergency Department or at Marshall University Student Health Services at their own expense.

Formulated: Prior to 5/02

Revised: 5/02, 5/04, 5/05, 7/07, 4/08, 7/08, 11/08

Reviewed: 11/09, 7/10, 7/12, 7/13, 8/17, 8/18; 6/19; 5/20; 8/21; 6/22; 6/23; 6/24



### ***Exposure to Chickenpox (Varicella)/Shingles (Herpes Zoster) 3.4***

Section: HEALTH RELATED POLICIES	Title: Exposure to Chickenpox (Varicella)/Shingles (Herpes Zoster)	Policy #: SHB 3.4
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: ; 6/24

**POLICY:** Upon exposure to Varicella or Herpes Zoster, the student must notify the appropriate instructor immediately and follow listed provisions.

**DEFINITIONS:** An exposure is defined as “non-immune persons (negative history of Varicella/unknown post vaccination titer/negative titer post vaccination) having contact with shingles or chickenpox lesions (prior to crusting), drainage, or articles soiled with drainage, when not wearing a mask and gloves for Varicella or not wearing gloves for Herpes Zoster.

**PROCEDURE:**

1. Students must provide the school with their Varicella immunization status.
2. Any student with a known Varicella or Herpes Zoster exposure must report to their instructor, coordinator/director and/or the employee/student health clinic. All exposures are then reported to SMMC Infection Control, the Vice President for Schools of Nursing and Health Professions and appropriate faculty.
3. Students with Herpes Zoster (Shingles) symptoms will:
  - a. not be permitted to high-risk clinical areas such as OB, Pediatrics or Oncology until the skin eruptions are crusted,
  - b. be permitted in other areas if clothing covers the lesions,
  - c. be excluded from all clinical areas if the lesions are on hand, neck, face, or arms until all lesions are crusted.

Formulated: 4/00

Revised: 5/02, 5/04, 5/05, 7/07, 4/08, 11/08, 2/11, 8/18; 8/21

Reviewed: 7/08, 11/09, 7/10, 7/12, 7/13, 8/17; 6/19; 5/20; 6/22; 6/23; 6/24

### ***Tuberculosis Testing 3.5***

Section: HEALTH RELATED POLICIES	Title: Tuberculosis Testing	Policy #: SHB 3.6
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

POLICY: All students must have an annual testing for tuberculosis.

PROCEDURE:

1. A 2-step Tuberculin Skin Test (TST) or an INTERFERON GAMMA RELEASE ASSAY (IGRA) must be completed prior to beginning the first clinical experience. Students entering in the fall semester must have the 2-step TST or an IGRA in the previous summer. Students entering in the spring semester must have the 2-step TST or an IGRA in the previous fall or winter.
2. Thereafter, students must have a TST or an IGRA between the spring and fall semesters if they remain in the program.
3. Documentation of the TST or an IGRA and the results should be submitted to the designated individual by the designated date.

Formulated: Prior to 5/02

Revised: 6/02, 5/04, 5/05, 7/07, 4/08, 11/09, 8/18; 6/24

Reviewed: 7/08, 11/08, 7/10, 7/12, 7/13, 8/17; 6/19; 5/20; 8/21; 6/22; 6/23; 6/24

### ***Latex (Rubber) Allergy/Sensitivity Policy 3.6***

Section: HEALTH RELATED POLICIES	Title: Latex (Rubber) Allergy/Sensitivity Policy	Policy #: SHB 3.7
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** Students known to have a sensitivity to latex shall be provided with alternative products for laboratory experiences.

**DEFINITIONS:**

**PROCEDURE:**

1. When a student indicates a possible sensitivity to latex, the student should be referred to the appropriate programCoordinator/Director.
2. The Coordinator/Director will provide the proper forms to be completed if exposure occurs:
  - a. First Report of Injury (provided by faculty to student from FHB).
  - b. Latex Screening Questionnaire.
3. A copy of the above forms will be:
  - a. Placed in the student's health record file.
  - b. Submitted to the Employee Health RN.
4. The student may also seek assistance from their personal health care provider (at the student's expense).
5. Products such as protective lotions or specific gloves may be suggested by the student's health care provider.
6. Whenever possible, these products and/or items will be provided by St. Mary's Center for Education.
7. The student will arrange with the Coordinator/Director for the appropriate products and for replacement of the products, as needed.
8. It is the student's responsibility to inform each clinical instructor of this allergy and request the appropriate products when needed.

Formulated: 6/01

Revised: 6/02, 5/05, 7/07, 11/08, 7/10, 6/15, 8/18; 7/24; 6/24

Reviewed: 5/04, 4/08, 7/08, 11/09, 7/12, 7/13, 8/17; 6/19; 5/20; 8/21; 6/22; 6/23

## ADDITIONAL POLICIES

### *Advertisement and Posting of Information Policy 4.0*

Section: Additional Policies	Title: Advertisement and Posting of Information Policy	Policy #: SHB 4.0
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** All signs or information posted on the St. Mary's campus or in the St. Mary's Medical Center must be approved by the appropriate administrative personnel.

**DEFINITIONS:**

**PROCEDURE:**

1. Bulletin boards are located throughout the Center for Education. Any signage to be posted by students and other non-Center for Education personnel must be reviewed and approved by the Vice President for Schools of Nursing and Health Professions or authorized designee prior to posting.
2. Students wishing to post signage in the St. Mary's Medical Center must: receive approval from the Vice President for Schools of Nursing and Health Professions, and receive approval of hospital Administration and/or Marketing
3. All signage should be removed within twenty-four (24) hours after the event is completed.

Formulated: 10/02

Revised: 5/02, 5/05, 7/07, 11/09; 6/22

Reviewed: 5/04, 4/08, 7/08, 11/08, 7/10, 7/12, 7/13, 8/17, 8/18; 6/19; 5/20; 8/21; 6/23; 6/24

**Miscellaneous School Rules 4.1**

Section: Additional Policies	Title: Miscellaneous School Rules	Policy #: SHB 4.1
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** All students will abide by the listed rules and regulations governing behaviors of a student enrolled in the Center for Education programs.

**DEFINITIONS:**

**PROCEDURE:**

**Data Changes:** When the student has a change in name, address and/or phone number, he or she is responsible for notifying the St. Mary's and Marshall University Admission Offices immediately.

**Fire Drill:** All students are responsible for knowing instructions for actions during medical center and school fire alarms.

**Smoking:** St. Mary's Medical Center and the Center for Education is SMOKE/TOBACCO FREE. No smoking, use of smokeless tobacco, or use of electronic cigarettes (vaping) will be allowed on the St. Mary's Center for Education campus.

Formulated: Prior to 5/02

Revised: 5/02, 5/05, 7/07, 4/08, 11/08, 11/09, 8/18, 7/23; 6/24

Reviewed: 5/04, 4/08, 7/08, 7/10, 7/12, 7/13, 8/17; 6/19; 5/20; 8/21; 6/22; 6/23

## ***Parking Policy 4.2***

Section: Additional Policies	Title: Parking Policy	Policy #: SHB 4.2
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

POLICY: Students are required to park in designated areas.

DEFINITIONS:

PROCEDURE:

1. Students are to park on the Center for Education parking lot, 5th Avenue and 29th Street for classes and laboratory classes.
2. Students will park on the top floor of the parking garage next to the Highlawn Building for clinical experiences at St. Mary's Medical Center.
3. Evening students and students in NUR 241 completing clinical hours with a CEP may use any non-reserved parking area surrounding the Medical Center or Center for Education.
4. Parking requirements for clinical areas other than St. Mary's Medical Center will be provided to students by the faculty.
5. Neither the Medical Center nor the Center for Education will assume any responsibility for damage to or theft of cars parked on their respective property.

Formulated: Prior to 5/02

Revised: 6/02, 5/04, 5/05, 6/06, 7/07, 4/08, 11/09, 8/18; 6/19; 8/21; 6/22; 6/23; 6/24

Reviewed: 7/08, 11/08, 7/10, 7/12, 7/13, 8/17, 5/20; 7/20

### ***Publication Policy 4.3***

Section: Additional Policies	Title: Publication Policy	Policy #: SHB 4.3
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

POLICY: Student policies for St. Mary's Center for Education are published in one or more appropriate institutional publications, i.e., student catalog, student handbook, brochure, and/or course syllabi.

DEFINITIONS:

PROCEDURE:

1. All policies are written or approved by the faculty or administration of St. Mary's Center for Education.
2. Students are informed of designated policies upon application to the program in the form of the school catalog.
3. Students are further informed of designated policies upon acceptance into the program of study during orientation to the program and the student handbook.
4. Any change in policy is provided to the student. Changes will be posted electronically, or a written copy will be distributed to each student and/or posted in a prominent area.
5. Such policies are subject to change with reasonable notice provided to the student.

Formulated: 12/01

Reviewed: 5/04, 7/08, 11/08, 7/10, 7/12, 7/13, 8/17; 6/19; 5/20; 8/21; 6/22; 6/23; 6/24

Revised: 5/05, 7/07, 4/08, 11/09, 8/18

### ***CPR 4.4***

Section: Additional Policies	Title: CPR	Policy #: SHB 4.4
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** All students enrolled in the Center for Education programs must demonstrate competency in CPR.

**DEFINITIONS:** CPR certification is that defined by the American Heart Association for Health Care Providers.

**PROCEDURE:**

1. All students will be required to successfully pass a CPR certification course. The Center for Education offers CPR courses each semester.
2. If a student is certified in CPR and can provide proof indicating that the certification will continue until the time of program completion, this CPR card may be accepted.
3. This certification will be for a period of two years. If the student has not graduated by the time their certification expires, they will be required to recertify at a time designated by the Center for Education staff.
4. If possible, CPR certification for students in the SON will be renewed when in NUR 230 and/or NUR 235.

Formulated: June 2007

Reviewed: 4/08, 7/08, 11/09, 7/12, 7/13, 8/17; 6/19; 5/20; 8/21; 6/23

Revised: 11/08, 5/09, 7/10, 8/18; 6/22; 7/23; 6/24



## ***Fire, Safety and Physical Premises 4.5***

Section: Additional Policies	Title: Fire, Safety and Physical Premises	Policy #: SHB 4.5
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

POLICY: All students at any CFE school must be updated annually on fire and safety guidelines of the medical center.

### **SAFETY REGULATIONS:**

1. Report any unsafe condition(s) to the department head.
2. Report any foreign material on the floor or remove it to prevent someone from falling or tripping.
3. Walk, do not run. Keep to the right and use caution at intersecting corridors.
4. Know the location of the fire extinguishers, fire alarms and the proper procedure for calling a fire code.
5. Know what to do in the case of a fire:
  - a. \*Rescue patients and others to safety
  - b. \*Alarm (know the proper procedure)
  - c. \*Contain the fire (close all doors)
  - d. \*Extinguish a small fire (know the location of the fire extinguishers) or evacuate if a large fire
6. Be careful when opening doors. Observe through the glass window if present.
7. Report all injuries to yourself or patient, no matter how slight.
8. No horseplay or practical jokes will be tolerated.
9. When in doubt about what should be done, ask the department head or clinical instructor.
10. Only authorized personnel will be allowed to use radiation producing equipment.
11. All personnel who remain in the radiographic room must stay behind the lead barrier or wear an apron (refer to the Radiation Protection Policy concerning students holding patients during exposures).
12. SOMI students must always wear film badges (unless you are undergoing a radiographic exam as a patient).
13. Smoking is not permitted in the Medical Center.
14. Students will complete safety orientations at each clinical site as needed.

### **FIRE EVACUATION PLAN**

The designated fire drill code for St. Mary's Medical Center is "Code RED, location. Code RED, location."

If the fire is not in your area:

- close all doors for containment
- turn off electrical equipment and appliances
- keep patients in your area
- remain in your assigned area
- prepare for further instructions, including evacuation if needed.

If the fire is in your area:

- remove any patients in danger
- activate the alarm
- notify the telephone operator of the exact location and extent of the fire
- turn off all electrical appliances and equipment
- close all doors
- isolate and extinguish the fire if not excessive
- Pull the extinguisher pin
- Aim the extinguisher nozzle toward the base of the fire
- Squeeze the handle to activate the extinguisher
- Sweep the extinguisher across the base of the fire
- If smoke is present, use wet linens around doors

#### MEDICAL CENTER LAYOUT AND UPDATES

St. Mary's Medical Center is divided into three main sections. The main Medical Center, also called the South Tower, contains most of the patient centered areas of the Medical Center, including radiology and surgery. The original building of the Medical Center, also called the east and west wings, contains most of the support areas of the Medical Center, as well as radiation oncology and the Wound Care Center. The Outpatient Center is adjacent to the main Medical Center across Collis Avenue and is connected by a skywalk. The map on the next page will be helpful.

**\*\*\*MAIN LOBBY DOORS ARE LOCKED AFTER 8:00 PM FOR THE SAFETY & SECURITY OF PATIENTS, VISITORS, AND STAFF, AND REOPEN AT 10:00 PM FOR MIDNIGHT SHIFT AND 5:00 AM FOR ONCOMING DAYSHIFT. BETWEEN THOSE TIMES, YOU MUST ENTER THROUGH THE EMERGENCY ROOM AND BE PREPARED TO BE STOPPED BY A SECURITY GUARD AND QUESTIONED.**

Reviewed: 5/09, 7/10, 7/12, 7/13, 8/17; 6/19; 5/20; 8/21; 6/22; 6/23; 6/24

Revised: 7/09, 11/09, 12/09, 8/18

## ***4.5a Perpetrator Intending Harm at the CFE***

Section: Faculty Policies	Title: Perpetrator Intending Harm at the CFE	Policy: SHB 4.5a
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

### **POLICY:**

St. Mary's Medical Center's Center for Education (CFE) will use best efforts to alert students, faculty, and staff that an individual or individuals is /are inflicting or threatening to inflict serious bodily harm with a deadly weapon(s) and then emergency procedures should be followed.

### **DEFINITIONS**

Perpetrator Intending Harm: A person or persons who is inflicting or threatening to inflict bodily harm with a weapon(s). In most cases, a Perpetrator Intending Harm uses firearms; however, this policy addresses situations involving an individual or individuals using any sort of weapon and refers to such individuals as "Perpetrator Intending Harm" or "PIH".

### **PROCEDURES**

One of two instances may occur: 1) The threat of a PIH or 2) The presence of a PIH. At any time during either type of incident, CFE will use its best efforts to notify faculty, staff, and students of either the threat of or the presence of a PIH.

If there is a threat of a PIH, the procedure for "Shelter in Place" will be implemented.

1. No one may enter or exit the CFE.
2. Front doors will be locked.
3. Faculty are stationed near (not in front of) the faculty and student entrance doors.
4. Faculty in classrooms ensure classrooms are locked.
5. Faculty in offices will go about the CFE to notify current building occupants of the Shelter in Place and the procedures.
6. Security to respond to the CFE and coordinate with local law enforcement agencies.
7. Notification of the Shelter in Place will be communicated and implemented as below in the policy.

If there is an Active PIH, the procedure for "Lockdown" will be implemented.

1. Run (avoid) – to a safer location. Alert others to act.
2. Hide (barricade) – in classrooms, laboratories, offices, etc. under heavy furniture, behind file cabinets, etc. Barricade doors using filing cabinets, beds, desks, etc. If possible, hide in rooms with a door that will lock, turn off the lights, and move out of the "line of sight", SILENCE MOBILE DEVICES.
3. Fight – if there is no possibility of escaping or hiding, only as a last resort when your life is in imminent danger should you make a personal choice to attempt to negotiate with or overpower the PIH. Try not to do anything to provoke the PIH. If the PIH leaves the area, barricade the room, or go to a safer area.
4. Do not leave the safe area you are in unless there is imminent danger from the PIH.
5. Specific steps of the Lockdown will be communicated and implemented as below in the policy.

**Threat of a PIH – Shelter in Place** (See “Notifications” below to determine who should be notified)

1. Whoever is made aware of a potential threat should do the following:
  - i. Notify the Vice-President of Schools of Nursing and Health Professions (VP) of the threat by phone at 304-526-1416 or 304-840-1647 (must dial a 9 first from an in-house phone).
2. The VP will notify the St. Mary’s Security Supervisor at 304-526-1515 (1515 from an in-house phone) notifying them of the specifics of the threat of a PIH. The Security Supervisor will continue to work with the VP to coordinate notification of 911 and other departments within the Fifth Avenue Campus (MU School of Physical Therapy, St. Mary’s Physician Office, St. Mary’s Rehabilitation Services, and St. Mary’s Urgent Care/Occupational Medicine).
  - i. If The VP is unable to be contacted, the individual identifying the threat will notify St. Mary’s Security at 304-526-1515 (1515 from an in-house phone) notifying them of the specifics of the threat of a PIH.
  - ii. The VP or the person identifying threat if the VP is unavailable will post or will have a designee with access to the St. Mary’s Center for Education Facebook page post the following there: “At the current time, there is no ACTIVE threat on the CFE campus. However, out of an abundance of caution the CFE will activate the Shelter in place procedure.”
  - iii. The VP or the Directors of each program or a delegate faculty member from each program will email all students the same message as above.
3. The front doors to the CFE will be locked.
4. One faculty member will go to each of the side doors (faculty entrance and student entrance) to ensure it is closed and to keep anyone from entering or exiting the CFE.
5. All faculty members in classrooms will ensure that their classroom doors are closed and locked.
6. All faculty members in offices will go about the CFE halls notifying students and those who may be in the building that there is a Shelter in Place in effect meaning that no one may leave or enter the CFE.
7. The Shelter in Place will remain in effect until the “All Clear” is deemed appropriate by Security and any law enforcement agencies.
8. Administrative communication requirements are discussed in the section labeled “Administrative Communications.”

**Active PIH – Lockdown** (See “Notifications” below to determine who should be notified)

1. If a PIH enters the CFE, anyone noticing this should Run, Hide, Fight.
  - a. Run (avoid) – to a safer location. Alert others to act.
  - b. Hide (barricade) – in classrooms, laboratories, offices, etc. under heavy furniture, behind file cabinets, etc. Barricade doors using filing cabinets, beds, desks, etc. If possible, hide in rooms with a door that will lock, turn off the lights, and move out of the “line of sight”, TURN OFF MOBILE DEVICES. Do not leave the safe area you are in unless there is imminent danger from the PIH.
  - c. Fight – if there is no possibility of escaping or hiding, only as a last resort when your life is in imminent danger should you make a personal choice to attempt to negotiate with or overpower the PIH. Try not to do anything to provoke the PIH. If the PIH leaves the area, barricade the room, or go to a safer area.
2. When it is safe and PIH is not near, anyone aware of the situation should call 911 from an in-house phone (must dial a 9 first stating the following):
  - i. There is an active PIH at St. Mary’s Center for Education at 2853 5<sup>th</sup> Avenue.
  - ii. Number of PIH(s), if known
  - iii. Number of victims, if known
  - iv. Description of the PIH(s), if known

3. When it is safe and the PIH is not near, St. Mary's Security should be notified at 304-526-1515 (1515 from an in-house phone).
4. The Lockdown will remain in effect until the "All Clear" is deemed appropriate by Security and any law enforcement agencies, therefore, do not assume the area is safe until told to leave the area by Security and/or law enforcement.
5. Administrative communication requirements are discussed in the section labeled "Administrative Communications."

### **Administrative Communications**

1. The VP or designee when able, but as soon as possible (goal is within 10 minutes) will notify the COO of St. Mary's Medical Center after St. Mary's Security and 911 have been notified.
2. The VP or designee will collaborate with the COO or designee, Security, and law enforcement to ensure the following are notified of the situation (Shelter in Place or Lockdown)
  - a. All Faculty, staff, and students (present and off campus) via email, HALO, All Call on IP phone, social media, etc.
  - b. Other services/departments contained within the Fifth Avenue Campus
  - c. Marketing (Chief Strategy Officer or designee) to provide updates to the medical center, daycare, the public, and employees as necessary.
  - d. General Counsel to provide guidance as necessary.
  - e. Marshall University Police Department to provide safety on the main campus if necessary.
3. Upon the All Clear, the above entities will be notified of such.
4. Continuing communication with and/or by each of the above entities will continue as needed to discuss any debriefing elements or strategies.
5. Debriefing and response by Spiritual Care will be initiated when it is safe during the event or after the All Clear.
6. As soon as it is practical, St. Mary's Administration will debrief along with all involved parties above as available to review the event, address any illuminated issues, and to update any policies or facilities as deemed necessary.

Formed: 06/19

Reviewed: 5/20; 8/21; 6/22; 6/23; 6/24

Revised: 4/24

## ***Fire Safety at CFE 4.6***

Section: Additional Policies	Title: Fire Safety at CFE	Policy #: SHB 4.6
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** All faculty, staff and students must be aware of the safe exit from the CFE during a fire.

### **PROCEDURE:**

1. Faculty, staff, and students must know the location of fire extinguishers, fire alarms. Pull the fire alarm if the fire is noted.
2. Exit all rooms in an orderly manner.
3. Faculty and staff closest to the doors will supervise the evacuation of students, then exit the building themselves.
4. Persons in the classrooms shall exit as follows:
5. Students and faculty in Skills Lab 199, Classrooms 213, 217, 222, and 221, and the student lounge should exit via the south hallway, through the lounge, out to the parking lot.
6. Students and faculty in Skills Lab 195, Classrooms 218, 219, 220, and all computer labs should exit via the north hallway, through the faculty/staff entrance, out to the parking lot.
7. Faculty in offices south of the Faculty/Staff Lounge should exit out the student entrance.
8. Faculty in offices north of the Faculty/Staff Lounge should exit out of the faculty/staff entrance.
9. Personnel in the front administrative offices and the library should exit out the front doors.
10. It is important for all individuals to move to the outer edges of the parking lot.
11. Individuals in the Pallottine Room should exit through either of the front doors of the building.

### **DOCUMENTATION:**

The Vice President for Schools of Nursing and Health Professions will complete the Fire Alarm Documentation Form.

Formulated: 4/10

Revised: 7/13

Reviewed: 7/10, 7/12, 8/17, 8/18; 6/19; 5/20; 8/21; 6/22; 6/23; 6/24

## Community Volunteer Service 4.7

Section: Additional Policies	Title: Community Volunteer Service	Policy #: SHB 4.7
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 1/2025

**POLICY:** Students must successfully complete a volunteer community service component in order to develop attitudes and skills that foster responsiveness to the community's needs.

### PROCEDURES:

1. Students must complete four (4) hours of volunteer community service each semester.
2. If the student is unable to participate in the event as planned, the faculty member who recruited them for the event must be notified 48 hours in advance. The student is also asked to attempt to find a replacement for the event. Failure to notify the faculty member 48 hours in advance will result in the hours requirement being doubled for the semester.
3. Students may select their own service agency/project from a faculty approved list of agencies or submit a request for approval for an unspecified agency to the Vice President for Schools of Nursing and Health Professions.
4. To document time spent at the selected agency, the student must submit a completed Verification of Community Service form (4.7A) signed by faculty or a representative of the service agency/project. The student is to submit this form to the designated Center for Education staff member(s), who will maintain a record.
5. The designated CFE staff member(s) will distribute a list of students with the total number of community service hours to each faculty periodically throughout the semester.
6. Any required course related community service will not count toward the required total number of volunteer community service hours.
7. Volunteer service must be health related activities that benefit the community and cannot be part of employment responsibilities.
8. Exceptions to this policy for professional students (RT or RRT to BS) will be managed by the Director of each respective school.
9. Community service requirement will be doubled if the student has not met the community service hour requirement by **the Marshall University or Mountwest Community and Technical College complete withdrawal date.**
10. If a NUR 241 student does not complete the required community service requirement by the day before the scheduled SMSN/SMCFE pinning, the student will not be permitted to participate in the pinning ceremony. The student must still complete the community service requirements to fulfill course and program requirements.

### PRE-APPROVED COMMUNITY SERVICE AGENCIES:

American Cancer Society	Huntington City Mission
American Diabetes Association	Lilly's Place
American Heart Association	Mountain State Centers for Independent Living
American Red Cross	Nursing Homes
Autism Service Providers	Rape Crisis Centers
Big Brothers/Big Sisters	Ronald McDonald House
Branches Domestic Violence Shelter	Salvation Army
Community Food/Clothing pantries	Senior Citizen Centers
Disability Expo	Special Olympics
Ebenezer Medical Outreach	United Way

Goodwill Industries Habitat for Humanity Hospice (also Hospice House)	Wild Ramp Mountain Health, SMMC, and/or CHH related community activities
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Formulated: 1/08

Reviewed: 4/08, 5/10, 7/12, 3/14, 8/17; 6/19; 5/20; 8/21

Revised: 7/08, 11/08, 10/09, 7/10, 12/10, 12/11, 8/12; 7/13; 3/14; 6/16, 8/18, 7/20, 7/22; 6/23; 6/24;  
1/25



4.7A This proof of participation must be completed by student and turned in to the Administrative Secretary or program coordinator as directed, (see list of agencies in the Student Handbook, 4.7).

Verification of Community Service

\_\_\_\_\_  
Student Name (Please print)

School in which you are enrolled:

School of Medical Imaging

Class of 2025 \_\_\_\_\_

Class of 2026 \_\_\_\_\_

Class of 2027 \_\_\_\_\_

School of Respiratory Care

Class of 2025 \_\_\_\_\_

Class of 2026 \_\_\_\_\_

Class of 2027 \_\_\_\_\_

School of Nursing

Course(s) in which you are enrolled: (Check One)

NUR 120 – 1<sup>st</sup> Semester \_\_\_\_\_

NUR 220/225 – 2<sup>nd</sup> Semester \_\_\_\_\_

NUR 230/235 – 3<sup>rd</sup> Semester \_\_\_\_\_

NUR 241 – 4<sup>th</sup> Semester \_\_\_\_\_

Date Volunteered \_\_\_\_\_

Hours volunteered: \_\_\_\_\_

Name of service agency/project: \_\_\_\_\_

Description of service: \_\_\_\_\_

Participation verified by: \_\_\_\_\_

Must be signed by faculty or a representative of service agency/project (i.e., City Mission, 5K Walk/Run)

NOTE: It is highly recommended that you make a copy for your records.

Formulated: 12/10

Revised: 2/14/11; 12/11; 6/12; 7/14, 8/18; 7/20; 7/22; 6/24

Reviewed: 7/12; 7/13; 3/14, 8/17; 6/19; 5/20; 8/21; 6/23

# **School of Nursing Policies**

## ***Academic Advisory/Support Services 5.1***

Section: Academic Policies	Title: Academic Advisory/Support Services	Policy #: SHB 5.1
Department: Center for Education - SON	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

POLICY: All students will be provided academic assistance as they progress through their program.

### PROCEDURE:

#### I. ACADEMIC ADVISOR

- a. All students will be assigned a faculty advisor when they enter the program.
- b. Students may seek information or assistance from any appropriate faculty.
- c. The assigned faculty advisor will:
  - i. schedule a conference with each advisee at the beginning of each semester.
  - ii. monitor the academic progress of advisees in nursing courses.
  - iii. make appropriate referral to academic support team member and others as indicated.
- d. It is the responsibility of the student to seek assistance when necessary. Each individual student is ultimately responsible for the outcomes of any examination and/or evaluation.
- e. Letters will be distributed at approximately mid-term each semester to students with <75% theory average and/or unsatisfactory in the clinical lab component.

#### II. ADVISEE QUESTIONNAIRE

Each student will complete or update a questionnaire at the beginning of each semester.

#### III. UNIT TEST REVIEW/REMEDIATION

- a. Once a test is administered, a review will be scheduled within one week.
- b. Every student is encouraged to attend the review conducted by the faculty member(s) that taught the content tested. The reviewing faculty will provide the rationale for the correct and incorrect responses.
- c. Students scoring <75% are required to attend the test review.

- d. Additional procedures for students scoring <75%:
  - i. The student is encouraged to make an appointment with the advisor or course Academic Support Team member to discuss the results of the exam.
  - ii. The student is encouraged to seek assistance from the faculty member(s) who taught the content or the Coordinator of Academic Support and review the unit exam to further identify test taking inconsistencies and knowledge deficit.
  - iii. Remediation requirements will be described in course syllabi.

#### IV. FINAL EXAM REVIEW

- a. Faculty involved in the presentation of the course content will offer a review of the final exam.
- b. Students who score less than 75% are encouraged to schedule individual conferences to review final results and identify knowledge deficits.
- c. Remediation of content to achieve mastery if the student scored <75% on the final exam will be encouraged.

#### V. CLINICAL/LABORATORY REMEDIATION

- a. The instructor will identify and document areas for improvement using a rubric or anecdotal feedback form.
- b. If any Unsatisfactory grade is earned, the student should meet with the instructor who provided the evaluation within one week.
- c. If remediation is required, the instructor will identify content areas of concern and steps for remediation.

#### VI. REQUIRED SEMINAR(S)

- a. LPNs beginning the program as a second semester student are required to complete seminars prior to beginning NUR 220/NUR 225. The seminars are designed to assist the LPN transition into the associate degree nursing curriculum.
- b. Transfer students will be required to attend seminars. The seminar is designed to assist the transfer student transition into SMSN.
- c. Students who have been out of the program for one or more semesters may be required to attend seminars. The seminars are designed to assist the returning student transition back into SMSN.

#### VII. STUDENT ORIENTATION FOR ACADEMIC READINESS (SOAR)

SOAR is an academic support initiative. It includes a 3-hour seminar and a 1-hour meeting with a SOAR team member.

- a. All students are invited to attend SOAR sessions.
- b. Students who meet designated criteria will be required to attend SOAR. These criteria will be outlined in the course syllabus and/or readmission/transfer agreement. If a student does not attend SOAR by the designated date, the student will not be allowed to take unit exams until the requirement is met. (If a test is missed for this reason, it will count as a missed exam).

Formulated: Prior to 5/02

Revised: 6/02, 7/03, 5/04, 5/05, 10/05, 5/06, 7/07, 11/08, 5/09, 5/10, 7/12; 7/13, 1/14, 8/14, 6/15, 5/16, 8/18, 12/19, 1/3/2024; 6/24

Reviewed: 7/08, 11/09, 7/10, 8/17; 6/19; 5/20; 8/21; 6/22; 6/23

## ***Progression/Withdrawal/LOA 5.2***

Section: Academic Policies	Title: Progression/Withdrawal/LOA	Policy #: SHB 5.2
Department: Center for Education - SON	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** All students admitted to the School of Nursing must follow specified guidelines to complete the program of study. All students leaving the program, other than by graduation, must complete a withdrawal process. This process begins by meeting with the Curriculum Coordinator and/or the Program Director. A Leave of Absence from the program may be granted to a student who cannot maintain progression in the nursing program due to extenuating circumstances.

### **PROCEDURE:**

1. The Center for Education reserves the right to require withdrawal of any student whose health, academic record, clinical performance, or behavior is unacceptable.
2. All required nursing courses must be completed within three years (six semesters). The three-year period starts from the beginning of the semester in which the first nursing course is successfully completed.
3. To graduate, each student must have an overall grade point average (GPA) of 2.0 or better at both St. Mary's and Marshall University.
4. All nursing and required support courses must be completed with a "C" or higher. A passing grade earned by CLEP, or departmental challenge exam will be accepted.
5. Students who earn a grade of less than "C" in a required support course must repeat the course.
6. Each nursing course must be completed with a grade of "C" or higher and an "S" (Satisfactory) in the lab/clinical component of the course. A final evaluation of a "U" (Unsatisfactory) in the lab/clinical will result in a failing ("F") grade for the course.
  - a. A lab/clinical rubric score less than 1.5 will constitute an unsatisfactory for the lab/clinical experience, unless otherwise specified in the course syllabus.
  - b. A score of zero ("0") on any of the lab/clinical rubric student learning outcome criteria will result in an unsatisfactory score for the lab/clinical experience.
  - c. After two unsatisfactory lab/clinical rubric scores, a faculty member will develop a Student Improvement Plan (SIP) for the student; the student will be required to meet with the faculty member to discuss the implementation of the SIP. Once the SIP has been discussed and implemented, the student will be required to meet with a coordinator weekly to monitor compliance.
  - d. An overall end-of-semester lab/clinical rubric score less than 1.5 will result in an overall course unsatisfactory and failure of the nursing course.
  - e. Three or more unsatisfactory lab/clinical rubric scores during the semester will result in an overall unsatisfactory clinical score for the course and failure of the nursing course.
7. All students who receive a grade of less than "C" in a nursing or required support course may not progress into courses for which that course is prerequisite. Repeating any nursing course is on a space available basis and approval of admissions committee.
8. Students may repeat only one nursing course in which a grade of less than "C" is earned. (If a student earns a grade of D or F in a second nursing course, the student may not continue in the nursing program).
9. All standardized tests must be completed as required for courses and the program. Specific guidelines will be listed in course syllabi, as appropriate.
10. To drop a required nursing or non-nursing course, the student must meet with the Director or Curriculum Coordinator. Some courses are prerequisites or are to be taken concurrently;

therefore, a withdrawal from a course that is concurrent with another course may necessitate withdrawal from each of the courses that are considered as concurrent.

11. Students may withdraw from an individual course until a specified date and receive a grade of “W”. Only complete withdrawals may be done after this date. Check the University calendar for specific dates.
  - a. Students who withdraw from a nursing course must adhere to the same readmission procedure as a student who has made less than a “C” in a nursing or required non-nursing course. The student must seek readmission by submitting a written petition to the Curriculum Coordinator to repeat the course. Repeating students may enroll only if permission is granted and space is available. Priority is given to those students attempting a nursing course for the first time.
  - b. Failure to properly withdraw from Marshall University will result in an “F” for the course(s).
  - c. Students, unable to maintain continuous progression due to extenuating circumstances, may apply for a Leave of Absence by submitting a written request to the Director of the Program.
  - d. Permission for a Leave of Absence, which guarantees that a student will be given a space in the designated course(s), may be granted on a one-time basis for a maximum of 12 calendar months.
  - e. The student granted a Leave of Absence must return to the beginning of the course from which the student withdrew.
  - f. If a student wishes to enroll in only one nursing course in 2nd or 3rd semester, the student must inform the Curriculum Coordinator in writing.

#### MATH PROFICIENCY EXAMS:

1. All incoming students must pass a math proficiency exam. A minimum score of 75% on the **math proficiency exam** is required.
2. A math workshop is required for incoming students if the math proficiency exam is not passed on the first attempt.
3. The math proficiency test can be repeated until the required score is achieved.
4. Students may not attend patient care clinical experiences until the minimum score of 75% is achieved. (If a student is excluded from patient care clinical because math proficiency exam has not been passed, the clinical will be graded as Unsatisfactory. The clinical will have to be made up. Make up will not change the Unsatisfactory grade). If a student takes a Leave of Absence, withdraws, or fails NUR 120 and returns the FOLLOWING semester, the math proficiency exam will not have to be retaken if it was passed prior to the student leaving the program.

#### DRUG CALCULATION EXAMS:

On drug calculation exams, students must earn a minimum score as stated in the course theory syllabus.

Formulated: Prior to 5/02

Revised: 5/02, 5/04, 5/05, 10/05, 7/07, 4/08, 2/10, 2/11, 3/11, 7/12, 1/14, 6/15, 10/15, 1/18, 8/18, 12/19, 5/20; 5/21; 8/21; 7/22; 1/23; 6/24

Reviewed: 7/08, 11/08, 11/09, 7/10, 7/13, 1/14, 8/17; 6/19; 6/23; 9/23



### ***Attendance/Tardiness/Absence Policy 5.3***

Section: Academic Policies	Title: Attendance/Tardiness/ Absence Policy	Policy #: SHB 5.3
Department: Center for Education - SON	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

POLICY: Attendance in class and in the clinical laboratory is the responsibility of each student.

#### PROCEDURE:

1. Punctual attendance in all classes and clinical experiences is important if the student is to meet all student learning outcomes.
2. Notify the School of Nursing by calling 304-526-1426 AND notify the course faculty by phone and/or email as soon as possible regarding the absence.
3. Class absences will be recorded and totaled at the end of each course by the course faculty. Copies will be provided to the Vice President for Schools of Nursing and Health Professions.
4. The course grade will be lowered one letter grade if theory absences exceed 20% of the total theory contact hours, based upon assigned credit hours for the course. For each additional 10% of theory absences in relation to total theory contact hours, the course grade will be decreased an additional letter grade. (For ex: absent 30% of total contact time = decrease of 2 letter grades.)
5. Student attendance at professional meetings (ex. NSNA, WVSNA) is encouraged. Attendance at these meetings would not constitute an absence but will be marked with a "P" (Professional) on the roster by the faculty. The student is expected to notify the instructor(s) prior to the professional meeting, and they will assist the student with class matters missed. The student may be asked to present a brief report on their return to school. Furthermore, official University approved absences will not be counted when calculating percent of contact time missed for grade lowering. For the full policy and procedure for Marshall University excused absences please refer to the following link: <https://www.marshall.edu/pharmacy/files/Student-Excused-Absence-Form.pdf>
6. Students must request a university excused absence within seven (7) days of the actual absence.
7. References provided to potential employers by the faculty and/or Director will include information on attendance while the student was enrolled in the program.
8. If the lab or theory absence is due to illness/injury that would compromise the student's health, safety, or ability to attain the course student learning outcomes and/or patient safety, the Curriculum Coordinator will require a physician release form (Form 3.1D), signed by a healthcare provider be provided to document student restrictions. Following completion of the assessment by a healthcare provider, the Coordinator and faculty will determine the feasibility of remaining in the course(s).
9. It is the responsibility of the student to obtain a release before returning to school. (See Student Handbook, Form 3.1D.)
10. Theory and lab absences that result in an Incomplete for the course may adversely affect financial aid and/or scholarship eligibility.
11. Absences/Tardiness on the Day of an Exam/Quizzes:
  - a. Students may not miss more than two (2) exams per course. Each subsequent test missed will be scored as zero (0). Absence for a scheduled make up exam will be considered a missed exam.
  - b. University approved absences will not be counted as missed exam.
  - c. Students missing an exam/quiz must contact the faculty member before the exam/quiz or

- as soon as possible after the exam/quiz is missed.
- d. The Curriculum Coordinator and faculty from the course will determine eligibility for a makeup exam/quiz.
- e. Makeup exams/quizzes may be different than original exams/quizzes
- f. Any make-up exam/quiz will be scheduled at a time convenient to the faculty.
- g. If tardy for an exam/quiz, the student must decide if it can be completed within the remaining administration time. The exam/quiz will be turned in at the same time as all other students taking it. If the student does not believe the exam/quiz can be completed within the planned administration time, a request for make-up may be submitted for consideration.
- h. This attendance policy applies to Final Skills / Physical assessment demonstration exam.

#### Clinical/Lab Absences:

1. Students must notify the School of Nursing and the assigned unit (see course syllabi for numbers) PRIOR to the scheduled time of the clinical/lab experience in the event they will be absent.
2. If a student fails to notify the School of Nursing and the assigned unit of an impending absence PRIOR to the scheduled time of the clinical/lab experience occurring outside the CFE building, the student will receive an Unsatisfactory for that clinical experience and will still be required to make up the clinical/lab experience.
3. The faculty may waive the mandatory Unsatisfactory grade for that clinical in situations deemed extenuating by the curriculum coordinator or program director. The coordinator and/or program director retain the final decision in the determination of an extenuating circumstance. However, the missed time will still count toward the maximum number of missed clinical/lab hours allowed and the clinical/lab experience must still be made up.
4. All clinical/lab absences/tardiness must be made up before the completion of the course.
5. Make-up times and requirements are determined by the course faculty member(s) involved in the course.
6. Make-up clinical/lab days can only be scheduled as time and other constraints allow.
7. If clinical/lab absences cannot be made up by the end of the course, the student will receive an Incomplete as the grade for the course.
8. If a student makes arrangements to make up a clinical/lab day in advance, the missed date will not be counted as a missed clinical/lab experience.
9. All faculty will report clinical absences/tardiness to the Curriculum Coordinator.
10. Classroom/campus labs are considered as clinical/lab.
11. The course grade will be lowered one letter grade if lab absences exceed 20% of the total lab contact hours, based upon assigned credit hour for the course. This applies to all courses except NUR 241. For NUR 241, the course grade will be lowered one letter grade if patient care clinical absences with Clinical Education Partner (CEP) exceeds 24 hours.
12. For each additional 10% of lab absences in relation to total lab content hours, the course grade will be decreased an additional letter grade. This rule will not apply to NUR 241 students.
13. Absence for a scheduled make-up lab will be considered as missed lab hours.
14. In NUR 241, the one letter grade drop for greater than 24 hours of missed patient care clinical absences may be waived for circumstances deemed extenuating by the NUR 241 faculty, curriculum coordinator, and/or program director. The missed clinical time must be made up. If the missed clinical time can't be made up prior to deadline for grade entry, an Incomplete grade will be given.

Formulated: Prior to 5/09

Revised: 5/99, 12/01, 6/02, 7/03, 5/04, 5/05

Revised: 11/05 (Pilot), 5/06 (Continue Pilot)

Revised: 2/07, 7/07, 6/08, 7/08, 11/08, 7/12, 8/12, 12/12, 7/13, 1/14, 10/15, 5/16, 1/18, 8/18, 7/20; 7/22;  
1/23; 6/23; 11/23; 6/24

Reviewed: 11/09, 5/10, 7/10, 12/12, 1/14, 8/17; 6/19; 8/21

### ***Inclement Weather Policy 5.3a***

Section: Academic Policies	Title: Inclement Weather Policy	Policy #: SHB 5.3a
Department: Center for Education - SON	Approved by:	Date last reviewed/revised: 6/24

POLICY: Guidance in the event of inclement weather is provided in this policy.

1. St. Mary's Center for Education's inclement weather policy will follow Marshall University's inclement weather policy.
2. If classes are cancelled, a message related to the cancellation with further instructions will be conveyed via MUOnline/Blackboard as well as the Facebook page administered by the VP for Schools of Nursing and Health Professions if possible. Therefore, on class/clinical days on which this may be an issue, students are expected to check the course page(s) on MUOnline/BlackBoard and the Facebook page. An email message will be sent from MUOnline Blackboard to students conveying this message as well.
3. If safety necessitates that a student must arrive late for class/clinical due to road conditions, notify the main desk at the school (304-526-1426) and the clinical unit if it is a clinical day.
4. If school is not cancelled, but there are some surrounding communities wherein travel may be hazardous, the Vice President for Schools of Nursing and Health Professions may implement what is called "Code Weather". Notification of "Code Weather" will be conducted in the same manner as a cancellation as described in #2 above.
5. If a student under "Code Weather" determines that inclement weather poses a potential hazard to safety, he or she **must notify** the main desk at the school (304-526-1426) and the clinical unit if it is a clinical day.
6. If this occurs for a campus lab or clinical experience under "Code Weather" or cancellation the campus lab or clinical experience must be made up at a time deemed appropriate by faculty.
7. If this occurs for the theory portion of the course under "Code Weather" or cancellation, the material presented in class on that day will be provided to the student via some electronically recorded media and/or detailed notes or equivalent.

JUDGEMENT REGARDING SAFETY AND RESPONSIBILITIES IS ALWAYS THAT OF THE INDIVIDUAL. INSTITUTIONAL POLICY SERVES ONLY TO ESTABLISH GUIDELINES

Formed: 11/15

Reviewed: 8/17; 5/20; 8/21; 6/22; 6/24

Revised: 1/2017; 1/2018; 2/2018, 8/18; 6/19; 7/23

## ***Graduation 5.4***

Section: Academic Policies	Title: Graduation	Policy #: SHB 5.4
Department: Center for Education - SON	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** To be eligible for graduation, a student must successfully meet the student learning outcomes of all courses in the curriculum and fulfill all financial obligations to St. Mary's and Marshall University. Students must complete the required hours of volunteer community service prior to graduation.

**DEFINITIONS:**

**PROCEDURE:**

1. Students must complete all procedures related to graduation, which are specified by Marshall University and announced to all students by the Director or designee. For example: all students must complete graduation application forms and pay graduation fees as specified by MU.
2. Students must achieve a "C" or higher in all required courses in the ASN program.
3. Students must maintain a 2.0 overall GPA at Marshall University.
4. Students must complete all financial obligations of St. Mary's and Marshall University to be eligible to graduate from the program.
5. Students are responsible for ensuring that official transcripts of courses taken at all institutions are received by the MU registrar prior to graduation.
6. Students are required to complete all standardized tests according to the Standardized Test Policy Student Handbook 5.5, to meet graduation requirements.
7. Only graduates of the nursing program are eligible to make application to write the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Successful completion of this examination permits the graduate to practice in the state of licensure and/or seek licensure by endorsement or Compact Agreement in other states as a registered professional nurse.

Formulated: Prior to 5/02

Revised: 5/02, 12/02, 5/04, 5/05, 7/07, 1/08, 7/03, 8/18, 5/20

Reviewed: 11/08, 11/09, 7/10, 7/12; 7/13, 8/17, 6/19; 8/21; 6/23; 6/24

## Standardized Tests 5.5

Section: Academic Policies	Title: Standardized Tests	Policy #: SHB 5.5
Department: Center for Education - SON	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** All students will be required to participate in taking designated standardized tests throughout the program.

### PROCEDURE:

#### STANDARDIZED TESTING/ATI

1. Advising will be provided to the student based on standardized test information:
  - a. suggested study methods
  - b. self-study learning methods
  - c. other methods as related to identified areas of weakness.
2. A practice proctored assessment will be given before each proctored ATI exam. If the preset benchmark (the score equal to the lowest Level 2 score on the corresponding proctored exam except for the Comprehensive Predictor in which the benchmark for the proctored practice will be 95% probability of passing the NCLEX-RN) is not achieved on the practice proctored assessment, remediation will be required prior to taking the proctored ATI exam. If any required proctored practice remediation is not completed by the due date, the proctored ATI exam score(s) will be decreased by four (4) percentage points.
3. All ATI exams administered as part of the course grade will be assigned a weight of five percent (5%) except for the Comprehensive Predictor. Grades will be assigned according to the following:
  - Level 3 = A = 90% (or actual score, if higher)
  - Level 2 = B = 80% (or actual score, if higher)
  - Level 1 = C = 75% (or actual score, if higher)
  - Less than Level 1 = actual percentage score the student achieved
4. The assigned weight will come from the weights of unit exams and the final exam, providing the weight of the final exam does not fall below 20% of the course grade, if applicable
5. The benchmark for all content Mastery ATI proctored assessments will be Level 2 and the benchmark for the proctored Comprehensive Predictor will be 90% probability of passing the NCLEX-RN. Students must achieve or exceed the benchmark of Level 2 on proctored content mastery exams. Remediation will be required for those students not meeting the benchmark. Remediation is required but will not change the grade received on the first proctored exam.
6. ATI proctored Exams will be given in the following courses:
  - Prior to the first nursing course:
    - Self-Assessment Inventory
  - Prior to graduation:
    - Individual courses:
      - Nursing 225 – Mental Health Nursing
      - Nursing 220 – Fundamentals for Nursing
      - Nursing 230 - Nutrition
      - Nursing 235 – Maternal Newborn Nursing & Nursing Care of Children
      - Nursing 241 – Medical-Surgical, Pharmacology, Leadership, Comprehensive Predictor

1. Specifics regarding preparation for standardized ATI tests, the ways in which practice exams will be administered, and required remediation will be explained in the applicable syllabi. The NUR 241 syllabus will outline specifics regarding the Comprehensive Predictor as well.

Formulated: Prior to 5/02

Revised: 6/02, 5/04, 5/05, 5/06, 7/07, 7/08, 12/09, 5/10, 6/10, 12/10, 7/12, 7/13, 12/14, 6/15; 3/17;  
11/17, 5/18, 8/18; 6/19, 12/19; 6/20; 7/20; 6/22; 8/22; 1/23; 6/24

Reviewed: 11/08, 7/10, 8/17; 8/21; 6/23

## Grading Policy 5.6

Section: Academic Policies	Title: Grading Policy	Policy #: SHB 5.6
Department: Center for Education – SON	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

POLICY: Grades earned in each nursing course will be based on a uniform system.

### PROCEDURE:

The Grading System will be as follows:

Theory %	Letter Grade	Quality Points
90 – 100	A	4
80 – 89	B	3
75 – 79	C	2
67 – 74	D	1
66 & below	F	0
	I	Incomplete
	S	Satisfactory
	U	Unsatisfactory

Grades will NOT be rounded.

An unsatisfactory (U) in the lab/clinical component of a course results in a failing grade (F) for the course with zero quality points.

When an answer sheet is provided by the instructor, which may be a computer style card or a typewritten sheet, it will serve as the only acceptable record of the student's answers on any examination.

Grades will be given to the student in person or MUOnline Blackboard gradebook only (no telephone calls/emails) to follow Federal Education Rights and Privacy Act (FERPA) guidelines.

Note: The student must achieve a **weighted average** of 75% or greater on all exams (faculty developed course exams and ATI exams) before any additional course assignments or requirements are averaged into the course grade.

Formulated: Prior to 5/02

Revised: 5/02, 5/04, 5/05, 12/19, 1/23; 6/24

Reviewed: 7/08, 11/08, 11/09, 7/10, 7/12; 7/13, 8/17, 8/18; 6/19; 5/20; 8/21; 6/22; 6/23



### ***Exemption from Final Exams 5.7***

Section: Academic Policies	Title: Exemption from Final Exams	Policy #: SHB 5.7
Department: Center for Education – SON	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** Based on ATI test performance and unit exam scores, students enrolled in NUR 225 and NUR 235 may be exempt from the course final exam.

**DEFINITIONS:**

**PROCEDURE:**

1. Students who achieve a Level 3 on the Mental Health ATI (in NUR 225), or both the Maternal Newborn Nursing ATI and Care of Children ATI (in NUR 235), will have the option to take or not to take the final exam in that specific course.
2. In addition to the ATI scores, the student must meet these additional requirements to be granted an exemption from the final exam:
  - a. maintain an 80% or higher throughout the course
  - b. pass every exam with a score of 80% or higher
3. If a student meeting the requirements to not take the final exam chooses not to take the final exam, the final grade will be regarded as the accumulated score prior to the final exam.
4. If the student decides to take the final exam, the grade from the exam will be averaged into the final course grade.

Formulated 9/9/13

Revised 12/14, 6/15; 6/23; 6/24

Reviewed 8/17, 8/18; 6/19; 5/20; 8/21; 6/22

### ***Tuition Refund Policy 5.8***

Section: General Policy	Title: Tuition Refund Policy	Policy #: SHB 5.8
Department: Center for Education – SON	Approved by: Executive	Date last reviewed/revised: 6/24

POLICY: Tuition Refund Policy

PROCEDURE:

1. Students who withdraw from SMSO may receive a partial tuition refund based on the following guidelines:
  - a. Tuition refunds will follow the guidelines established for Marshall University.
  - b. Students may still be responsible for financial aid obligations even if they withdraw from the Program. Students should contact the Marshall University Financial Aid office for further information.
  - c. Tuition deposits along with background or drug screening are non-refundable.

Formed: 8/18

Reviewed: 6//20; 8/21; 6/22; 6/23; 6/24

## ***Student Organizations 5.9***

Section: Academic Policies	Title: Student Organizations	Policy #: SHB 5.9
Department: Center for Education – SON	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** All students of the ASN Nursing Program belong to their respective class organization and the Student Nurses' Association and may join the Nurses' Christian Fellowship. Business conducted by any of these groups must follow certain rules and guidelines.

**PROCEDURE:**

### **CLASS ORGANIZATIONS**

Class organizations serve as a forum for discussion of opinions and for decision-making. Social, civic or fund-raising activities may also be planned.

### **POLICY AND PROCEDURE FOR STUDENT CLASS ORGANIZATION**

1. Students in the first semester will elect a class representative to the SON Curriculum Committee and the Student Affairs Committee by mid-term of the first semester. Thereafter, classes will elect the class representatives to the committees at the beginning of the semester.
2. The representatives from each class will be a member of the SON Curriculum Committee and Student Affairs Committees respectively and are required to attend each scheduled meeting while school is in session. The representatives will also conduct any class business sessions.
3. The student representatives will receive 1 hour of community service to the school for each meeting attended.
4. The Curriculum Coordinator or designee is the class advisor and must attend each class business session.
5. Any activities or remembrances that the class wishes to provide as a class are to be discussed at the business session. Class activities are planned and financed based on the amount of money received voluntarily from the class members for the purpose. Final approval for all class activities is made by the Vice President for Schools of Nursing and Health Professions.
6. The order for planning a class activity will be as follows:
  - a. Ideas for activities are presented at the class business sessions. If the total cost and other necessary information about the activity are not available at that time, then a person(s) is chosen to collect all this information and report back to the class before a vote is taken.
  - b. After all the necessary information is known and presented to the class, the class then votes on the activity. Simple majority rules.
  - c. The activity proposal is then submitted in writing to the Vice President for Schools of Nursing and Health Professions for approval. The Vice President for Schools of Nursing and Health Professions may wish to discuss the plans with the class representative and/or the Coordinator before approval is made.

Students involved in the SNA and NCF can be eligible for graduation cords if he or she obtains 50 points by graduation date. There are cords for each organization SNA and NCF. Students must obtain 50 points in that specific organization to earn that organization's cord.

Ways for students to obtain points include the following.

- a. Each meeting will give the student 4 points.
- b. Each organizational function/fundraiser/community activity held by the SNA or NCF the student can receive 8 points.

## ST. MARY'S STUDENT NURSES' ASSOCIATION

1. This is a professional organization for all students enrolled at St. Mary's School of Nursing. Membership fees are paid as part of the tuition.
2. St. Mary's chapter of the SNA is affiliated with National Student Nurses' Association and other school and state chapters.
3. Membership includes school, State and National Association status.
4. The organization promotes professional growth and leadership through participation in local, state and national activities.
5. Local activities include fund-raising, service, and educational functions
6. State and National activities include conventions and other educational opportunities
7. Meetings of the local chapter are held monthly, and leadership is provided by student elected officers. Election of officers is held in late spring.
8. Advisors for the local chapter are volunteers from the faculty. No organizational business can be conducted without the presence of a faculty advisor.

## NURSES' CHRISTIAN FELLOWSHIP

1. The NCF is a part of the National and International Christian Fellowship, a subsidiary of Inter-Varsity Christian Fellowship.
2. Within the School of Nursing, Nurses' Christian Fellowship is a student organization which provides:
  - a. group support for student nurses
  - b. an opportunity for spiritual growth through Bible study, prayer, and fellowship
  - c. an opportunity for Christian service
3. Officers are elected annually. The sponsors are volunteers from the faculty.
4. No organization is to conduct business meetings without the presence of the faculty sponsor.

## DUTIES OF OFFICERS (if applicable to the organization)

1. President:
  - a. Prepare an agenda
  - b. Conduct business meeting
  - c. Serve as ex officio member of any ad hoc committee
  - d. Work closely with faculty sponsors to conduct the business of the organization according to the bylaws and school policy.
  - e. Inform the Vice President for Schools of Nursing and Health Professions of all activities and organizational plans.
  - f. Serve as a representative on Student Affairs Committee.
2. Vice President:
  - a. Conduct the meetings in the absence of the president.
  - b. Perform other duties as assigned or requested.
3. Secretary:
  - a. Record the business of the meetings.
  - b. Submit a copy of the minutes to the sponsors, the Vice President for Schools of Nursing and Health Professions, and the Administrative Secretary.
  - c. Post a copy of the minutes for view by all members.
  - d. Compose letters or other communication as directed by the members or president.

4. Treasurer:
  - a. Report on the fund balance and expenditures, etc. in the business meeting.
  - b. Maintain an accurate accounting of funds by matching all expenditures with receipts and by itemizing income by fund raising event or dues.

NOTE: All student related accounts require two signatures on all checks or disbursements. At least one of the signatures must be that of a faculty sponsor.

5. Ways & Means Chairperson or Director:  
Permission in writing for all fund-raising activities from the Vice President for Schools of Nursing and Health Professions and/or Hospital Administration.

6. Vice President for Schools of Nursing and Health Professions and Hospital designee.  
Participate and/or coordinate the activity as needed.

Other Directors may be selected as appropriate for specific functions/responsibilities. Permission for all activities must be obtained from the Vice President for Schools of Nursing and Health Professions.

Formulated: 8/90

Revised: 6/91, 6/94, 4/96, 4/97, 5/04, 7/07, 5/09, 11/09, 6/14, 2/16, 8/16, 8/18, 10/22, 9/23; 6/24

Reviewed: 7/08, 11/08, 7/10, 7/12, 7/13, 8/17; 6/19; 5/20; 8/21; 6/22; 6/23

# **School of Respiratory Care Policies**

## ***School of Respiratory Care Entry Into Professional Practice Goals 6.0***

Section: Academic Policies	Title: School of Respiratory Care Entry Level Program Goals	Policy #: SHB 6.0
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: ; 6/24

**POLICY:** Minimum expectations are prescribed by goals set forth by the Commission on Accreditation for Respiratory Care (CoARC).

**DEFINITIONS:**

**PROCEDURE:**

**Program Goals:**

Goal 1: To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

Goal 2: To prepare leaders for the field of respiratory care by including curricular content that includes objectives related to the acquisition of skills in one or more of the following: management, education, research, advanced clinical practice (which may include an area of clinical specialization).

Goal 3: To prepare our graduates to take the NBRC examination upon graduation and to achieve the high cut score on the TMC examination and to pass the CSE to become a Registered Respiratory Therapist.

Formulated: 1/19

Revised:

Reviewed: 6/19; 6/20; 8/21; 6/22; 6/23; 6/24

## ***Academic Advisory/Support Services 6.1***

Section: Academic Policies	Title: Academic Advisory/Support Services	Policy #: SHB 6.1
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** All students will be provided academic assistance as they progress through their program.

**DEFINITIONS:**

**PROCEDURE:**

### **A. ACADEMIC ADVISOR**

All students will be assigned a faculty advisor when they enter the program.

Students may seek information or assistance from any appropriate faculty.

The assigned faculty advisor will:

Schedule a conference with each advisee at the beginning of each semester and at midterm.

Monitor the academic progress of advisees in the respiratory care courses.

Inform the advisee of remediation options/requirements when class or clinical grades are less than satisfactory.

Make appropriate referrals when indicated.

It is the responsibility of the student to seek assistance when necessary. Each individual student is ultimately responsible for the outcomes of any examination and/or evaluation.

The Director of the School of Respiratory Care is the advisor of record at Marshall University for all students enrolled in the School of Respiratory Care. This requires that all registration and other official forms be signed by the Director prior to processing at Marshall University.

It is mandatory that any student receiving below a 70% on any exam see assigned advisor. An appointment must be made with the advisor within one week receiving the exam score. Failure to comply could result in probation.

Letters will be distributed at approximately mid-term each semester to students with <70% average and/or unsatisfactory in the clinical lab component. Letters should be signed and returned to the Director. A copy should be maintained in the student's advising file.

### **B. ADVISEE QUESTIONNAIRE**

Each student will complete a questionnaire at the beginning of each academic year.

Faculty will score the answers provided and maintain a record of the scores on the Advisee Questionnaire Scoring Sheet.



### C. UNIT TEST REVIEW/REMEDIATION

Once a test is administered, a review will be scheduled within one week.

Every student is encouraged to attend the review conducted by the faculty member(s) that taught the content tested. The reviewing faculty will provide the rationale for the correct and incorrect responses. Students scoring <76% are required to attend the test review.

Procedures for students scoring <76%:

The instructor(s) who taught the test content will determine the need for further study or testing to aid the student in the mastery of this content.

The student will make an appointment with their advisor to discuss the results of this exam.

The advisor will encourage the student to seek 1 to 1 assistance from the faculty member(s) who taught the content and devised the unit exam to further identify test taking inconsistencies and knowledge deficit.

### D. FINAL EXAM REVIEW

Faculty involved in the presentation of the course content will offer a review of the final exam.

Students who score less than 70% are encouraged to schedule individual conferences to review final exam results and identify knowledge deficits.

Formal remediation of content to achieve mastery if the student scored <70% on the final exam will not be required.

### E. CLINICAL/LABORATORY REMEDIATION

The instructor is to identify and document areas for improvement using clinical lab evaluation form.

If any Unsatisfactory grade is earned, the student should meet with the instructor who provided the evaluation within one week.

If remediation is required, the instructor will clearly identify content areas of concern and steps for remediation.

Formulated: 7/08

Revised: 11/08, 7/10

Reviewed: 11/09, 7/12, 7/13, 8/17; 6/19; 6/20; 8/21; 6/22; 6/23; 6/24

## ***Withdrawal Policy 6.2***

Section: Academic Policies	Title: Withdrawal Policy	Policy #: SHB 6.2
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** All students leaving the program other than by graduation must complete a withdrawal process.

**DEFINITIONS:**

**PROCEDURE:**

In order to drop a required respiratory care or non-respiratory care course, the student must meet with the Director. Some courses are prerequisites or are to be taken concurrently; therefore, a withdrawal from a course that is concurrent with another course may necessitate withdrawal from each of the courses that are considered as concurrent. This may add additional time, up to one year, to complete the program and may require reapplication to the respiratory care program.

Students may withdraw from an individual course until a specified date and receive a grade of “W”. Only complete withdrawals may be done after this date. Check the University calendar for specific dates.

Students who withdraw from a respiratory care course must adhere to the same readmission policy as a student who has made less than a “C” in a respiratory course. The student must seek readmission by submitting a written petition to the Director of the School of Respiratory Care to repeat the course.

Repeating students may enroll only if permission is granted and space is available. Priority is given to those students attempting a respiratory care course for the first time.

If a student withdraws from Respiratory Care 100, 101, 102, 102L, 103, they must repeat the admission process as stipulated for new students.

For readmission and/or progression, a withdrawal from two respiratory care courses or withdrawal more than once from the same respiratory care course will be considered as a failure of one respiratory care course. These withdrawals do not have to occur within the same academic semester or year.

If a student withdraws from a respiratory care course after the specified date for individual course withdrawal and has a theory grade less than “C” or an Unsatisfactory clinical grade at the time of withdrawal, this will be considered as a failure when a student is considered for readmission and/or progression.

Failure to properly withdraw from Marshall University will result in an “F” for the course(s).

Formulated: 7/08

Revised: 11/08

Reviewed: 11/09, 7/10, 7/12, 7/13, 8/17, 6/20; 8/21: 6/22; 6/23; 6/24

### ***Guidelines for Students Failing or Withdraw Failing a Respiratory Care Course 6.3***

Section: Academic Policies	Title: Guidelines for Students Failing or Withdraw Failing a Respiratory Care Course	Policy #: SHB 6.3
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** It is mandatory that any students failing or withdraw failing a respiratory care course with less than 70% , and then retake the same course, is required to achieve a B or above in the repeated course in order to continue in the program.

**DIRECTIONS:**

**PROCEDURE:**

1. If the failure/withdrawal failing occurs in the first year of the program, the student must apply for readmission into the program. If readmitted, the student must repeat the course and achieve a B or above in the repeated course.
2. If the failure/withdrawal failing occurs in the second year of the program, and the course is pre/co-requisite to a higher course, the student may remain in the program on a part-time basis but cannot advance to the higher course until the previous course(s) have been completed as stipulated.
3. If the failure/withdrawal failing occurs in the second year of the program, and the course is not a pre/co-requisite to a higher course, the student may remain in the program on a part-time basis but must repeat and pass the course before advancing to the final capstone course.
4. If the student does not achieve a B or above in the repeated course, then the student will be dropped from the program.

Formulated: 4/08

Revised: 7/08

Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 8/17; 6/20; 8/21; 6/22; 6/23; 6/24

## ***Attendance/Tardiness/Absence Policy 6.4***

Section: Academic Policies	Title: Attendance/Tardiness/ Absence Policy	Policy #: SHB 6.4
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

POLICY: Attendance in class and in the clinical laboratory is the responsibility of each student.

DEFINITIONS:

PROCEDURE:

1. Punctual attendance in all classes and clinical experiences is important if the student is to meet all course objectives.
2. Notify the Center for Education by calling 304 - 526-1426 as soon as possible regarding the absence.
3. Class absences will be recorded and totaled at the end of each course and at the end of the program by the Director. Copies will be provided to the Vice President for Schools of Nursing and Health Professions.
4. The course grade will be lowered one letter grade if theory absences exceed 20% of the total theory contact hours, based upon assigned credit hours for the course. For each additional 10% of theory absences, in relation to total theory contact hours, the course grade will be decreased an additional letter grade. Each course syllabus will specify the point at which these absence hours will result in the lower course grade.
5. Student attendance at professional meetings is encouraged. Attendance at these meetings would not constitute an absence but will be marked with a “P” (Professional) on the roster by the faculty. The student is expected to notify the instructor(s) prior to the professional meeting and they will assist the student with class matters missed. The student may be asked to present a brief report on their return to school.
6. References provided to potential employers by the faculty and/or the Director will include information on attendance while the student was enrolled in the program.
7. Absences/Tardiness on the Day of an Exam/Quizzes:
8. Students who miss an exam/quiz must contact the instructor before the exam/quiz or as soon as possible after the exam/quiz is missed.
9. Documentation of the reason for the exam/quiz absence/tardiness (i.e., healthcare provider statement, receipt to substantiate car trouble, etc.) must be provided to determine eligibility for a make-up exam/quiz.
10. Permission for make-up exams/quizzes will be at the discretion of course instructors.
11. Make-up exams/quizzes maybe different than original exams/quizzes.
12. Any make-ups will be scheduled at a time convenient to the instructor.
13. Students should be ready to take the make-up exam/quiz upon the first day of return unless other plans have been arranged.
14. If tardy for an exam/quiz, the student must decide if it can be completed within the remaining administration time. The exam/quiz will be turned in at the same time as all other students taking it. If the student does not believe the exam/quiz can be completed within the planned administration time, a request for make-up may be submitted for consideration.
15. Students may not take more than two (2) make-up unit exams per course. Each subsequent test missed will be scored as a zero (0).
16. Clinical/Lab Tardy and Absences:

17. Clinical tardiness is defined as arriving later than the designated start time for any clinical experience. All tardy occurrences will be noted on the student's clinical performance evaluation. The second, and any subsequent tardy occurrence within the same semester will result in the student being sent home and will be recorded as a clinical absence.
18. A student arriving 15 minutes after the designated start time for any clinical experience will be sent home and will be recorded as a clinical absence.
19. Students must be present for the entire clinical experience to receive credit for the day or else they will be marked absent unless preapproved by SORC faculty.
20. Clinical absence will result in the student receiving a zero for clinical attendance and a zero on the clinical daily evaluation.
21. Student must notify the School of Respiratory Care and the assigned unit (see course syllabi for numbers) PRIOR to the scheduled time of the clinical/lab experience in the event they will be absent.
22. Any occurrence of a no call/no show on any clinical day will result in the student receiving a zero for clinical attendance and a zero on the clinical daily evaluation. In addition, it will require a formal clinical contract between the student and the DCE and SORC faculty. At this point the student will be placed on clinical probation for the remainder of the SORC program unless there are significant and documented extenuating circumstances. A second occurrence of a no call/ no show absence will result in the student being dismissed from the clinical portion of the program.
23. Permission for make-ups will be at the discretion of the instructor(s).
24. All clinical/lab absences/tardiness must be made up before the completion of the course.
25. Make-up times and requirements are determined by the instructor(s) involved in the course.
26. Make-up clinical/lab days can only be scheduled as time and other constraints allow.
27. If clinical/lab absences cannot be made up by the end of the course, the student will receive an Incomplete as the grade for the course.
28. All faculty will report clinical absences/tardiness to their coordinator.
29. Classroom/campus labs are considered as clinical/lab.
30. If a student misses more than two patient care clinical experiences, it will result in a failure of the course.
31. If the absence is due to illness/injury that would compromise the student's health, safety, or ability to attain the course objectives and/or patient safety, the Director will require a physician release form, signed by a healthcare provider be provided to document student restrictions. If a student has been under a healthcare provider's care for illness/injury that necessitated missing any exam, a physician's release is required. Following completion of the assessment by a healthcare provider, the Director and faculty will determine the feasibility of remaining in the program.
32. It is the responsibility of the student to obtain a release before returning to school. (See Student Handbook, Form 3.1e).
33. Tardiness in theory: Students who are tardy may enter the classroom and sit in a designated area, to prevent class disruption. Students who are tardy will be counted as absent, and the attendance roster is not to be signed.
34. Students are asked not to interrupt class by entering late. Every effort is made to avoid disruption of class. Special seating may be assigned to late comers.
35. Theory and lab absences that result in an Incomplete for the course may adversely affect financial aid and/or scholarship eligibility.

Formulated: Prior to 5/99

Revised: 5/99, 12/01, 6/02, 7/03, 5/04, 5/05

Revised: 11/05 (Pilot), 5/06 (Continue Pilot);

Revised: 2/07, 7/07, 6/08, 7/08, 12/15

Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 8/17, 6/19, 6/20, 8/21, 6/22, 6/23, 6/24

## ***Graduation 6.5***

Section: Academic Policies	Title: Graduation	Policy #: SHB 6.5
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** To be eligible for graduation, a student must successfully meet the objectives of all courses in the curriculum and fulfill all financial obligations to St. Mary’s and Marshall University. Students must complete the required hours of volunteer community service prior to graduation.

**DEFINITIONS:**

**PROCEDURE:**

1. Students must complete all procedures related to graduation, which are specified by Marshall University and announced to all students by the Director or designee. For example: All students must complete graduation application forms and pay graduation fees as specified by MU.
2. Students must achieve a 2.0 Grade Point Average in all Respiratory Care courses.
3. Students must maintain a 2.0 overall GPA at Marshall University.
4. Students must complete all financial obligations of St. Mary’s and Marshall University to be eligible to graduate from the program.
5. Students are responsible for ensuring that an official transcript of courses taken at all institutions is received by the MU registrar prior to graduation.
6. Students are required to complete all standardized tests to meet graduation requirements.
7. Only graduates of the Respiratory Care program are eligible to make application to the National Board of Respiratory Care for the advanced respiratory care practitioner licensing examination.

Formulated: 7/08

Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 6/19; 6/20; 8/21; 6/22; 6/23; 6/24

## ***Leave of Absence 6.6***

Section: Academic Policies	Title: Leave of Absence	Policy #: SHB 6.6
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** A Leave of Absence from the program may be granted to a student who cannot maintain progression in the respiratory care program.

**DEFINITIONS:**

**PROCEDURE:**

1. Students, unable to maintain continuous progression due to extenuating circumstances, may apply for a Leave of Absence.
2. Permission for a Leave of Absence may be granted on a one-time basis.
3. A Leave of Absence may be granted for a maximum of 12 calendar months.
4. The student granted a Leave of Absence must return to the beginning of the course from which the student withdrew.
5. A Leave of Absence may be granted if the student:
  - a. has a mean test score of 70% or above in the theory component of the course (excluding quiz scores), AND
  - b. is satisfactory in the lab component of the course.
6. In the event the student has taken no exam, a Leave of Absence will not be granted.
7. The procedure for application is as follows:
8. A written request for Leave of Absence must be submitted to the Chairman of the Admissions and Progression Committee.
9. Written notification will be provided to the student regarding the action taken by the Admissions & Progression Committee.
10. If the Leave of Absence is granted, the student will be responsible for providing a written report informing the school in writing of the intent to return by an established date.
11. Any student who leaves the program without requesting a Leave of Absence will forfeit space in the respiratory care program and must apply for readmission.

Formulated: Prior to 5/02

Revised: 5/02, 11/02, 5/04, 5/05, 7/07, 7/08

Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 8/17, 6/20; 8/21; 6/22; 6/23; 6/24

## ***Progression Policies 6.7***

Section: Academic Policies	Title: Progression Policies	Policy #: SHB 6.7
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** All students admitted to the Center for Education must follow specified guidelines completing the program of study.

**DEFINITIONS:**

**PROCEDURE:**

The Center for Education reserves the right to require withdrawal of any student whose health, academic record, clinical performance, or behavior is unacceptable.

All required health care courses must be completed within four and one-half (4 ½) years (nine semesters). The four- and one-half-year period starts from the time the first respiratory care course is successfully completed.

Students will be denied permission to enroll in any course for which they do not have prerequisites and/or co-requisites.

To graduate, each student's St. Mary's/Marshall University quality point average (QPA) must be a 2.0 or better.

All healthcare and required non-healthcare courses must be completed with a "C" or higher. A passing grade earned by CLEP, or departmental challenge exam will be accepted.

- 5.1 Students who earn a grade of less than "C" in a required non-healthcare course must repeat the course.
- 5.2 Each course must be completed with a grade of "C" or higher and a "S" (Satisfactory) in the lab/clinical will result in a failing ("F") grade for the course.
- 5.3 All students who receive a grade of less than "C" in a healthcare or required non-healthcare course may not progress into courses for which that course is prerequisite. The student must withdraw from the program and apply for readmission.
- 5.4 Repeating any healthcare course is on a space available basis. Students may repeat only one healthcare course in which a grade of less than "C" is earned.
- 5.5 If a student, a) fails a respiratory care course with less than 70%, or b) withdraws from a respiratory care course with less than 70%, and then retakes the same course, the student will be required to achieve a B or above in the repeated course to continue in the program. If the student does not achieve a B or above in the repeated course, then the student will be dropped from the program.

All standardized tests must be completed as required for courses. Specific guidelines will be listed in course syllabi as appropriate.

**A SECOND FAILURE (A "D" OR A "F") IN ANY HEALTHCARE COURSE WHERE LETTER GRADES ARE ASSIGNED WILL RESULT IN DISMISSAL FROM THE PROGRAM OPPORTUNITY FOR READMISSION IN TWO YEARS.**

Formulated: Prior to 5/02

Revised: 5/02, 5/04, 5/05, 2/07, 7/07, 5/08, 7/08

Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 8/17, 6/19; 6/20; 8/21: 6/23; 6/24



### ***Standardized Tests 6.8***

Section: Academic Policies	Title: Standardized Tests	Policy #: SHB 6.8
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** All students will be required to participate in taking designated standardized tests throughout the program.

**DEFINITIONS:**

**PROCEDURE:**

1. These test results are reviewed with the students by their assigned faculty advisor or designee.
2. These tests are given at different intervals throughout the program.
3. Scores for these exams are maintained as a part of student records and are available to the student/ graduate upon written request.
4. Charges for any required exam are included in the tuition/fees. Retake #2 or more of a standardized test may incur additional financial obligations and must be taken care of in the Business Office.

Formulated: Prior to 6/07

Revised: 7/08; 1/19

Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 6/19, 6/20: 8/21; 6/22: 6/23; 6/24

## Grading Policy 6.9

Section: Academic Policies	Title: Grading Policy	Policy #: SHB 6.9
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

POLICY: Grades earned in each respiratory care course will be based on a uniform system.

DEFINITIONS:

PROCEDURE:

1. The Grading System will be as follows:

Theory %	Letter Grade	Quality Points
90 – 100	A	4
80 – 89	B	3
70 – 79	C	2
60 – 69	D	1
59 & below	F	0
	I	Incomplete
	S	Satisfactory
	U	Unsatisfactory

\*An unsatisfactory (U) in the lab/clinical component of a course results in a failing grade (F) for the course with zero quality points.

2. When an answer sheet is provided by the instructor, which may be a computer style card or a typewritten sheet. It will serve as the only acceptable record of the student's answers on any examination.
3. Grades will be given to the student in person only (no telephone calls/emails) to follow federal mandate.

Formulated: Prior to 5/02

Revised: 5/02, 5/04, 5/05, 11/08, 11/09

Reviewed: 7/08, 7/10, 7/12, 7/13, 8/17, 6/19, 6/20; 8/21: 6/22: 6/23; 6/24

### ***Guidelines for Students Making Less Than a C Grade on Tests 6.10***

Section: Academic Policies	Title: Guidelines for Students Making Less Than a C Grade on Tests	Policy #: SHB 6.10
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** It is mandatory that any student receiving less than a C grade on any exam attend test review and see assigned advisor.

**DIRECTIONS:**

**PROCEDURE:**

1. Students must attend the test review.
2. An appointment must be made with the advisor within one week following receipt of exam score.
3. Failure to comply could result in probation.

Formulated: 6/07

Revised: 7/08

Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 8/17, 6/19, 6/20; 8/21: 6/22; 6/23; 6/24

## ***Student Organization 6.11***

Section: Academic Policies	Title: Student Organization	Policy #: SHB 6.11
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** All students of the Respiratory Care Program belong to their respective class organization. Business conducted by the class organization must follow certain rules and guidelines.

**DEFINITIONS:**

**PROCEDURE:**

### **CLASS ORGANIZATIONS**

Each year, the Respiratory Care students will elect a class representative to the Academic Planning and Standards Committee and the Student Affairs Committee by mid-term of the first semester.

The representative will be a member of the Academic Planning and Standards Committee and Student Affairs Committees respectively and are required to attend each scheduled meeting while school is in session. The representatives will also conduct any class business sessions.

Each student representative will be expected to communicate with other classes to give/receive feedback on issues or concerns.

A recorder is to be designated to record the minutes of the class meetings. Copies of the minutes of these business sessions are to be given to the Vice President for Schools of Nursing and Health Professions, Director, and Administrative Secretary.

The representatives are responsible for circulating or posting a copy of the previous committee minutes for class members prior to the next meeting. Class members wishing to submit comments, ideas, questions, suggestions, etc., may do so in writing and give these to the class representative. The representative will discuss these with the Director to determine appropriate placement on the agenda for the respective committee meeting. The representative and the Director will select times for the class business sessions.

The Director is the class advisor and must attend each class business session.

Any activities or remembrances that the class wishes to provide as a class are to be discussed at the business sessions. Class activities are planned and financed, based on the amount of money received voluntarily from the class members for the purpose. Final approval for all class activities is made by the Vice President for Schools of Nursing and Health Professions.

The order for planning a class activity will be as follows:

Ideas for activities are presented at the class business sessions. If the total cost and other necessary information about the activity are not available at that time, then a person(s) is chosen to collect all this information and report back to the class before a vote is taken.

After all the necessary information is known and presented to the class, the class then votes on the activity. Simple majority rules.

The activity proposal is then submitted in writing to the Vice President for Schools of Nursing and Health Professions for approval. The Vice President for Schools of Nursing and Health Professions may wish to discuss the plans with the class representative and/or the Director before approval is made.

If the activity is approved by the Vice President for Schools of Nursing and Health Professions, the class then collects the money from the members who wish to participate. Should the money collected be insufficient to finance the activity, then that activity is cancelled, and the money is refunded. The recorder will collect the money and keep a record of all the financial transactions. These financial transactions will be included in the reports of the class business sessions.

The pinning ceremony and reception are planned and provided by the Faculty/Administration of the Center for Education.

Formulated: 8/90

Revised: 6/91, 6/94, 4/96, 4/97, 5/04, 7/07, 11/08, 1/14

Reviewed: 7/08, 11/09, 7/10, 7/12, 7/13, 8/17, 6/19, 6/20; 8/21; 6/22; 6/23; 6/24

### ***Delineation between Clinical Time and Clinical Site Employment 6.13***

Section: Academic Policies	Title: Delineation between Clinical Time and Clinical Site Employment	Policy #: SHB 6.13
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

**POLICY:** The intent of this standard is to delineate between clinical time and clinical site employment. While enrolled in and attending the Respiratory Care program many students are employed at various clinical sites. There must remain a clear distinction between the student and employee roles.

**DIRECTIONS:**

**PROCEDURE:**

1. During your time as a student, you may obtain a student permit to practice respiratory care as a paid student/intern. It is your responsibility to obtain the necessary paperwork to receive your student license as well making sure you meet the requirements to be licensed in the state you desire to work.
2. Employment during the school semester often impairs a student's ability to devote the time needed for full time coursework and study. Accordingly, the respiratory faculty strongly urges students not to undertake any employment, except in extraordinary circumstances.
3. Students will not be able to obtain a student license without the written approval of the Program Director and the Director of Clinical Education.
4. If you receive a student permit to practice respiratory care you will NOT be permitted to perform a clinical assignment and receive compensatory wages as an employee. If this occurs disciplinary action will be taken and could lead to dismissal from the program.
5. Commission on Accreditation for Respiratory Care (CoARC) Standard 5.09
  - a. Students must be appropriately supervised at all times during their clinical education coursework and experiences. Students must not be used to substitute for clinical, instructional, or administrative staff. Students shall not receive any form of remuneration in exchange for work they perform during programmatic clinical coursework

Formulated: August 2018

Reviewed: 6/19, 6/20; 8/21: 6/22; 6/23; 6/24

### ***Tuition Refund Policy 6.14***

Section: General Policy	Title: Tuition Refund Policy	Policy #: 6.14
Department: Center for Education- SORC	Approved by: Faculty Organization	Date last reviewed/revised: 6/24

POLICY: Tuition Refund Policy

**PROCEDURE:**

Students who withdraw from the SORC may receive a partial tuition refund based on the following guidelines.

Tuition refund will follow the guidelines established for Marshall University. See the MU Student Handbook for the prorated schedule.

Students may still be responsible for financial aid obligations even if they withdraw from the Program.

Students should contact the Marshall University Financial Aid office for further information.

Tuition deposits along with background or drug screening are non-refundable.

Formed: 1/19

Reviewed: 6/19, 6/20, 8/21; 6/22; 6/23; 6/24

Revised:

# **SCHOOL OF MEDICAL IMAGING POLICIES**

**Specific policies related to the School of Medical Imaging (SOMI) reside in a standalone handbook. Please see the SOMI-specific Student Handbook for these policies.**