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MISSION

In accordance with the mission of Weatherford College, the Diagnostic Medical Sonography Department is committed to providing quality learning opportunities that serve the needs of our students and the citizens of our service area. In addition, the mission of the Diagnostic Medical Sonography Program is to prepare graduates as sonographers, serving society through professional roles.

PURPOSE

The purpose of the Diagnostic Medical Sonography Program is to:

1. Provide an avenue for associate degree sonography education in the community.
2. Present students with standards of sonography practice with an emphasis on legal and ethical practice.
3. Prepare graduates to meet the needs of this community and surrounding communities.
4. Prepare graduates to function safely and effectively in a variety of health care settings and with populations that may be diverse culturally, racially, ethically, and developmentally.
5. Prepare students in the use of technological skills to enhance client care.
6. Promote excellence in sonography scholarship and to prepare and encourage graduates to continue in professional growth and educational knowledge.
7. Provide a curriculum that will ensure that articulation and mobility are enhanced without repeating prior learning experiences.

PROGRAM GOALS

The goal of the Diagnostic Medical Sonography Program is to prepare competent entry-level general and vascular sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

PHILOSOPHY

The faculty at Weatherford College has developed a philosophy that reflects the values of culturally diverse human life and dignity, environment and health. The philosophy promotes excellence for sonography education and practice, incorporating changes aimed at current and emerging health care trends in North Central Texas.

Client

The faculty of the Weatherford College Associate Degree Diagnostic Medical Sonography Program believes that the client is the primary focus of sonography care. The client is a unique individual with biological, psychological, sociological, spiritual, and cultural needs that is continually in the process of change because of changes in the internal and external environment. The health care needs of individual clients should be approached comprehensively and caringly. Each client has dignity and worth, and has the right and responsibility for decision-making.

Health

Health is a dynamic process that may be directed by the individual client, families, groups and communities and is influenced by personal, family, cultural, and societal norms. It may vary at different stages throughout the life cycle.

CONCEPT DEFINITIONS**Environment**

The environment is comprised of internal and external forces that affect the individual client, families, groups, and communities. Environmental forces influencing everyday life include, but are not limited to, biological, psychological, social, cultural, spiritual, and developmental dimensions.

Caring

Caring is an essential component of care which involves the therapeutic use of self within the context of respiratory practice. Caring requires a personal, social, moral, and spiritual engagement of the sonographer. Caring actions do not occur in isolation, but exist within the socio-cultural context of all individuals involved.

Critical Thinking

Critical thinking is defined as reflective judgment and reasonable thought that focuses on deciding what to believe or do and is a composite of attitudes, knowledge, and skills. Students are required to use knowledge from the natural, behavioral, social and respiratory sciences and humanities to assess, plan, implement, and evaluate care. They need to be able to arrive at decisions that are specific to the particular circumstances of each client, family, group, and community to facilitate health.

Communication

Communication is the means of sending and receiving messages through symbols, words, signs, and gestures. A student brings to the program communication skills learned through life experiences and prior formal education. These are the foundations upon which theory and application necessary for therapeutic interactions and interventions are built. Effectiveness in the sonographer/client relationship is dependent upon the ability to collaborate with nurses and other health care professionals. The student learns the terminology and the processes that support relationships with colleagues. These processes include clear, accurate, timely written and verbal communication. Formal presentations and paper contribute to the development as colleagues and respiratory professionals. Communication skills are applied to individual clients, families, and groups across the life span and among culturally diverse populations. Students explore, analyze, and evaluate communication processes with clients.

PROGRAM COMPETENCIES

On completion of the Weatherford College Diagnostic Medical Sonography Program, the graduate will be prepared to function safely and effectively in the roles of provider of care, coordinator of care, and as a member of the sonography profession.

1. Provider of Care

1. Determine the health status and health needs of clients and their families based on interpretation of health data in collaboration with clients, families, and other health care professions
2. Formulate goals and plan of care for clients and their families based on diagnoses in collaboration with clients, families and other health care professionals.
3. Implement the plan of care within legal and ethical parameters in collaboration with clients, families, and members of health care professions to assist clients and their families to meet health care needs
4. Develop and implement teaching plans for clients and their families concerning the promotion, maintenance, and restoration of health
5. Provide for the care of multiple clients and their families in a variety of health care settings either through direct care or assignment and/or delegation of care to other members of the health care team
6. Use clinical data and current literature as a basis for decision making in sonography practice.

2. Coordinator of Care

- A. Coordinate human and mental resources for the provision of care for clients and their families
- B. Collaborate with clients, their families, and other health care professionals to provide care
- C. Refer clients and their families to appropriate resources when necessary to meet health needs.

3. Member of a Profession

- Assume accountability and responsibility for the quality of sonography provided to clients and their families
- Act as an advocate to promote the provision of quality health care for clients and families
- Participate in activities that promote the development and practice of Diagnostic Medical Sonography. Function within the organization's framework of various health care settings in planning and providing care for clients and their families.

PROGRAM STANDARDS

1. A criminal background check will be conducted on each applicant prior to the beginning of clinicals at the applicant's expense. Results of this report may prevent a student from attending clinical in some areas and from obtaining licensure through the Texas Department of State Health Services. The following histories will disqualify an individual from consideration for clinical rotations:
 - a. Felony convictions/deferred adjudications
 - b. Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse), illegal use or distribution of drugs
 - c. Misdemeanor convictions or deferred adjudications related to moral turpitude (prostitution, public lewdness/exposure, theft under \$1,500, computer crimes of fraud, etc)
 - d. Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
 - e. Registered sex offenders
 - f. OIG, GSA and Medicaid Sanctions
 - g. Terrorist suspected list
 - h. Pending charges and warrants for arrest
2. All students are subject to a 10-panel drug screening at the time of admission and randomly throughout the year at the student's expense.
3. Prior to beginning clinical rotations, the student must obtain American Heart Association CPR Certification for Health Care Providers. A copy of the certificate must be kept on file in the student's record. The student must maintain a current CPR certificate throughout the program. **Failure to maintain CPR will prevent the student from participating in clinical until proof of CPR is provided. Absences will be recorded for any missed clinical.**
4. Professional liability insurance is required of all students while enrolled in the program. Professional liability insurance is included with registration fees.
5. A back/spine screen, tuberculosis screen, MMR titers/immunizations, Tdap immunizations, influenza immunization, and proof of varicella immunity are required. Hepatitis B is required before patient contact. Students who decline to take the Hepatitis B vaccine must sign a waiver obtained through the DSHS. A second TB screen, influenza vaccination, and drug screen, at the student's expense, will be required before the student's second year of the program. **If at any time, the student's annual limit on the TB, influenza vaccination, or drug screen has been exceeded the student will not be able to participate in clinical rotations until proof is provided. Absences will be recorded for any missed clinical.**
6. Personal health insurance is required of all students while enrolled in the sonography program. It is the responsibility of the student to obtain and purchase health insurance. Proof of medical insurance must be kept in the student's file. **Failure to maintain health insurance will prevent the student from participating in clinical until proof of insurance is provided. Absences will be recorded for any missed clinical.**
7. **Honesty:** It is expected that the sonography student will adhere to the policies and practices in the Weatherford College Student Handbook and the Policy Manual for the Associate Degree Diagnostic Medical Sonography.

8. **Accountability:** Student must take responsibility for his/her own decisions and actions. This includes acts of commission (what the student chooses to do) and acts of omission (what the student chooses not to do).
9. **Confidentiality:** Respecting the privacy of others is a standard to which all sonography students must adhere. Each student is expected to safeguard the implicit trust between the sonographer and the client. Protection of the client-related information from discovery is expected. All students will be required to sign the Student Confidentiality Statement located at the end of this handbook.
10. **Professionalism:** Sonography students represent the College and the Diagnostic Medical Sonography Program at all times and should therefore conduct themselves in a positive manner. This includes being considerate and respectful of others and demonstrating self-respect.
11. **Safety:** Students are expected to conduct themselves in a manner in which they are free of risks and injury. Practice, which provides safety for the student and the client, is expected. Clinical facilities are not responsible for personal safety of the student.
12. **Responsibility:** Reliability and trustworthiness are expected of sonography students. Each student is responsible to Weatherford College for policies and behaviors listed in the Weatherford College Student Handbook and the Diagnostic Medical Sonography Program. The student is also responsible to the clinical agencies for their policies and procedures which apply to the sonography practice.
13. **Growth:** Sonographers must continually learn and grow in order to maintain a competent practice. The student must be committed to professional growth by self-evaluation of performance, accepting educational feedback, and incorporating new learning into practice.

ACADEMIC STANDARDS

1. Grades are expressed in letters as follows:

- A 92-100%
- B 85-91%
- C 78-84%
- F <78%

All students must achieve a **minimum of 78%** to pass any course. All courses must be completed with the minimum score in order for the student to progress to subsequent semesters.

2. Any student having academic difficulty in an individual course will be counseled during the semester. The student will be notified of an academic deficiency in writing and counseled by the instructor of the specific course.
3. Bonus points and extra credit should not be expected. This will be the choice of the individual instructor.
4. Any student dismissed for academic reason may appeal that grade through the Student Appeals Committee of Weatherford College.
5. Any sonography course from which the student withdraws or fails may be repeated only once. (See Readmission Policy).
6. It is the responsibility of the student to obtain information presented in class and/or assignments made when the student is absent.
7. Arriving late and/or leaving early from class or clinical is not acceptable. This behavior may result in academic, as well as disciplinary probation. Three tardies comprise one absence. When a student is tardy from class or clinical more than 15 minutes or leaving more than 15 minutes early, the student shall be counted absent for the entire class period or clinical day.
8. Each student is expected to take tests as scheduled. If an exam is missed for any reason, the student must take the exam on the student's first day back on campus or a grade of "0" will be recorded for the missed exam. Ten percent will automatically be deducted from the make-up exam score. No more than two exams per semester may be made-up (for each course). Exams may not be taken early in any class.
9. Final exams must be taken at the scheduled time without exception.
10. All class and clinical assignments are due on appointed dates at the designated time. Failure to submit an assignment on time will result in a grade of "0" to be given for the assignment. Although a grade of "0" will be given, the individual instructor reserves the right to ask for completion of the assignment. Failure to comply with request will result in incompleteness of the course.

PROGRESSION REQUIREMENTS

1. Students must attain at least a grade of “C” in each sonography course to continue in the sonography program.
2. Students must meet the selected criteria for successful completion as outlined in each course syllabus.
3. If the student fails to meet the attendance requirements outlined in each course, the student’s final grade will be reduced by 10% for each additional absence.

APPEAL PROCESS

See the Weatherford College Catalog and the Technical Program Appeals procedure.

No student dismissal is to be final until all the applicable procedures are observed **should** the student wish to use them.

When dismissed for misconduct from the Diagnostic Medical Sonography Program, the student’s grade will be a “W” or “F” depending upon the point of the semester.

Any student dismissed from the Diagnostic Medical Sonography Program for reasons of misconduct will not be reinstated.

STUDENT WITHDRAWAL

Those students who withdraw of their own accord and have performed satisfactorily to that point will receive a grade of “W”. If the student wishes to be reinstated, the student’s records will be re-evaluated, provided the student has completed all admission requirements for new applicants. Students are encouraged to follow withdrawal policies as outlined in the Financial Information section of the Weatherford College Catalog. Tuition and fees can also be found in the Financial Information section of the Weatherford College Catalog.

Voluntary withdrawal requires the submission of a letter written by the student, which will include the reason for withdrawing. This letter must be submitted to the program director.

If a student is not allowed to progress in the sonography program due to illness, or has left the program for any reason, for a period more than six months, they must follow the normal application procedure listed below:

- ❖ Submit a written application to return to the program. This must be done within a minimum of 30 days before the semester the student desires to enter. Applicant must follow the normal application procedure for the program.
- ❖ A student may reapply for re-admission one time only. Preference will be given to students that have not attempted the program in the past. The student is required to meet with the Re-admission Committee and this committee will determine acceptance into the program.

- ❖ If the application is accepted and the student is eligible for his/her second admission, he/she must meet with the Program Director to discuss degree plan requirements.
- ❖ A written examination and clinical practicum session will be administered to the student. The student will be required to demonstrate a level of didactic and clinical proficiency necessary to enter the semester for which he/she is applying. Both tests must be passed with a minimum of 78%.

HEALTH

Students are responsible for their own medical care. The clinical facility, Weatherford College, and/or Weatherford College Diagnostic Medical Sonography Program is not responsible for any student injury that occurs on any premises.

For student safety in the clinical area, faculty must be notified of:

1. Acute or chronic health problems.
2. Prescription and non-prescription medications being taken at any time.
3. Pregnancy.

Certain health conditions may require a doctor's release statement before the student will be allowed to attend or return to clinical. If the condition prevents the student from participating fully, the student will not be allowed to attend or return to clinical until the physician has released the student to full duty. Attendance policy outlined in each course syllabus will be followed.

Students are not allowed to discuss their health problems with physicians on the clinical unit.

If the student is injured while in the clinical setting, the instructor must be notified immediately and measures will be in accordance with policies of the college and the health care agency. The injured student can be treated at his or her own expense in the hospital's emergency room or at a private physician's office. An occurrence report must be completed, and a copy will be placed in the student's file. Weatherford College, faculty, and clinical institution assume no liability for any accidents or injury.

COUNSELING SERVICES

Counseling services are provided for students through Student Services. The counselor is located within the Office of Student Services. The number to reach the counselor is 817-598-6246.

ACADEMIC ADVISOR

The program director will serve as your academic advisor regarding program curriculum. Regarding Weatherford College requirements, you may be referred to an academic advisor located in the Office of Student Services. The number to reach the academic advising specialist is 817-598-6463.

ATTENDANCE FOR CLINICALS

Attendance at clinical is an essential component of the student's clinical education. The student must be in his/her assigned area of rotation and prepared for instruction at the SCHEDULED TIME for that rotation. Absences may be excused for illness/injury and personal or immediate family (spouse, children) emergencies only, but will still be recorded as an absence that counts towards a grade reduction. All absences must be made up, with the exception of absences approved for bereavement.

If a student is unable to be present at clinical, it is his/her responsibility to report the intended absence. A call, text, or email to report an absence must be made to the assigned Weatherford College instructor and the assigned clinical site instructor prior to the scheduled time for the rotation. If the absence is not reported in this manner, it will be recorded on the Incident Form and documented as an unexcused absence. If a student does not call and does not show to clinical rotations, they are automatically dismissed from the program.

Tardiness is also of equal importance. A student will be considered tardy if up to 15 minutes of the schedule rotation is lost at any time (i.e. arriving late or leaving early). Three tardies will comprise one absence. If a student misses more than 15 minutes of the scheduled rotation this will comprise an absence and the student may be sent home. Any time missed must be made up.

Attendance is a big predictor of success. Attendance every clinical day is expected, however, unless the clinical syllabus states otherwise, there are TWO days permitted for absence before the student's grade will be reduced. Every absence over the two days will decrease the final grade for clinical by 10% per occurrence. **All** absences must be made up. Failure to make up clinical absences may result in failure of the course. If the student is more than 15 minutes late to clinical rotations, it will be recorded as an absence.

Any adjustments or changes to the student's regular clinical schedule must be approved in advance and in writing by the Sonography Clinical Coordinator or Sonography Director. Banking of clinical hours is not permitted. If a student arrives early or stays past their clinical shift, they are doing so on their own time and it will not count as credit towards an absence at a later date.

ATTENDANCE FOR CLASS

Again, attendance is the biggest predictor of success. Attendance at every class is expected. The student will be allowed to miss three class days (exception test days) without it adversely affecting their grade and two lab days (exception check-off days) without it adversely affecting their grade, unless otherwise specified in the course syllabus. Every one absence over the allotted days will result in the student's final grade being reduced by 10%. If the student is more than 15 minutes late to lecture or lab, it will be recorded as an absence. Three tardies count as one day absent.

Due to the concentrated and intense curriculum of the sonography program, a missed class may adversely affect a student's ability to demonstrate competence and progress in his/her course(s). Therefore, it is advisable that students attend to personal needs and schedule any personal appointments during semester breaks.

Classroom tardiness or absence due to illness or emergency should be reported to the course instructor or program director prior to the start time of the class. Failure to inform the instructor of the absence within 24 hours of the missed class will be documented as an unexcused absence.

BEREAVEMENT POLICY

A maximum of 3 consecutive days (only 2 days off allowed from clinical) will be allowed if a death in a student's immediate family occurs. This bereavement leave will not count against the student's absences (grading) or participation in perfect attendance. This will be extended only to immediate family including spouse, child, parent (including in-laws), sibling or grandparent. Absences due to any other funerals will be counted as normal absences. An absence for bereavement should be made up when possible.

PREGNANCY POLICY

The Program will require the student to inform the Sonography Director if pregnancy is confirmed. Since Sonography Departments or facilities are frequently in close proximity to Radiology Departments, the program may provide the pregnant student with a radiology dosimeter to monitor her while she is in clinic, if applicable. Additionally, it will be required that the student provide a letter from her physician indicating she can participate in program activities.

Due to pregnancy, the student's ability to meet all course requirements during her pregnancy may be affected. When the student informs the Sonography Director of her pregnancy and expected due date, the Sonography Director will advise the student of all the remaining requirements of the degree plan courses. Missed clinical hours may be made up or banked during the semester in which the student has missed/will miss clinical time. This must be approved in writing and coordinated with the clinical affiliate site beforehand. If the absences equal more than 1 week for clinical hours, it may not be possible for the student to make up the lost time. Should the pregnancy come to term while the student is in the final semester, the student may be given an "Incomplete" and allowed to make up the missed activities/classes during the next *applicable* semester.

At any point during the Program, if the pregnant student's previous performance in the Program has been acceptable, she may elect to withdraw in good standing from the program and she will be allowed to return to the Program the following year on a space available basis.

STUDENT EMPLOYMENT

Students may accept positions in sonography departments while still in the program. The purpose of this policy is for the program to establish guidelines for employment and to clarify the program's position of non-involvement in the employment process of the students.

POLICY:

Student employment must not interfere with didactic or clinical education schedules. In addition, the following guidelines will be enforced:

- Students may not use time being paid as an employee for any clinical education hours.
- Employee interviews and/or orientations are not considered as an excused absence.
- The department faculty will not write letters of recommendation for employment while the student is enrolled in the program. If requested in writing by the student, the faculty can document the level of completion of the program, indicating additional classes required for graduation, but will not state a level of competency until program completion.
- Student employment (in any field/capacity) must not interfere with didactic or clinical schedules.
- Deviation from scheduled didactic classes/labs or scheduled clinical hours for employment will not be approved and is regarded as unexcused absence. Attendance policies will be strictly enforced and this may result in a grade reduction and/or incident report.

CLOCKING IN AT CLINICAL

The current online tracking system being used is Trajecsys. If clocking in from a clinical site computer, students should clock in no later than 10 minutes prior to the start of the clinical rotation. The student will be considered tardy if clocked in at the start time and up to 15 minutes after the scheduled start time. If clocking in from a cell phone, students must clock in 20 minutes prior to clinical start time to allow time to walk to the department and be on time. The student will be considered tardy if clocked in from a cell phone any later than 20 minutes prior to the start of the shift and up to 15 minutes after. Any student clocking in 15 minutes after the scheduled start of the shift will be counted as absent, although it is recommended that you complete the shift so that the time will be made up immediately. If the student will need to make up any time missed.

PROFESSIONAL CREDITS

Continuing education credits is mandatory for credentialed sonographers. In order to prepare the student for a Sonography career and lifelong learning, professional credits are required as part of the clinical component of the program. Please refer to the syllabus for specific guidelines regarding professional credits.

STUDENT RESPONSIBILITY FOR LEARNING

During the course of didactic or clinical time, a student may find that they have completed assigned tasks, before the remainder of their peers. On these occasions, the student will be responsible for initiating his or her own learning experience. During clinical rotations, this time can be filled by thoroughly reviewing the patient's medical record, looking up medications, or studying sonography-related material. If at any time a clinical instructor/preceptor notices that the student is not using their clinical time responsibly AND the student is not aware of all aspects of their assigned patients' care, the student will be sent home and will be counted absent for the day.

STUDENT SUCCESS – RETENTION STRATEGY

- I. A candidate for the Student Success Contract is defined as a student who fits in one or more of the following categories
 - a. Excessive tardiness (>4 in any class) and/or excessive absences (>2 in any class)
 - b. Average <78% at any time in any class
 - c. Failure of two consecutive exams in any class
 - d. Failure of two different competencies in any given lab
 - e. Noted to be progressing too slowly in clinicals or lab due to the following:
 - i. Comments by clinical instructors
 - ii. Comments and/or scores on Clinical Evaluation of Student
 - iii. Grades on class, clinical, or scanning assignments
 - iv. Backsliding on scanning skills noted in clinicals by clinical staff or WC faculty.

- II. Methods of Correction
 - a. A student that is identified as eligible for a Student Success Contract will meet one-on-one (or small group) with the instructor of the given class and methods of corrective action will be discussed
 - b. Methods of corrective action include but are not limited to
 - i. Meeting with the instructor for up to 1 hour/week (during a review or a one-on-one session as deemed appropriate by the instructor)
 - Meetings will continue until the student's average is 80% or better
 - ii. At the weekly meeting the student will bring a detailed list of items that need remediation
 - iii. If student fails to bring a detailed list, this will be documented on the contract
 - iv. The student will be counseled on the importance of attendance and punctuality
 - v. The student will be counseled on the importance of completion of all assignments
 - vi. The student will be encouraged to complete all chapter reviews in associated workbooks
 - vii. The student will be required to be completed lesson objectives for the specified course
 - viii. The student will be responsible for scanning in open lab
 - ix. The student will be responsible for seeking help with any deficiencies
 - x. The student will be required to re-comp on competencies completed previously.

COMMUNICATION

Bulletin boards in the classroom or lab and student mailboxes are used for some communication between students and faculty. The students should check these frequently for important information.

MEDICAL RECORDS

At times students may find it necessary to review a client's chart in the Medical Records Department. Under no circumstances are students to make photostatic copies of client medical records. In order to be admitted to the Medical Records Department of any facility, the student must contact the Clinical Coordinator at least 48 business hours prior to intended time.

TRANSPORTATION

Clinical experiences require students to travel to sites off the college campus. Clinical is taught at hospitals and other health care facilities in Weatherford, Mineral Wells, Decatur, Fort Worth, and Dallas. Transportation to the clinical site is the responsibility of the student.

Students may be required to attend off-campus seminars, field trips, or other courses scheduled by the faculty. Students may also be required to complete independent study assignments. Transportation to any off-campus event is the responsibility of the student. Failure to complete assignments and/or attend off-campus events will result in a clinical absence.

TELEPHONES, PAGERS, ETC

Telephones, pagers, or any other electronic equipment etc (gaming devices, devices capable of internet connection, MP3 players) should not disrupt class and will not be allowed in clinical sites. If these items disrupt class or are seen in the clinical facility, the student will be asked to leave class/clinical, may not return for the remainder of that class/clinical, and will be counted absent for the day.

Emergency messages for students should be directed to the secretary of the sonography program who will notify the students' instructor.

The telephone in the sonography offices is not for student use except for emergencies.

Telephones at clinical sites are not to be used for personal telephone calls and may be used ONLY in dire emergencies.

DRESS CODE

- a. Classroom:
 1. Clothing that would be appropriate in public can be worn to class
 2. Clothing should be in good repair.
- b. Clinical areas:
 1. Complete school uniform must be worn (unless otherwise stated)
 - a. All students are to wear full length burgundy scrubs. The selected lab coat is optional. A WC sonography student patch must be sewn neatly on the LEFT shoulder 2 inches below the shoulder seam on both scrub top and lab coat. A WC nametag is to be worn at all times. Any nametag supplied by the clinical affiliate must be worn according to that affiliate's policy
 - b. Shirts may be worn underneath the scrub top. Only white shirts will be permitted.
 2. For safety and sepsis reasons, only the following jewelry will be permitted
 - a. A watch with a second hand
 - b. 1 ring
 - c. Medical alert bracelet or necklace.
 3. Any visible body piercing, including tongue and ears, must be removed.
 4. No other items, devices, pins, jewelry, campaign buttons, etc. may be attached in any manner to the school uniform or lab coat.
 5. Hair for both male and female students must be neat and clean, and must be secured back away from the face and off the collar. Beards and mustaches are to be clean and neatly trimmed. If a beard or mustache is to be grown, it must be grown over a break. Students will not be allowed in

clinical setting with partial facial hair growth. Hair clips must be discrete and approved by the sonography faculty.

6. For reasons of asepsis, nails must be neat, clean and kept no longer than one eighth of an inch above fingertips. Artificial nails may not be worn. Nails may be painted as long as clinical instructors deem color appropriate.
7. No cologne, perfume, or aftershave preparations may be worn.
8. Visible body art must be covered while in the clinical setting.
9. All students will wear clean, closed toe, soft-soled shoes. Athletic shoes are acceptable as long as they are predominately white.
10. Students must adhere to affiliating clinical agencies professional dress codes.
11. Purses should not be taken to the clinical sites.
12. Students are expected to be clean and appropriately dressed and groomed at all times when in the role of a Weatherford College Medical Diagnostic Sonography student. A casual or sloppy appearance and extremes in dress, hair, and makeup are not acceptable in the work environment.
13. In addition to the uniform the student must have a pen with black ink, note pad, and their clinical packet in his/her possession at all clinical rotations.
14. Additional information and guidance may be obtained from the student's clinical instructor.
 - c. Field trips and seminars:
 - ❖ Scrubs only unless notified otherwise
 - ❖ Lab coat and name tag is to be worn as directed by clinical faculty.

LEARNING RESOURCES

The Weatherford College Library houses a more than adequate collection of related medical, biological, psychological and sociological collections. The library staff is more than willing to assist the student in locating reference materials and in use of various indexes.

SUCCESS CONNECTION

The Success Connection, located downstairs in the Liberal Art building, Room 2, serves as a resource to help students strengthen their academic performance. The Success Connection maintains a well-equipped computer lab, presents workshops on Study Skills, offers developmental support, provides tutoring and testing services, and provides handouts, videotapes, books, and study guides on a variety of subjects.

STUDY GUIDELINES

Students are often uncertain about how many courses to take each semester. Before you make this decision, you must recognize that college courses differ in the amount of time and work they require. You must, therefore, manage your class and study time carefully and consider your employment and personal responsibilities before selecting your courses each semester. Listed below are some general rules regarding the number of hours a student should take while working.

- If you work 40 hours/week, take no more than 6 hours. This is considered half-time enrollment.
- If you work 30 hours/week, take no more than 9 hours. This is considered part-time enrollment.
- If you work 20 hours/week, take no more than 12 hours. This is considered full-time enrollment.
- If you must maintain full-time status, take at least 12 hours.

Think about why you are working. Short-term money might not be worth it, particularly in your first semester. If you must work, limit your school hours accordingly. You will probably complete your studies sooner by pacing yourself rather than by attempting to take too many hours and subsequently dropping a course.

Campus Resources Overview

A wide range of college services and resources are available for students at Weatherford College. From course guidance in the Academic Resource Center to career guidance through our Career and Transfer Center, WC offers the assistance you need to succeed throughout your college experience and beyond.

The Speaker Jim Wright Library provides comfortable seating for studying alone or in groups, computer workstations, and a coffee vending machine. Visit the Tech Stop for help with logins, Moodle, or other computer-related questions.

Student advising, personal counseling, financial aid guidance, scholarship information, tutorial services and additional assistance for the hearing- and sight-impaired are also available.

The Doss Student Center houses the college bookstore, which offers all the books and other supplies you'll need for the classroom. And mindful of our students' needs, the bookstore also stocks an overabundance of snacks and soft-drinks, as well as a large array of WC-logoed clothing. In the same center, there are a game room, TV-viewing area, and the cafeteria, providing plenty of student gathering spots.

You'll also want to check out Coyote Village, WC's student housing. Private, spacious two- and four-bedroom apartments with shared living areas and kitchenettes are available, along with a variety of entertainment venues, such as volleyball and basketball, and a large common meeting area with big-screen TV and a full-size kitchen and small dining area. A computer room also is located on the Coyote Village main floor.

Student organizations, numbering more than 30, will cover just about any one of your interests and will provide you the opportunity to meet and network with like-minded colleagues and to learn leadership, volunteerism, and participation. Whatever you need to succeed, academically and socially, WC has a way to point you in the right direction. Take a look at all that is offered for you! - See more at: <https://www.wc.edu/campus-resources#sthash.3vyd9po.dpuf>

STUDENTS GIFTS TO FACULTY

The faculty-student relationship is a professional relationship in which gift giving is neither expected nor encouraged.

GRADUATION REQUIREMENTS

In addition to the graduation requirements listed in the Weatherford College Catalog, all of the following requirements must be met in order to graduate from the Diagnostic Medical Sonography Program:

- a. Completion of all sonography courses with a grade of “78%” or better
- b. Completion of all courses outlined the A.A.S. in Diagnostic Medical Sonography Curriculum for Weatherford College.

STUDENT INPUT

Students are provided the opportunity for input into the development of academic policies and procedure, curriculum planning, and evaluation of teaching effectiveness through:

- a. Course evaluation
- b. Clinical evaluation
- c. Graduate surveys
- d. Representation at advisory committee meetings.

DISRUPTIVE BEHAVIOR

Students should consider at all times the effect of their actions on all individuals. Any student participating in an action that disrupts or interferes with regular college classes or a college-sanctioned activity will be asked to leave the classroom (or activity) at the time of the disruption or interference and will not be allowed to return until counseled by the Director of the Sonography Program. Any days missed will be considered absences. Further sanctions will be determined by the policies of the Weatherford College Diagnostic Medical Sonography Program and/or the Weatherford College Student Conduct Policy (See Weatherford College Handbook).

**Weatherford College
Health and Human Science Division
General Procedures
Revised 2014**

Physical Abilities

The following is a list of physical abilities for Health Care Occupations gathered by an outside resource for the Department of Labor and other federal agencies. Students must be able to meet the following criteria with or without assistive devices.

- a. Strength and Endurance
 - a. Dynamic Strength – The ability to exert muscle force repeatedly or continuously over time (including walking, standing or being upright continuously for 8-12 hours). The involves muscular endurance and resistance to muscle fatigue
 - b. Stamina – The ability to exert yourself physically over long periods of time without getting winded or out of breath
 - c. Static Strength – The ability to exert maximum muscle force to lift, push, pull, or carry objects
 - d. Trunk Strength – The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without “giving out” or fatiguing
- b. Movement/Control
 - a. Arm-Hand Steadiness – The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position
 - b. Control Precision – The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions
 - c. Dynamic Flexibility – The ability to quickly and repeatedly bend, stretch, twist or reach out with your body, arms, and/or legs
 - d. Extent Flexibility – The ability to bend, stretch, twist, or reach with your body, arms, and/or legs
 - e. Finger Dexterity – The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
 - f. Manual Dexterity – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects
 - g. Multi-limb Coordination – The ability to coordinate two or more limbs while sitting, standing or lying down.
 - h. Reaction Time – The ability to quickly respond to a signal when it appears
 - i. Speed of Limb Movement – The ability to quickly move arms and legs
- c. Auditory
 - a. Auditory Attention – The ability to focus on a single source of sound in the presence of other distracting sounds
 - b. Hearing Sensitivity – The ability to detect or tell the differences between sounds that vary in pitch and loudness
 - c. Sound Localization – The ability to tell the direction from which a sound originated
- d. Visual
 - a. Near and Far Vision – The ability to see objects at both close range and at a distance
 - b. Visual Color Discrimination – The ability to match or detect differences between colors, including shades of color and brightness.
- e. Communication
 - a. Oral Comprehension and Expression – The ability to listen to, understand and clearly communicate information and ideas presented through spoken words and sentences.

Weatherford College Health and Human Science Division Social Networking Guidelines

Weatherford College understands that students participate in social networking sites (e.g. Facebook, MySpace, Twitter, YouTube, and LinkedIn), chat rooms, and create and maintain personal websites, including blogs. Weatherford College respects student's online social networking and personal Internet use. However, your online presence can affect Weatherford College as your words, images, posts, and comments can reflect or be attributed to Weatherford College, affiliated medical facilities, patients, staff members or instructors. As a student, you should be mindful to use electronic media responsibly and respectfully. Because a Weatherford College student's online comments and postings can impact Weatherford College, affiliated medical facilities, patients, staff members or instructors, Weatherford College adopted the following guidelines that students must observe when participating in social networking sites and/or engaging in other forms of Internet use on and off duty:

- a. **Follow all applicable Weatherford College and Health and Human Sciences policies.** To remain in compliance with the **Health Insurance Portability and Accountability Act (HIPAA)** you must not share confidential or proprietary information from medical facilities, their staff members or patients encountered while a student at Weatherford College. Posts from Weatherford College computers and E-mail addresses are the property of Weatherford College and subject to the policies, rules and regulations of Weatherford College. Photography, video and voice recordings from clinical locations are prohibited by law (HIPAA) and therefore should not be posted on social media or social networking sites.
- b. **Write in the first person.** Where your connection to Weatherford College is apparent, make it clear that you are speaking for yourself and not on behalf of Weatherford College. In those circumstances, you may want to include this disclaimer: "The views expressed on this [blog; website] are my own and do not reflect the views of Weatherford College." Consider adding this language in an "About me" section of your blog or social networking profile.
- c. **If you communicate in the public internet about Weatherford College or Weatherford College -related matters, disclose your connection and your role at Weatherford College.** Use good judgment and strive for accuracy in your communications; errors and omissions reflect poorly on Weatherford College, and may result in liability for you or Weatherford College.
- d. **Use a personal email address (not your Weatherford College.edu address) as your primary means of identification.** Do not use your Weatherford College E-mail address for personal views.
- e. **If your blog, posting or other online activities are inconsistent with, or would negatively impact Weatherford College, affiliated medical facilities, patients or staff member's reputation or brand, you should not refer to or identify your connection to Weatherford College, affiliated medical facilities, patients or staff members.**
- f. **Be respectful and professional to fellow students, instructors, sponsors and patients.** Avoid using unprofessional online personas.
- g. **Ensure that your blogging and social networking activity does not interfere with your student commitments.**

*This policy is based in part on Social Media/ Social Networking policies from the Cleveland Clinic adapted from <http://socialmediagovernance.com/policies.php>, and the online article "Ten Must Haves in a Social Media Policy" <http://mashable.com/2009/06/02/social-media-policy-musts/>

Weatherford College Health and Human Sciences Division
Caring for Patients in Isolation

1. Students should avoid contact with any and all patients in isolation if there is doubt about the medical diagnosis (inconclusive diagnostic tests or unknown results).
2. Students may care for patients in isolation if there is a definitive diagnosis, the patient is not diagnosed or suspected to have a **Category A** pathogen, and with instructor/preceptor approval.
3. Students should notify his/her clinical instructor immediately if a patient with a **Category A** pathogen (or one that has a *possible* diagnosis of **Category A** pathogen) is on the unit to which the student is assigned.

Category A pathogens are those organisms/biological agents that pose the highest risk to national security and public health because they:

- can be easily disseminated or transmitted from person to person
- result in high mortality rates and have the potential for major public health impact
- might cause public panic and social disruption
- require special action for public health preparedness

Examples of **Category A** diseases/pathogens are: anthrax, botulism, Dengue, Ebola, and Marburg

4. Students should notify his/her clinical instructor if he/she has had exposure to anyone with a **Category A** pathogen, whether thru travel to a foreign country or a visiting family member or friend.

www.niaid.nih.gov

**Weatherford College
Health & Human Sciences Division**

PROCEDURE STATEMENT

Date Adopted: 7/25/2005

Revised Dates:

Title: PROGRAM-TO-PROGRAM TRANSFER

Purpose:

To establish guidelines for the regulation of students who desire to transfer within Health and Human Sciences Division of Weatherford College.

Statement:

- a. A student, enrolled in a Weatherford College Health and Human Sciences Program, may transfer to another Weatherford College Health and Human Sciences Program under the following circumstances:
 - a. The student is in good standing, and
 - b. The student has withdrawn from a program while in good standing, and
 - c. The student is not on probation for a non-academic issue. and
 - d. The student obtains a letter of recommendation from the prior Health and Human Sciences program director.
- b. A student may **not** transfer into another Weatherford College Health and Human Sciences Program if:
 1. The applicant has ever been expelled from another Weatherford College Health and Human Sciences Program.
 2. The applicant is currently on probation, for a disciplinary issue, in another Weatherford College Health and Human Sciences Program.
 3. The applicant has received a failing grade in another Weatherford College Health and Human Sciences Program for a behavioral issue.
- c. Any student who requests to transfer into another Weatherford College Health and Human Sciences program must meet all the specific admissions requirements for that program. Prior admission into a Weatherford College Health and Human Sciences Program does not guarantee admission into another program.

Weatherford College Health and Human Science Division
Alcohol/Substance Testing Procedure

If the student arrives to any program related activity and is suspected of being under the influence of alcohol or drugs (including prescription drugs), the student must submit to a specified 10 panel urine or blood screen and blood alcohol testing at his/her own expense. Failure to submit to the screen will result in dismissal from the program.

Suspicion of impairment includes but is not limited to the following:

- Behavioral abnormalities
 - Euphoria
 - Excitation
 - Drowsiness
 - Disorientation
- Altered motor skills
 - Poor perception of time and distance
- Drunken behavior with or without odor
- Constricted or dilated pupils
- Altered respiration

Students suspected of being impaired will remain at the school or clinical site until the Program Director or designee arrives to make arrangements for the student to be transported to a predetermined laboratory for screening. The student is responsible for all cost related to the transport and screening. The drug screen must be performed at a specified site in a timely manner. Students that refuse to follow program directives and /or refuse to submit to a drug/alcohol screening will be immediately dismissed from the program. In addition, students will not be allowed to leave the classroom or clinical site without being transported by a responsible adult. Students that choose to leave without a school supervised transport or a responsible adult transport will be reported to law enforcement. The student will not be allowed to participate in program related activities until the results from the tests are complete. Absences will be accrued during this time period.

If a student is involved in an inaccurate Schedule II/Schedule III controlled substance count at a clinical facility during a clinical rotation –then that student will also be subject to submission of drug screening.

The following represents values that are to be considered “positive” for alcohol impairment:

Urine specimen 0.02%

Blood specimen 0.01%

Any value higher than 0.00% will be considered as positive for any other drug.

If a student’s test results are positive, they will be dismissed from their respective program and will not be re-instated to that program or any other Health and Human Sciences Program at Weatherford College.

If the student’s test results are negative, the accrued absences will be dismissed and the student will suffer no punitive consequences.

PROCEDURE STATEMENT

Procedure Title: RELIGIOUS HOLY DAYS

Procedure Purpose:

To establish guidelines to allow student utilization of Religious Holy Days

Procedure Statement:

A. In accordance with state law HB 256, Texas Education Code §51.911, Weatherford College Health and Human Sciences programs shall allow an excused absence to students for the observance of a "religious holy day," defined as a holy day observed by a religion whose places of worship are exempt from property taxation under section 11.20, Tax Code.

B. A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

C. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination. The following conditions apply:

Education Code 51.911

1. The student has notified each instructor no later than the 15th calendar day after the first day of the semester.
2. The notification is in writing, either delivered personally with receipt of the notification acknowledged and dated by the instructor, or by certified mail-return receipt requested.
3. Assignments or examinations missed during the absence will be completed within a reasonable amount of time.

Additional Guidelines:

1. It is a day of obligation generally requiring followers of the faith to miss class/work.
2. The date occurs on, or includes a weekday (dates that occur when classes do not meet are not included).
3. Days of religious observance falling on semester breaks or on scheduled college holidays are not included.

Sources:

Texas A & M Student Rule 7, Appendix IV, revised 2005
Tarrant County College Handbook
SUMMARY OF ENACTMENTS--78th LEGISLATURE-Texas

**Weatherford College Health and Human Science Division
Incident Categories**

Section I

Any student committing any Section I offense will be subject to disciplinary action, up to, and including immediate removal from the program. Section I offenses include but are not limited to

- III. Falsification, incomplete, and/or alteration of patient, facility, student, college, or publisher records, as well as websites for resource materials.
- IV. Representing self as any person other than a WC Health & Human Sciences student to gain access to secured resources intended for instructor uses.
- V. Participating in any form of conduct that is fraudulent, defamatory, or creates a conflict of interest.
- VI. Participating in illegal or unethical acts.
- VII. Utilizing any resources that include study guides, test banks, and/or exam related material without the consent of WC Health & Human Sciences faculty
- VIII. Theft of personal, college, or facility property
- IX. Insubordination or failure to follow direct orders or assignments of program faculty or designated supervisor that has the potential for or results in harm to the patient
- X. Failure to adhere to any written policies and or procedures of Weatherford College or any affiliated clinical agencies that has the potential for or results in harm to the patient
- XI. Being under the influence of drugs and/or alcohol during any program-related situation or bringing said substances into the facility or consuming these substances while on facility property Students are subject to drug screening for just cause and at the student's expense (See Alcohol/Substance Testing Procedure)
- XII. Any unauthorized release of patient-related information or photocopying of patient records. Confidentiality must be maintained at all times in accordance with HIPAA regulations
- XIII. Failure to demonstrate the ability to function as a team member in class or clinical.
- XIV. Failure to render a minimal, safe standard of care; or unethical patient care, as determined by the program faculty
- XV. Involvement in illegal drug use or any of the following:
 - Felony convictions/deferred adjudications
 - Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse), illegal use or distribution of drugs
 - Misdemeanor convictions or deferred adjudications related to moral turpitude (prostitution, public lewdness/exposure, theft under \$1,500, computer crimes of fraud, etc)
 - Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
 - Registered sex offenders
 - OIG, GSA, OFAC, and Medicaid Sanctions
 - U.S. Terrorist suspected list
 - Pending charges and warrants for arrest
- XVI. Disruptive or abusive behavior on or off campus during college related activities.
 - I. Use of foul language
 - II. Inappropriate display of anger
 - III. Verbal, mental, or physical abuse including sexual harassment
- IV. Representing self as Health and Human Sciences student when not involved in school sponsored activities

- V. Entering a clinical facility during unapproved hours representing self as a Weatherford College Health and Human Science student
- VI. Giving medications or conducting diagnostic testing without consent of instructor/preceptor and/or without a physician order
- VII. Accepting gifts from clients or families
- VIII. Failure to contact the clinical instructor when absent from clinical (no call, no show)
- IX. Academic dishonesty including cheating, collusion or plagiarism
- X. A verbal act or physical act of aggression against another person on facility or college premises
- XI. Deliberate destruction or damage to facility, college, patient, student, visitor or employee property
- XII. Commits patient and/or job abandonment by leaving or being unavailable to your assigned area or facility during clinical time without authorization of the educational coordinator or preceptor at the clinical site or a faculty member in the Weatherford College Health and Human Science Division
- XIII. Expulsion from the clinical site due to unprofessional, unethical, or egregious behavior that results in potential harm to individual(s) and/or clinical affiliate as determined by Program Director

Section II

Any student committing any Section II offense will be subject to the following disciplinary considerations

- 1. 1st incident – probation
- 2. 2nd incident – dismissal from the respective program

Section II offenses include but are not limited to:

- Causing damage to facility or patient property through negligence
- Causing injury or potential harm to a patient, staff, visitor, peer or instructor through negligence
- Insubordination or refusal to obey an order (not resulting in harm to the patient)
- Removal from the clinical site at the request of the clinical site personnel with the possibility of transfer to another site

Section III

Any student committing any Section III offense will be subject to the following disciplinary considerations

- 1. 1st offense – Written reprimand
- 2. 2nd incident – Probation
- 3. 3rd incident – Dismissal from the respective program

Section III offenses include but are not limited to:

- 1. Leaving or being unavailable to your assigned area or facility during clinical time without authorization of the educational coordinator or preceptor at the clinical site or a faculty member in the Weatherford College Health and Human Science Division (not resulting in patient and/or job abandonment)
- 2. Complaint from any clinical site of inappropriate/unprofessional behavior or appearance
- 3. Failure to follow Weatherford College Health and Human Science or clinical facility rules or policies (not resulting in patient harm)
- 4. Failure to report an absence from clinical rotations in the proper manner (other than no call no show)
- 5. Failure of a student to maintain personal hygiene and/or dress code

ALL OFFENSES ARE CUMULATIVE THROUGHOUT THE PROGRAM

APPEAL PROCEDURE

A student may appeal an Incident Form action to the Program Director. If the student is not satisfied with the decision, he/she may initiate an appeal through the instructional chain of command and/or the Technical Program Appeals Committee. This process will be facilitated by the Program Director.

**WEATHERFORD COLLEGE HEALTH AND HUMAN SCIENCE DIVISION
INCIDENT FORM**

During the course of the _____ program it is important that serious problems be documented. This form must be placed in the student's file within 10 business days of the incident.

Student Name _____

Student ID # _____

Date of Incident _____ Location _____

Description of Events/Disciplinary Action

Signature of person filing report _____ Date _____

Category of Incident: ____ I ____ II ____ III

THIS SECTION FOR COLLEGE USE ONLY

Incident appealed: Yes ____ No ____

If yes, attach results of appeal and the action taken by the college to this sheet.

Student Signature _____ Date _____

Program Director Signature _____ Date _____

Medical Director _____ Date _____
(if incident involves patient care)

TECHNICAL PROGRAM APPEAL

The purpose of this procedure is to secure at the first possible level, prompt and equitable resolution of a student appeal of disciplinary actions including release from a technical program due to a dispute of facts and/or penalties upon which charges are based as outlined in the respective program's student handbook (academic or discipline issues).

A student desiring to appeal disciplinary action/release from a technical program must submit such request in writing (which includes all evidence) to the department chair/program director within one (1) business day of the release from a technical program. The written notification of appeal must include a detailed explanation of the reason or justification for appeal, any other evidence in support of the student's claim(s), why the release should be overturned, and be signed and dated by the student.

A student appealing release from a technical program may be allowed to remain in the program, class, or clinical pending outcome of the appeal hearing only if this does not cause disruption of the program and/or compromise patient safety, and the student agrees to the conditions set forth in writing by the program director.

A student who fails to meet the written conditions set forth by the program director pending the completion of the appeal process will be released from the program and forfeits the right to any further appeal of their release.

The department chair/program director will meet with the student regarding the appeal and may conduct additional investigation to determine the merit of the allegations against or by the student and the appeal, and if the matter can be resolved by mutual consent of all parties. The department chair/program director may dismiss the appeal if it is without merit or failed to articulate sufficient justification for appeal; otherwise, the department chair/program director will forward the appeal the Vice President of Student Affairs or designee

TECHNICAL PROGRAM APPEALS COMMITTEE

In cases in which the accused student disputes the facts and/or penalties upon which the charges are based as outlined in the respective program's student handbook, such charges shall be heard and determined by the Technical Program Appeals Committee.

The appeals committee shall be impartial and shall be comprised of Technical Program Directors/Department Chairs or their designee.

The appeals committee shall preside over a fair hearing for the student and the Institution's administration. The student and the Institution may be represented by counsel at the appeals.

NOTICE

The appeals committee shall notify the accused student by letter, telephone, or email of the date, time, and place for the appeals. The appeals will take place within two (2) business days of the case being forwarded to the committee

CONTENTS OF NOTICE

The notice shall:

1. Direct the student to appear at a specified time, date and location.
2. Advise the student of his or her rights:
 - a. To be represented by counsel at the appeals.
 - b. To call witnesses, request copies of evidence in the District's possession, and offer evidence and agreement in his or her own behalf.
 - c. To have the appeals recorded verbatim and have a stenographic digest made of the recording.
 - d. To ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who will testify against the student and a description of documentation and other evidence that will be offered against the student.
4. Contain a copy or description of the complaint in sufficient detail to enable the student to prepare his or her defense against the charges.
5. State the proposed consequences or range of consequences that may be imposed.

FAILURE TO APPEAR FOR HEARING

Except in cases of a student charged with failing to comply with College authority, no student may be found to have violated programmatic rules/regulations solely because the student failed to appear before a discipline body. In all cases, the information supporting the charges shall be presented and considered

HEARING PROCEDURE

The appeal shall proceed as follows:

1. The designee from Student Services shall be present during hearing to answer any procedural questions and to record proceedings.
2. The appeal chairperson shall read the complaint.
3. The appeal chairperson shall inform the student of his or her rights.
4. The designated official or representative shall present the institution's case.
5. The student or representative shall present his or her defense.
6. The designated official or representative shall present rebuttal evidence.
7. The designated official or representative shall summarize and argue the institution's case.
8. The student or representative shall summarize and argue his or her case.
9. The designated official or representative shall have an opportunity for rebuttal argument.
10. The hearing committee may take the matter under advisement for 24 hours before rendering a decision, unless more time is needed to conduct further investigation and determined by committee chair. The decision shall be made by majority vote.
11. The decision shall be communicated to the student in writing within 1 business day of the hearing.
12. The appeal chairperson may approve deviation to an appeal proceeding as long as it does not alter the fundamental fairness of the hearing.

EVIDENCE

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply; the appeal chairperson may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The appeal chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence. Both parties shall be provided evidence prior to the beginning of the appeal (as stated in paragraph 2)
2. At the appeal, the Institution shall be required to prove by a preponderance of the evidence that the charges are true.
3. A student may not be compelled to testify.
4. The appeal committee shall decide the issue of guilt or innocence and an appropriate penalty solely on the basis of evidence presented at the hearing.
5. A tape recording shall be made of the appeal. Committee deliberations will not be recorded. A stenographic digest of the recording shall be made if needed for an appeal at expense to the student, and, on request, a student shall be given a copy of the digest. A student defendant or his or her representative may listen to the tape recording and compare it with the digest. A student may, at his or her own expense, have a stenographer present at the hearing to make a stenographic transcript of the hearing.

DECISION

The appeal committee shall render a written decision as to the student's violation of programmatic rules/regulations. The committee may either uphold the prior decision or alter it, in total or part, at their discretion. If the committee finds the student has violated programmatic rules/regulations, it shall set forth findings of facts in support of its decision. The Vice President of Student Affairs/designee shall administer the penalty, if any.

HEARING RECORDS

The disciplinary records and proceedings shall be kept confidential and separate from the student's academic record.

PETITION TO THE VICE PRESIDENT OF INSTRUCTION

Any student disciplined pursuant to this policy may, within 3 days of receiving notice of the appeal committee's decision, petition in writing the Vice President of Instruction to review the decision. The student's petition will state with particularity why the decision is believed to be incorrect or unfair. The Vice President of Instruction may, in his/her sole discretion, choose to allow oral argument on the petition.

Within 3 days of receiving the petition, Vice President of Instruction may act to affirm, modify, remand, or reverse the decision.

**Technical Program
Appeals Form**

This form must be completed in its entirety prior to submission for consideration. Leave no blanks and if a portion does not apply note that in the blank. Form must be submitted within 1 business day of disciplinary action or dismissal.

Student Name _____

Program enrolled in _____

Reason stated for dismissal

Reason you believe the dismissal should be overturned:

Witness information:

Name _____

Phone (____) _____

Name _____

Phone (____) _____

Name _____

Phone (____) _____

Name _____

Phone (____) _____

Attach any supporting documentation you have to this form. Include the total number of pages (including this form) you are submitting in the space below. You should keep a copy of all forms submitted as none of the forms will be returned.

Total number of pages submitted: _____

I attest that the information contained herein is true and correct to the best of my knowledge.

Signature of Student

Date

Do not write below this line

Received by

Date

Time

**WEATHERFORD COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY
STUDENT HANDBOOK**

I have reviewed this handbook and understand all the policies and procedures included within. I agree to abide by these policies and procedures while enrolled as a student in the Diagnostic Medical Sonography Program at Weatherford College.

Student Signature

Date

Student Confidentiality Statement

I am aware of the need and responsibility to protect the confidentiality of all information as it relates to the patients / clients, physicians, and staff / affiliates of the clinical affiliations to which I am assigned. I am also aware of the need for confidentiality as it relates to any and all computerized information within clinical affiliations. I agree to keep this pledge to maintain the trust of the patients / clients, physicians, and staff / affiliates of the affiliations by keeping all information within the confines of the concerned affiliations, as well as within the Sonography Department of Weatherford College.

I agree to refrain from releasing any patient / client, physician, or affiliation information except in accordance with Weatherford College Diagnostic Medical Sonography Program and affiliation policies. I also agree not to install any software in affiliation computers or use any assigned security codes in any capacity except that which they are expressly designed. I also understand that any e-mail or Voice Mail may be reviewed by affiliation staff / affiliates / management and/or Weatherford College Diagnostic Medical Sonography faculty.

Signature: _____ Date _____

Print Name: _____

This page must be returned to the Program Director by the end of the first week of class