WELCOME

The administration, faculty and fellow students of Weatherford College are happy to extend a warm welcome to each new student.

This handbook is prepared and offered as a guide to assist you in adjusting to the Diagnostic Medical Sonography Program, and to present the rules and regulations of the Program. The student policies were developed for the purpose of maintaining an environment conducive to learning as well as for student progress.

It is the responsibility of the student to read and abide by the Sonography policies and to adhere to the rules and regulations set forth in the Weatherford College General Catalog and Student Handbook so that high standards of education may be achieved.

We are pleased that you have chosen Weatherford College to assist you in reaching for your goal of becoming a Diagnostic Medical Sonographer.

The Diagnostic Medical Sonography Program Faculty

Weatherford College is an affirmative action/equal opportunity educational institution. Applicants are considered on the basis of qualifications without regard to gender, age, race, color, creed, religion, national or ethnic origin, veteran status, or non-job related disability or any other legally protected status.

Date of Original Policies October 20, 2008
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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.

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
   a. 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
   b. Formulate goals and plan of care for clients and their families based on diagnoses in collaboration with clients, families and other health care professionals.
   c. 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
   d. Develop and implement teaching plans for clients and their families concerning the promotion, maintenance, and restoration of health
   e. 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
   f. 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
   a. Assume accountability and responsibility for the quality of sonography provided to clients and their families
   b. Act as an advocate to promote the provision of quality health care for clients and families
   c. 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 form 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:
   - Felony convictions
   - Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse)
   - Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc)
   - Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
   - Registered sex offenders.

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, at the student’s expense, is required once admitted to the program. Tuberculosis screen, MMR titers/immunizations, DT immunizations and proof of varicella 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, at the student’s expense, will be required before the student’s second year of the program.

6. Personal health insurance is required of all students while enrolled in the respiratory 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  90-100%
   B  80-89%
   C  75-79%
   F  <75%

   All students must achieve a minimum of 75% 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 incompletion 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 Weatherford College Student Handbook.

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 Weatherford College Student Handbook.

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:

1. 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.

2. 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.

3. 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.

4. 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 75%.

**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.

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.
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. After accrual of the maximum allowed absences for the semester, absence may be excused for illness/injury and personal or immediate family (spouse, children) emergencies only.

If a student is unable to be present at clinical, it is his/her responsibility to report the intended absence. A call, text, or page to report an absence must be made to the Weatherford College Instructor and the assigned clinical site instructor prior to the scheduled time for the rotation. If, for any circumstance, the student cannot use the pager system, or is concerned that the pager system may malfunction, the student is to call the instructors’ voice mail prior to the scheduled time for that 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.

Your attendance is a big predictor of your success. Attendance every clinical day is expected, however, unless the clinical syllabus states otherwise, you are allowed TWO days absent. Every absence over the two days will decrease the final grade for clinical by 10% and must be made up. Failure to make up clinical absences over two days may result in failure of the course. If the student is more than 15 minutes late to clinical rotations, this will constitute an absence. 3 tardies count as 1 day absent. See “Academic Standards” and “Attendance for Clinicals” in the student handbook for the proper procedure.

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.

ATTENDANCE FOR CLASS

Your attendance is the biggest predictor of your success. Attendance at every class is expected. The student will be allowed to miss 4 class days (exception test days) without it adversely affecting their grade and 2 lab days (exception check-off days) without it adversely affecting their grade. 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, this will constitute an absence. 3 tardies count as 1 day absent. After accrual of the maximum allowed absences for the semester, absence may be excused for illness/injury and personal or immediate family (spouse, children).
Emergencies only. 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.

**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 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.
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

1. Classroom:
   a. Clothing that would be appropriate in public can be worn to class
   b. Clothing should be in good repair.

2. Clinical areas:
   a. Complete school uniform must be worn (unless otherwise stated)
      ❖ 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
      ❖ Shirts may be worn underneath the scrub top. Only white shirts will be permitted.
   b. For safety and sepsis reasons, only the following jewelry will be permitted
      ❖ A watch with a second hand
      ❖ 1 ring
      ❖ Medical alert bracelet or necklace.
   c. Any visible body piercing, including tongue and ears, must be removed.
   d. No other items, devices, pins, jewelry, campaign buttons, etc. may be attached in any manner to the school uniform or lab coat.
   e. 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.
   f. 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.
   g. No cologne, perfume, or aftershave preparations may be worn.
   h. Visible body art must be covered while in the clinical setting.
   i. All students will wear clean, closed toe, soft-soled shoes. Athletic shoes are acceptable as long as they are predominately white.
   j. Students must adhere to affiliating clinical agencies professional dress codes.
   k. Purses should not be taken to the clinical sites.
   l. 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.
   m. 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.
   n. Additional information and guidance may be obtained from the student’s clinical instructor.

3. Field trips and seminars:
   a. Scrubs only unless notified otherwise
b. 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.

a. If you work 40 hours/week, take no more than 6 hours. This is considered half-time enrollment.
b. If you work 30 hours/week, take no more than 9 hours. This is considered part-time enrollment.
c. If you work 20 hours/week, take no more than 12 hours. This is considered full-time enrollment.
d. 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.
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 “75%” 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
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:

1. 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.

2. 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.

3. 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.
4. 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.

5. Communication
   a. Oral Comprehension and Expression – The ability to listen to, understand and clearly communicate information and ideas presented through spoken words and sentences.
Title: PROGRAM-TO-PROGRAM TRANSFER

Purpose:

To establish guidelines for the regulation of students who desire to transfer within Allied Health Programs of Weatherford College.

Statement:

A. A student, enrolled in a Weatherford College Allied Health Program, may transfer to another Weatherford College Allied Health Program under the following circumstances:

1. The student is in good standing, and
2. The student has withdrawn from a program while in good standing, and
3. The student is not on probation for a non-academic issue, and
4. The student obtains a letter of recommendation from the prior Allied Health program director/department chair.

B. A student may **not** transfer into another Weatherford College Allied Health Program if:

1. The applicant has ever been expelled from another Weatherford College Allied Health Program
2. The applicant is currently on probation, for a disciplinary issue, in another Weatherford College Allied Health Program.
3. The applicant has received a failing grade in another Weatherford College Allied Health Program for a behavioral issue.

C. Any student who requests to transfer into another Weatherford College Allied Health program must meet all the specific admissions requirements for that program. Prior admission into a Weatherford College Allied Health 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 other substances, the student must submit to a urine or blood test at his/her own expense. Failure to submit to testing 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.

If the clinical site performs testing, either a blood or urine test will be done at that site. If the site does not perform testing, alternative arrangements will be made in a timely manner. After the specimen is obtained, the student must obtain a ride home from the facility. The student will not be allowed to drive him or herself. 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.

The following represents values that are to be considered “positive” for alcohol impairment:
- Urine specimen 0.02%
- Blood specimen 0.01%

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 Allied Health 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.
Weatherford College Health and Human Science Division
Incident Categories

Section I
Any student committing any Section I offense will be subject to immediate removal from the program. Section I offenses include but are not limited to:

a. Falsification, incomplete, and/or alteration of patient, facility, student, or college records, as well as accessing or attempting to access websites for resource materials.

b. Participating in any form of conduct that is fraudulent or creates a conflict of interest.

c. Participating in illegal acts or acts deemed unethical by Allied Health Faculty.

d. Representing self as any person other than WC Allied Health/Nursing student to gain access to secured resources for instruction.

e. Theft of personal, college, or facility property

f. 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

g. 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

h. 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)

i. Any unauthorized release of patient-related information or photocopying of patient records. Confidentiality must be maintained at all times in accordance with HIPPA regulations

j. Failure to demonstrate the ability to function as a team member in class or clinical.

k. Failure to render a minimal, safe standard of care; or unethical patient care, as determined by the program faculty

l. Involvement in illegal drug use or any of the following:
   • Felony convictions
   • Misdemeanor convictions, felony deferred adjudications, or nolo contendre statements involving crimes against persons (physical or sexual abuse)
   • Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc)
   • Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
   • Registered sex offenders

m. Disruptive or abusive behavior on or off campus during college related activities.
   1. Use of foul language
   2. Inappropriate display of anger
3. Verbal, mental, or physical abuse including sexual harassment
n. Representing self as Allied Health/Nursing student when not involved in school sponsored activities
o. Entering a clinical facility during unapproved hours representing self as a Weatherford College Health and Human Science student
p. Giving medications without consent of instructor/preceptor
q. Accepting gifts from clients or families
r. Failure to contact the clinical instructor when absent from clinical (no call, no show)
s. Academic dishonesty including cheating, collusion or plagiarism
t. A verbal act or physical act of aggression against another person on facility or college premises
u. Deliberate destruction or damage to facility, college, patient, student, visitor or employee property
v. 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.

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:

a. Causing damage to facility or patient property through negligence
b. Causing injury or potential harm to a patient, staff, visitor, peer or instructor through negligence
c. Insubordination or refusal to obey an order (not resulting in harm to the patient)
d. Student is removed from the clinical site at the request of the clinical site personnel.

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:

a. 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)
b. Complaint from any clinical site of inappropriate/unprofessional behavior or appearance
c. Failure to follow Weatherford College Health and Human Science or clinical facility rules or policies (not resulting in patient harm)
d. Failure to report an absence from clinical rotations in the proper manner (other than no call no show).

ALL OFFENSES ARE CUMULATIVE THROUGHOUT THE PROGRAM.
Failure to follow written policies as set forth in Student Handbook, Course Syllabi, and other Program materials may also result in a Section I, II, or III offense, depending on the severity of the infraction and the deduction of points from the grade that may result in a failing grade, ie., 74% or below.

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 Student Appeals Committee.
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)