



RESPIRATORY CARE

2020-2022

STUDENT HANDBOOK

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**WEATHERFORD COLLEGE
RESPIRATORY CARE PROGRAM
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 Respiratory Care Program at Weatherford College.

Student Signature and 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 Respiratory Care Department of Weatherford College.

I agree to refrain from releasing any patient/client, physician, or affiliation information except in accordance with Weatherford College Respiratory Care 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 must be reviewed by affiliation staff/affiliates/management and/or Weatherford College Respiratory Care faculty.

Signature: _____ Date _____

Print Name: _____

The Weatherford College Respiratory Care Program (CoARC program #200458) awards an Associate of Applied Science in Respiratory Care on the Weatherford College campus in Weatherford, Texas and is accredited by the [Commission on Accreditation for Respiratory Care](#)

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, Texas 76021-4244
(817) 283-2835

Click here to view the [programmatic outcomes](#) data for Weatherford College Respiratory Care. This page must be returned to the Program Director by the end of the first week of class.

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 Respiratory Care 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. The Program rules and regulations apply to all students regardless of location of instruction.

It is the responsibility of the student to read and abide by the Respiratory Care 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 Respiratory Therapist.

The Faculty of the Respiratory Care Program

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 August 2000

Date of Revision June 2008, July 2010, June 2011, June 2012, June 2013, July, 2014, June 2015, Feb 2016, November 2016, June 2017, July 2018, August 2019, August 2020.

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MISSION

In accordance with the mission of Weatherford College, the Respiratory Care Program 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 Respiratory Program is to prepare graduates as respiratory practitioners, serving society through professional respiratory roles.

GOALS

The goals of the Respiratory Program are

1. To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs)
2. To present students with standards of respiratory practice while emphasizing legal and ethical practice.
3. To promote excellence in respiratory scholarship and to prepare and encourage graduates to continue in professional growth and educational knowledge.

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 respiratory 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 Respiratory Program believes that the client is the primary focus of respiratory 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.

Respiratory Care

The treatment, management, control, diagnostic evaluation and care of inpatients or outpatients who have deficiencies and abnormalities associated with the cardiopulmonary system.

Associate Degree Respiratory Care

The graduate of the Associate Degree Respiratory Care Program is prepared as a practitioner who provides safe, effective, and ethical respiratory care in a variety of health care settings, to clients throughout the developmental continuum. Graduates are prepared to take the TMC and CS examinations and meet the competencies of state agencies.

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 respiratory 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 respiratory therapist. 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 respiratory therapist/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.

Texas Medical Board

All students who plan to practice in the state of Texas are required to obtain a RCP license from the Texas Medical Board (TMB). In the event that a student has a criminal history, he/she may not be eligible for a state license. It is the responsibility of the student to contact the TMB to determine his/her eligibility. See Licensing for Respiratory Care Practitioners

Therapeutic Interventions

Therapeutic interventions are concerned with designing, implementing, and evaluating activities and actions that promote, maintain, or restore the health of the individual clients, families, groups, and communities. The goal of therapeutic interventions is to develop methods to foster human choices and independence that lead to health and well-being. The foundation for implementing therapeutic intervention is the respiratory therapist/client interaction and the major expression of therapeutic intervention is client outcome.

PROGRAM COMPETENCIES

On completion of the Weatherford College Associate Degree Respiratory 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 respiratory 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 nursing 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. Evaluate the client and family responses to therapeutic interventions.
 - f. 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.
 - g. Use clinical data and current literature as a basis for decision making in respiratory care 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 respiratory care 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 respiratory care
 - d. Function within the organization's framework of various health care settings in planning and providing care for clients and their families.
 - e. Participate in continuing education
 - As a member of the Respiratory Care Profession, you will be required to participate in continuing education to maintain both your professional license to practice as well as your credentials.
 - The Weatherford College Respiratory Care Program is designed to help transition the student to the continuing education environment through the use of professional credits. Professional credits must be earned during each semester. Professional credits will not be allowed to carry over into subsequent semesters. The following is a list of potential options to earn professional credits (see course syllabus for approved options)
 - Attend the TSRC convention
 - Participation in Sputum Bowl

- Participation in physician rounds with Dr. Badamosi or other approved physician
 - Original papers (article critiques, research papers, resumes, AARC webcast)
 - Attendance of CEU conference (outside of class or clinical time)
 - Community service (one credit hour/hour of service. Must be documented on organization letterhead)
 - Programmatic recruitment
 - Any other professional credit options must be approved by instructors
- f. Professional Organizations
- The American Association for Respiratory Care (AARC) is the national and international professional association for respiratory care. The AARC encourages and promotes professional excellence, advances and science and practice of respiratory care and serves as an advocate for patients, their families, the public, the profession and the respiratory therapist.
 - The Texas Society for Respiratory Care (TSRC) is a chapter affiliate of the American Association for Respiratory Care. The TSRC improves patient outcomes through education and the advancement of the art and science of Respiratory Care in the state of Texas in cooperation with other healthcare providers, through the continuing review and implementation of the society's strategic plan, goals and objectives

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 Medical Board. The following histories will disqualify an individual from consideration for clinical rotations (If a licensing/registry body approves the individual to take the licensing/credentialing exam, the individual may participate in the clinical rotation)
 - 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, OFAC, and Medicaid Sanctions
 - g. U.S. 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 BLS Provider. A copy of the card must be kept on file in the student's record. The student must maintain a current CPR certification throughout the program.

Failure to maintain CPR will prevent the student from participating in clinical rotation 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 and influenza vaccination, 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 or influenza vaccination 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 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. In the fall semester of the student's second year a mock TMC test will be administered. In the spring semester prior to graduation a mock TMC and mock CS will be administered. These grades will be recorded as the final exam in its appropriate course(s). Fees for these exams are included with tuition.
8. **Honesty:** It is expected that the respiratory student will adhere to the policies and practices in the Weatherford College Student Handbook, the Policy Manual for the Associate Degree Respiratory Program, and the AARC Code of Ethics.
9. **Accountability:** Student must take responsibility for their 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).
10. **Confidentiality:** Respecting the privacy of others is a standard to which all respiratory students must adhere. Each student is expected to safeguard the implicit trust between the respiratory therapist 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 beginning of this handbook.
11. **Professionalism:** Respiratory students represent the College and the Respiratory 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.
12. **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.
13. **Responsibility:** Reliability and trustworthiness are expected of respiratory students. Each student is responsible to Weatherford College for policies and behaviors listed in the Weatherford College Student Handbook and the Respiratory Care Student Handbook. The student is also responsible to the clinical agencies for their policies and procedures which apply to the respiratory therapist practice
14. **Growth:** Respiratory therapist 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. To ensure timely access to faculty for academic concerns and problems, please utilize instructor office hours which are posted on the faculty webpages and outside office doors.
4. Bonus points and extra credit should not be expected. This will be the choice of the individual instructor.
5. Any student dismissed for disciplinary/academic reason may appeal through the instructional chain of command and/or the Technical Program Appeals Committee of Weatherford College. This process will be guided by the Program Director
6. Any respiratory course from which the student withdraws or fails may be repeated only once. (See Readmission Policy)
7. It is the responsibility of the student to obtain information presented in class and/or assignments made when the student is absent.
8. 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.
9. Each student is expected to take exams 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.
10. Final exams must be taken at the scheduled time without exception.
11. 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

Students must enroll and obtain at least a grade of “C” in each respiratory course to continue in the respiratory program. Estimates of tuition, fees and other costs related to the program can be obtained at [HERE](#). Students must meet the selected criteria for successful completion as outlined in each course syllabus. The course syllabi are available on the course website

APPEAL PROCESS

See Weatherford College Student Handbook 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 Respiratory Program, the student’s grade will be a “W” or “F” depending upon the point of the semester. Any student dismissed from the Respiratory 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 respiratory program due to illness, or has left the program for any reason, for a period more than six months, they must follow the 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

The student's health is of utmost importance to WC Respiratory Care. Information concerning exposure to infectious and environmental hazards will be taught within the curriculum before students undertake any educational activities that would place them at risk.

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

For student safety in the clinical area, faculty must be notified of: acute or chronic health problems, prescription and non-prescription medications being taken at any time, and 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, or exposed to infectious/environmental hazards 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 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. Students will be appropriately supervised at all times during their clinical education coursework and experiences. Students will not be used to substitute for clinical, instructional, or administrative staff. Students shall not receive any form of remuneration in exchange for work performed during programmatic clinical course work.

The student must be in his/her assigned area of rotation and prepared for instruction at the SCHEDULED TIME for that rotation. If a student is unable to be present at clinical, it is his/her responsibility to report the intended absence. A call to report an absence must be made to the instructor, in charge of the clinical, **prior** to the scheduled time for the rotation. **Calls can only be made during the hours of 0500 to 2000.** If for any reason the student cannot reach the instructor, the student is to call the instructor's office and leave a voicemail. **Texting is not an appropriate method for calling in for clinical rotations or any other communication with your instructors.** 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.

Each semester of clinical rotation has a maximum numbers of days a student can miss (1 or 2 days). See individual course syllabus for specifications. Any absence over the allowed number

will result in the final clinical grade being reduced by 10% for each additional absence. Absences will not be allowed to carry over into following semesters.

Tardiness is also of equal importance. A student will be considered tardy if they arrive after scheduled start time (up to 30 minutes) or if 15 minutes of the scheduled rotation is lost at any time (i.e. 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.

ATTENDANCE FOR CLASS

If the student fails to meet the attendance requirements outlined in each course syllabus, the student's final grade will be reduced by 10% for each additional absence. See individual course syllabi for rules concerning classroom attendance.

BEREAVEMENT/BIRTH

If, in the course of any academic semester, the student experiences the death of an immediate family member (spouse, child, parent, sibling, or grandparent) or the birth of a child (the student's or student's spouse), a two day leave will be granted without penalty. This leave is not included within the attendance policy of class or clinical. This leave is primarily for face-to-face classes. The instructor reserves the right to enact this policy for online or hybrid classes.

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 RESPIRATORY 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, student mailboxes, and the Canvas classrooms 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 Electronic Medical Record (EMR). Under no circumstances are students to make copies of client medical records nor print from the EMR. In order to gain access to the EMR (outside of clinical time) in 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, ETC

Telephones 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 clinical contact who will notify the students' instructor.

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
 - c. Students are expected to practice good personal hygiene
2. Clinical areas
 - a. Complete school uniform must be worn (unless otherwise stated).
 - All students are to wear full length navy blue scrubs, skirt or dress (as deemed appropriate by WC Respiratory Care faculty) Leggings or hosiery must be worn with skirt or dress and color must be deemed acceptable by WC Respiratory Care faculty.
 - The selected lab coat is optional.
 - A WC respiratory care student patch must be sewn neatly on the LEFT shoulder 2 inches below the shoulder seam on both scrub top and lab coat. The lab coat must be white, clean and pressed at all times.
 - 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 (unless approved by the faculty).
 - 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 respiratory faculty. The only headbands allowed must be navy blue or black elastic.
 - f. For reasons of asepsis, nails must be neat, clean and kept no longer than one eighth of an inch above fingertips, and be free of nail polish. Artificial nails may not be worn.
 - g. No cologne, perfume, or aftershave preparations may be worn.
 - h. A reasonable effort should be made to cover all body art.
 - i. All students will wear clean, closed toe, closed heel, 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 Respiratory 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 watch with a second hand, pen, note pad, calculator, stethoscope, safety glasses, bandage scissors, in his/her possession at all clinical rotations.
 - n. Additional information and guidance may be obtained from the student's clinical instructor
 - o. Students are expected to practice good personal hygiene and maintain a professional appearance at all times.
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
 - c. Students are expected to practice good personal hygiene and maintain a professional appearance at all times

LEARNING RESOURCES

The Speaker Jim Wright 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.

ACADEMIC SUPPORT SYSTEM

The Academic Support Center, located in LART 1-2 on the lower level of the Liberal Arts Building, serves as a resource to help students strengthen their academic performance. The Academic Support Center 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.

1. If you work 40 hours/week, take no more than 6 hours. This is considered half-time enrollment.
2. If you work 30 hours/week, take no more than 9 hours. This is considered part-time enrollment.
3. If you work 20 hours/week, take no more than 12 hours. This is considered full-time enrollment.
4. 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. At no time will a student be allowed to complete clinical coursework while in an employee status at a clinical affiliate.

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 Respiratory Program:

1. Completion of all respiratory courses with a minimum grade of "75%".
2. Completion of all courses outlined the A.A.S. in Respiratory Care 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:

1. Course evaluation
2. Clinical evaluation
3. Graduate surveys
4. 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 Respiratory Care Program. Any days missed will be considered absences. Further sanctions will be determined by the policies of the Weatherford College Respiratory Care Program and/or the Weatherford College Student Conduct Policy (See Weatherford College Handbook).

REMEDIATION PROCEDURE

Throughout the program, students will be assessed in the following domains: cognitive (exams), psychomotor, (lab and clinic competencies), as a means to establish proficiency in designated areas. The following information provides the student with avenues for remediation in cognitive, psychomotor, and clinical competencies.

1. Exam Remediation
 - a. All exams will be reviewed in class by instructors
 - b. Afterward, any student failing an exam (<75%) is strongly encouraged to make an appointment for remediation. The student must email the instructor within 24 hours of the exam review to establish the date/time of remediation.
 - c. During this meeting study habits, test-taking strategies, non-school factors, and action plans will be discussed and documented.
2. Lab Competency Remediation
 - a. If a student does not successfully complete a competency after the first attempt, he/she must schedule a conference with the course instructor before attempting the competency again.
 - b. A remediation plan will be developed by the course instructor to include, but not limited to: review of procedures, laboratory practice, and supervised demonstration.
 - c. Once the student has remediated to the satisfaction of the course instructor, the student may then re-attempt the competency in lab
3. Clinical Competency Remediation
 - a. If a student does not successfully complete a competency after the first attempt, he/she must schedule a conference with the DCE before attempting the competency again.
 - b. A remediation plan will be developed by the DCE to include, but not limited to: review of procedures, laboratory practice, and supervised demonstration. Once the student has remediated to the satisfaction of the DCE, the student may then re-attempt the competency in clinic
4. Procedure
 - a. Respiratory faculty will complete the following remediation procedures:
 - i. Documentation of remediation on appropriate form
 - ii. Student and appropriate instructor signature
 - iii. Provide a copy of the form to the student
 - iv. Form placed in student file

EXPLANATION OF EVALUATION SYSTEM

This section of your manual is provided in order to help you to better understand just how the laboratory/clinical evaluation system operates and your role as a student. We have anticipated many of your questions and have provided answers or clarifications in these introductory pages. However, we know that many other questions will arise. As questions come to mind, feel free to ask them at any time. This evaluation system will only meet your needs if you thoroughly understand the process.

Lab/Clinical Competencies and their purpose?

Lab/Clinical Competencies consists of a list of performance elements, definitions of acceptable performance, and a performance rating. The performance elements are the specific behaviors to be evaluated. Those elements, which are frequently repeated, and those which refer to obtaining, assembly, and testing of equipment are included through Trajecsys.

Competencies reflect the faculty's consensus judgment concerning the elements of a lab/clinical procedure and the manner in which they are best performed. The emphasis is placed on the performance aspects of clinical procedures that define the competent respiratory therapy practitioner as well as knowledge base. Several of the performance elements relate to the manner in which you interact with patients or other health care professionals.

During the instructor evaluation the student must satisfactorily PASS the competency evaluation items, including core components. At that time APPROVE will be documented in Trajecsys and the student will receive a 100% for the competency evaluation. If the student does not satisfactorily PASS the competency evaluation items, including core components, the competency will be documented as NOT APPROVED in Trajecsys, the student will receive a 50% for that attempt, and may have one attempt at re-evaluation after approved remediation. Upon re-evaluation, the student must satisfactorily PASS the competency evaluation items, including core components; however an average of the two attempts (75%) will be recorded in the grade book. **If the student is unsuccessful on the re-evaluation, they will be removed from the course.**

The Evaluator's Role

The evaluator must perform at least two different roles. These roles involve both instruction and evaluation. As instructors, we provide direct supervision and facilitate learning. As evaluators, our role as instructor is significantly reduced. Therefore, when you feel that you have mastered a competency and have scheduled an evaluation session, we assume that you are fully prepared to demonstrate your mastery ***without assistance of any kind***. If it becomes necessary for the evaluator to intervene, either to safeguard the patient's welfare or to expedite completion of the competency, you must practice and repeat the evaluation session.

The Student's Role

Before each formal evaluation session, you should:

1. Review the appropriate competency and definitions of acceptable performance.
2. Observe the competency once and perform it at least two times in the laboratory/clinical setting.
 - Should the student feel competent in completing the clinical competency, they may opt not to complete practices. Sufficient documentation of declination of practices will be required.
3. After reviewing the competency, meet with your instructor to discuss any points of confusion.
4. Practice with a fellow student until you feel confident that you can perform the competency perfectly and without assistance.
5. Meet with your instructor and schedule an evaluation session.
6. Review the patient's chart before the scheduled evaluation.
7. Arrive early to ensure all necessary equipment is readily available.

The evaluator will tell you when to begin the competency and will provide assistance if requested or if he/she judges it necessary. The type and amount of assistance provided will be considered in your overall evaluation.

**Weatherford College
Health and Human Science Division
General Procedures
Revised 2019**

Weatherford College Health and Human Science Division Social Networking Guidelines

Weatherford College understands that students participate in social networking sites (e.g. Facebook, Instagram, Twitter, YouTube, Snap Chat 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:

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.

6. **Be respectful and professional to fellow students, instructors, sponsors and patients.**
Avoid using unprofessional online personas.
7. **Ensure that your blogging and social networking activity does not interfere with your student commitments.**

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 through travel to a foreign country or a visiting family member or friend.

www.niaid.nih.gov

**Weatherford College
Health & Human Sciences Division**

PROCEDURE STATEMENT

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:
 - 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 Health and Human Sciences program director.
 - 5. The student must meet the requirements of the program to which they are transferring and receives acceptance from the respective program director.

- B. 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, the student will also be subject to submission of drug screening at the student's expense.

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 related to the specific incidence, will be dismissed and the student will suffer no punitive consequences.

This drug testing is not being undertaken for any law enforcement purpose in order to avoid the more stringent requirements of the Fourth Amendment associated with law enforcement related searches.

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 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.
2. Assignments or examinations missed during the absence will be completed within a reasonable amount of time as determined by the program director.

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

- a. Falsification, incomplete, and/or alteration of patient, facility, student, college, or publisher records, as well as websites for resource materials.
- b. Representing self as any person other than a WC Health & Human Sciences student to gain access to secured resources intended for instructor uses.
- c. Participating in any form of conduct that is fraudulent, defamatory, or creates a conflict of interest.
- d. Participating in illegal or unethical acts.
- e. Utilizing any resources, including but not limited to study guides, test banks, and/or exam related material without the consent of WC Health & Human Sciences faculty
- f. Theft of personal, college, or facility property
- g. 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.
- h. 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
- i. Being under the influence of illegal 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)
- j. Demonstrating noticeable physical and/or cognitive impairment due to substance misuse while participating in any school sponsored event.
- k. Any unauthorized release of patient-related information or photocopying of patient records. Confidentiality must be maintained at all times in accordance with HIPAA regulations
- l. Failure to demonstrate the ability to function as a team member in class or clinical.
- m. Failure to render a minimal, safe standard of care; or unethical patient care, as determined by the program faculty
- n. Involvement in illegal drug use or any of the following:
 1. Felony convictions/deferred adjudications
 2. Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse), illegal use or distribution of drugs
 3. Misdemeanor convictions or deferred adjudications related to moral turpitude (prostitution, public lewdness/exposure, theft under \$1,500, computer crimes of fraud, etc.)
 4. Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
 5. Registered sex offenders
 6. OIG, GSA, OFAC, and Medicaid Sanctions
 7. U.S. Terrorist suspected list
 8. Pending charges and warrants for arrest
- o. 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
- p. Representing self as Health and Human Sciences student, in clinical facilities/activities when not involved in school sponsored activities.
- q. Entering a clinical facility during unapproved hours representing self as a Weatherford College Health and Human Science student.
- r. Giving medications or conducting diagnostic testing without consent of instructor/preceptor and/or without a physician order
- s. Accepting gifts from clients or families
- t. Failure to follow program specific clinical absence policy (no call, no show)
- u. Academic dishonesty including cheating, collusion or plagiarism
- v. A verbal act or physical act of aggression against another person on facility or college premises
- w. Deliberate destruction or damage to facility, college, patient, student, visitor or employee property
- x. Commits patient and/or clinical assignment 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 and a faculty member in the Weatherford College Health and Human Science Division (according to program specific guidelines)
- y. Expulsion from the clinical site due to unprofessional, unethical, or egregious behavior.

Section II

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

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

Section II offenses include but are not limited to:

- a. Causing damage to college, clinical 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 a patient)
- d. 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

- 1st offense – Written reprimand
- 2nd incident – Probation
- 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 and 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 or college faculty of inappropriate/unprofessional behavior or appearance

- c. Failure to follow Weatherford College Health and Human Science, respective programmatic policy 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)
- e. Failure of a student to maintain personal hygiene and/or dress code

Weatherford College Health and Human Sciences reserves the right to define additional Section I, II, and III offences on a case-by-case basis as determined HHS Program Directors and the Dean of Health and Human Sciences.

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:

Direct the student to appear at a specified time, date and location.

Advise the student of his or her rights:

To be represented by counsel at the appeals.

To call witnesses, request copies of evidence in the District's possession, and offer evidence and agreement in his or her own behalf.

To have the appeals recorded verbatim and have a stenographic digest made of the recording.

To ask questions of each witness who testifies against the student.

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.

Contain a copy or description of the complaint in sufficient detail to enable the student to prepare his or her defense against the charges.

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.

The appeal chairperson shall read the complaint.

The appeal chairperson shall inform the student of his or her rights.

The designated official or representative shall present the institution's case.

The student or representative shall present his or her defense.

The designated official or representative shall present rebuttal evidence.

The designated official or representative shall summarize and argue the institution's case.

The student or representative shall summarize and argue his or her case.

The designated official or representative shall have an opportunity for rebuttal argument.

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.

The decision shall be communicated to the student in writing within 1 business day of the hearing.

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 () _____

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 and Date

Do not write below this line

Received by

Date and Time