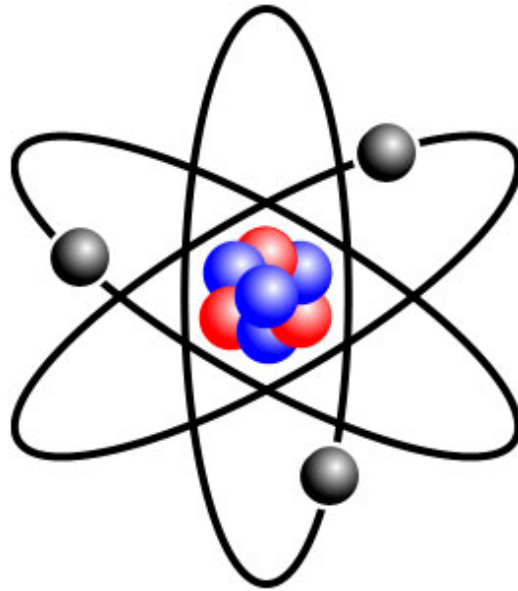


Student Handbook



**Nuclear Medicine Technology Program
Diagnostic, Laboratory, and Therapeutic Sciences Department
College of Health Professions
Ferris State University**

2023

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Welcome to the Nuclear Medicine Technology Program!

We are pleased that you have chosen this exciting profession. Ferris State University has the only NMT program in Michigan. The program is fully accredited and has a fully equipped, modern laboratory.

Accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology, the program combines general education and specialized courses with clinical training. Prerequisite courses can be taken at Ferris State or other colleges or universities. The didactic portion of the program is spent on the Ferris State Grand Rapids campus. Course work includes human anatomy and physiology, radiation and nuclear physics, and nuclear medicine theory and methods. Students spend two semesters in a hospital setting with emphasis on the clinical application of theory. Graduates of the program are well prepared to enter the field of nuclear medicine technology and are eligible to take the national certifying examinations for registry.

The program faculty are very proud of their state-of-the-industry laboratory on campus. Many of the same types of instruments and equipment being utilized at the hospitals and clinics can be found in the Ferris State University laboratory. Students receive extensive hands-on experience and are prepared to enter the clinical training portion of their education.

The number of students in each lab section is small so that each student receives individual attention. The program faculty wants to ensure that each student is given an opportunity to learn in a safe environment.

Please feel free to contact us with any questions or concerns.

Sincerely,

Timothy Vander Laan, MPA, CNMT
Program Coordinator, Nuclear Medicine Technology Program
Email: timothyvanderlaan@ferris.edu
Telephone: 616-643-5751

Introduction

Accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology, Ferris State University's program combines general education and specialized courses with clinical training.

Students must first complete 29 credits of qualifying courses before they are admitted to the professional sequence. The first four semesters of the professional sequence are spent at the Grand Rapids campus. Students spend the final two semesters in a hospital setting with emphasis on the clinical application of theory.

Graduates of the program are well prepared to work in the field of nuclear medicine and are eligible to take the national certifying examinations for registry in nuclear medicine technology.

Program Administration:

Dean, College of Health Professions	Lincoln Gibbs	VFS 200
Department Chair	Emily Zyla	VFS 405
Program Coordinator	Tim Vander Laan	FSU GR

Academic Requirements

https://www.ferris.edu/checksheets/checksheets/HP/NM/BS/NM_BS_HP_2023-2024.pdf

**FERRIS STATE UNIVERSITY
COLLEGE OF HEALTH PROFESSIONS
DEPARTMENT OF DIAGNOSTIC, LABORATORY, AND THERAPEUTIC
SCIENCES
NUCLEAR MEDICINE TECHNOLOGY PROGRAM**

PROGRESSION POLICY

- A letter grade of “C” or higher is required for all Nuclear Medicine Technology Program requirements including core and general education courses.
 - Any student who receives less than a letter grade of “C” in any Nuclear Medicine Technology course must stop the Nuclear Medicine Technology sequence. They must repeat the course the next time it is offered if there is a seat available.
 - Two unsuccessful attempts (less than a letter grade of “C”) in any two Nuclear Medicine Technology courses (or two unsuccessful attempts in the same Nuclear Medicine Technology course) will result in dismissal from the program.
- All general education requirements except COHP 450 must be completed prior to the start of internship. Any student not in compliance may not be allowed to start internship.
- Students in the NMT Program must complete the professional sequence in no more than 3 years. Students who do not complete the program in the stipulated time will be required to restart the professional sequence.

Revised 11/30/21

**FERRIS STATE UNIVERSITY
COLLEGE OF HEALTH PROFESSIONS
DEPARTMENT OF DIAGNOSTIC, LABORATORY AND THERAPEUTIC SCIENCES
NUCLEAR MEDICINE TECHNOLOGY PROGRAM**

**PREFERENCE
POLICY**

The Clinical Coordinator will outline the preference policy and timelines with the on-campus nuclear medicine technology students during the first year of the program.

Disclaimer:

“Some programs of the College of Health Professions utilize hospital clinical sites to meet the requirements for completion of the program. These affiliate hospitals have the right to accept or reject a student. This action could result in a student being delayed in a program, or unable to complete a particular program. This decision may be made just prior to clinical internship.”
Ferris State University Catalog.

Ferris State University
College of Health Professions
Department of Diagnostic, Laboratory and Therapeutic Sciences
Nuclear Medicine Technology Program

Clinical Requirements

What is required:

1. Immunizations
 - Measles, Mumps, Rubella (MMR)
 - Tetanus, Diphtheria, Pertussis (Tdap): within last 10 years
 - Varicella vaccine (2 doses) or positive titer
 - Hepatitis B vaccine (3 doses)
 - TB skin test or blood test: within 1 year
2. Proof of CPR certification
 - American Heart Association – Basic Life Support, Health Care Provider (BLS Provider)
 - www.cpr.heart.org
3. Proof of criminal background check (done by CastleBranch)
4. Proof of health insurance or insurance waiver

How to submit required information:

Go to www.castlebranch.com

- Click on “Place Order” and then enter package code ei80
- Fill out required information
- Select a method of payment.
- Upload required documents to CastleBranch

Nuclear Medicine Technology Technical Standards

A Nuclear Medicine Technologist should be able to:

- ❖ Exert force and lift objects of 50 pounds routinely.
- ❖ Have full use of both arms, wrists and shoulders.
- ❖ Perform simple motor skills for unrestricted time periods.
 - Push, pull, bend and stoop.
 - Work standing on their feet 80% of the time.
 - Reach and work overhead.
- ❖ Perform manipulative skills.
 - Position and assist patients.
 - Assist or move patients from wheelchairs and stretchers onto imaging tables.
- ❖ Perform tasks requiring eye-hand coordination.
 - For example, venipuncture.
- ❖ Perform tasks requiring satisfactory visual and auditory acuity.
 - Read printed words in a textbook, read camera control panel and computer screens, read patient dose and medical charts, and read scintigraphic images.
 - Hear instructions from health care professionals and be able to respond to verbal requests by patients at a distance of 6 to 10 feet.
 - Give clear verbal commands to patients assigned for an imaging procedure at a distance of 6 to 10 feet.
- ❖ Communicate effectively with patients and other health care professionals.
- ❖ Interact compassionately and effectively with the sick and injured.
- ❖ Protect self and others from unnecessary radiation exposure.
- ❖ Assess the condition of patients assigned for an imaging procedure.
- ❖ Write legibly with proper spelling of medical terms.
- ❖ Demonstrate professional demeanor and behavior and must perform in an ethical manner in relation to peers, faculty, staff and patients.
- ❖ Conform to appropriate standards of dress, appearance, language and public behavior.
- ❖ Show respect for individuals of different age, ethnic background, religion and/or sexual orientation.
- ❖ Organize and accurately perform the individual steps in a nuclear medicine procedure in the proper sequence.

Pregnancy Policy

The first trimester is known to be the most radiosensitive time for a fetus. Thus, it is beneficial, BUT NOT required, to notify and meet with the Radiation Safety Officer (RSO) at Ferris State University or at your clinical site, as soon as possible to review safety practices and monitoring options.

If the student formally declares her pregnancy to the RSO, the following applies:

- The student must declare the pregnancy in writing to the RSO. A Declaration of Pregnancy form will be completed and maintained in the RSO office records.
- The RSO will meet with the student to review radiation safety procedures as well as the risks to the fetus.
- The RSO will review NRC Regulatory Guide 8.13 “Instruction Concerning Prenatal Radiation Exposure” with the student.
- The student will be assigned an additional film badge to be worn on the abdomen. This badge will be exchanged on a monthly basis.
- Exposure readings on the abdominal badge must be maintained beneath a cap of 50.0 mrem per month in order to prevent exposure spikes. The dose limit for a declared occupationally exposed individual during the gestation period is 500.0 mrem.
- The declared pregnant student is given the choice whether to continue the program with restricted clinical and lab assignments, to continue the program unaltered or to leave the program.
- The student may withdraw her declaration of pregnancy at any time. This withdrawal will be documented by the RSO.

If the student does not formally declare her pregnancy to the RSO, the following applies:

- The undeclared pregnant student is protected under the same regulations as other students.
- The undeclared pregnant student will not receive an additional film badge.

**Ferris State University
College of Health Professions
Department of Diagnostic, Laboratory and
Therapeutic Sciences
Nuclear Medicine Technology Program**

Program Policies

Demerit Policy

Professional conduct and performance are crucial to the Nuclear Medicine Technologist. In order to maintain these standards, the program has a demerit policy in place.

A total of two demerits are allowed during the professional sequence prior to internship. A student upon receiving a third demerit will be immediately dismissed from the Nuclear Medicine Technology program. There is a separate demerit policy in place during clinical internship which is discussed in the clinical policies. Demerits earned prior to internship will not carry over to internship.

A student will receive a 5% deduction from the overall semester grade for each demerit in the class in which it occurred. If multiple demerits are obtained, 5% is deducted for each demerit. For example, a student obtains one demerit in NUCM 100 and one demerit in NUCM 101. The student will receive a 5% deduction in both NUCM 100 and NUCM 101. Upon receiving a third demerit, the student will be dismissed.

The first demerit issued will result in a verbal warning/counseling to the student and a 5% grade reduction in the course in which it was received.

A second demerit will result in probation as well as a 5% grade reduction in the course in which the demerit was received as well.

Upon receiving a third demerit, the student will be dismissed from the Nuclear Medicine Technology Program.

Prior to issuing a demerit, the course instructor may give one verbal warning. The course instructor, however, may issue a demerit without a verbal warning if the situation is extreme (blatant disrespect, physically threatening another student, etc.).

Demerits may be earned by (including but not limited to):

- ❖ Not following ALARA.
- ❖ Poor personal hygiene.
- ❖ Not adhering to the dress code.

- ❖ Lack of professional conduct (including, but not limited to):
 - Poor attitude
 - Sighing
 - Rolling of eyes
 - Disruption of class (talking, whispering, etc.)
 - Sleeping or excessive yawning in class
 - Harassment of any type
 - Profanity
 - Disrespect to peers, instructors, AClS, patients, etc.
 - Breach of confidentiality
 - Dishonesty
 - Use of cell phone during class or laboratory sessions, including texting
- ❖ Leaving class prior to dismissal
- ❖ Noncompliance of course syllabi
- ❖ Noncompliance of university, college or program policies
- ❖ Noncompliance of internship site and clinical policies
- ❖ HIPAA violations

Dismissal

Below please find some examples of actions which may lead to immediate dismissal from the program during didactic or clinical courses:

- Falsification of any record
- Unlawful possession, use, or distribution of illicit drugs or alcohol
- Theft
- Felony conviction
- Insubordination
- Unprofessional behavior
- Unethical conduct
- Any breach of personal rules and regulations of the University
- Any breach of clinical policies, as applicable
- Cheating, plagiarism or dishonesty
- Maximum amount of demerits due to failure to abide by the Demerit Policy

Documentation will be maintained by the Program Coordinator and/or Clinical Coordinator.

Grading Scale

For consistency, the following grading scale is adhered to in all Nuclear Medicine Technology courses at Ferris State University:

Grading Scale:

100 – 95%	A	79 – 77%	C
94 – 92%	A –	76 – 74%	C-
91 – 89%	B+	73 – 71%	D+
88 – 86%	B	70 – 68%	D
85 – 83%	B-	67 - 65%	D-
82 – 80%	C+	65% and Below	F

Nuclear Medicine Technology Program Clinical Policies

Section 1.0: Records

1.01 Student Intern Records, Storage and Security

All academic and clinical student records, schedules, and evaluations will be retained by the Clinical Coordinator at Ferris State University. Confidentiality of student records shall be consistent with the Family Rights and Privacy Act of 1974 and specific Ferris State University policies. All student records will be maintained in a secured and locked environment. Copies of all documentations, attendance, clinical hours, correspondence of students, and semester evaluations/competency evaluations conducted at the clinical site shall be retained in the portfolio.

1.02 Immunizations, Health Insurance, CPR, and Criminal Background Check

1. Prior to clinical internship, the student receives a criminal background check (CBC) through CastleBranch and must upload the appropriate information into the CastleBranch management system which include: immunizations, verification of health insurance or waiver, CPR training, and CBC confirmation.
2. The following shots must be brought up to date within six months before entering the internship program:
 - Measles, Mumps, Rubella (MMR)
 - Tetanus, Diphtheria, Pertussis (Tdap): within last 10 years
 - Varicella vaccine (2 doses) or positive titer
 - Hepatitis B vaccine (3 doses)
 - TB skin test: within 1 year
 - Criminal Background Check
3. Each student must have current CPR certification through the American Heart Association before entering internship. If your CPR expires during internship, you must provide documentation of renewal to ACI and Ferris.

1.03 General Records Requirements

1. The Clinical Coordinator, in cooperation with each adjunct clinical instructor, shall maintain a record of student attendance, performance evaluations and grades.
2. Each student shall maintain, in order, a portfolio documenting the student's progress and records throughout the course of their internship. This portfolio shall be with the student each day he/she is at the clinical affiliate for clinical or didactic instruction. Included in the portfolio will be original copies of the students: performance evaluations, weekly reports, monthly reports, behavior trait forms, as well as copies of student radiation badge

readings and other documentation as requested per the Clinical Coordinator or Adjunct Clinical Instructor.

3. The original copy of a student's performance evaluations, weekly attendance sheets, monthly procedure forms, and behavior trait forms shall be kept in the student's portfolio and will be handed in to the Clinical Coordinator at the end of NUCM 494 semester.
4. Upon request, a scanned copy of all forms trait forms evaluating student performance must be sent to the Clinical Coordinator for review throughout both semesters.
5. It shall be the student's responsibility to assure he/she has been evaluated and signed off on all forms.
6. At approximately the half-way point during the semester, each student shall have successfully completed a set number, approved by program faculty, of clinical evaluations proving proficiency. The exact date will be outlined in the student's schedule for each semester of NUCM 493/494.
7. Falsification of any module, performance evaluation, or any procedure shall result in immediate termination of the student from the program.

Section 2.0: Clinical Shift, Clinical Supervision and Time Allocations

2.01 Clinical Shift

1. The length of each clinical day shall be specified by the clinical affiliate and must be approved by the program director and clinical coordinator.
2. It shall be the responsibility of the clinical coordinator and the Adjunct Clinical Instructor to determine which cases warrant early release on an individual basis.
3. All student intern **clinical shifts or schedules** will be approved based on the following:
 - a. 40 hours of clinical internship each week
 - b. Holiday and Sick leave will be documented on student's weekly report.
 - c. The clinical shift must have regularly scheduled patient appointments.
 - d. The clinical shift must consist of an appropriate mix of clinical studies which should include General Nuclear Medicine, Cardiac imaging, and PET (according to JRC regulations).

2.02 Clinical Supervision

1. Students shall be supervised at all times. Under no circumstances should a student ever be left alone in the Nuclear Medicine Department.
2. All patient studies completed by students shall be monitored and evaluated by a technologist prior to submission of images to the radiologist/cardiologist for interpretation.
3. Students shall not take the place of staff technologists.
 - a. Direct Supervision: Until the student achieves the required proficiency in a given procedure, all studies shall be completed under the direct supervision of a qualified

technologist. All students must perform procedures with direct supervision until a mastery in that study has been successfully passed.

- b. Indirect Supervision: Once a student has completed a procedural competency, he or she may be able to perform subsequent procedures under indirect supervision. A qualified technologist shall be immediately available in the department to assist the student regardless of the level of achievement.

Section 3.0: Attendance

3.01 General Attendance Policies

1. Based on Ferris State University policy, which allows course instructors to establish specific attendance policy, "Attendance is required during all scheduled clinical days."
2. Absences due to documented and verified medical or personal reasons shall be handled on an individual basis by the Clinical Coordinator and Program Director. In order to return to a clinical affiliate, each student will be required to provide written verification of illness signed by a physician following the third successive day of absence.
3. Clinical internship is sixteen weeks per semester. Each student will be given a total of *40 hours* of personal time throughout both semesters of their clinical internship.
4. Absences in excess of 40 hours during the course of internship must be made up at the first available time frame permissible in which Ferris State University is open. Failure to make up deficient time within the immediate permissible time frame will result in a demerit to the student. Required make-up days must be arranged and approved by the adjunct clinical instructor and the Clinical Coordinator.
5. Failure to make up required absences prior to the start of the following semester shall result in the issuance of an "I" grade for the term in which excessive absence occurred.
6. All students who shall be absent on any single day are required to telephone to the clinical affiliate the fact that they shall be absent no later than one hour before the start of their shift. Students are required to contact the nuclear medicine department and leave a message as well as contact their ACI immediately on their personal phone immediately.
7. Failure to report expected absence shall be considered a serious breach of professional conduct and shall not be tolerated. The first incidence of unreported absence shall require a consultation with the Clinical Coordinator; further, the student will be required to make up the time of the unreported absence, and the student will be given a demerit. Any subsequent unreported absence will result an on-campus meeting with the program coordinator and clinical coordinator to discuss issuing a demerit or the suspension of the student from internship.
8. Every student is required to arrive prepared to begin clinical responsibilities on or before the time required by each clinical affiliate. Noncompliance will be a direct violation of student handbook policies and will result in demerit(s).
9. If the student is tardy for any reason, he/she is to notify the appropriate person at the clinical affiliate no later than the time the student is expected to report and state when he/she shall arrive.

10. No student shall report at any clinical affiliate more than one-half hour late unless he/she has notified the affiliate of his/her anticipated tardiness.
11. Any student reporting more than one-half hour late without notifying the clinical affiliate shall be sent home. The resulting absence shall be considered an unexcused absence and a demerit will be given to the student
12. Tardies under one-half hour with or without notification will be documented and given a demerit. The clinical coordinator will be notified once the student is placed on disciplinary probation. When these tardies exceed three, the student shall be sent home and the resulting absence shall be considered an unexcused absence.
13. Excessive consecutive or non-consecutive absences which disrupt the development of required clinical competencies within the internship may result in the withdrawal of the student from the current and/or following semester following consultation among the student, clinical coordinator, adjunct clinical instructor and program director. Excessive is defined as one full clinical week (five full days).
14. All holidays observed by the clinical internship site are allowed.

3.02 Inclement Weather Policy

If Ferris State University is closed due to poor weather conditions, students who can safely report to internship must still attend. Students will not be considered absent if they cannot report to internship due to inclement weather. Each situation will be dealt with on a case-by-case basis. Students who cannot report to their clinical site due to weather must inform their site that they will not be reporting before the start of their shift if possible. Days/hours that are missed due to weather must be made up.

Section 4.0: Pregnancy

4.01 Pregnancy Policy

The first trimester is known to be the most radiosensitive time for a fetus. Thus, it is beneficial, but not required, to meet with the Radiation Safety Officer (RSO) of the program or clinical site as soon as possible to review safety practices and monitoring options.

1. It is up to the pregnant radiation worker to decide whether or not she will formally declare her pregnancy to the Radiation Safety Officer (RSO).
 - a. She may choose to declare her pregnancy to the RSO. The RSO will meet with the pregnant worker to review radiation safety procedures, the risk to the fetus, and NRC Regulatory Guide 8.13.
 - b. She may choose not to declare her pregnancy to the RSO. In this case, only the radiation limits for adult radiation workers will be in effect, not the limits for the fetus. Undeclared pregnant workers are protected under the regulations for adult radiation workers.
2. All female occupationally exposed to ionizing radiation will be given a copy of NRC Regulatory Guide 8.13 as part of the process of becoming a certified radiation handler.

3. Declared pregnant student will be assigned two badges, one for the whole body, normally worn at collar level, and one for the fetus, normally worn on the abdomen. The badges will be exchanged on a monthly basis.

Section 5.0: Excused/Unexcused Absence Policy

5.01 Absences- Excused with documentation

1. University-sponsored events in which an excused absence form from the University.
2. Death in the family. Appropriate verification will be needed such as an obituary in the newspaper, funeral card, or note from the funeral home.
3. Extended hospitalization. Appropriate verification will be required from your physician and hospital.
4. For students who are commuters - dangerous weather conditions in which driving is considered by local police authorities to be unsafe.
5. Being called to testify in a court case or jury duty - but not for being arrested. (Verification required)
6. Active military duty (Verification required)
7. These excused absences require that official documentation be provided within (2) weeks of the absence. If it is not provided within the 2-week timeframe, it remains an unexcused absence.

5.02 Absences- Unexcused

1. Childcare problems
2. Incarceration/jailed
3. Employment (cannot leave early to go to work). You will be marked absent if you leave early.
4. Regularly scheduled doctor visits may not be excused (dentist, chiropractor etc.)
5. Lack of sleep, lack of motivation or attitude, or not feeling well. Save your unexcused absences for illnesses or unforeseeable events later in the semester!

Section 6.0: Leave of Absence

6.01 Bereavement Leave

An intern who is absent from clinical internship as a result of the death of a member of the immediate family shall, upon notification of the ACI and the Clinical Coordinator, and completion of Leave of Absence Request form, be entitled to release time not to exceed three (3) regularly scheduled days of clinical attendance. Immediate family is herein defined as follows:

1. Spouse
2. Natural or adopted child
3. Natural or adopted parent
4. Adopting step-parent
5. Brother and sister, whole blood or half
6. Grandparent
7. Grandchild
8. Mother-in-law, Father-in-law

Any intern, only upon proper advance authorization from the Adjunct Clinical Instructor and Clinical Coordinator, may be granted bereavement leave of one day for deceased persons not listed above. These hours will be made up at a later time and approved by the Adjunct Clinical Instructor and Clinical Coordinator.

6.02 Medical Leave

A medical leave of absence must be approved and signed by a Birkam Health Center physician or the Counseling Center director. Within the semester, the Medical leave is effective upon the date the student is/was no longer able to attend classes due to documented medical reasons. The instructor must receive a Medical Leave notice as soon as possible

The student will present to the instructor a note from their own doctor or a Health Center Medical Leave Notice when the leave is terminated. If the student withdraws from school, the Dean will receive a Medical Withdrawal Notice from the Health Center.

Use the following link to view the Ferris State University medical withdrawal policy.

https://www.ferris.edu/HTMLS/administration/academicaffairs/Forms_Policies/Documents/Policy_Letters/AA-Medical-Withdrawal.pdf

6.03 Military Leave

Ferris State University will follow all state and federal regulations concerning reservist and guard military active duty. The program coordinator, clinical coordinator, and adjunct clinical instructor will be notified prior to clinical internship as to the status of military active duty. Two weeks of military active duty should be taken during semester break if at all possible. The Leave of Absence Request form should be filled out and authorized by the ACI at least 1 month prior to the requested time off.

6.04 Jury Duty

A student called for jury duty should notify the ACI and fill out the Leave of Absence Request form at least 1 month prior to the scheduled court date.

Section 7.0: Demerit System/Probation/Termination

7.01 Demerit/Probation/Termination Policy

The Demerit/Probation/Termination Policy is will result in a 3% grade reduction for each incident in the course in which the demerit/probation is issued. The Demerit/Probation/Termination Policy applies to NUCM 493 and NUCM 494 courses.

- The first demerit will issues and result in a verbal warning/counseling to the student and a 3% grade reduction in the course in which it was received.
- A second demerit, resulting in probation, will be issued for any additional insubordination or breach of clinical policy upon review, also resulting in a 3% grade reduction in the course in which the demerit was received.
- Upon a third incident of insubordination or breach of clinical policy, the student will be terminated from the Nuclear Medicine Technology Program.

Demerits will be issued by the program faculty and written documentation will be sent to the student from the Program Coordinator and the Clinical Coordinator.

- The issue will be discussed between the Program Coordinator, Clinical Coordinator, Adjunct Clinical Instructor, and student prior to a demerit being issued.

The intern may EARN a DEMERIT through EACH of the following as documented.

The list is as followed, (but not limited to):

- Being tardy to clinical site
- Failure to contact clinical site when absent
- Failure to give proper notice to ACI when requesting personal time off
- Poor personal hygiene
- Not in uniform according to dress code policy
- Lack of professional conduct (including, but not limited to):
 - Disrespectful to program faculty, adjunct clinical instructor, technologists, patients, etc...
 - Insubordination (inefficient use of time, not following instructions, roaming, low productivity and general lack of motivation shown by the student while on internship).
 - Harassment or any kind
 - Breach of confidentiality/HIPAA violation
 - Dishonesty
 - Profanity
 - Behaviors not in the best interest of the patient, hospital, or program
 - Patient complaint
 - Use of cell phone during clinical time
 - Leaving the clinical site before scheduled time
 - Not following hospital protocol
 - Not maintaining an orderly student portfolio

Section 8.0: Dress Code

1. The student shall appear at the scheduled clinical site in accordance with affiliated dress code policies.
2. The clinical coordinator and adjunct clinical instructor shall determine whether questionable items concerning the dress code shall be worn or removed.
3. Should the student attire be in violation of the dress code, the student may be sent home and required to return properly uniformed.
4. Repeated dress code violations will result in the student being sent home and receiving a demerit. Documentation will be generated by the adjunct clinical instructor and reviewed by the clinical coordinator and program director.
5. Students are required to wear their ID badge at all times at their internship. All students that report to internship without their ID badge are out of uniform and are in violation of the dress code. Students will receive a demerit for each instance.
6. Smoking paraphernalia will not be kept on any student's person during clinical time spent in patient areas.
7. Lab coats shall be provided and laundered by the student unless provided by the clinical affiliate.

8. The student's hair must be clean, well groomed, under control and off the collar. Long hair shall be tied back in such a fashion to keep it off the face, ensure personal safety, and maintain hygiene during patient contact.
9. Students are to abide by clinical affiliate site regarding the use of makeup and jewelry.
10. Students shall be required to practice fastidious personal hygiene habits to ensure personal cleanliness. Fingernails should be short and well manicured for patient safety.
11. No gum may be chewed while at the hospital, clinical site, or laboratory.

Section 9.0: Wages

1. An intern shall not be paid during scheduled clinical hours. If payment is accepted, learning status is forfeited which forfeits the right to take board exams. If payment is accepted, the student will be dismissed from the program.
2. If a clinical site offers an intern employment, it will be handled as any other outside job. The procedures performed in any situation will not be counted in the internship quota.

Section 10.0: Professional Conduct

1. Each student is required to conduct himself/herself in a professional manner while in the clinical affiliate, or while wearing uniforms identifying themselves at Ferris State University students in public. Each student's attitude and conduct is often viewed as a reflection of the clinical affiliate and Ferris State University, as well as the profession of nuclear medicine. For these reasons, each student shall reflect the highest standards of professional demeanor at all times.
2. Unethical or otherwise unprofessional conduct by acts of commission or omission shall not be tolerated. Any breach of ethical or professional conduct standard shall follow the following procedure: the clinical instructor and Clinical Coordinator shall meet with the student to discuss the specific allegations. Based on that meeting, the student may:
 - Be referred to the Program Director with a recommendation for immediate termination from the program; or
 - Be placed on disciplinary probation for the remainder of the academic program.
 - Any reoccurrence of either unethical or otherwise unprofessional conduct shall result in the student's immediate termination from the program.
3. All students are expected to remain with the assigned clinical instructor, or within the clinical areas to which he/she is assigned. Each student shall complete the objectives assigned each day. Under no circumstances shall any students leave the assigned area to which he/she is assigned or wander to areas not assigned without the expressed permission of the clinical instructor.
4. Students are not allowed to use cell phones during clinical internship time. Personal calls are to be taken during lunch break and away from patients. If extenuating circumstances exist, arrangement can be made, prior to phone use, between the Adjunct Clinical Instructor, Clinical Coordinator, and the student.

5. The student shall be responsible for the initiation of all requests for performance evaluations. Failure to maintain an ordered and comprehensive progression of performance evaluations, which disrupts the student's progress, may result in the withdrawal of the student from the current clinical course and the issuance of a failure (F) or incomplete (I) grade.

Section 11.00: Course Registration

Any student not currently registered for any clinical course(s) will not be permitted to participate in clinical experience, and must absent himself/herself from the clinical affiliate to which he/she is assigned. It is the student's responsibility to assure that tuition payment or the submission of required scholarship/aid forms are made on time. Should tuition payment or submission of required form be made late, the student's name will be dropped from the list of enrolled students and, as a consequence, the student shall not be permitted within any clinical affiliate until the student is re-enrolled in the school. Absences as a result of non-enrollment shall be considered unexcused. It must be noted that excessive delay in tuition payment may prohibit enrollment in any course, and may result in the termination of the student from the program.

Section 12.00: Grading

1. Every student is expected and required to demonstrate minimal acceptable competency during internship. Any evaluated and documented performance consistently below minimal competency will result in the withdrawal of the student from clinical and/or his/her termination from the program.
2. The grading scale employed in awarding grades for all clinical courses is as follows: A, B, C, D, and F, with the use of plus and minus signs following the alpha grade.
3. No student will be issued a degree in Nuclear Medicine Technology from Ferris State University with an overall average of less than 2.00, or an outstanding "F" in any course required for program completion.

Section 13.0: Infection Control Policy: Patient Care in a Clinical Setting

1. All students and staff will adhere to the hospital universal / standard precautions policies.
2. Students will wash their hands before and after wearing gloves.
3. Gloves will be removed between each patient.
4. Students will follow all other hand hygiene and garbing policies.
5. Students will follow all hospital and university policies on blood borne pathogen prevention and exposure.

Section 14.00: Policy on Policy

These policies are subject to change and modification following specific periodic review by program faculty and the many clinical affiliates. Changes in policy will be placed in effect following a reasonable period of notification and will be binding on students, faculty, and clinical affiliates, and shall supersede prior policy.

Black Ink Policy

Black ink is the only acceptable color ink for assignments, modules, labs, etc. Any written work must be done in black ink. No other color ink or pencils will be accepted for credit. Mistakes may not be erased. White out or white erasure tape is not acceptable. Scribbling over the mistake is not acceptable. If a mistake is made, place a line through the mistake and write your initials at the end of the line. Write the corrected version above the line or after the line.

Radiation Safety Policy

The following policies apply to all laboratory courses in the professional sequence:

- ALARA must be followed at all times.
- Per Nuclear Regulatory Commission Regulations and Guidelines, radiation film badges must be worn at collar level and on the appropriate finger (dominant hand) while in the NMT lab.
- Lab coats must be worn during all labs. Lab coats may not be worn outside of the lab per OSHA guidelines. Lab coats must be white, appropriate length and clean. No insignia or patches allowed.
- Shorts, skorts, or skirts may not be worn in the lab unless tights or nylons are also worn.
- Socks, at least ankle length, must be worn.
- Open-toed and/or open-heeled shoes, sandals, etc. may not be worn.
- Proper gloves must be worn when handling blood or body fluids as well as radioactive materials.
- Other protective gear (i.e. lead aprons) will be provided as necessary.
- Students may NOT enter the “hot lab” at any time without the permission of the lab instructor.
- No food or drinks are allowed in lab. No gum, cough drops, etc. are allowed.
- Application of cosmetics (including lip gloss) is not allowed.
- Non-compliance of any of the above guidelines will result in no credit for that lab session. Further non-compliance will result in the student receiving a demerit.

Instructor Availability Policy

Please be aware that course and lab instructors will respond to your emails (best method) and telephone messages in a timely fashion. They may not, however, be able to answer messages in the evenings or on weekends. The instructors have set office hours and will respond during these times if possible. Hours outside of office hours are spent in the classroom, in the laboratory, or in administrative responsibilities. If there is an emergency during the day, please contact 616-451-4777.

Cell Phone Policy

Cell phones, pagers, beepers, alarms, etc. must be turned off unless instructor permission is obtained.



Professionalism Policy

Students are expected to behave in a professional manner in the lecture and laboratory sessions. Professionalism includes respect for the course instructors, respect for peers, behavior that is acceptable in a clinical setting, dressing appropriately in the laboratory setting, etc. Unprofessional behavior will result in the student obtaining a verbal warning and/or demerit. Any questions regarding professionalism should be directed to the course instructor.

Drug and Alcohol Policy

The Drug Free Workplace Act of 1988 will be adhered to by Ferris State University and the Nuclear Medicine Technology Program.

If a student is suspected of using drugs or alcohol, they will be asked to leave class or the clinical site.

The College of Health Professions and the FSU-GR ATC buildings are non-smoking facilities.

**Ferris State University
College of Health Professions
Department of Diagnostic, Laboratory and
Therapeutic Sciences
Nuclear Medicine Technology Programs**

College of Health Professions Policies

(Please refer to Ferris State University website for all College of Health Professions policies.)

CAHS Policy 5.0 Student Conflict Resolution

When a student has an issue with a grade, internship or other student/faculty issue, it is the responsibility of the student to use a progressive procedure to resolve the issue. This policy provides a step-by-step means of resolving student/faculty issues. Individual programs may have other specific steps for resolving student/faculty issues.

5.1 The first step in resolving a grade, internship or other student/faculty issue is for the student to talk to the faculty member about the situation. There may be a simple remedy (e.g., a calculation error and the faculty member can make the correction with a change of grade form). The student and faculty member must try to resolve the issue within five business days of the initial meeting of the student and faculty member. All discussions will be recorded and placed in the student's file.

5.2 If the issue is not resolved between the student and faculty member within five days, the next step is for the student to submit a written request, stating the issue of concern, to the Department Head. After reading the documentation between the student and faculty member, the Department Head will meet with the student and faculty member to hear both sides of the situation and analyze the issue. The Department Head will render a decision on the issue and inform the student and faculty member in writing within five business days of the meeting. If the student does not agree with the decision, he/she may petition in writing to the Dean. All discussions will be recorded and placed in the student's file.

5.3 If the issue is not resolved by the Department Head within five days, the next step is for the student to submit a written request, stating the issue, to the Dean. After reading the documentation between the student and faculty member, and the Department Head's decision, the Dean will meet with the student, faculty member and Department Head to hear all sides of the situation and analyze the issue. The Dean will render a decision on the issue and inform the student, faculty member and Department Head in writing within five business days of the meeting. The decision of the dean is final. All discussions will be recorded and placed in the student's file.

5.4 If the student does not agree with the decision of the Dean, he/she may petition in writing to the office of the VPAA according to the respective policies and procedures of that office. All discussions will be recorded and placed in the student's file.

5.5 According to FSU Academic Policy 04:4, Students have one year to appeal a course grade. After a year, grades cannot be changed. All other issues must be resolved within the semester the issue occurred or within the following semester at the latest.

Steps in the Student/Faculty Issue Resolution: Progressive Only if Required

Step	Parties Involved	Timeline (Business Days)
Step 1 Student meets with faculty member	Student/Faculty	5 days
Step 2 Student meets with Faculty/Department Head	Student/Faculty/Department Head	5 days
Step 3 Student meets with Faculty/Department Head and Dean	Student/Faculty/Department Head/Dean	5 days
Step 4 Student petitions Office of VPAA	Student and appropriate Representative of VPAA	According to VPAA Policies/Procedures

In all cases for steps 1 to 3, if the issue occurs at the end of the semester, the business day count will continue into the next semester, including summer semesters.

DISRUPTIVE BEHAVIOR POLICY

June, 2009

I. Disruptive Behavior Policy Statement

The College of Allied Health Sciences strives to maintain a positive learning environment and educational opportunity for all students. Consequently, patterns of behavior which obstruct or disrupt the learning environment of the classroom or other educational facilities will be addressed.

1. The instructor is in charge of the course. This includes assignments, due dates, methods and standards or grading, and policies regarding attendance, tardiness, late assignments, outside conferences, etc.
2. The instructor is in charge of the classroom. This includes the times and extent to which they allow questions or discussion, the level of respect with which they and other students are to be treated, and the specific behaviors they will allow within their classes. Open discussion of an honest opinion about the subject of a course is encouraged, but the manner in which the class is conducted is a decision of the instructor.
3. An instructor is entitled to maintain order in his/her class and has an obligation to other students to do so. Toward that end, an instructor is authorized and expected to inform a student that his/her behavior is disrupting a class and to instruct the student to stop that behavior. If the student persists, the instructor is authorized to direct the student to leave the class. If the student fails to comply with a directive to leave the class, the instructor may call Public Safety to assist with the student's removal.
4. If a student persists in a pattern or recurrent disruptive behavior, then the student may be subject to administrative action up to and including an involuntary withdrawal from the course, following administrative review by the Allied Health Sciences Dean's Office and/or University disciplinary proceedings. (University disciplinary procedures are delineated in the "Student Conduct and Discipline Policy." Available on-line at [www.ferris.edu/htmls/administration/Student Affairs/student handbook](http://www.ferris.edu/htmls/administration/StudentAffairs/student%20handbook).)
5. Disruptive behavior cannot be sanctioned by a lowered course grade (e.g., from a B to a C) except insofar as quality of classroom participation has been incorporated into the instructor's grading policy for all students. (Note: Academic misconduct, which is covered by other regulations, can be a legitimate basis for lowering a grade or failing the student.)
6. Students as well as employees are bound by the University's policy against harassment, in any form. Harassment will not be tolerated. (Policy available at: www.ferris.edu/diversity/ONCampus/Employee.htm.)
7. The office of the student's dean will be notified of any serious pattern or instance of disruptive behavior.

Excellence in Community Service

The College of Health Professions (CHP) aims to improve faculty-student engagement through shared participation in community service activities. To facilitate this engagement, CHP faculty and students will collaborate in the planning and implementation of two community service events each year, one in Fall semester and one in Spring semester. Students who 1) Participate in the two CHP community service events; 2) Complete at least 10 community service hours each semester (Fall and Spring) and 3) Provide evidence of meeting the first two criteria on the “CHP Community Service Log” form will earn an “Excellence in Community Service” certificate at the end of the academic year.

**Ferris State University
College of Health Professions
Department of Diagnostic, Laboratory and
Therapeutic Sciences
Nuclear Medicine Technology Program**

General Policies

Religious Holidays

Ferris State University will make reasonable accommodations for students who are absent from the University in observance of religious holidays. It is the responsibility of the student to notify the faculty in writing during the first week of the semester of their intention to be absent from class on their day(s) of religious observance. Upon formal notification, the faculty will excuse the student from the class, labs, and/or clinics for the holiday(s) and allow the student to make up missed exams; however, the student is responsible for completion of all missed work within a reasonable time as determined by the faculty.

Requests for absence to participate in religious activities other than recognized religious holidays, are not recognized by the University as excused absences. The student may present such a request to the faculty during the first week of the semester, and the faculty may approve such an absence at his or her discretion. If the instructor approves the absence, the student is responsible for completion of all missed work within a reasonable time as determined by the faculty.

If a student disagrees with the faculty member's determination, the student may make a written appeal to the Dean of the student's college. The decision of the Dean is final.

Disabilities Services

Any student with a documented disability (physical, learning, mental, emotional) requiring a classroom accommodation should contact the Disabilities Services Office, located in Star 313, phone number 231-591-3057.

Americans with Disabilities Act

Support services and accommodations are provided for students with documented mobility, learning, hearing, vision, or physical disabilities, which interfere with the learning process. These services include educational, counseling, adaptive equipment, extended and/or alternative testing, and student note takers. The Educational Counselor for Students with Disabilities can be contacted for assistance at 231-591-3057, and is located in Star 313.

Student Dignity

The University expects all students and employees to conduct themselves with dignity and respect for students, employees, and others. It is each individual's responsibility to behave in a civil manner and make responsible choices about the manner in which they conduct themselves. Harassment of any kind is not acceptable at Ferris State University. The University does not condone or allow harassment of others whether engaged in by students, employees, supervisors, administrators, or by vendors or others doing business with the University. Harassment is the creation of a hostile or intimidating environment in which verbal or physical conduct, because of its severity or persistence, is likely to significantly interfere with an individual's work or education, or adversely affect a person's living conditions.

To assist with the understanding of what harassment is, this policy contains specific definitions of two of the more prevalent types of harassment – racial harassment and sexual harassment.

Racial Harassment

Racial harassment includes any conduct, physical or verbal, that victimizes or stigmatizes an individual on the basis of race, ethnicity, ancestry, or national origin. Such behavior could involve any of the following:

1. The use of physical force or violence to restrict the freedom of action or movement of another person, or to endanger the health or safety of another person;
2. Physical or verbal conduct intentional or otherwise that has the purpose or effect of (or explicitly or implicitly threatens to) interference with an individual's personal safety, academic efforts, employment, or participation in University-sponsored activities.
3. The conduct has the effect of unreasonably interfering with an individual's work, or academic performance or creating an intimidating, hostile, or offensive working, learning, or living environment.

The attributes of racial harassment described above are also the attributes of most other types of harassment that can occur. Harassment may be based upon a person's status that is protected by law (i.e., religion, veteran status, handicap, etc.), or may be for some other reason not specifically covered by law. In any event, harassment of any type is not acceptable at Ferris State University.

Sexual Harassment

Using the definition contained in the Equal Employment Opportunity Commission guidelines, adapted to include educational environments, sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- 2) submission to or rejection of such conduct by an individual is used as a factor in employment or academic decisions affecting such individuals;
- 3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working, living, or academic environment.

While sexual harassment most often takes place in situations of power differential between the persons involved, sexual harassment may also occur between persons of the same status, e.g., student-to-student. The person exhibiting sexually harassing conduct need not realize or intend the conduct to be offensive for the conduct to constitute sexual harassment.

Harassment Concerns

Any person who believes he or she has been subjected to harassment of any kind (sexual, racial, or otherwise) should approach the individual whom they believe is responsible. He or she should identify the specific behavior, explain that he or she considers the behavior to be offensive and/or harassing, and ask the individual to stop the behavior. If assistance is needed to approach the individual, contact an Academic Dean, the Dean of Students, the Director of Minority Student Affairs, or the Director of Affirmative Action.

If approaching the individual is not possible (i.e., you are uncomfortable or uncertain as to how the situation should be handled or concerned the situation may become volatile) or does not resolve the matter, it should then be reported immediately to an Academic Dean, the Dean of Students, the Director of Minority Student Affairs, the Director of Student Judicial Services, or the Director of Affirmative Action. If, for some reason, you are uncomfortable discussing your situation with any of these individuals, please report your situation to any member of University administration. The circumstances surrounding the matter will be fully investigated, including the nature of the harassment and the context in which it occurred.

All reports of harassment and subsequent investigations will be kept as confidential as possible. Anyone found to have violated this Policy will be subject to discipline up to and including discharge and dismissal, that may include, but not be limited to, official reprimand, official apology, sensitivity training, and/or other disciplinary action including dismissal. Likewise, because intentionally false accusations of harassment can have serious effects on innocent people, anyone found to have intentionally falsely accused another person of violating this Policy will be subject to discipline up to and including discharge or dismissal.

Consensual Relationships between University Employees and Students

Consensual relationships of an amorous or sexual nature that might be appropriate in other circumstances are deemed inappropriate when they occur between an employee of the University and a student for whom he or she has a professional responsibility. For example, such a relationship would be inappropriate between a faculty member, administrator, supervisor, advisor, coach, or residential staff member and a student for whom he or she has professional responsibility. Even when both parties have consented to the development of such a relationship, the relationship can raise serious concerns about the validity of consent, conflicts of interest, and unfair treatment for others and may result in serious consequences. Employees and students of the University are expected to make responsible choice.

It is the policy of Ferris State University that any University employee who has professional responsibility for students shall not assume or maintain professional responsibility for any student with whom the University employee has engaged in an amorous or sexual relationship. Whether the relationship predated the assumption of professional responsibility or arose out of the professional association, the University employee will immediately disclose the relationship to the relevant unit administrator. The unit administrator will immediately arrange a meeting of the parties to the relationship to discuss alternative oversight of the student, and attempt to cooperatively agree to changes that will move professional responsibility of the student to another University employee. If no agreement is reached, the unit administrator will determine and direct the best method to deal with the situation.

Disruptive Behavior Policy Statement

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2. The instructor is in charge of the classroom. This includes the times and extent to which they allow questions or discussion, the level of respect with which they and other students are to be treated, and the specific behaviors they will allow within their classes. Open discussion of an honest opinion about the subject of a course is encouraged, but the manner in which the class is conducted is a decision of the instructor.
3. An instructor is entitled to maintain order in his/her class and has an obligation to other students to do so. Toward that end, an instructor is authorized and expected to inform a student that his/her behavior is disrupting a class and to instruct the student to stop that behavior. If the student persists, the instructor is authorized to direct the student to leave the class. If the student fails to comply with a directive to leave the class, the instructor will call Public Safety to assist with the student's removal.
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5. Disruptive behavior cannot be sanctioned by a lowered course grade (e.g., from a B to a C) except insofar as quality of classroom participation has been incorporated into the instructor's grading policy for all students. (Note: Academic misconduct, which is covered by other regulations, can be a legitimate basis for lowering a grade or failing the student.)

6. Students as well as employees are bound by the University's policy against harassment in any form. Harassment will not be tolerated.
7. The office of the student's dean will be notified of any serious pattern or instance of disruptive behavior.

FERPA

Notification of Rights Under The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) informs students of certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student the University will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the University disclosures of personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, collection agent, contract employee, or a clinical/internship facility); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ferris State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

As outlined by the Act, at the discretion of the University, “directory information”, defined as academic college or program/major, addresses, admission status, athletic participation, class level, dates of attendance, degrees/honors /awards received, enrollment status, name, previous schools attended and telephone, may be released without your consent. However, you may request that all of the items identified as directory or public information be withheld and considered restricted information. To exercise this option you must file a written request at the Timme Center for Student Services. The request for non-disclosure must be filed by the end of the first week of fall term to assure information will not be published in the student directory. A request for non-disclosure will be honored by the institution and remain active until you notify the Record’s Office in writing to remove the restriction.

Ferris State University regards all student records as protected by FERPA. Parents requesting access to their child's records (grades, billing, etc.), including minors (children under the age of 18), are encouraged to ask their son(s) and/or daughter(s) to fill out an Authorization to Disclose Information form at the first floor service counter in the Timme Center for Student Services.

Honesty Policy

The purposes of this policy are to encourage a mature attitude toward learning to establish a sound academic morale, and to discourage illegitimate aid in examinations, laboratory, and homework.

Cheating is defined as using or attempting to use, giving or attempting to give, obtaining or attempting to attain, products or prepared materials, information relative to a quiz or examination or other work that a student is expected to do alone and not in collaboration with others. **Plagiarism** (copying) of themes or other written work shall also be considered an infraction.

Students are required to present the results of their own work except under circumstances in which the instructor may have requested or approved the joint effort of a number of students.

The penalty for the first offense of willful cheating consists of the student receiving a zero for the assignment in which the infraction occurs. However, cheating on quizzes, tests, or examinations means failure in the course. The student may appeal the decision to the Disciplinary Committee or the Dean.

Further offenses may result in suspension or dismissal from the University.