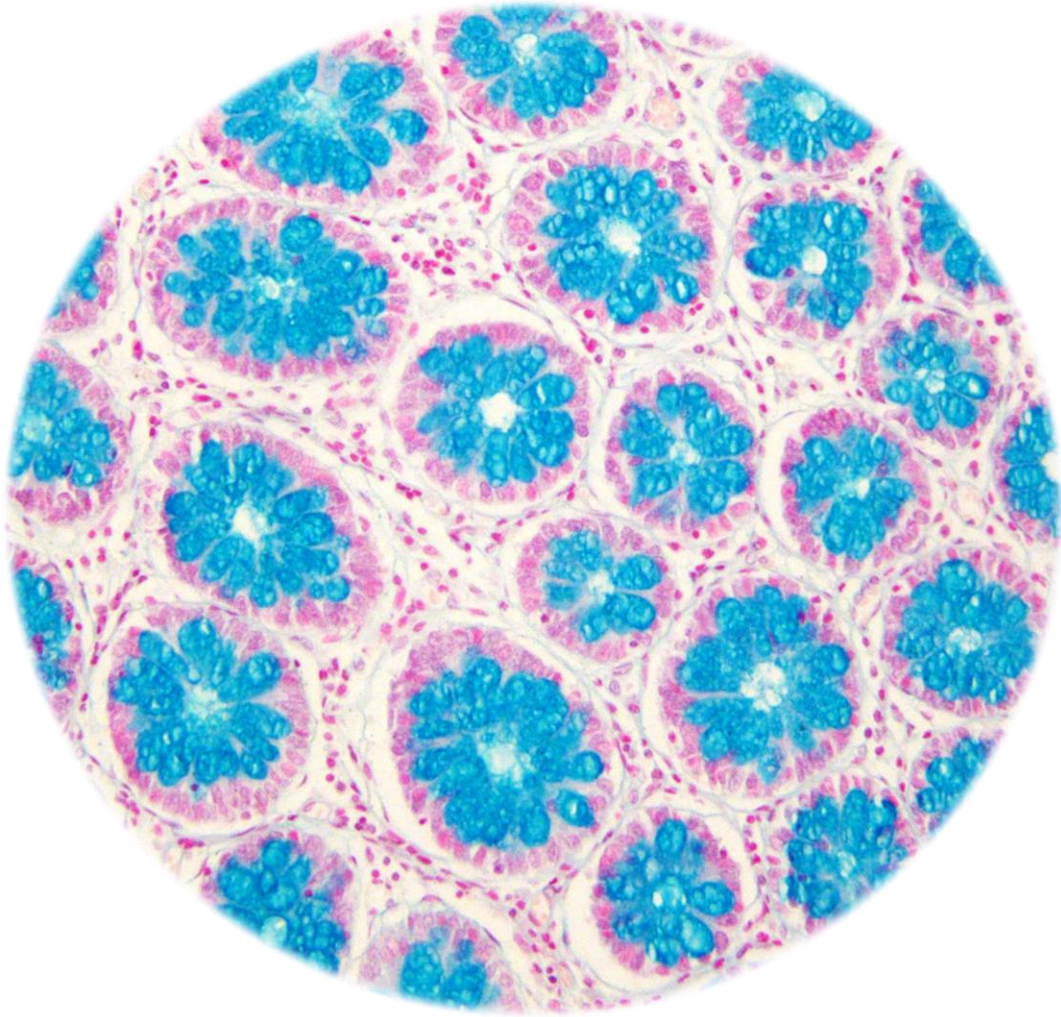




West Virginia University®

HISTOTECHNOLOGY



CLASS OF 2027  
STUDENT HANDBOOK

West Virginia University School of Medicine Health Professions  
Department of Pathology, Anatomy, Laboratory Medicine

## **DISCLAIMER**

This student handbook is intended to provide general information regarding university and program policies, procedures, and student resources. It is not a contract and should not be construed as such. The university and program reserve the right to revise, supplement, or withdraw any policies, procedures, or content at its discretion and without prior notice. All policies and procedures are non-discriminatory.

You are expected to familiarize yourself with the contents of this handbook and refer to it regularly. While this resource outlines key procedures and program standards, please stay attentive to additional communications from program faculty and the Program Director, as curriculum updates and procedural changes may occur during your enrollment.

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## WELCOME

Dear Student,

Welcome to the West Virginia University Histotechnology (HTL) Program! You have chosen one of only eleven accredited HTL programs in the nation. Since we are a small program, you will receive one-on-one instruction from professors who are certified experts in the field of histotechnology. We genuinely care about your success during the program and beyond and are always accessible for questions, concerns, advising and mentorship.

The education you receive will prepare you for an entry-level position as a Histotechnologist and/or for graduate school. Our graduates have lucrative careers in hospital, veterinary, and Mohs labs, and have become traveling techs, supervisors, and managers. Graduates have also been successful in the Pathologists' Assistant and Physician Assistant programs, and Dental School. Additionally, we offer direct admit eligibility into the Pathologists' Assistant program at WVU.

This handbook is designed to provide guidance about program policies and answer many of your questions. If you can't find the answers to your questions here, please don't hesitate to ask.

We are excited to get to know you and to be a part of your journey!

Sincerely,

Kimberly Feaster  
HTL Program Director

## ACCREDITATION STATEMENT

The Histotechnology (HTL) Program at West Virginia University is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The program was awarded a ten (10) year accreditation in April 2018, affirming its commitment to excellence in histotechnology education and training.

### **National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)**

5600 N. River Road, Suite 720

Rosemont, IL 60018-5119

Phone: 847.939.3597 or 773.714.8880

Fax: 773.714.8886

Email: [info@naaccls.org](mailto:info@naaccls.org)

Website: [www.naaccls.org](http://www.naaccls.org)

# WVU SCHOOL OF MEDICINE MISSION AND VISION STATEMENTS

The West Virginia University School of Medicine's mission is to improve the health and wellbeing of everyone we serve with a vision for a hopeful and healthy West Virginia.

Pursuit of the mission and vision is achieved through the following values:



## Kindness

We are cultivating an environment where people can be their authentic selves and are treated as part of one Mountaineer family.



## Engagement

The future of medicine is collaborative and we strive to listen and learn from our people and the communities we serve.



## Empowerment

Our learners and educators gain perspective and scope from one another; we provide the foundation for their journey.



## Purpose

We take our calling in life seriously and work tirelessly to ensure we provide opportunity for others to discover theirs.

Our values shape our culture and define how we educate, discover, and heal. As students in this program, you are joining a connected community dedicated to making a lasting difference in the lives of others.

For more information, please visit: <https://medicine.hsc.wvu.edu/about/>

## MISSION OF THE PROGRAM

The mission of the Histotechnology program within the Biomedical Laboratory Diagnostics major at West Virginia University is to provide a high-quality education leading to a Bachelor of Science degree that prepares graduates for their roles as members of the healthcare team in an environment of rapidly changing technology.

The HTL Program is dedicated to fostering an inclusive and respectful learning environment. We proudly uphold West Virginia University's commitment to equal opportunity and do not discriminate on the basis of race, color, sex, age, religion, disability, veteran status, national origin, or LGBTQIA+ identity in any aspect of our educational mission.

## PROGRAM LEARNING OUTCOMES

Upon graduation, students will:

- Demonstrate entry level knowledge for a laboratory medicine professional.
- Perform accurate and reliable qualitative and quantitative test procedures using sophisticated instrumentation.
- Model the professional traits of a laboratory medicine practitioner in a workplace setting (e.g., during clinical rotations).
- Communicate effectively in written and oral forms appropriate to a laboratory medicine professional.

## ESSENTIAL FUNCTIONS

In accordance with Section 304 of the 1973 Vocational Rehabilitation Act, the West Virginia University Biomedical Laboratory Diagnostics major has adopted minimum essential functions (technical standards) for assessment of all candidates. Because the Bachelor of Science degree in Biomedical Laboratory Diagnostics signifies that the candidate has obtained minimum competencies in all areas of the clinical laboratories, it follows that graduates must have the knowledge and skills to function in a wide variety of laboratory situations and to perform a wide variety of procedures.

Accommodations can be made for certain disabilities; however a candidate should still be able to perform in a reasonably independent manner. If you believe an accommodation is necessary, please contact the WVU Office of Student Accommodations.

1. Observation: The candidate must be able to observe demonstrations, procedures and instruments in the basic sciences and clinical courses. Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.
2. Communication: A candidate should be able to speak, hear, and observe people in order to elicit information and perceive nonverbal communications. A candidate must be able to communicate effectively and efficiently in oral and written form with members of the healthcare team.
3. Motor: Candidates should have sufficient motor function to perform laboratory techniques and procedures. These actions require the coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.
4. Intellectual - Conceptual, Integrative, and Quantitative Abilities: These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving requires all these intellectual abilities. In addition, the candidate should be able to comprehend three dimensional relationships and to understand spatial relationships of structures.
5. Behavioral and Social Attributes: A candidate must possess the emotional health required for full utilization of their judgment, the prompt completion of all responsibilities, and the development of mature, sensitive relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties. Compassion, integrity, concern for others, interpersonal skills, initiative, and motivation are all essential qualities of a candidate.



## DESCRIPTION OF THE HISTOTECHNOLOGY PROFESSION (NAACLS)

Histotechnologists are highly skilled professionals with academic and applied science education who serve essential roles in healthcare and research. Their expertise is pivotal in supporting dynamic, evolving healthcare systems through the preparation and analysis of tissue specimens that aid in the diagnosis, treatment, and understanding of disease.

Working across hospitals, research institutions, reference labs, and biotech industries, histotechnologists perform and evaluate complex laboratory procedures within anatomic pathology. They ensure the accuracy, reliability, and validity of test results through careful analysis, problem-solving, and troubleshooting. These professionals also contribute to the advancement of laboratory operations by managing quality assurance initiatives, regulatory compliance, laboratory resources, and staff supervision.

Beyond the bench, histotechnologists are leaders and educators. They possess the communication skills necessary for collaboration with multidisciplinary healthcare teams, for guiding other laboratory personnel, and for engaging in patient and public education. Their work is informed by a strong ethical foundation, a commitment to patient care, and the highest standards of professionalism.

Histotechnologists are expected to demonstrate independence and accountability in their practice, as well as adaptability to new technologies, evolving regulatory landscapes, and innovations in diagnostic and therapeutic processes. Success in this profession requires technical proficiency, critical thinking, ethical judgment, and a deep respect for patient-centered care.

## DESCRIPTION OF ENTRY LEVEL COMPETENCIES OF THE HISTOTECHNOLOGIST (NAACLS)

Upon graduation, students of the Histotechnology Program will possess the foundational competencies required to perform accurately and effectively in an anatomic pathology laboratory. These include technical expertise, procedural proficiency, and critical problem-solving skills. Graduates will be equipped to make appropriate test selections, validate laboratory results, and interpret findings in correlation with pathological disease states.

In addition, histotechnologists assume diverse responsibilities in areas such as regulatory compliance, education, and quality assurance/performance improvement. These competencies prepare graduates to function in environments where laboratory testing is researched, developed, or performed.

Upon successful completion of the program, graduates will demonstrate knowledge and applied skills in the following key areas:

### **A. Professional Behaviors and Communication**

- Demonstrate professional and ethical behavior along with effective interpersonal communication skills when engaging with various stakeholders.
- Establish effective interprofessional working relationships with other health care professionals, demonstrating comprehension of and respect for their roles and patient welfare.
- Recognize and appreciate the importance of engaging with an inclusive workforce through collaboration.
- Value and advocate for a workplace environment that fosters inclusivity, diversity, equity, and accessibility.

**B. Safety and Compliance**

- Comply with government regulations and accreditation standards relevant to the respective discipline.
- Adhere to prescribed protocols for overall laboratory safety, biohazard containment, and waste disposal.
- Implement quality assurance principles to ensure the validity and accuracy of laboratory generated data.

**C. Education and Research**

- Acknowledge and respond to individual requirements for continuing education and development to foster growth and maintain professional competence.
- Provide instruction to users of laboratory services regarding appropriate procedures, test utilization and interpretation.
- Evaluate clinical research studies and data sets to assess applicability and validity.

**D. Laboratory Operations**

- Employ a logical and systematic problem-solving approach when identifying errors and/or technical issues with laboratory procedures and instrumentation.
- Apply principles of data security to safeguard laboratory and hospital information systems.
- Apply principles of quality assurance to ensure validity and accuracy of laboratory data.
- Recognize principles and practices of laboratory management as applied to clinical laboratory science.

**E. Pre-Analytical Competencies**

- Evaluate specimen collection, processing, and storage procedures in accordance with standard operating procedures.
- Ensure specimen integrity is maintained throughout the sample procurement process.

**F. Analytical Competencies**

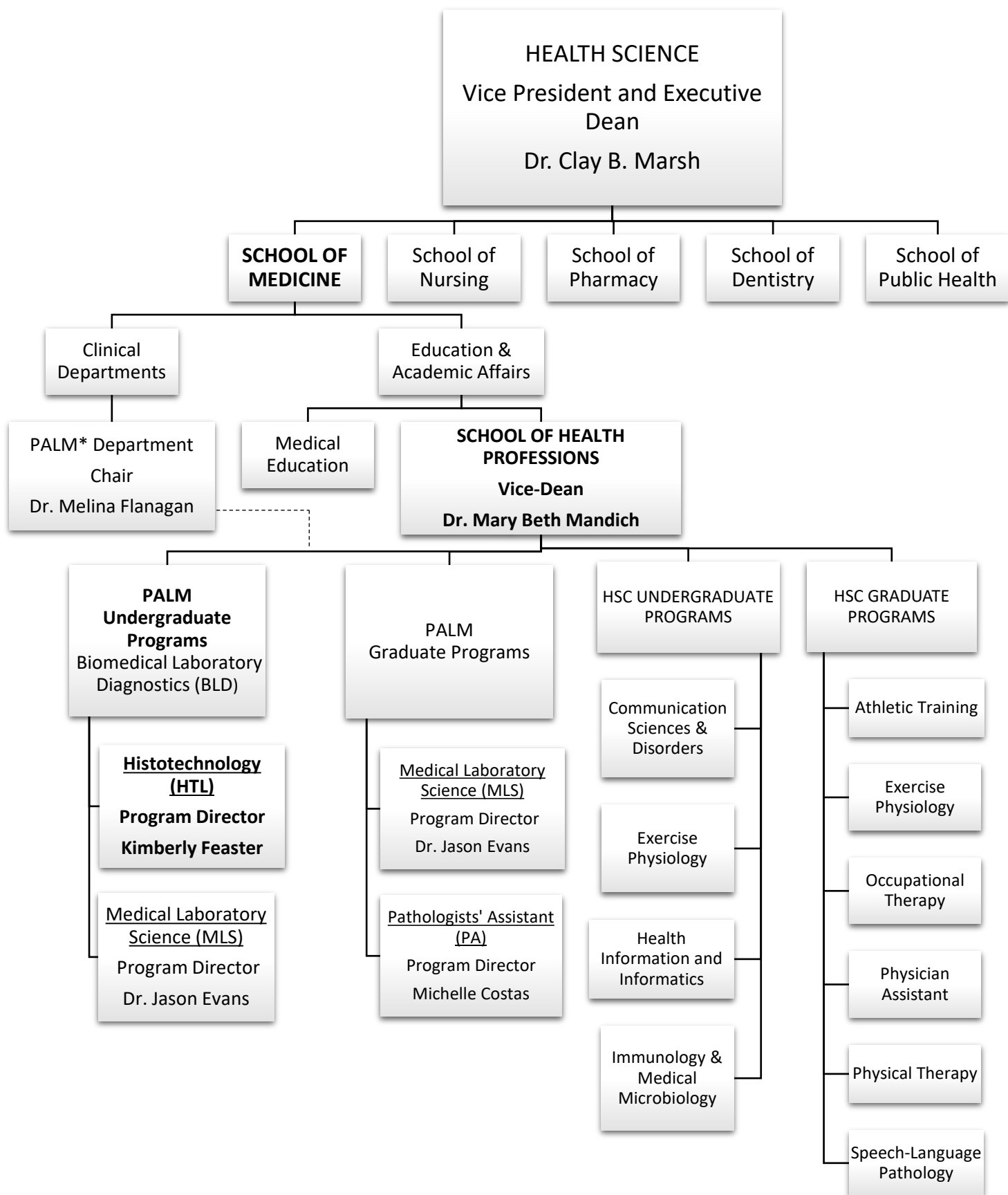
- Adhere to written policies, processes, and procedures for analytical testing, analysis, and instrumentation maintenance.
- Evaluate and provide rationale for troubleshooting protocols in analytical testing when appropriate.
- Perform routine procedures in accordance with standard operating procedures.
- Apply quality control principles to analytical testing procedures, including instrument calibration, statistical analyses of control results, Westgard rules, and verification of reference ranges.
- Perform basic calculations, dilutions, and statistical analyses for procedures and analytical testing in the respective discipline.
- Apply theoretical principles of instrumentation to current methods of analysis.

**G. Post-Analytical Competencies**

- Perform all post-analytical procedures in accordance with quality assurance protocols and regulatory standards.
- Evaluate results for accuracy relative to quality control, patient history, specimen integrity, and overall clinical correlation.
- Report test results, including abnormal, STAT, and critical values, in accordance with the laboratory's standard operating procedures.

*Note: These descriptions (profession and entry-level competencies) are defined by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) Standards for Accredited and Approved Programs in Histotechnology (HTL).*

# HEALTH SCIENCES ORGANIZATIONAL CHART



\* PALM = Pathology, Anatomy, and Laboratory Medicine

## BLD FACULTY AND STAFF

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## Appointments with Faculty

Students are encouraged to take advantage of faculty office hours for academic support, clarification of course materials, and professional guidance. Office hours for each course can be found in the individual course syllabus.

If a student is unable to meet during the posted office hours, it is their responsibility to contact the faculty member to request an alternative appointment time. Please be aware that unscheduled or drop-in meetings may not be accommodated, as faculty schedules often include teaching, research, and administrative responsibilities.

To ensure a productive and respectful exchange, students should plan ahead and communicate via email or the faculty member's preferred method of contact when requesting an appointment.

## Communication with Faculty

In the academic setting, students are expected to address faculty and administrators using appropriate titles and formal language.

- **Faculty with Doctoral Degree:** *Dr. [Last Name]* (e.g., Dr. Smith).
- **Faculty with MA or MS Degree:** *Professor [Last Name]* (e.g., Professor Smith).

Using proper titles demonstrates professionalism and courtesy and fosters a respectful academic culture. When unsure, default to the more formal option, or consult the university directory or email signature.

# ACADEMIC AND PROFESSIONAL STANDARDS POLICY

**Disclaimer:** This section serves as a quick reference only. The complete policy is available in Appendix A and in the “Histotechnology Student Handbook, Class of 2027” module in SOLE. Students are expected to review the full version to understand the formal processes and appeals procedures.

## Criteria to Remain in Good Standing

Recommendations for graduation from the Histotechnology Program are contingent upon the successful completion of all required coursework, clinical rotations, and program-specific requirements. Final approval for graduation is granted by the School of Medicine Faculty.

To be eligible for graduation, a student **must** meet the following criteria:

1. **Maintain Academic Standards**
  - Achieve a minimum 2.5 overall GPA and a 2.5 GPA each semester throughout the program.
2. **Pass the Comprehensive Examination**
  - Successfully pass the comprehensive exam administered at the end of the Spring II semester of the second year.
3. **Demonstrate Professional Conduct**
  - Maintain appropriate professional behavior, demeanor, conduct, and attendance throughout all academic and clinical experiences.
4. **Complete Clinical Rotations**
  - Successfully complete all required clinical rotations as assigned by the program.
5. **Capstone Project**
  - Successfully complete a capstone project as outlined in program requirements.
6. **Community Service Requirement**
  - Complete a total of 50 hours of approved community service.
  - A minimum of 25 hours must be entered and approved by the end of the six-week summer semester.

Failure to meet any of the above requirements may delay or prevent graduation. Students are encouraged to monitor their progress regularly and consult with faculty or advisors as needed.

## Probation

### **Admissions Probation**

Students admitted into the Biomedical Laboratory Diagnostics (BLD) Programs with an overall GPA and/or prerequisite GPA below 2.5 will enter the program on probation.

### **Program Probation**

Program probation will be recommended by the Academic and Professional Standards Committee (APSC) under the following circumstances:

1. An overall or semester GPA less than 2.5
2. A final grade of “D” during the program
3. Evaluations indicating serious gaps in knowledge and clinical skills and/or inadequate integration of the content of the curriculum
4. The appearance of a specific and serious academic deficiency, e.g., an important clinical skill has not been mastered

5. Failure to assume appropriate professional responsibility and behavior
  - a. Examples include unprofessional attitude and/or conduct, absences/tardiness, failure to attend IPE sessions, and failure to submit required health and immunizations by established deadline
6. An infraction of the Student Code of Academic and Professional Integrity (Chapter III)
7. Failure to complete (hours entered and approved) 25 community service hours by the end of the summer semester

Probationary status is limited to a maximum of two semesters during a student's entire time in the program.

If a student meets more than one criterion for probation in more than one semester, they become ineligible for continued probation, and dismissal from the program will be recommended.

Students placed on probation will be monitored closely and may be required to meet additional academic or behavioral expectations to continue in the program. Students are encouraged to seek academic support and advisement as needed.

## Dismissal

The Academic and Professional Standards Committee (APSC) may recommend dismissal from the Biomedical Laboratory Diagnostics Programs (NOT WVU) when a student fails to meet established academic and/or professional standards. Dismissal is considered a serious disciplinary action and is guided by the criteria below.

### Dismissal may be recommended by the APSC for:

1. Two semesters of an overall GPA less than 2.25 or a second semester GPA less than 2.25
2. An overall GPA less than 2.5 by the end of the Spring II semester of the second year
3. A second final grade of "D" in the first year or a final grade of "D" in the second year
4. Failure of the comprehensive examination after two attempts given during the Spring II semester of the second year
5. Unsatisfactory evaluations which indicate gaps in knowledge and skills and/or inadequate integration of the content of the curriculum
6. After one semester on probation for failure to assume appropriate professional responsibility, including demeanor, conduct, and absences/tardiness, dependent upon the severity
7. Any infractions of the Student Code of Academic and Professional Integrity (Chapter III)

### Dismissal will be recommended by the APSC for:

1. An overall GPA below 2.0 at any point during the program.
2. More than two semesters with an overall GPA below 2.25.
3. Two final grades of "D" in the same semester.
4. A final grade of "F" or "UF" in any course.
5. Meeting probationary criteria in more than two semesters or meeting multiple probationary criteria in more than one semester.

# ACADEMIC PROGRAM POLICIES

## Advising

HTL students in the professional curriculum (junior and senior years) will be advised by the Program Director. Registration information will be provided at the appropriate times throughout the students' matriculation in the program. Any questions relating to required coursework or DegreeWorks audits should be directed to the Program Director. All communications with students will be kept confidential.

The HTL Professional curriculum can be found in Appendix J. Course descriptions can be found in Appendix K and here: <http://catalog.wvu.edu/undergraduate/courses/>

## Attendance

The HTL Program is committed to providing the highest quality education for future laboratory professionals. Because competency-based education is critical for patient safety and professional preparedness, **attendance is mandatory** for all scheduled classes, laboratories, clinical rotations, meetings, and program events.

### Mandatory Attendance Expectations

- Students are expected to demonstrate professionalism through consistent, punctual attendance.
- High-quality patient care and academic excellence require students to be present for all instruction, hands-on practice, and clinical experiences.
- Any unexcused absence is subject to review by the Academic and Professional Standards Committee (APSC).

### Absence Notification Procedure

- If an absence is anticipated, notification should be made the day before. If unforeseen, notification must be provided the morning of the absence.
- Notification must be submitted each day of the absence.
- Contact the Erin Osborne, program assistant, or the Program Director:

### Tardiness

- Students must adhere to scheduled start times as outlined in the syllabus, clinical rotation schedule, or program-specific expectations.
- Tardiness is defined as arriving after the designated start time for any class, lab, or clinical session.

### Types of Absences

Absences are classified as **excused** or **unexcused**.

Excused absences are not referred to APSC unless a pattern of concern is identified. It is still the student's responsibility to work with their professors to make up missed work.



Excused absences include, but are not limited to:

- Serious illness or hospitalization
- Death of a family member
  - Up to 3 excused days for an immediate family member (parent, sibling, grandparent)
  - Up to 1 excused day for extended family (aunt, uncle, etc.)
- Major religious holidays (prior notification required)
- University-sanctioned obligations
- Military training or mandatory court appearances
- Documentation may be requested to verify the nature of the absence.

Unexcused absences do not meet the criteria listed above. Repeated or unexplained absences may lead to a formal review by the APSC and possible disciplinary action.

### Inclement Weather

In the event of severe or threatening weather conditions:

- Use your best judgment regarding safe travel to and from campus.
- Notify the BLD office if you are unable to attend class due to weather, as soon as possible.
- Faculty will communicate class cancellations or changes through your mix email address.
- Reasonable allowances will be made for missed assessments or required attendance due to inclement weather.

## Capstone Requirement

As part of West Virginia University's undergraduate degree requirements, all students must complete a Capstone Experience. This academic milestone is designed to demonstrate a student's ability to synthesize, apply, and communicate the knowledge and skills acquired throughout their academic career. WVU defines the Capstone Experience as *"an academic experience in which students demonstrate, through a significant and relevant project with both oral and written components, their ability to:*

1. *Gather material independently, as needed.*
2. *Think critically about and integrate theoretical and/or practical knowledge acquired throughout their undergraduate education.*
3. *Reflect on ethical issues implicit in the project and/or its design."*

<https://registrar.wvu.edu/curriculum-catalog/capstone-courses>

Students in the HTL Program fulfill this requirement during their senior year through successful completion of PALM 464 Scientific Writing (Fall II) and PALM 475 Medical Relevance (Spring II) courses. Students are assigned a faculty advisor who will guide and mentor them through the process, as well as evaluate them. The Capstone project includes, but is not limited to:

- ✓ Topic summary
- ✓ Sentence outline
- ✓ Formal paper
- ✓ Poster and presentation

## Clinical Rotations (Senior Year)

Clinical education is an essential component of the HTL Program providing students with hands-on experience in real-world laboratory settings. Clinical rotations occur during both Fall II and Spring II semesters in the senior year.

To be eligible for clinical rotations, students must have:

- Successfully completed all program coursework in Fall I, Spring I and Summer semesters.
- Completed and documented all required immunizations and health requirements including any additional requirements for specific clinical sites.
- Completed a background check.
- Completed OSHA and HIPAA training.
- Attended mandatory orientation training.

Students are expected to maintain professional appearance and behaviors:

- Wear site-approved scrubs or professional attire.
- Closed-toe, non-slip shoes are required.
- Jewelry and visible tattoos must comply with clinical site policies.
- Follow all PPE requirements mandated by the site.
- Conduct yourself as a professional meeting all program expectations outlined in the Professionalism section of the handbook.

### Attendance

- Attendance at all clinical rotation days is mandatory.
- Notify both the Program Director and clinical site supervisor immediately in case of absence.
- Unexcused absences or repeated tardiness may result in probation or referral to the Academic and Professional Standards Committee.

### Supervision

The Standards from the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) addresses student supervision in the clinical rotations:

- “Students must have an assigned preceptor, appropriate for the discipline, who directly oversees their applied learning experiences.”
- “Students must be directly supervised during their applied learning experiences and may not be substituted for laboratory employees/personnel to perform direct patient and/or reportable work.”

Stipends and scholarships toward a student's education do not imply employment and do not allow student responsibility for direct patient and/or reportable work during scheduled educational periods.

### Fall Rotations

During the Fall II semester of the senior year, students rotate through a variety of clinical settings within Morgantown, including:

- J.W. Ruby Memorial Hospital
  - Histology laboratory
  - Gross room
  - Morgue/autopsy suite
- WVU Cancer Institute Mohs Clinic

#### Fall II Semester Schedule:

- Monday and Tuesday: On-campus lecture and laboratory sessions
- Wednesday–Friday: Clinical rotations (Appendix H)

#### Dress Code:

- Students will continue to wear their black scrubs in all Fall rotations.

#### Onboarding Requirements (*subject to change*):

- Hepatitis B Titer
- MMR: two boosters and Titer
- Tdap
- Influenza vaccine (by November 1)
- Tuberculosis: PPD Skin Test or IGRA test within 30 days of first day of Fall II semester
- Completion of training modules in WorkDay
- Completion of Safety training

The final rotation schedule and other details and expectations will be distributed during the summer semester.

#### Spring Rotation

In the final semester, students will complete a 13-week full-time clinical rotation at a designated clinical site.

- Each student is assigned to a specific clinical site.
- Although students are guaranteed a clinical experience, the location of the experience cannot be guaranteed due to potential unforeseen circumstances (e.g., staffing changes or site capacity).
- Every effort will be made to place students in their first choice of clinical site.
  - Students are provided the opportunity to rank their preferred Spring clinical assignment.
- Specific clinical site policies, requirements, and onboarding details will be shared with students as they become available.
- Students are responsible for arranging their own housing and transportation during both Fall and Spring clinical rotations.

### Clinical Sites

Below is a list of affiliated clinical sites.

- Charleston Area Medical Center, Charleston, WV
- Excelsa Health, including Westmoreland Hospital in Greensburg, PA and Latrobe Hospital in Latrobe, PA
- Mon Health Medical Center, Morgantown, WV
- Ruby Memorial Hospital, Morgantown, WV
- Uniontown Hospital, Uniontown, PA
- United Hospital Center, Bridgeport, WV
- West Penn Allegheny Health System, Pittsburgh, PA
- WVU Eastern Division, including Berkeley Medical Center in Martinsburg, WV, and Jefferson Medical Center in Ranson, WV

## Community Service Policy, Procedure, and Guidelines

Community service is an integral requirement for all WVU Health Sciences students, including part-time, full-time, and graduate students. It provides an opportunity for students to develop civic responsibility, strengthen their professional skills, and actively engage with their communities.

### Learning Objectives

1. Foster civic responsibility.
2. Enhance hands-on learning experiences.
3. Help students identify and address community health and social needs.

### Requirements for HTL Students

- Students must complete 25 hours of community service per year during the professional phase of the program for a total of 50 hours.
- Community service hours completed prior to entering the professional phase of the program do not count toward this requirement.

- Junior Year:
  - Students must have 25 hours entered and approved by the end of the summer semester (6-week session).
  - **Failure to meet this requirement will result in program probation.**
- Senior Year:
  - All 50 hours must be entered and approved by the last day of final exams in the spring II semester.
  - **Failure to complete this requirement will result in the withholding of graduation and diploma.**

### Examples of Acceptable Community Service Activities

**Please Note:** This is not an all-inclusive list. If you are unsure if an activity qualifies, contact your Program Director.

- Local schools or educational programs: volunteer coaching, tutoring, after-school programs
- Arts & cultural organizations: tour guide or office volunteer
- Environmental causes: road or trail clean-ups, educational activities
- Animal welfare: volunteering at shelters or rescues
- Religious organizations: teaching classes, chaperoning events
- Self-help groups: Boys and Girls Club, Girl Scouts, Boy Scouts
- Food insecurity support: food pantries, Empty Bowls, Bartlett House
- Blood drives: donating blood or assisting with events
- Mu Tau events: Trunk or Treat, Rosenbaum House meal preparation

For additional volunteer opportunities, visit <https://iserve.wvu.edu/>

### Documenting Community Service

1. Complete an approved community service activity under appropriate supervision.
2. Enter the activity in the Community Service SOLE module.
  - Activities captured in iServe must be re-entered into SOLE.
3. The Program Director will approve or reject activities.

## Comprehensive Examination Policy

A comprehensive examination is administered at the end of the senior spring II semester and is designed to assess the student's knowledge of the core Histotechnology curriculum based on the content guidelines of the American Society for Clinical Pathology (ASCP) Board of Certification exam (Appendix D). The comprehensive examination is a requirement for graduation and is integrated into PALM 475 Medical Relevance.

**Please Note: The ASCP Board of Certification Exam is NOT a requirement for graduation.**

### Scheduling and Attempts

- The exam is scheduled at the end of the Spring II semester of the senior year.
- Students must earn a minimum passing score on the first attempt, as outlined in the PALM 475 course syllabus.
- If a student does not pass on the first attempt, one additional attempt is permitted without required remediation.
- The minimum passing score for a second attempt is published in the PALM 475 syllabus.
- Students who fail to meet passing standards after two attempts, or who fail to meet attendance and conduct requirements, will be referred to the Academic and Professional Standards Committee (APSC) for further review and potential action.
- Students who fail to arrive on time for the scheduled exam will forfeit their first attempt.
- Any request for an excused absence must be submitted in writing to the Program Director in advance. The Program Director will review the request and determine whether the absence is excused and if any penalties or accommodations will be applied.

## DegreeWorks

DegreeWorks is WVU's online advising, and degree auditing tool designed to help students monitor their academic progress toward graduation.

- All undergraduate students are expected to maintain a completed audit in DegreeWorks as part of their graduation preparation.
- Students should refer to this system regularly to track their academic requirements and progress.

Access DegreeWorks through the WVU Portal: <https://portal.wvu.edu>

More information is available at: <http://registrar.wvu.edu/dw>

DegreeWorks does NOT serve as an official degree evaluation. All degree requirements must be verified by the student's college or school prior to graduation.

For questions regarding DegreeWorks audits, students should contact:

- Their academic advisor
- Or the Office of the University Registrar: [registrar@mail.wvu.edu](mailto:registrar@mail.wvu.edu)

## FERPA and Student Privacy

The West Virginia University Biomedical Laboratory Diagnostics (BLD) Programs adhere to the federal Family Educational Rights and Privacy Act (FERPA) and relevant University policies to protect student privacy and records.

Students are encouraged to review the following policies:

- WVU Policy on FERPA: <http://ferpa.wvu.edu/>
- BOG Academics Rule 2.5 – Student Rights and Responsibilities::  
<https://policies.wvu.edu/finalized-bog-rules/bog-academics-rule-2-5-student-rights-and-responsibilities>
- BOG Student Life Rule 6.1 – Student Rights and Responsibilities; Student Conduct:  
<https://policies.wvu.edu/finalized-bog-rules/bog-student-life-rule-6-1-student-rights-and-responsibilities-student-conduct>

### Faculty References and FERPA Release

Students often ask faculty members to serve as references for employment or graduate school applications. Before a faculty member may share academic information with external parties, students must complete the Departmental FERPA Release Form.

### Withholding Directory Information

WVU may disclose certain directory information unless a student has submitted written notification to withhold disclosure. To request withholding of directory information, complete the Student Confidentiality Form found here: <https://registrar.wvu.edu/files/d/99c67b94-5180-4bb5-a40d-1bebb16fc56e/withhold-directory-information.pdf>

A list of directory information that may be disclosed can be found here: <http://ferpa.wvu.edu>

## Financial Aid and Scholarships

Students needing financial assistance should visit: <https://financialaid.wvu.edu/home>.

Students in the HTL Program who meet academic standards and have a financial need may be eligible for program specific scholarships. If you are interested in learning more about your eligibility, please contact the Program Director.

## Grade Appeal

Students may only appeal a final grade. Before beginning the appeal process, it is recommended to speak with the course instructor or Program Director.

The process for appealing a final grade can be found here: <https://provost.wvu.edu/academic-programs-and-policies/academic-standards-resources/detailed-appeal-procedures/appeal-of-a-final-grade>

The Level 1 Appeal Reviewer is Dr. Flanagan, Chair of the Pathology, Anatomy, Laboratory Medicine Department, [mflanagan@hsc.wvu.edu](mailto:mflanagan@hsc.wvu.edu).

The Level 2 Appeal Reviewer is Dr. Mandich, vice-Dean of Health Professions in the School of Medicine, [mmandich@hsc.wvu.edu](mailto:mmandich@hsc.wvu.edu).

## Grade Scales

The following grading scales apply to all PALM courses taken during the junior and senior years of the HTL Program. Courses required for the program but taught by other departments may follow a different grading scale.

### Junior Year (Fall I only)

#### Fall Semester ONLY (Fall I)

Grade	Percentage Range
A	89.5% – 100%
B	79.5% – 89.4%
C	69.5% – 79.4%
D	59.5% – 69.4%
F	59.4% and below

*This scale uses a 10-point grading system.*

### Junior and Senior Year

#### Junior Spring and Summer, and entire Senior Year (Spring I, Summer, Fall II, Spring II)

Grade	Percentage Range
A	91.5% – 100%
B	82.5% – 91.4%
C	73.5% – 82.4%
D	64.5% – 73.4%
F	64.4% and below

*This scale uses an 8-point grading system.*

## Graduation

The Bachelor of Science degree in Biomedical Laboratory Diagnostics is awarded by the West Virginia University School of Medicine after recommendation by the vice-Dean of the School of Medicine Health Professions, or designee. You will receive your degree in the mail mid-June. It is important that your address is updated. If you do have a change of address following graduation, contact the Registrar's Office to have it updated. Changes made in mix may not be recognized by the Registrar's Office.

During the senior Spring II semester, use the following checklist to prepare for graduation (<https://graduation.wvu.edu/graduates/steps-to-graduate>):

1. Apply to graduate. If you do not apply, you do not graduate!
2. Register to participate in commencement. You are not required to attend graduation. In previous years, the School of Medicine Commencement has been held on Friday at 4 pm. Your commencement date will be confirmed by early January.
3. Order cap and gown if attending commencement. Official WVU regalia is available through the HSC bookstore or online at: <https://collegegrad.herffjones.com/>.
4. Pay all fees. Degrees are not granted until all fees are paid.

## Interprofessional Education (IPE)

The West Virginia University Health Sciences Office of Interprofessional Education provides students with unique opportunities to work together through hands-on learning experiences with an interdisciplinary approach that teach them how to best serve their patients and communities.

Undergraduate, graduate, medical and professional students enrolled in the five health schools – Dentistry, Medicine, Nursing, Pharmacy and Public Health – engage in immersive, skills-based learning with others outside their discipline to prepare them to work as a collaborative practice team. These **mandatory** activities take place twice a semester (Fall I and Spring I) within the junior year.

- Attendance and participation in IPE sessions are graded in the following courses:
  - PALM 303 (Fall I)
  - PALM 381 (Spring I)
- Failure to attend may also be considered a professionalism issue and addressed under the Academic and Professional Standards policy.
- **If you are unable to attend an IPE session, notify the IPE faculty coordinator and/or the Program Director. You will be responsible for a make-up session/activity.**

More information can be found at: <https://health.wvu.edu/Interprofessional-education>



## Laptop Program

Students enrolled in the HTL Program are required to participate in the mandatory computer lease program offered through the WVU School of Medicine. This program equips students with a high-performance MacBook, essential software for medical education, and comprehensive technical support—ensuring students are prepared for the rigorous academic and clinical demands of the program.

### Program Overview

- Students receive a state-of-the-art MacBook preloaded with:
  - Basic software tools
  - Professionally relevant educational programs
  - Internet service access
  - On-campus printing capabilities
  - Warranty and insurance coverage (including damage protection)
  - Access to free training resources
  - On-site technical support via the HSC HelpDesk:  
<https://wvu.atlassian.net/servicedesk/customer/article/310083643>
- There is a one-time fee (\$1,318) applied to your Fall I tuition.
  - This cost is included in financial aid calculations.
  - Pre-professional students are advised to consider this program before purchasing a personal computer.

### Ownership and Contract

- All computers remain the property of the West Virginia University Health Sciences Center for the duration of the two-year lease agreement.
- Upon completion of the lease period, ownership of the computer and its accessories will transfer to the student.
- Software licenses and documentation will transfer to the student as permitted by the respective software agreements.

## Leave of Absence from the HTL Program

Students in the HTL Program may request a voluntary Leave of Absence (LOA) for:

- Medical illness
- Personal or family concerns that could significantly impact academic progress

### Request Process

1. Requests must be submitted in writing to the appropriate Program Director.
  - An email from the student's official WVU email account is acceptable as written notification.
2. The request should include:
  - A detailed explanation of the circumstances necessitating the leave.
  - The anticipated duration of the requested leave.
3. Students must be in good academic standing at the time of the request.

### Review and Approval

- The HTL program faculty will review all requests for a Leave of Absence.
- The Program Director reserves the right to approve or deny the request based on the circumstances provided.

- If approved, the Program Director will develop a written plan for the leave, which will:
  - Outline conditions for returning to the program.
  - Specify any academic or clinical requirements to be completed upon return.
  - Require signatures from both the student and the Program Director to confirm understanding and agreement.

This policy ensures that students experiencing significant challenges have a structured process for requesting time away while maintaining program integrity and student success.

## SOLE

SOLE (Study Observe Learn Engage) is the WVU Health Sciences Center's portal for online education and information. It is a web-based tool developed by HSC Information Technology Services for students to access courses and for instructors to build and maintain those courses. For more information on SOLE, visit:

<https://wvu.atlassian.net/servicedesk/customer/portal/34/article/1581121555>

## Student Grievance/Complaint Policy

Students who wish to file a grievance or complaint regarding any student or faculty within the HTL Program must follow the procedure outlined below:

### Step 1: Submission of Grievance

- The grievance must be submitted in writing to the Program Director within 15 working days of the incident using the appropriate form (Appendix I).

### Step 2: Initial Conference

- Upon receipt of the grievance, a conference will be scheduled with:
  - The Program Director
  - The student filing the grievance
  - The offending person(s) (if deemed appropriate by the Program Director)
- The purpose of this conference is to review the grievance, discuss the matter openly, and attempt to resolve the issue at the program level.

### Step 3: Appeal Process

- If the grievance is not resolved to the student's satisfaction or if the student disagrees with the recommendation for action, the student may appeal to the Vice-Dean of Health Professions.
- If the grievance involves the Program Director, the student should bypass the Program Director and submit the grievance directly to the Vice-Dean of Health Professions.

This process ensures a fair and structured approach to addressing student concerns while maintaining professionalism and program integrity.

To file a complaint regarding discrimination, harassment, sexual & domestic misconduct (including sexual assault), stalking, or retaliation, [submit a complaint](https://studentresponsibility.wvu.edu/submit-a-complaint) online (<https://studentresponsibility.wvu.edu/submit-a-complaint>) or see other reporting options from the [Division of Diversity, Equity and Inclusion](#).

This policy does not pertain to grievances or complaints about grades. For the final grade appeal process, visit: <https://provost.wvu.edu/academic-programs-and-policies/academic-standards-resources/detailed-appeal-procedures/appeal-of-a-final-grade>.

## Syllabus Policies and Statements

A comprehensive list of policies and statement can be found here:

<https://facultysenate.wvu.edu/resources/syllabus-policies-and-statements>

Students are responsible for reviewing and understanding these policies if they are referenced in the syllabus.

## Tuition and Fees

### Current cost

The tuition and fees per credit hour up to 12 hours and per semester can be found here under School of Medicine-Biomedical Laboratory Diagnostics heading:

<https://tuition.wvu.edu/undergraduate/morgantown-campus#table-13>

### Refund

Students who withdraw from the HTL Program may be eligible for a refund of tuition and fees in accordance with West Virginia University policy.

Refunds are processed based on the University's established timelines and deadlines. It is the student's responsibility to review and adhere to these deadlines to determine eligibility for a partial or full refund.

Refund FAQs: <https://studentaccounts.wvu.edu/refunds/withdrawal>

**Note:** *Tuition refund eligibility is time-sensitive and strictly follows the schedules published by the WVU Registrar's Office.*

## Withdrawal from the HTL Program

A student may voluntarily withdraw from the HTL Program at any time by following the official withdrawal procedure established by West Virginia University.

- Withdrawal from an individual course will not allow a student to progress in the HTL program unless a formal Leave of Absence from the Program has been requested and approved.
- Students are responsible for understanding how withdrawal may impact their academic standing, financial aid, and future reentry into the program.

For details on withdrawal procedures, including policies related to military leave, visit the WVU Office of the University Registrar: <https://registrar.wvu.edu/registration/withdrawal-policies>

## PROFESSIONAL PROGRAM POLICIES

### ASCP (American Society for Clinical Pathology) Board of Certification Exam

Graduates are eligible to take the Histotechnologist (HTL) certification exam given by the Board of Certification (BOC) of the American Society for Clinical Pathology (ASCP). Individuals who pass the examination will have the designation: HTL (ASCP)CM for Histotechnologist. The “CM” stands for Certification Maintenance. As a certified HTL, you will be required to complete continuing education hours to maintain your certification.

The examination is computer-based and is administered at designated testing centers across the U.S. If you choose to take the exam, it is highly recommended that applications be submitted mid-March through mid-April in the Spring II semester of the senior year. The current cost is \$250.00 (subject to change). Once submitted, the application fee is non-refundable. More detailed guidance will be provided in the senior year. Please visit the following link for more information: <https://www.ascp.org/content/board-of-certification>

**Taking the certification exam is not a requirement to graduate.**

### Code of Ethics

All students enrolled in the HTL Program are expected to uphold the highest standards of professional conduct that reflects respect, responsibility, integrity, and compassion at all times.. As future healthcare professionals, students are required to adopt and consistently demonstrate the ethical principles of the profession in all academic, clinical, and community settings.

#### ASCP Board of Certification (BOC) Guidelines for Ethical Behavior

The American Society for Clinical Pathology (ASCP) is the premier professional organization for laboratory professionals, offering certification, education, and advocacy in support of high-quality patient care. The Board of Certification (BOC), operated by the ASCP, is recognized globally as the gold standard for laboratory professional certification and continuing competency.

Upon certification, each individual receives the ASCP BOC Guidelines for Ethical Behavior, a framework of expected professional conduct. Students in the HTL Program are expected to become familiar with and begin practicing these ethical standards during their education.

Recognizing that my integrity—and that of my profession—must be pledged to the best possible care of patients based on the reliability of my work, I will:

- Treat patients with respect, care, and thoughtfulness.
- Develop cooperative and respectful relationships with colleagues to promote quality patient care.
- Perform all duties with accuracy, precision, timeliness, and responsibility.
- Safeguard patient information and test results as confidential unless disclosure is required by law.
- Advocate for the delivery of high-quality, cost-effective laboratory services.
- Maintain a professional reputation for honesty, integrity, and reliability.

- Comply with applicable laws and regulations, and report illegal or unethical conduct to appropriate authorities.
- Engage in lifelong learning, applying and advancing knowledge and sharing expertise with colleagues and the public.
- Provide services without discrimination, regardless of age, gender, race, religion, national origin, disability, marital status, sexual orientation, or political, social, or economic status.

#### National Society for Histotechnology Code of Ethics

As an aspiring histotechnologist, I pledge to practice the profession in strict accordance with the following code:

1. To conduct my professional life with dignity and integrity.
2. To place the welfare of the patient above all else, with full recognition of my personal responsibility for the patient's best interest.
3. To preserve the trust placed in me by patients, physicians, and professional investigators—including veterinarians, scientists, and others—by treating all information obtained as confidential.
4. To perform my work with integrity, objectivity, and responsibility when engaged in histotechnology applied to non-clinical research.
5. To accept responsibility for upholding ethical practices within the profession, and to cooperate with the Society in the investigation, counseling, or removal of members who violate these standards.
6. To support and promote educational and scientific programs that foster professional growth and advancement within the field of histotechnology.
7. To uphold and strive to improve laws and regulations that safeguard the public's health.

### Dress Code and Hygiene Standards-General

A professional appearance is essential to promoting success, ensuring safety, and supporting the curriculum's goals. These policies are based on the standards of professional academic and clinical settings.

- Dress and grooming must support the health, safety, and general welfare of students, staff, and others.
- A positive educational environment requires appearance free of threat, intimidation, or undue pressure.
- Any appearance deemed counterproductive to curriculum goals and objectives is prohibited.

#### Uniform Requirements

- Students must wear solid black scrubs for all classes (including classroom and student laboratory sessions) at the Health Sciences Center (HSC).
  - Scrub leggings are not appropriate
- Scrubs must be:
  - Neat, clean, wrinkle-free, and in good condition (no faded or frayed clothing).
  - Provide full coverage: Underwear should not be visible through clothing or above waistbands.
- Solid color short/long-sleeve shirts or turtlenecks may be worn under scrub tops.
- Non-hooded outer garments (sweaters, fleece) in any solid color are allowed. These must be logo-free or display approved logos: BLD, HTL, or WVU.
- Other outerwear (coats, hoodies) must be stored in lockers.

### Nametags

- Nametags are provided at orientation and must be always worn above the waist while in the HSC.

### Head Coverings

- Only head coverings for religious, safety, or health reasons are permitted, as well as coverings necessary for working in hazardous areas.

### Hygiene Standards

- Nails must be clean and kept short.
- Tattoos are permitted unless deemed offensive (e.g., violent, discriminatory, profane, or sexually explicit). Offensive tattoos must be covered.
- Fragrances and Odors: Maintain good hygiene. Avoid strong perfumes, colognes, and cigarette odors.

Violations of this policy will be reported to the Program Director and may be reviewed by the Academic and Professional Standards Committee (APSC) for appropriate action.

## Employment and Service Work

The junior and senior year coursework in the HTL Program is intensive and time-consuming, requiring a high level of focus and commitment from each student. For this reason, it is strongly recommended that students limit or avoid outside employment during these years to ensure academic success.

### Employment During Clinical Rotations

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) Standards state:

*“Student employment in the laboratory must be non-compulsory and must be outside of assigned applied learning experiences/academic hours.”*

Senior students participating in clinical rotations may work in suitable laboratory positions provided that:

- Employment is supervised, voluntary, or paid, and subject to regular employee regulations.
- Work hours are outside of the scheduled educational experience and do not interfere with clinical or academic responsibilities.

Clinical sites may not require students to perform work duties as a condition of their rotation.

Stipends and scholarships toward a student's education do not imply employment and do not allow student responsibility for direct patient and/or reportable work during scheduled educational periods.

### Career Resources

Upon completion of academic and clinical requirements, students seeking employment are encouraged to utilize the WVU Career Services Center: <https://careerservices.wvu.edu>

The Career Services Center offers assistance with job searches, resume development, and interview preparation.

## Health and Background Check Requirements

The WVU School of Medicine, Professional and Undergraduate Programs, has developed a comprehensive health policy to address the multifaceted needs of students preparing for careers in healthcare. Compliance with these requirements is essential to protect students, patients, and colleagues during all phases of the program.

Students will be placed on program probation if requirements are not met by the last day of final exams in the first semester. Students will not be permitted to begin clinical rotations without completing all requirements.

**Clinical sites may have additional or more specific requirements. Since it is subject to change, that information will be shared the semester before the clinical experience.**

### Drug Screening

- Students may be required to complete a drug and/or alcohol screening by their assigned clinical site.
- Positive results will result in referral to the Program's Academic Standards Committee for review and recommendations.
- Students may not be permitted to begin clinical rotations until the issue is resolved.
- See policy outlined in Appendix F.

### Health Insurance

- Health insurance is mandatory for all WVU students enrolled in more than 6 credit hours.
- Students without personal coverage (through parents, spouse, or private policy) will be billed for university-provided insurance.
- Documentation of health insurance must be provided annually.
- For details, visit: <http://sio.hr.wvu.edu/>

### Immunizations and Titers

Per OSHA and program policy, all students must provide proof of required immunizations and titers. Documentation must be uploaded and approved in MyRecordTracker to be compliant.

Immunization	Requirement	Renewal
Hepatitis B	3-shot series AND IgG antibody titer; repeat series if titer negative/equivocal	Completed series + titer
MMR (Measles, Mumps, Rubella)	2 doses AND IgG titers for all three; booster if any titer negative/equivocal	As required
Varicella	2 doses AND IgG titer; booster if titer negative/equivocal	As required
Tetanus (Tdap)	Booster within past 10 years	Every 10 years
Tuberculosis (TB)	1-step Mantoux TST OR QuantiFERON Gold test; physician clearance if positive	Annually
Polio	Primary series AND booster (total of 4 doses)	Completed series
Meningococcal	Documentation of vaccine	Completed series
Influenza	Annual flu vaccination by November 1 each year	Annually

### Criminal Background Check

- All students must complete a criminal background check prior to the first fall semester.
- Many clinical sites require additional background checks prior to placement.
- Students with unacceptable findings may be unable to fulfill program requirements and are advised to consult with the Program Director regarding eligibility.
- See policy outlined in Appendix E.

## Health Insurance Portability and Accountability Act (HIPAA) Training

Protecting patient privacy and maintaining confidentiality are fundamental responsibilities of all healthcare professionals. As such, students, faculty, and staff in the HTL Program are prohibited from accessing or disclosing protected health information (PHI) without proper authorization.

### Policy Enforcement

Violations of this policy are considered a serious breach of professionalism and will be reviewed by the Academic and Professional Standards Committee (APSC) for possible disciplinary action.

### Training Requirement

All students are required to complete training on the patient privacy regulations outlined in the Health Insurance Portability and Accountability Act (HIPAA) to ensure awareness and compliance.

- Training is delivered via SOLE.
- Students must complete HIPAA training by the date established in PALM 303 Lab Methods during the first semester of the program and annually thereafter.
- Students should download and save their certificate of completion and upload into their MyRecordTracker account (<https://www.myrecordtracker.com/>).
- Students who fail to complete HIPAA training by the deadline will be placed on probation.

## Laboratory Dress Code and PPE Requirements

Proper laboratory attire is a critical component of safety in the HTL Program. Unlike personal protective equipment (PPE), which is hazard-specific, laboratory attire serves as universal protection whenever entering the laboratory. Appropriate clothing minimizes the risk of exposure to hazardous materials and physical injury by providing an extra layer of protection.

Students are required to follow all WVU Health Sciences, program, and clinical site policies regarding the use of personal protective equipment (PPE). This includes wearing gloves, lab coats, or other protective equipment as required in specific settings or under public health guidelines.

### Lab Coats

- Disposable lab coats will be provided and stored in the student laboratories.
- Lab coats must not be worn outside the laboratory, including in bathrooms, locker rooms, lounges, and classrooms.
- Visibly soiled coats or coats at the end of the semester will be replaced.

### Footwear and Socks

- Footwear must:
  - Be closed-toe and closed-heel.
  - Not include flip-flops, sandals, bedroom slippers, or other unsafe shoes.
- Socks must cover all exposed areas of the foot, ankle, and lower leg.



### Hair

- Hair longer than shoulder length must be secured to prevent contact with specimens or instrumentation.
- Extreme hair colors and styles are acceptable if they do not pose a safety hazard or cause distraction.
- Facial hair should be neat and trimmed; a length of 1 inch or shorter is recommended.

### Nails

- Nails must be clean and short.
- Artificial nails are not permitted in the lab as they present a safety and contamination hazard.

### Piercings and Jewelry

- Piercings must be minimal and worn in a way that:
  - Prevents contamination.
  - Does not present a safety hazard.
- Rings or studs may not be worn in or around the lips.
- Jewelry should be minimal; oversized rings and loose, hanging jewelry should be avoided as they may tear gloves or create hazards.
- Final interpretation of what constitutes a safety hazard rests with the Program Director.

Violations of laboratory attire policies will be reported to the Program Director and may be reviewed by the Academic and Professional Standards Committee (APSC).

**NOTE: Specific clinical site policies will be provided in the senior year.**

## Laboratory Guidelines

The following are general guidelines for student or clinical laboratories.

- Students must always be under immediate supervision.
- Mobile device use is prohibited unless approved by the instructor/preceptor.
- Food, drink, and chewing gum are not permitted.
- Wash hands thoroughly before leaving the laboratory and after any contamination.
- Store coats, backpacks, and personal belongings in lockers during laboratory sessions.

This is not an all-encompassing list. Additional guidelines may be provided in course syllabi or by clinical sites. Clinical site policies will be provided during the senior year.

## Laboratory Incidents and Accidents

Safety in the student laboratories is a top priority in the HTL Program. All incidents—no matter how minor—must be addressed immediately and reported to ensure proper medical attention and documentation. Students are financially responsible for all costs incurred including emergency treatment, medical treatment and follow-up care. Continued participation in program activities and requirements is expected unless directly infectious or unable to meet standards.

## Procedures for Student Laboratory Incidents

1. Notify Instructor:
  - Report any laboratory incident immediately, regardless of severity, to the supervising instructor.
2. Chemical Exposure (Face or Eyes):
  - Immediately rinse the affected area at the nearest eyewash station for at least 15 minutes.
3. Laboratory Injury (Cuts, Burns, etc.):
  - Wash the affected area thoroughly with soap and water.
  - For a minor injury, apply antibiotic ointment and bandage.
  - Non-Blood-Borne Pathogen Exposure:
    - Depending on the severity, the student will be directed to:
      - WVU Student Health or
      - WVU Medicine Emergency Department
  - Blood-Borne Pathogen Exposure:
    - Immediately report the exposure to the instructor.
    - The student will be sent to the WVU Medicine Emergency Department for evaluation and treatment.
    - In the clinical setting, the student reports to Employee Health. The patient information for the specimen that the student was exposed to must be documented.
4. Documentation:
  - Complete the Accident Report Form (Appendix C).
  - Copies of all completed forms must be submitted to the BLD Office.

## Mu Tau Honorary Society

Mu Tau is the Biomedical Laboratory Diagnostics (BLD) Student Honorary Society. The organization recognizes outstanding BLD students and provides opportunities for members to engage in service and volunteer work benefiting the greater West Virginia University and Morgantown communities.

The organization is led by four officers:

- President
  - Presides over all meetings.
  - Organizes and schedules events.
  - Communicates ongoing projects to the faculty advisor.
- Vice President
  - Assists the President with responsibilities.
  - Acts as President when the President is unable to perform duties.
- Secretary
  - Documents attendance and records hours served for Mu Tau meetings and events.
- Treasurer
  - Maintains accurate financial records for Mu Tau events.
  - Submits formal funding requests to the faculty advisor as needed.

To hold an elected or appointed office, a member must:

- Maintain a minimum 3.0 GPA at the time of election or appointment.
- Be enrolled as a full-time student.
- Not be on academic or disciplinary probation.

#### Membership Dues

- Annual dues of \$20 must be paid in full for a member to be recognized at commencement as an official Mu Tau member.

For questions about Mu Tau Honorary Society, please contact:

Professor Jessica Rubenstein

Email: [jessica.rubenstein@hsc.wvu.edu](mailto:jessica.rubenstein@hsc.wvu.edu)

Office Phone: 304-293-3400

## Occupational Safety and Health Administration (OSHA) Training

All students in the HTL Program are required to complete training on standards for preventing the transmission of bloodborne and other infectious agents. This training, mandated by OSHA, ensures compliance with federal safety regulations and prepares students for safe laboratory and clinical practices.

As part of their professional education, students will collect, process, and handle patient blood, body fluids, tissue specimens, and potentially pathogenic microorganisms. To protect themselves and others, students must strictly adhere to Universal Precautions in all laboratory and clinical settings.

#### Training Requirements

- Training is delivered via SOLE.
- Students must complete OSHA training by the date established in PALM 303 Lab Methods during the first semester of the program and annually thereafter.
- Students should download and save their certificate of completion and upload into their MyRecordTracker account (<https://www.myrecordtracker.com/>).
- Students who fail to complete OSHA training by the deadline will be placed on probation.

## Professionalism

Professionalism is a foundational expectation of all students enrolled in the HTL Program. To uphold the standards of the healthcare profession, students must consistently demonstrate the behaviors, attitudes, and values that reflect a commitment to ethical practice, patient care, and interprofessional collaboration.

Professional traits include, but are not limited to:

1. **Honesty and Integrity** – Demonstrating truthfulness in all interactions and academic work.
2. **Assuming Responsibility** – Taking ownership of one's actions, decisions, and learning.
3. **Accountability** – Meeting obligations and deadlines with reliability and consistency.
4. **Commitment to Excellence** – Striving for high standards in academic and clinical performance.
5. **Respect for Others** – Interacting courteously with peers, faculty, patients, and staff.
6. **Empathy and Compassion** – Showing genuine concern for the well-being of others.
7. **Competence** – Exhibiting the knowledge and skills appropriate for level of training.
8. **Following Instruction** – Demonstrating the ability to accept and implement guidance.
9. **Positive Attitude** – Maintaining professionalism under pressure and in diverse environments.
10. **Appearance** – Adhering to program dress code and hygiene expectations.

Professional behavior will be regularly assessed through professional development (affective behavior) evaluations. Students are expected to always maintain professionalism, both in academic and clinical settings.

Any instance of inappropriate, unprofessional, or unethical conduct will result in a conference with the Program Director and, if warranted, referral to the Academic and Professional Standards (APS) Committee for further review and potential disciplinary action. Please refer to the APS policy for additional information.

## State Licensure

### West Virginia Trainee License

The West Virginia Department of Health and Human Resources (WVDHHR) requires all students participating in clinical rotations and performing moderate to high complexity testing to hold a trainee license. HTL program faculty will guide students through the trainee license application process during the summer semester.

The Trainee license will be good for one year and can cover students employed in West Virginia until they are able to apply for an Initial License through WVDHHR.

### Post-Graduation Licensure Responsibilities

Students planning to practice in states that require licensure are responsible for ensuring compliance with all applicable state laws and regulations related to laboratory personnel licensure.

As of this publication, the following states currently require licensure for laboratory personnel:

- **California, Florida, Hawaii, Louisiana, Montana, Nevada, New York, North Dakota, Tennessee, and West Virginia**

For post-graduation employment, obtaining state licensure—if required—is the sole responsibility of the graduate. Steps for obtaining state licensure typically include:

1. Research Application Requirements
  - Visit the licensure board website for the state where you intend to practice.
  - State-specific information, including contact details and application instructions, can be found via the [ASCP website](#).
2. Verify Clinical Practicum Completion
  - Some states require documentation verifying the completion of clinical training.
  - Contact the HTL Program Director to complete any forms requiring a university signature.
3. Request an Official Transcript
  - All licensure applications will require an official transcript showing the conferral of your degree.
  - Transcripts can be requested online through the WVU Registrar's Office.

For information specific to West Virginia licensure, visit the WVDHHR site at:

<https://dhhr.wv.gov/ols/regulatory/Pages/Licensure.aspx>

## Student Memberships

Active membership and participation in professional societies is an important part of your development as a healthcare professional. Engaging with these organizations helps students stay current in the field, build a professional network, and prepare for certification and employment.

### American Society for Clinical Pathology (ASCP)

- **Student membership cost: Free**
- Membership is required to apply for the ASCP Board of Certification (BOC) exam.
- Student members gain access to resources including certification preparation materials, career tools, and professional development opportunities.
- Create an account and apply for membership online:  
<https://www.ascp.org/membership/becomeanascpmember/student>

### National Society for Histotechnology (NSH)

- **Student membership cost: \$40 for one year / \$80 for two years**
- NSH is the leading professional organization for histotechnologists and histotechnicians.
- Student membership includes:
  - A subscription to the Journal of Histotechnology
  - Access to scholarships, awards, and discounted textbooks
  - A quarterly newsletter: NSH In Action
  - Archived webinars and other professional resources
- Membership applications can be completed online:  
<https://www.nsh.org/membership/nsh-membership/student-membership>

## White Coat and Pinning Ceremonies

The HTL Program celebrates the achievements of its students through two milestone events held during the senior year:

### White Coat/Bridging Ceremony

- Held in the Fall II semester, this ceremony recognizes students' transition into the clinical phase of their education.
- Each student is gifted a professional white coat, symbolizing their commitment to patient care, professionalism, and the responsibilities of their chosen field.
- Students receiving scholarship awards are also recognized during this ceremony.

### Pinning Ceremony

- This ceremony takes place prior to Commencement in May and honors the graduating senior class.
- Highlights include:
  - Presentation of awards for academic excellence and service achievements
  - Distribution of honor cords
  - Recognition of Mu Tau officers and members for their contributions to the profession

Both ceremonies are open to family and friends, offering an opportunity to celebrate the students' accomplishments alongside their loved ones.

## GENERAL PROGRAM POLICIES

### Campus Self-Defense Act (Campus Carry)

Effective July 1, 2024, the Campus Self-Defense Act, also known as the Campus Carry Act, permits individuals with a valid concealed carry license to carry concealed pistols or revolvers on the premises of West Virginia University (WVU) under specific conditions.

- Only individuals with a current and valid concealed carry license issued by West Virginia or recognized by West Virginia law may carry concealed firearms on WVU campuses.
- This law applies to areas under the custodial possession of WVU and does not extend to areas leased or used exclusively by private entities.
- Firearms must remain concealed at all times.
  - Intentional display of a firearm in a manner that causes alarm or breaches the peace is strictly prohibited and may result in disciplinary action and criminal charges.
- Concealed carry license holders are responsible for understanding and complying with all legal and university regulations.
- Violations will be addressed case by case and may result in university disciplinary action, legal consequences, or both.
- The university and its employees are not liable for the actions of individuals carrying concealed weapons, unless explicitly requesting or directing such individuals to carry.

### Faculty Office Restrictions

- Faculty have the right to prohibit concealed weapons in their designated office space. This will be indicated in their syllabus.

Review the W. VA. Campus Self-Defense Act law related to higher education campuses here:

[https://code.wvlegislature.gov/18B-4-5B/#:~:text=\(a\)%20Subject%20to%20the%20provisions,state%20institution%20of%20higher%20education](https://code.wvlegislature.gov/18B-4-5B/#:~:text=(a)%20Subject%20to%20the%20provisions,state%20institution%20of%20higher%20education).

Review the BOG Rule 5.15 – Deadly Weapons, Dangerous Objects, & W.VA. Campus Self-Defense Act here: <https://policies.wvu.edu/finalized-bog-rules/bog-finance-and-administration-rule-5-14-deadly-weapons-dangerous-objects-w-va-campus-self-defense-act>

A list of exempt campus locations can be found here: <https://safety.wvu.edu/campus-carry/campus-maps-and-restrictions/exempt-locations>

## Fire Alarms and Evacuation

In the event of a possible fire at the Health Sciences Center, a loud intermittent siren will signal the need for evacuation. All students, faculty, and staff are required to follow these procedures promptly and calmly:

### Evacuation Procedures

1. Stop Work:
  - Turn off any equipment, as well as hood fans in your area.
2. Gather Personal Items:
  - Take essential belongings with you.
3. Secure Area:
  - Close all doors before leaving.
4. Exit the Building and Meet at Designated Assembly Point:
  - Proceed immediately to the nearest exit and gather under the trees near the PRT Station.
5. Wait for All-Clear:
  - Remain outside until the “All-Clear” announcement is made over the loudspeaker.

Do not block exits or interfere with emergency personnel during evacuation.

Familiarize yourself with the nearest exits and evacuation routes for all areas you use regularly.

## Liability Insurance

Students enrolled in the HTL Program are covered by liability insurance while participating in recognized, integrated programs that are part of their official course of instruction.

This coverage does not extend to any unauthorized activities or work performed away from campus or outside of approved program activities on campus.

## Parking

Parking at the Health Sciences Center is limited. Students may access parking information online at <http://transportation.wvu.edu/>. An interactive parking map can be found at: <https://transportation.wvu.edu/parking/health-sciences-parking>

Parking in Lot 81 and Mountaineer Station (\$1.50/hr) is not available for football games even with a yearly permit.

Parking at the Coliseum costs \$1 per parking session and is first come, first served. When parking at the Coliseum, you can leave your car for the day and ride the PRT (if operational) from the Engineering station to the Health Sciences Center (Medical Campus). The \$1 rate is good for the duration drivers remain parked in the same spot each day within the Coliseum lot. However, drivers will be responsible for paying an additional \$1 each time they leave and return to park in the Coliseum lot within the same day. Overnight parking is not permitted.

At no time is parking permitted in the Ruby Hospital patient parking lots. A parking permit may be obtained for parking during clinical rotation time in the Fall II semester.

## Social Media Guidelines

1. Never post any personal health information (PHI) about an individual patient to any electronic media, other than the patient's electronic health record. "Personal health information" means information as defined by HIPAA which may identify an individual patient. This guideline applies even if the patient's information has been de-identified so that the only person who may be able to identify the individual is the patient himself.
2. Never post a photograph or image of a patient to any electronic media, other than the patient's electronic medical record. Use of cameras or cell phone cameras in the patient care setting shall be for the sole purpose of assisting in the care and treatment of the patient or for educational purposes. Any photographs taken in the patient care setting must be posted to the patient's electronic medical record.
3. Comply with all applicable institutional policies or guidelines regarding any use of information technology resources, including the use of institutional trademarks or logos. The use of the name "WVU Healthcare" is restricted and may not be used without permission from the WVU Health Sciences Office of the Chancellor.
4. Never post any information about colleagues or co-workers to any electronic media without their explicit written permission. Respect for the privacy of others is an important part of the professionalism of our WVU Health Sciences community.
5. Never become an electronic "friend" of a patient in any electronic media or require that a patient become a "friend" of the health care provider in order to influence or maintain the patient-health care provider relationship.
6. Never misrepresent in any electronic media that an individual faculty, staff or student is acting on behalf of West Virginia University or WVU Health Sciences.
7. Maintain the professionalism standards of your profession in all aspects in the use of internet, electronic networking or social media.

Please review the full HSC Social Media Guide here: <https://health.wvu.edu/communication-guide/marketing/social-media/social-media-guidelines/>



## Student Health Services

WVU students have access to comprehensive healthcare services through Student Health Services. These services are designed to support students' physical and mental well-being during their academic journey.

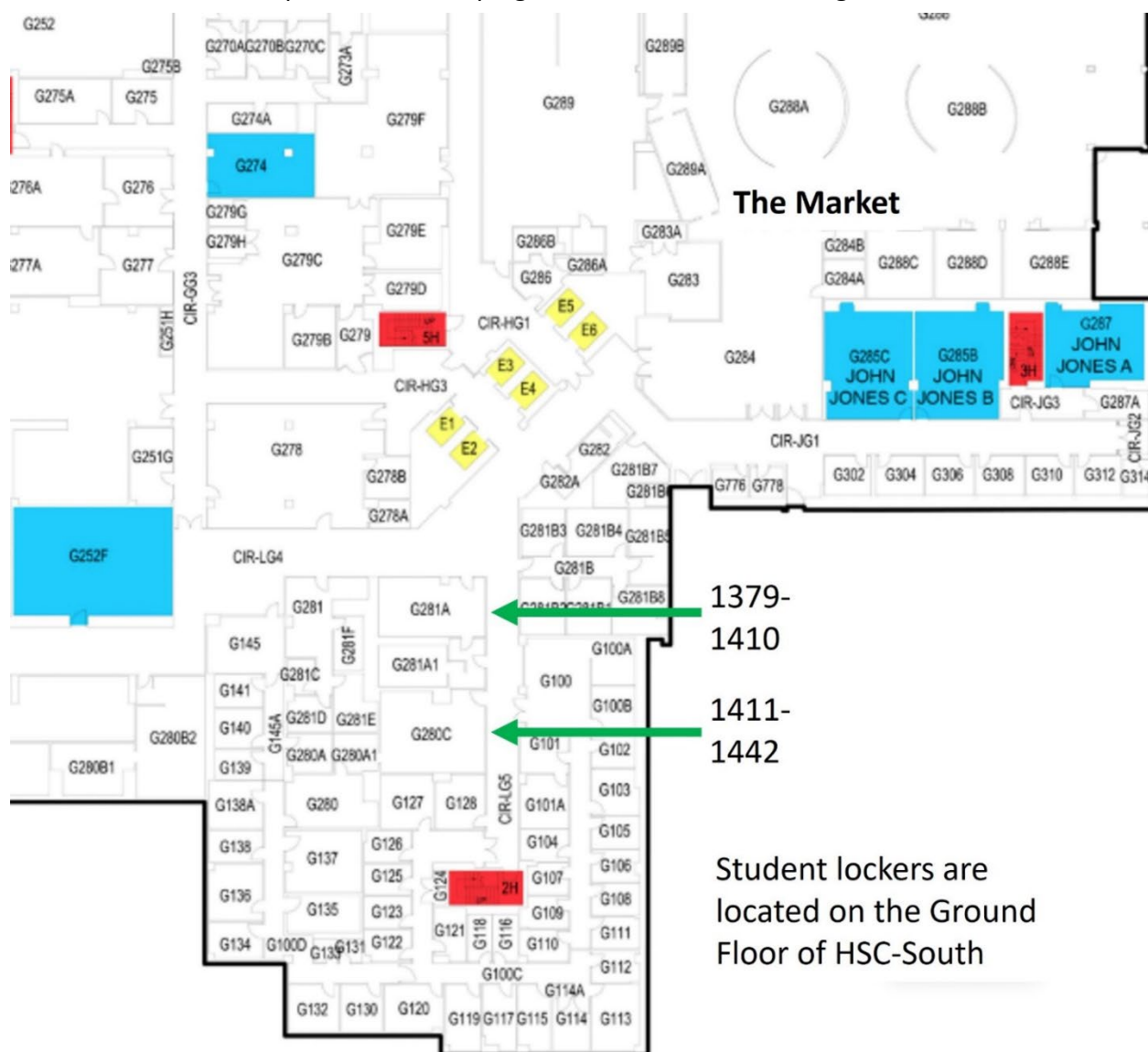
For more information about available services, locations, hours, and how to schedule an appointment, visit: <https://health.wvu.edu/student-health/>

## Student Lockers

Each student in the HTL Program is assigned an individual locker in the Health Sciences Center at the beginning of their junior year. These lockers are provided for student use throughout the program and remain assigned until graduation.

### Locker Guidelines

- Use your assigned locker to store coats, boots, and personal belongings during class.
- During student laboratory sessions, all backpacks, book bags, and purses must also be stored in your locker.
- Students are responsible for keeping their lockers clean and organized.



## WVU CAMPUS AND COMMUNITY RESOURCES

A comprehensive list of WVU resources can be found at: <https://osa.wvu.edu/student-resources/campus-resources>

Resources specific to information technology, such as login, software, and Duo two-factor authentication can be found here: <https://it.wvu.edu/services/student-resources>

### Emergencies

- **WVU Police (24/7):** 304-293-2677
- **Fire / Police / EMS (off-campus):** 911
- **Poison Control Center:** 1-800-222-1222

### Health and Wellness

- **BeWell-Mental Health Services** on the HSC Campus  
<https://hsc.wvu.edu/be-well/>
- **WVU Student Health Clinic:** 304-285-7200  
<https://health.wvu.edu/student-health/>
- **WVU Medicine Emergency Department:** 304-293-2436
- **WVU Carruth Center for Counseling & Psychological Services**  
<https://carruth.wvu.edu/home>
- **WVU Carruth Center Emergency Crisis Line:** 304-293-4431 or text WVU to 741741

### Hotlines

- **Rape & Domestic Violence Information Center (RDVIC) 24/7 Hotline:** 304-292-5100  
<https://www.rdvic.org>
- **National Domestic Violence Hotline (24/7):** 1-800-799-7233 (SAFE)
- **National Suicide Prevention Lifeline:** 1-800-273-8255
- **Sexual Assault Help Line (WVU):** 304-293-4431

## FORMS FOR SUBMISSION (IN FRONT BINDER POCKET)

1. APS Policy Agreement (Required)
2. Student Information Form (Required)
3. Student Handbook Agreement (Required)
4. Clinical Site Selection Form (Complete and submit by the end of Fall I semester)
5. FERPA release (optional)
6. Media Release Form (optional)

## APPENDIX

A: Academic and Professional Standards Policy for the Class of 2027

B: Academic Calendar (Fall 2025-Spring 2027)

C: Accident Report Form (Student and/or Visitor)

D: ASCP HTL Examination Content Guideline

E: Criminal Background Check Policy

F: Drug Screen Policy

G: Fall I Weekly Semester Schedule

H: Fall II Clinical Rotation DRAFT Schedule

I: Form for Documenting Conferences, Incidents, and/or Grievances

J: HTL Curriculum

K: HTL Curriculum Course Descriptions



**West Virginia University**

**SCHOOL OF MEDICINE**

**Department of Pathology, Anatomy and  
Laboratory Medicine**

**Health Professions**

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**Academic and Professional Standards  
Policy**

**Class of 2027**

**THIS POLICY APPLIES THE REGULATIONS OF THE WEST VIRGINIA BOARD OF GOVERNORS (BoG) POLICIES 10 AND 31, AND ACADEMICS RULE 2.5 (FORMERLY POLICY 15).**

Revised July 2024

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## Preamble

The West Virginia University School of Medicine Health Professions in the Department of Pathology, Anatomy and Laboratory Medicine (PALM) include the undergraduate Biomedical Laboratory Diagnostics Programs, and the graduate Medical Laboratory Science and Pathologists' Assistant Programs. These programs have an obligation to evaluate students pursuing a degree as thoroughly as possible for their cognitive and noncognitive abilities, their academic and professional knowledge and skills, their integrity, and their suitability for practice in their respective profession. Accordingly, this policy incorporates the mandate of the West Virginia Supreme Court that "initial responsibility for determining the competency and suitability of persons to engage in professional careers lies with the professional schools themselves..."[North vs. West Virginia Board of Regents, 332 S.E. 2d (WV 1985)]

This Policy on Academic and Professional Standards is limited to students pursuing the Bachelor of Science (B.S.) Degree in Biomedical Laboratory Diagnostics, the Master of Science (M.S.) Degree in Medical Laboratory Science, or the Masters of Health Science (M.H.S.) Degree in Pathologists' Assistant at West Virginia University. This Policy (1) applies Board of Governors (BoG) Policies 10 and 31, and Academics Rule 2.5, (2) covers all behavior and conduct that demonstrates by a preponderance of the evidence that a student lacks the personal qualities necessary for practice in their respective profession, (3) gives exclusive authority to the Department of Pathology, Anatomy and Laboratory Medicine Health Professions in such matters with exceptions stated in this policy.

Conduct and behavior not relating to and not affecting professional practice are governed by the West Virginia University BoG Policy 31 - University Student Conduct and Discipline Policy (<http://bog.wvu.edu/policies>). Examples of conduct and behavior relating to and/or affecting professional practice are described in this document, respective student handbooks, and course syllabi.

## Definitions

Clinical facility – a term applied to any hospital or clinic to which a student is assigned for clinical education.

Clinical rotation – period in which a student is completing competencies in a clinical setting.

Course – a component of the program's curriculum that can include one or a combination of the following: lecture, laboratory or clinical rotations.

Dismissal – termination from the program in which the student is enrolled, but not termination from the University.

Excused absences - are not reviewed by the Division's Academic and Professional Standard Committee unless a concerning pattern is identified.

Reasons for excused absences consist of:

- i. Serious illness, such as hospitalization
- ii. Death of a family member
  1. Students may take 3 excused absent days for bereavement of an immediate family member (parent, sibling, grandparent)
  2. Students may take 1 excused absent day for bereavement of an extended family member (aunt, uncle, etc.)
- iii. Major religious holiday – prior notification of an excused absence for a major religious holiday is required
- iv. Professional meetings or events
- v. University sanctioned absences: University activities at the request of University authorities, military training, and mandatory court appearances.
- vi. The Program Director has the right to permit or deny an excused absence for reasons not listed above

First Year - incorporates the Junior year including Fall I – Spring I within undergraduate Biomedical Laboratory Diagnostics Tracks (Medical Laboratory Science and Histotechnology).

- incorporates didactic year including Spring I – Fall I within the graduate Pathologists' Assistant Program.

Good standing – a student has not been assigned academic or professional disciplinary sanctions such as remediation, probation or dismissal.

GPA – Grade Point Average

Overall GPA incorporates all final grades in courses completed within any accredited institution of higher education.

Semester GPA incorporates all final grades completed within a specific semester, i.e. Fall, Spring or Summer.

Pre-requisite GPA incorporates overall final grades in all pre-requisite courses. (only considered upon admission)

Program GPA incorporates final grades within the specific program the student is enrolled. (Graduate Medical Laboratory Science and Pathologists' Assistant Programs only)

Grade Penalty – defined by the course instructor in the syllabus

In writing – Electronic written communication (e.g., email) or written communication available for pick up or sent via postal service.

Probation – requires remediation within the program in which the student is enrolled.

Remediation – process of correcting a deficiency.

Second Year - incorporates the Senior year including Summer I – Spring II within undergraduate Biomedical Laboratory Diagnostics Tracks (Medical Laboratory Science and Histotechnology).

- incorporates clinical year including Spring II – Fall II within the graduate Pathologists' Assistant Program.

Tardiness – arriving at any point after the established class, student laboratory, or clinical rotation time as documented in the syllabus, clinical rotation materials or set by the program director.



# CHAPTER I

**Academic and Professional Standards and Regulations Governing Lecture, Laboratory, and Clinical Assessments within the undergraduate Biomedical Laboratory Diagnostics and graduate Medical Laboratory Science and Pathologists' Assistant Programs in Conformity with West Virginia BoG Policies 10 and 31, and Academics Rule 2.5.**

## **SECTION 1. ACADEMIC AND PROFESSIONAL PERFORMANCE**

Requirements, Evaluations, Rights and Obligations of Students, Rights and Obligations of the Faculty

### **1.1 Academic Requirements and Professional Standards**

Requirements for admission to the undergraduate Biomedical Laboratory Diagnostics Programs or graduate Medical Laboratory Science or Pathologists' Assistant Programs are stated in the West Virginia University Academic Catalog (<http://catalog.wvu.edu>), program brochures, websites, and application materials.

The Department of Pathology, Anatomy and Laboratory Medicine (PALM) Health Professions requires that all enrolled students:

- 1) Achieve an integrative mastery of their discipline, maintain the motivation to gain such mastery, develop and demonstrate the required professional skills and responsibility
- 2) Be considerate toward instructors, staff, technologists, and peers
- 3) Fulfill the criteria and requirements for satisfactory academic progress and successful completion of the undergraduate Biomedical Laboratory Diagnostics or graduate Medical Laboratory Science or Pathologists' Assistant Curriculum as stated in the West Virginia University Academic Catalog (<http://catalog.wvu.edu>) and in the syllabus of each course
- 4) Comply with all policies and procedures, including those related to conduct, appearance, and attendance required by the program or faculty coordinating a course, laboratory or clinical rotation
- 5) Follow the standards of the Department of PALM Health Professions Student Code of Academic and Professional Integrity (Chapter III).

By enrolling in the undergraduate Biomedical Laboratory Diagnostics Programs or graduate Medical Laboratory Science or Pathologists' Assistant Programs, the student accepts the above academic and professional standards as criteria for successful completion of the curriculum. It is the student's responsibility to know and meet these requirements and criteria, and promptly inform the appropriate Program Director of any serious impediment (such as illness, etc.) hindering satisfactory academic progress.

Failure to meet the requirements listed above may lead to academic penalties and/or remedial changes in the student's curriculum as outlined in Sections 2 and 3. Requirements are subject to change at any time with reasonable notice provided to students.

### **1.2 Assessments**

Academic and professional performance is evaluated by written, computer-based and practical examinations and through the observation of performance in lectures, examinations, laboratories, and clinical rotations. Performance in courses and clinical rotations is described in the course syllabus or by the grades A (excellent), B (good), C (fair), D (poor), F (failure), UF (unforgivable F), Pass, Fail or I (incomplete).

A student must maintain expectations for professional behaviors as defined by the Department of PALM Health Professions Student Code of Academic and Professional Integrity (Chapter III). Professional behavior deficiencies will be presented to the APSC.

## **1.3 Rights and Obligations of the Student**

It is the student's responsibility to fulfill coursework and degree requirements and to know and meet the criteria for satisfactory academic progress and completion of the program.

Students shall have the right to access:

- 1) The West Virginia University Academic Catalog (<http://catalog.wvu.edu>) in which program requirements are stated,
- 2) The PALM Department Health Professions Policy on Academic and Professional Standards (this document)
- 3) BoG Policies 10, and 31, and Academics Rule 2.5
- 4) The Biomedical Laboratory Diagnostics, Medical Laboratory Science or Pathologists' Assistant Student Handbook
- 5) The West Virginia University Campus Student Code (<https://studentresponsibility.wvu.edu/campus-student-code>).

Students shall have access to a written description of content, requirements, and grading policy for each course or clinical rotation in which they are enrolled.

The student shall be graded or have his/her performance evaluated solely upon performance in the course or clinical rotation as measured against academic and professional standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded, nor shall his/her performance be unlawfully evaluated based on gender, race, color, sexual orientation, veteran status, religion, age, disability, national origin, creed, ancestry, or political affiliation.

Students should immediately report all violations of the Department of PALM Health Professions Student Code of Academic and Professional Integrity that they witness to the Chairperson of the APSC, or designee.

If any academic penalties are imposed because of failure to meet academic requirements or the provisions of Student Code of Academic and Professional Integrity, the student has a right to:

### **1.3.1 Written notice about failure to meet academic or professional standards and potential penalties**

The student shall be informed in writing of (1) the student's failure to meet academic or professional standards and requirements or an alleged violation of standards, (2) the methods, if any, by which the student may correct the deficiencies, and (3) the penalty, if any, to be imposed.

### **1.3.2 Discussion of the matter with those involved**

The student may meet with those who have determined that the student failed to meet academic or professional standards and requirements or violated the Department of PALM Health Professions Student Code of Academic and Professional Integrity (Chapter III).

### **1.3.3 Appeal**

The student may appeal the imposition of any academic penalty, including those imposed as a consequence of violations of the Student Code of Academic and Professional Integrity, as stated in Section 4 of this document in accordance with the West Virginia BoG Academics Rule 2.5 and the West Virginia University Academic Catalog (<http://catalog.wvu.edu>).

## 1.4 Rights and Obligations of the Faculty

It is the responsibility of the faculty to evaluate a student's academic and professional performance. This evaluation takes three forms, namely (1) assignment of grades and evaluations by the faculty coordinating a course or clinical rotation, (2) review of behavior, demeanor, and adherence to the Student Code of Academic and Professional Integrity, and (3) review of academic and professional performance by the APSC.

Evaluations are not restricted to academic grades, but include the assessment of professional skills, demeanor, and conduct.

The Department of PALM Health Professions reserves the right to withhold the B.S., M.S. or M.H.S. degree from a student who may have technically met formal curricular requirements but lacks the professional skills, behavior and demeanor considered necessary for the degree or demonstrated unwillingness to accept professional responsibility in the practice of their respective profession.

Grades and evaluations issued by the course faculty, and decisions or recommendations of the APSC are subject to the provisions of Section 1.3 which describes student rights.

Faculty responsible for a course should issue a written syllabus describing content, requirements, and grading policy for the course or laboratory rotation to each student enrolled in a course or rotation. The assignment of a grade and evaluation is the responsibility of the faculty coordinating the course or rotation. The faculty responsible for a course may impose upon the student the appropriate penalties described in Section 2.1 for failure to maintain academic and professional standards. Faculty reporting of academic and professional deficiencies is outlined in Section 3.1.

## SECTION 2. CONSEQUENCES OF FAILURE TO MEET ACADEMIC AND PROFESSIONAL STANDARDS AND REQUIREMENTS

Upon failing to meet the academic and professional standards or provisions of the Student Code of Academic and Professional Integrity, a student may be subject to the following academic penalties:

### 2.1 A Zero, A Lower Grade, an Unforgivable F (UF), an Incomplete (I) Final Grade or Exclusion from Further Participation in the Course, Unit or Clinical Rotation

These penalties are imposed by the instructor(s) of a course. The imposition of penalties by the instructor does not preclude further penalties by the Program Director based on the recommendations of the APSC.

### 2.2 Probation

This penalty is imposed by the Program Director after receipt of recommendations from the APSC. The specific remediation requirements associated with the penalty will be stated by the Program Director at the time the student is informed of the penalty in writing (Section 1.3). See Section 3.3 for probation criteria.

### 2.3 Dismissal

This penalty is imposed by the Program Director after receipt of recommendations by the Department of PALM Health Professions APSC because of academic and professional deficiencies found serious enough to merit dismissal.

After dismissal, readmission in the undergraduate Biomedical Laboratory Diagnostics Programs or graduate Medical Laboratory Science or Pathologists' Assistant Programs must be sought through the standard admissions process. See Section 3.4 for dismissal criteria.

## **SECTION 3. ACADEMIC AND PROFESSIONAL STANDARDS COMMITTEE (APSC):**

The Department of PALM Health Professions APSC has been established for the evaluation of undergraduate Biomedical Laboratory Diagnostics and graduate Medical Laboratory Science and Pathologists' Assistant students who fail to meet performance standards in one or more of the following areas: academics, academic integrity, clinical education and professional behavior and conduct.

The APSC is comprised of faculty from the Biomedical Laboratory Diagnostics Programs, Pathologists' Assistant Program, and Health Sciences appointed by the Chair of the PALM Department. The program directors may recommend faculty within their respective programs and Health Sciences to serve on the committee. A quorum consisting of 50% plus one member of the total membership is required to make a recommendation. The Director, or designee, of the program in which the student under consideration is enrolled must be present before a recommendation may occur.

The APSC reviews any student who fails to meet academic and/or professional standards which include grades or inappropriate professional behavior and conduct. The APSC makes recommendations to the program directors for disciplinary sanctions and criteria. APSC recommendations for probation or dismissal are based on a comprehensive review of a student's academic performance, professional behavior and conduct.

### **3.1 The Formal Process of Review by the APSC**

#### **3.1.1**

The faculty responsible for the course in which the student is not adhering to academic and professional standards must meet with the student and document on the appropriate form the following: (1) the problem, (2) meeting date(s) with student, (3) course of action already taken, and (4) recommendations. The form will be provided to the student, Program Director and Chair of the APSC, and a copy placed in the student's file.

In matters of professional misconduct, any party can initiate a concern in writing to the APSC Chairperson, or designee.

The student may also submit in writing his/her arguments to the APSC Chairperson, or designee.

#### **3.1.2**

The APSC Chairperson, or designee, will then call a meeting of the Committee. If the student issue involves one of the APSC members, then that Committee member will not participate in the recommendations made. The vacancy may be filled by another faculty member appointed by the vice-Dean.

The APSC will have access to all academic and professional materials.

#### **3.1.3**

All deliberations of the APSC will be closed and confidential. One Committee or staff member will be assigned to keep written minutes of the Committee meetings which must be signed and approved by all members who participate.

#### **3.1.4**

At the discretion of the APSC, a student under review may be invited for discussion of his/her academic deficiencies, professional misconduct or any extenuating circumstances that may have a bearing on the student's performance.

#### **3.1.5**

The recommendations of the APSC will be submitted to the Program Director who may accept, modify, or reject the recommendations. The Program Director will then meet with the student to explain the imposition of any penalties and expected criteria. Decisions regarding dismissal will be reviewed and conveyed to the student by the Program Director.

## 3.2 Criteria to Remain in Good Standing

Recommendations for graduation are contingent upon the successful completion of all required courses, clinical rotations, and other requirements. Graduation requires approval by the School of Medicine Faculty.

### Biomedical Laboratory Diagnostics Undergraduate Programs

A student **must**:

- 1) Maintain at least a 2.5 overall GPA and achieve a 2.5 semester GPA each semester while in the program
- 2) Pass comprehensive examination given at the end of the Spring II semester of the second year
- 3) Maintain appropriate professional behavior, demeanor, conduct, and attendance
- 4) Successfully complete all clinical rotations
- 5) Successfully complete a capstone project
- 6) Complete 50 hours of approved community service
  - a. **Students must have a minimum of 25 hours entered and approved by the end of the 6-week summer semester**

A second attempt will be available for any student who does not pass the comprehensive examination. See Section 3.4 for dismissal criteria.

### Medical Laboratory Science Graduate Program

A student **must**:

- 1) Maintain at least a 2.75 program GPA
- 2) Earn a grade of C or above in all program coursework
- 3) Maintain appropriate professional behavior, demeanor, conduct, and attendance
- 4) Successfully complete all clinical rotations

### Pathologists' Assistant Graduate Program

A student **must**:

- 1) Maintain at least a 3.0 program GPA
- 2) Earn a grade of C or above in all program coursework
- 3) Pass comprehensive examination given at the end of the Fall semester of the second year
- 4) Maintain appropriate professional behavior, demeanor, conduct, and attendance
- 5) Successfully complete all clinical rotations
- 6) Successfully complete a presentation or publication
- 7) Complete 50 hours of approved community service

A second attempt will be available for any student who does not pass the comprehensive examination. See Section 3.4 for dismissal criteria.

## 3.3 Probation

### 3.3.1 Admissions Probation

Automatic probationary status will be assigned to any student admitted into the Biomedical Laboratory Diagnostics Programs with an overall and/or pre-requisite GPA less than 2.5 or the graduate Medical Laboratory Science program with a cumulative GPA less than 3.0. Probation upon admission does not apply to the Pathologists' Assistant Program.

### 3.3.2 Program Probation

#### Biomedical Laboratory Diagnostics Undergraduate Programs Criteria:

Probation **will** be recommended by the APSC in any case of:

- 1) An overall or semester GPA less than 2.5
- 2) A final grade of “D” during the program
- 3) Evaluations indicating serious gaps in knowledge and clinical skills and/or inadequate integration of the content of the curriculum
- 4) The appearance of a specific and serious academic deficiency, e.g., an important clinical skill has not been mastered
- 5) Failure to assume appropriate professional responsibility and behavior
  - a. Examples include unprofessional attitude and/or conduct, absences/tardiness, failure to attend IPE sessions, and failure to submit required health and immunizations by established deadline
- 6) An infraction of the Student Code of Academic and Professional Integrity (Chapter III)
- 7) Failure to complete (hours entered and approved) 25 community service hours by the end of the summer semester

#### Medical Laboratory Science and Pathologists’ Assistant Graduate Program Criteria:

Probation **will** be recommended by the APSC in any case of:

- 1) A student's program or semester GPA less than 2.75 in the Medical Laboratory Science Program, or a program or semester GPA less than 3.0 in the Pathologists’ Assistant Program
- 2) Evaluations indicating serious gaps in knowledge and clinical skills and/or inadequate integration of the content of the curriculum
- 3) The appearance of a specific and serious academic deficiency, e.g., an important clinical skill has not been mastered
- 4) Failure to assume appropriate professional responsibility and behavior
  - a. Examples include unprofessional attitude and/or conduct, absences/tardiness, failure to attend IPE sessions, and failure to submit required health and immunizations by established deadline
- 5) An infraction of the Student Code of Academic and Professional Integrity (Chapter III)

When a student is placed on probation, the student must meet established criteria by the end of the subsequent semester. If the student meets the established criteria by the end of the subsequent semester, the APSC will recommend removal from probation.

For the Biomedical Laboratory Diagnostics Undergraduate Programs, probationary status can only be assigned for a **maximum of two semesters** throughout the student’s entire matriculation in the program. It is possible for a student to be placed on probation, meet the terms of the probation by the following semester, then be placed on probation again during a subsequent semester and meet the terms of probation again by the following semester. No further probationary periods will be allowed, and dismissal will be recommended. **However, if a student meets more than one probationary criterion for more than one semester, no further probationary status is permitted, and dismissal will be recommended.**

For the graduate programs, Medical Laboratory Science and Pathologists’ Assistant, probationary status can only be assigned for a **maximum of one semester** throughout the students’ entire matriculation in the program. No further probationary periods will be allowed, and dismissal will be recommended.

**Students in the Pathologists’ Assistant program may not enter the clinical year (second year) on probation even if it is only the first semester on probation.**

### 3.4 Dismissal

3.4.1 Dismissal **may** be recommended by the APSC for any case of:

*Biomedical Laboratory Diagnostics Undergraduate Programs Criteria:*

- 1) Two semesters of an overall GPA less than 2.25 or a second semester GPA less than 2.25
- 2) An overall GPA less than 2.5 by the end of the Spring II semester of the second year
- 3) A second final grade of “D” in the first year or a final grade of “D” in the second year
- 4) Failure of the comprehensive examination after two attempts given during the Spring II semester of the second year
- 5) Unsatisfactory evaluations which indicate gaps in knowledge and skills and/or inadequate integration of the content of the curriculum
- 6) After one semester on probation for failure to assume appropriate professional responsibility, including demeanor, conduct, and absences/tardiness, dependent upon the severity
- 7) Any infractions of the Student Code of Academic and Professional Integrity (Chapter III)

*Medical Laboratory Science Graduate Program Criteria:*

- 1) Unsatisfactory evaluations which indicate gaps in knowledge and skills and/or inadequate integration of the content of the curriculum
- 2) Any infractions of the Student Code of Academic and Professional Integrity (Chapter III)

*Pathologists’ Assistant Graduate Program Criteria:*

- 1) Failure of the comprehensive examination after two attempts given during the Fall II semester of the second year
- 2) Unsatisfactory evaluations which indicate gaps in knowledge and skills and/or inadequate integration of the content of the curriculum
- 3) Any infractions of the Student Code of Academic and Professional Integrity (Chapter III)

3.4.2 Dismissal **will** be recommended by the APSC for any case of:

*Biomedical Laboratory Diagnostics Undergraduate Programs Criteria:*

- 1) An overall GPA less than 2.0
- 2) More than two semesters of an overall GPA less than 2.25
- 3) Two final grades of “D” in the same semester
- 4) A final grade of “F” or “UF”
- 5) Meets one probationary criterion for more than two semesters or meets more than one probationary criterion for more than one semester (see Section 3.3.2)

*Medical Laboratory Science Graduate Program Criteria:*

- 1) A program GPA less than 2.5
- 2) More than one semester of a program GPA less than 2.75
- 3) A final grade of “D”, “F” or “UF”
- 4) Meets one or more probationary criteria for more than one semester (see Section 3.3.2)

*Pathologists’ Assistant Graduate Program Criteria:*

- 1) A program GPA less than 2.75
- 2) More than one semester of a program GPA less than 3.0
- 3) A final grade of “D”, “F” or “UF”
- 4) Meets one or more probationary criteria for more than one semester (see Section 3.3.2)
- 5) Meets any probationary criteria at the end of the Fall semester of the first year

The APSC expects every student to meet the requirements stated in Section 1.1 and 1.2 of this policy. Therefore, even without an unsatisfactory grade, a student may incur a recommendation for dismissal for failure to meet these requirements.

Recommendation to dismiss a student for failure to meet academic or professional standards can be made only after documented counseling with the student and Program Director.

An APSC recommendation for dismissal, including any documentation provided by the student to the committee, shall be forwarded to the appropriate Program Director. Within 15 calendar days of receipt of the APSC's recommendation, the Program Director shall inform the student of his/her decision. A decision to dismiss shall specify that the dismissal is from the program, not the college, or school.

The student may appeal this dismissal (Section 4). Students who are dismissed, including students admitted as direct admit, may reapply through the standard admissions process.

## **SECTION 4. APPEAL OF ACADEMIC DISHONESTY OR ACADEMIC PENALTIES**

Due process requirements, appeal procedures and timelines are specified in the West Virginia University Academic Catalog (<http://catalog.wvu.edu/>), and BoG Policy 31 and Academics Rule 2.5.

## **CHAPTER II**

### **Professional Standards Governing Student Conduct Outside the Department of PALM Health Professions (BoG Policies 10 and 31)**

Conduct and behavior not relating to and not affecting professional practice are governed by the West Virginia University BoG Policy 31 - University Student Conduct and Discipline Policy (<http://bog.wvu.edu/policies>). Examples of conduct and behavior relating to and/or affecting professional practice are described in this policy and course syllabi.

Academic dishonesty includes HIPAA violations, plagiarism (intentional or unintentional), cheating and dishonest practices in connection with examinations, papers, projects and laboratories as well as forgery, misrepresentation or fraud as it relates to academic and educational matters.

The process for initiating a charge of academic dishonesty is outlined in the West Virginia University Academic Catalog (<http://catalog.wvu.edu>).



## CHAPTER III

### Department of PALM Health Professions Student Code of Academic and Professional Integrity

Professional practice must be based on reverence for life, compassion and respect for patients, competence, and integrity. Hence the Department of PALM Health Professions expects students to exhibit professionalism through compassion, consideration and respect towards patients and their families, instructors, staff, and each other, growth of knowledge and clinical skills, and acting honorably at all times.

This Student Code of Academic and Professional Integrity incorporates the Policy on Academic and Professional Standards governing the Department of PALM Health Professions at West Virginia University School of Medicine and governs student behavior in lectures, examinations, laboratories, clinical rotations, all academic settings of the School of Medicine and the University, and all other settings which reflect upon the integrity and suitability of the student to practice in their respective profession. Successful progression through the curriculum and graduation are contingent upon the student's compliance with this code. Evaluation of student performance under this code follows the procedures established in the Policy on Academic and Professional Standards governing the Department of PALM Health Professions at West Virginia University School of Medicine.

Specifically, the Department of PALM Health Professions requires students to adhere to these basic rules of academic and professional integrity:

1. I shall dedicate myself to excellence in patient care.  
I, therefore, shall be conscientious in carrying out my assigned duties, follow the guidance of my instructors, and accept responsibility for my actions.
2. I shall safeguard a patient's privacy.  
I, therefore, shall not access or disclose confidential information about a person without authorization.
3. I shall be considerate and respectful towards patients, their families, instructors, staff, and my fellow students.  
I, therefore, shall treat patients with greatest consideration and respect their dignity. I shall be courteous and civil in my dealings with others within the School of Medicine and clinical facilities. I shall respect rules of behavior, professional comportment, and appearance set forth by the School of Medicine, the Department of PALM Health Professions and clinical facilities. I shall render evaluations of courses and instructors in an objective and civil manner.  
I shall be professional in all forms of communication.
4. I shall act honorably and with integrity in my pursuit of the B.S., M.S. or M.H.S. degree.  
I, therefore, shall be truthful about my actions as a student and accept responsibility for them. I shall reject academic dishonesty and not falsely claim competence or knowledge.  
I pledge to refrain from all acts of academic dishonesty. In particular,
  - a. I shall not plagiarize and not submit as my own any material taken from other sources without acknowledgement or permission.
  - b. I shall not cheat in connection with any examinations, academic assignments and activities, and clinical duties.  
I especially pledge that:
    - I shall not communicate with others, except proctors, during an examination;
    - I shall not obtain unauthorized help from another person during an examination or graded academic assignment;
    - I shall not give help to another student during an examination or graded academic assignment;
    - I shall not take an examination in place of another student;
    - I shall not gain access to unauthorized material in connection with an examination;

- I shall not make use of unauthorized material in connection with an examination;
  - I shall not obtain impermissible advance knowledge of the contents of examination;
  - I shall not alter a scored examination or answer sheet and then resubmit it to affect a change of a grade or evaluation;
  - I shall not allow another student to submit my work for grading or credit;
  - I shall not falsify instructional or clinical laboratory results;
- c. I shall not engage in forgery, misrepresentation, and fraud. I especially pledge that:
- I shall not furnish false statements as a witness for any University or School of Medicine disciplinary investigation or appeal;
  - I shall not forge or alter educational records or submit such records to the staff and faculty of the University or School of Medicine for fraudulent purposes;
5. I shall act honorably and with integrity at all times.  
I, therefore, shall not engage in behavior or conduct that demonstrates a lack of personal qualities or that may adversely reflect upon the profession, the Department of PALM Health Professions or the School of Medicine.
6. I shall support this code of academic and professional integrity.  
I, therefore, shall report to Chairperson of the APSC all violations of this code that I witness.

# Academic Calendar for the Class of 2027

## Fall Semester 2025

- August 18 - General Registration
- August 20 – On-Campus First Day of Classes
- August 26 - Last Day to Register, Add New Courses, Make Section Changes, Change Pass/Fail and Audit
- September 1 - Labor Day Recess: University Closed
- October 8 - Mid-Check Grades Due by Noon
- October 9-10 - Fall Break
- November 21 - Last Day to Drop a Class and Last Day to Withdraw from the University
- November 22-30 - Fall Recess
- December 11 - Last Day of Classes
- December 12 - Prep Day for Finals
- December 15-19 - Final Exam Week
- December 20 - Commencement
- December 20 - Winter Recess Begins
- December 22 - Grades Due by Noon
- December 22 - January 8 – Winter Intersession

## Spring Semester 2026

- January 9 - General Registration
- January 12 – On-Campus First Day of Classes
- January 16 - Last Day to Register, Add New Courses, Make Section Changes, Change Pass/Fail and Audit
- January 19 - Martin Luther King, Jr. Day Recess: University Closed
- February 27 - Mid-Check Grades Due by Noon
- March 14-22 - Spring Recess
- April 3 - Spring Holiday: University Closed
- April 17 - Last Day to Drop a Class and Last Day to Withdraw from the University
- May 1 - Last Day of Classes
- May 4-8 - Final Exam Week
- May 11 - Grades Due by Noon
- May 11 - Maymester Begins
- May 12 - Election Day: University Closed
- May 15-17 - Commencement

## Summer Semester 2026

- May 18 - Registration
- May 18 - On-Campus First Day of Classes
- May 25 - Memorial Day Recess: University Closed
- June 26 - Final Exam for First Six-Week Session
- July 3 - Independence Day Recess: University Closed
- August 7 - Final Exams for Second Six-Week Session and 12-Week Session
- August 10 - Grades Due by Noon
- August 14 - Degree Conferring Date (No Ceremonies)

## Fall Semester 2026

- August 17 - General Registration
- August 18 – On-Campus First Day of Classes
- August 24 - Last day to Register, Add New Courses, Make Section Changes, Change Pass/Fail and Audit
- September 7 - Labor Day Recess: University Closed
- October 7 - Mid-Check Grades Due by Noon
- October 9 - Fall Break
- November 10 - Election Day: University Closed
- November 20 - Last Day to Drop a Class and Last Day to Withdraw from the University
- November 21-29 - Fall Recess
- December 4 - Last Day of Classes
- December 7-11 - Final Exam Week
- December 19 - Commencement
- December 12 - Winter Recess Begins
- December 14 - Grades Due by Noon
- December 14-January 1 – Winter Intersession

## Spring Semester 2027

- January 8 - General Registration
- January 11 – On-Campus First Day of Classes
- January 15 - Last Day to Register, Add New Courses, Make Section Changes, Change Pass/Fail and Audit
- January 18 - Martin Luther King, Jr. Day Recess: University Closed
- February 26 - Mid-Check Grades Due by Noon
- March 13-21 - Spring Recess
- March 26 - Spring Holiday: University Closed
- April 16 - Last Day to Drop a Class and Last Day to Withdraw from the University
- April 30 - Last Day of Classes
- May 3-7 - Final Exam Week
- May 10 - Grades Due by Noon
- May 10 - Maymester Begins
- May 14-16 - Commencement

**STUDENT or VISITOR ACCIDENT REPORT FORM**  
**West Virginia University**  
**Environmental Health and Safety**

***THE INJURED STUDENT OR VISITOR AND WVU DEPARTMENT REPRESENTATIVE SHOULD COMPLETE THIS FORM.***

Name: \_\_\_\_\_ Status: (check one) Student or Visitor

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

Date: \_\_\_\_\_ Time accident occurred: \_\_\_\_\_ A.M P.M

Sex: Male or Female (check one) Age: \_\_\_\_\_

Building/Location and Room or area in which accident occurred: \_\_\_\_\_

Description of Accident: Please describe how the accident happened. What was the injured person doing? List any specific acts by individuals or conditions that led to the accident (include any tools, machinery or instruments involved).

Nature of Injury			Part of Body Injured		
<input type="checkbox"/> Abrasion	<input type="checkbox"/> Cut	<input type="checkbox"/> Scratch	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Face	<input type="checkbox"/> Leg
<input type="checkbox"/> Amputation	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Shock	<input type="checkbox"/> Ankle	<input type="checkbox"/> Finger	<input type="checkbox"/> Mouth
<input type="checkbox"/> Asphyxiation	<input type="checkbox"/> Fracture	<input type="checkbox"/> Sprain	<input type="checkbox"/> Back	<input type="checkbox"/> Foot	<input type="checkbox"/> Nose
<input type="checkbox"/> Bite	<input type="checkbox"/> Laceration	<input type="checkbox"/> Splinter	<input type="checkbox"/> Chest	<input type="checkbox"/> Forearm	<input type="checkbox"/> Shoulder
<input type="checkbox"/> Bruise	<input type="checkbox"/> Poisoning	<input type="checkbox"/> Strain	<input type="checkbox"/> Ear	<input type="checkbox"/> Hand	<input type="checkbox"/> Teeth
<input type="checkbox"/> Burn	<input type="checkbox"/> Puncture	<input type="checkbox"/> Fainted	<input type="checkbox"/> Elbow	<input type="checkbox"/> Head	<input type="checkbox"/> Wrist
<input type="checkbox"/> Concussion	<input type="checkbox"/> Repetitive Stress Injury		<input type="checkbox"/> Eye	<input type="checkbox"/> Knee	
Other specify) _____			Other (specify) _____		

Was the victim wearing Personal Protective Equipment? (please specify)

Was first aid administered? Y or N

Did you receive medical treatment? Y or N

Treatment location: \_\_\_\_\_

Signed: \_\_\_\_\_  
or Student WVU Department Representative

Signed: \_\_\_\_\_  
Visitor

**E-Mail Original to: [WVUInjuryIncidentReport@mail.wvu.edu](mailto:WVUInjuryIncidentReport@mail.wvu.edu)**

## HISTOTECHNICIAN AND INTERNATIONAL HISTOTECHNICIAN, HT(ASCP) AND HT(ASCP<sup>i</sup>)

## HISTOTECHNOLOGIST AND INTERNATIONAL HISTOTECHNOLOGIST, HTL(ASCP) AND HTL(ASCP<sup>i</sup>)

### EXAMINATION CONTENT GUIDELINE

#### EXAMINATION MODEL

The HT(ASCP), HT(ASCP<sup>i</sup>), HTL(ASCP), and HTL(ASCP<sup>i</sup>) certification examinations are composed of 100 questions given in a 2 hour 30 minute time frame. All exam questions are multiple-choice with one best answer. The certification exams are administered using the format of computer adaptive testing (CAT).

With CAT, when a person answers a question correctly, the next test question has a slightly higher level of difficulty. The difficulty level of the questions presented to the examinee continues to increase until a question is answered incorrectly. Then a slightly easier question is presented. In this way, the test is tailored to the individual's ability level.

Each question in the test bank is calibrated for level of difficulty and is classified by content area. The content area aligns with the examination specific content outline. The examinee must answer enough questions correctly to achieve a measure above the pass point in order to successfully pass the certification examination. There is no set number of questions one must answer to pass, nor is there a set percentage one must achieve to pass. If at the end of the exam the examinee's score is above the pass point, then he or she passes the exam.

#### EXAMINATION CONTENT AREAS

The HT and HTL exam questions encompass the following content areas within Histotechnology: Fixation, Processing, Embedding/Microtomy, Staining, and Laboratory Operations. Each of these content areas comprises a specific percentage of the overall 100-question exam. The content areas and percentages are described below:

CONTENT AREAS	EXAM PERCENTAGES
FIXATION	15 – 25%
PROCESSING	10 – 20%
EMBEDDING/MICROTOMY	15 – 25%
STAINING	30 – 40%
LABORATORY OPERATIONS	10 – 15%

For a more specific overview of the HT and HTL exams, please refer to the **CONTENT OUTLINE** starting on page 2.

## HISTOTECHNICIAN AND INTERNATIONAL HISTOTECHNICIAN, HT(ASCP) AND HT(ASCP<sup>i</sup>)

## HISTOTECHNOLOGIST AND INTERNATIONAL HISTOTECHNOLOGIST, HTL(ASCP) AND HTL(ASCP<sup>i</sup>)

### EXAMINATION CONTENT OUTLINE

Examination questions, which are related to the subtest areas outlined below, may be both theoretical and procedural. Theoretical questions measure skills necessary to apply knowledge, calculate results, and correlate reactions/patient results to histology. Procedural questions measure skills necessary to select/perform appropriate laboratory methods and follow quality assurance protocols. Additionally, regulatory questions are based on U.S. sources (e.g., AABB, FDA, CLIA, etc.).

#### I. FIXATION (15 – 25%)

##### A. Tissues

1. Morphology/anatomy
2. Cell/component preservation
3. Pathology (**HTL ONLY**)
4. Biochemistry principles/theories (**HTL ONLY**)

##### B. Procedures

1. Light microscopy
2. Electron microscopy
3. Special stains
4. Frozen sections/tissues
5. Enzyme histochemistry
6. Immunofluorescence
7. Immunohistochemistry
8. Artifacts/precipitates/pigments
9. Quality control
10. Cytologic specimens
11. *In situ* hybridization

##### C. Parameters

1. Size of specimen
2. Volume of specimen/fixative
3. Time of fixation
4. Temperature of specimen/fixative
5. Other (e.g., pH)

##### D. Reagents

1. Types/components
2. Properties/functions/actions
3. Quality control
4. Chemistry principles/theories (**HTL ONLY**)

##### E. Instrumentation (e.g., microwave)

1. Components
2. Use
3. Maintenance

4. Troubleshooting

5. Quality control

#### II. PROCESSING (10 – 20%)

##### A. Tissues

1. Morphology/anatomy
2. Cell/component preservation

##### B. Procedures

1. Light microscopy
2. Frozen sections/tissues
3. Enzyme histochemistry
4. Calcified/decalcified tissue
5. Immunohistochemistry
6. Immunofluorescence
7. Quality control
8. Cytologic specimens (e.g., cell blocks, touch preps)
9. *In situ* hybridization

##### C. Instrumentation

1. Components
2. Use
3. Maintenance
4. Troubleshooting
5. Quality control

##### D. Reagents

1. Types/components
2. Properties/functions/actions
3. Quality control
4. Chemistry principles/theories (**HTL ONLY**)

#### III. EMBEDDING/MICROTOMY (15 – 25%)

##### A. Tissues

1. Morphology/anatomy
2. Cell/component demonstration

## **B. Procedures**

1. Paraffin
2. Frozen section
3. Gelatin/adhesive
4. Quality control
5. Preparation for molecular testing (e.g., RNAase-free area, scrolls, laser capture microdissection) **(HTL ONLY)**

## **C. Instrumentation**

1. Components
2. Use
3. Maintenance
4. Troubleshooting
5. Quality control

## **IV. STAINING (30 – 40%)**

### **A. Tissues**

1. Morphology/anatomy
2. Cell/component demonstration
3. Function
4. Pathology **(HTL ONLY)**
5. Biochemistry principles/theories **(HTL ONLY)**

### **B. Procedures**

1. Nucleus/cytoplasm (e.g., H&E)
2. Bone marrow
3. Carbohydrates
4. Connective/supporting tissue
5. Lipids
6. Microorganisms
7. Nerve
8. Pigments/minerals/granules
9. Tissues/cells/components (e.g., fibrin, mast cells)
10. Enzyme histochemistry **(HTL ONLY)**
11. Immunohistochemistry (e.g., basic staining theory, retrieval techniques, selection of controls **(HTL ONLY)**, antibody preparation **(HTL ONLY)**)
12. Quality control
13. Preliminary screening of histochemical special stains **(HTL ONLY)**
14. Cytological stains (e.g., Papanicolaou)
15. *In situ* hybridization (FISH, CISH) **(HTL ONLY)**

### **C. Instrumentation**

1. Components
2. Use
3. Maintenance

4. Troubleshooting
5. Quality control

### **D. Reagents/Dyes**

1. Types/components
2. Properties/functions/actions
3. Quality control
4. Chemistry principles/theories **(HTL ONLY)**

### **E. Mounting Procedures**

1. Media
2. Coverslip
3. Refractive index **(HTL ONLY)**

## **V. LABORATORY OPERATIONS (10 – 15%)**

### **A. Safety**

1. Storage
2. Disposal
3. Hazards
4. Regulations
5. Procedures
6. Quality control

### **B. Laboratory Mathematics**

1. Metric system
2. Percent solutions/dilutions
3. Molar solutions

### **C. Ancillary Equipment/Instruments (e.g., microwave, computers, pH meter, solvent recovery)**

1. Components
2. Use
3. Maintenance
4. Troubleshooting
5. Quality control

### **D. Management (HTL ONLY)**

1. Theories
2. Procedures

### **E. Education (HTL ONLY)**

1. Theories
2. Procedures

### **F. Regulations (HTL ONLY)**

1. Federal government
2. Accrediting agencies

**Examples provided (as indicated by e.g.) are not limited to those listed.**

**All Board of Certification examinations use conventional and SI units for results and reference ranges.**



## HT/HTL SUMMARY OF STAINS

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The following list is not all-inclusive but does contain the majority of stains that may be encountered on the HT/HTL exams.

- Alcian blue
- Alcian blue-PAS
- Alcian yellow
- Bielschowsky
- Carbol-fuchsin (Kinyoun, Ziehl-Neelsen, Fite, auramine-rhodamine)
- Colloidal iron
- Congo red
- Crystal violet
- Enzyme histochemistry\* (ATPase, cytochrome oxidase, succinic dehydrogenase, NADH, esterase, acid phosphatase)
- Fontana-Masson
- Giemsa
- Gram
- Grocott/Gomori methenamine-silver (GMS)
- Melanin bleach
- Hematoxylin & eosin (H&E)
- Immunohistochemical stains\*
- Immunofluorescence\*
- *In situ* hybridization (FISH, CISH)\*
- Luxol fast blue (LFB/cresyl echt violet)
- Movat pentachrome
- Mucicarmine
- Oil red O
- Papanicolaou
- PAS-digestion (PASD)
- PAS-hematoxylin (PASH)
- Periodic acid-methenamine silver (PAMS) / Jones
- Periodic acid-Schiff (PAS)
- Prussian blue (iron)
- Reticulin/reticulum
- Rhodanine
- Romanowsky
- Spirochete (Steiner and Steiner, Warthin-Starry)
- Toluidine blue
- Trichrome (Gomori, Masson)
- Verhoeff-van Gieson (VVG)
- von Kossa

\*In addition, the HT exam includes questions about basic immunology principles, including antigen retrieval and immunohistochemistry staining theory. The HTL exam includes questions about immunohistochemistry quality control and more detailed questions about principles, antigen retrieval, and immunostaining procedures.

### END OF CONTENT GUIDELINE



## Health Professions Programs

### CBC Policy

A majority of clinical sites now require students to complete a criminal background check (CBC) prior to participating in clinical education placements. Furthermore, state laws may restrict or prohibit those with criminal backgrounds from obtaining a professional license to practice following graduation (laws vary by state; matriculants are encouraged to consult legal counsel for advice). Therefore, students with criminal backgrounds may not be able to meet the academic standards of their program or the criteria for professional licensure.

### Procedure

Certiphi will perform CBCs as a designated agent. The School of Medicine has designated the depth of the background search to include felonies and misdemeanors at Federal, state, and local levels at the 7 previous years of residence. Each student will contact Certiphi via a secure site and place an order for their CBC. The student provides their name, current and previous addresses, and other identifying information and pays by credit card. The Assistant Director of Clinical Education Manager will have access to Certiphi inquiry results via a secure website via a unique username and password.

Clinical sites may require repeated or additional background checks prior to the start of a rotation. It is the students' responsibility to identify the need for these subsequent background checks.

### Positive CBC Findings

Any positive CBC results will be forwarded to the Vice Dean for Professional Programs. The Vice Dean or the designee may meet with the student to discuss the results. The conversation will be documented in writing on the CBC form. The Vice Dean will then refer the case to the program's committee on academic standards for consideration and recommendations.

If the student feels that a positive CBC finding is in error, the student will be directed to speak with Certiphi to determine if further investigation is needed. These errors may include the CBC being completed on a different person with the same name or a similarly named person, or if the CBC returned information that was supposed to be sealed or expunged. If the information is in error, the CBC is repeated and Certiphi will update the CBC report online.



## Health Professions Programs

### Drug Screen Policy

Academic programs at the Health Sciences Center have an obligation to protect the public and to respect students' privacy rights. Accordingly, this policy is designed to balance those interests. Students involved in direct patient care or handling prescription medications as part of clinical rotations who are under the influence of alcohol or drugs may put patients' safety at risk.

Students are not permitted to unlawfully possess or use illegal drugs, prescription drugs, over-the-counter drugs, or alcohol while participating in direct patient care or handling prescription medications as part of the academic program. Prohibited substances include amphetamines, benzodiazepines, cocaine, barbiturates, cannabinoid or synthetics, heroin, MDMA, methadone, opiates, oxycodone, phencyclidine, and propoxyphene.

It is the responsibility of every student to be aware of the risks associated with alcohol use and abuse. Students are required to conduct themselves in accordance with School and University policies, and federal, state and local laws regarding alcohol consumption. It should be understood that possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of state liquor laws. Likewise, it is illegal for anyone to provide alcoholic beverages to persons under the age of 21.

Students are permitted to take medications that may affect urine drug screen results, when legally prescribed to the student. Students taking legally prescribed medications that may affect urine drug screen results or that may impair their alertness or cognition must notify their academic program and provide appropriate documentation as described in the Legally Prescribed Medication section. Students may not be under the influence of alcohol while performing patient care duties or handling prescription medication.

### Initial Drug Screening

All students will undergo a urine drug screen prior to matriculation or the initiation of the first clinical experience in their program. The Assistant Director of Clinical Education for Professional and Undergraduate Programs will provide students with instructions for contacting Certiphi Screening via a secure website to make arrangements and pay for the drug screening.

The Assistant Director of Clinical Education for Professional and Undergraduate Programs will have access to Certiphi inquiry results via a secure website with a unique username and password. The Assistant Director of Clinical Education for Professional and Undergraduate Programs will prepare a report on any positive results of drug testing for review by the Vice Dean for Professional and Undergraduate Programs. The Vice Dean will review and initial the drug screen reports.

## **Additional Drug Screening**

Students may be required to undergo repeat drug screening whenever such testing is required by program on an annual basis or required by a clinical site. At the discretion of the program's committee on academic standards, students may also be required to undergo drug screening for reasonable suspicion, such as direct observation of an individual engaging in drug-related activity; direct observation of the individual demonstrating physical symptoms of being under the influence; a pattern of erratic behavior; conviction of a drug-related offense; sudden change in performance, including excessive absenteeism; or information received from a credible source (note: student reports of an individual's drug use must have other substantiation to meet the standard for reasonable suspicion). Any additional drug screening will be done at the student's expense.

Prior to beginning each clinical rotation, the student will be notified if an additional drug screen is required by the site and will receive instructions for completion of the testing. Students are responsible for contacting Certiphi to make arrangements and pay for the drug screen.

When repeat drug screen is required, the student will not be permitted to begin the clinical rotation until the drug screen result is available. It is the student's responsibility to ensure that drug testing is completed in a timely manner. Upon request, the student will provide access to his or her drug screen result from the Certiphi site to the clinical education site.

## **Negative Dilute Drug Screen**

In the event of a negative dilute drug screen, the student will be required to repeat the drug screen at their own expense. In the event of two consecutive negative dilute drug screens, it will be considered a positive result.

## **Positive Drug Screen**

In the event of a positive drug screen, the Vice Dean will refer the case to the program's committee on academic standards for consideration and recommendations. In the interim, student may be subject to temporary administrative removal from clinical site while the committee meets.

Following review by the program's committee on academic standards, students with a positive drug screen not due to a legally prescribed medication may be subject to one or more of the following penalties:

- Placement on program probation
- Deceleration (required repetition of a portion of the didactic or clinical phase of the program) with a delay in graduation
- Dismissal from the program

Students with a positive drug screen not due to a legally prescribed medication will be referred for counseling and/or a provider support program within one week of the notification of the

positive drug screen result. A student's return to academic studies is contingent upon full compliance with the recommended counseling and/or provider support program. Documentation of successful completion and/or continued compliance with the counseling/support program will be maintained in the student's permanent program record. WVU's Student Assistance Program (SAP) offers drug and alcohol counseling for students. Student should contact the Carruth Center at 304-293-4431 to schedule an appointment.

## **Legally Prescribed Medication**

In cases where a legally prescribed medication results in a positive drug test, the student must follow the process outlined by Certiphi to provide appropriate documentation

Biomedical Laboratory Diagnostics  
Form for Documenting Conferences, Incidents, and/or Grievances

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

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

Session Initiated by: \_\_\_\_\_

Nature of Session: \_\_\_\_\_

\_\_\_\_\_

Summary of Discussion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Resolution/Recommendation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommendation for Action:

- ☐ None/Place in Student File for Future Reference
- ☐ Program Director
- ☐ Academic and Professional Standards Committee
- ☐ vice-Dean

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

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

*(Student signature does not mean that the student agrees or disagrees with the decision, only that they were present for this conference)*

## Program Curriculum

### Junior Year

Fall Semester (Fall I)	Hrs
PALM 300 Introduction to Pathology	3
PALM 303 Laboratory Methods	1
PALM 320 Medical Biochemistry	3
PALM 322 Medical Biochemistry Laboratory	1
PALM 380 Medical Immunology	3
PALM 307 Introduction to Histotechniques	1
PSIO 441 Mechanisms of Body Function	4
<b>Total</b>	<b>16</b>

### Junior Year

Spring Semester (Spring I)	Hrs
MICB 200 Microbiology	3
PALM 381 Research, Educational Methodology	2
PALM 205 Human Anatomy	3
PALM 304 Histotechnology Microanatomy	4
PALM 306 Histotechnique I	3
<b>Total</b>	<b>15</b>

### Senior Year

Summer Semester	Hrs
PALM 305 Staining Techniques I	4
PALM 406 Histotechnique II	3
<b>Total</b>	<b>7</b>

### Senior Year

Fall Semester (Fall II)	Hrs
PALM 405 Staining Techniques II	4
PALM 407 Histology Laboratory	8
PALM 409 Molecular Pathology for Lab. Prof.	2
PALM 464 Scientific Writing Seminar	1
PALM 465 Laboratory Management	2
<b>Total</b>	<b>17</b>

### Senior Year

Spring Semester (Spring II)	Hrs
PALM 408 Histotechnologist Practicum	14
PALM 475 Medical Relevance	3
<b>Total</b>	<b>17</b>

**TOTAL** **72 Hours**

Course highlighted in yellow are required by both the Histotechnology and Medical Laboratory Science Programs.

Updated 8/1/25

## HTL Program Course Descriptions

**MICB 200. Medical Microbiology. 3 Hours.**

PR: ([CHEM 111](#) and [CHEM 112](#)) or ([CHEM 115](#) and [CHEM 116](#)). Provides basic background in medical microbiology. Emphasis is on basic structure of all microorganism groups including bacteria, fungi, viruses, protozoa and helminths; epidemiology, immunology, and infectious disease.

**PALM 205. Introduction to Human Anatomy. 3 Hours.**

Introductory human anatomy course that uses a combined regional and systemic approach to examine the relationships and organization of the major structures within the thorax, abdomen, head/neck, and back/limbs regions of the body.

**PALM 300. Introduction to Pathology. 3 Hours.**

A study of principles and processes of pathology from cellular to system, including etiology, pathogenesis, and clinical features of representative or commonly occurring disorders and diseases.

**PALM 303. Laboratory Methods. 1 Hour.**

Fundamental theoretical methods and procedures used in laboratory medicine, which include laboratory safety, patient safety, HIPAA, specimen integrity and collection, microscopy, and laboratory math.

**PALM 304. Histotechnology Microanatomy. 4 Hours.**

Microscopic identification of the morphology of human cells, tissues and organ systems with relationship to structure and function.

**PALM 305. Staining Techniques 1. 4 Hours.**

A lecture and laboratory course focusing on the theory and methodology of routine and special staining and the basic principles, components and use of instruments in the histopathology laboratory.

**PALM 306. Histotechnique 1. 3 Hours.**

A lecture and laboratory course focusing on the principles and theories of routine histologic techniques and the basic principles, components and use of instruments in the histopathology laboratory.

**PALM 307. Introduction to Histotechniques. 1 Hour.**

An introduction to routine histologic techniques, principles, use of instrumentation, and safety practices in the histopathology laboratory.

**PALM 320. Medical Biochemistry. 3 Hours.**

PR or CONC: [PALM 322](#). Overview of basic concepts in biochemistry and cell biology with application of these principles to human metabolism in health and disease.

**PALM 322. Medical Biochemistry Laboratory. 1 Hour.**

PR or CONC: [PALM 320](#). Fundamental techniques used in laboratory medicine for the testing of carbohydrates, enzymes, lipids, and proteins.



**PALM 380. Medical Immunology. 3 Hours.**

Comprehensive study of the immune system including principles of immunological and serological procedures, immunological disorders and diseases, and correlation between test results and disease states.

**PALM 381. Research and Educational Methodology. 2 Hours.**

Lectures in ethics, techniques of research, and techniques of educational methodology for medical laboratory science students.

**PALM 405. Staining Techniques 2. 4 Hours.**

PR: [PALM 305](#). A lecture and laboratory course focusing on the theory and methodology of immunohistochemistry.

**PALM 406. Histotechnique 2. 3 Hours.**

PR: [PALM 306](#). A lecture and laboratory course focusing on the principles and theories of routine and advanced histologic techniques and the basic principles, components and use of instruments in the histopathology laboratory.

**PALM 407. Histology Laboratory. 8 Hours.**

This course consists of rotations in clinical and research histopathology.

**PALM 408. Histotechnologist Practicum. 14 Hours.**

Supervised practicum in which students will integrate practice and theory of histotechnology in a healthcare setting and will be exposed to the scope of work, variety of tests, and automation found within the histopathology department.

**PALM 409. Molecular Pathology for Laboratory Professionals. 2 Hours.**

This course will provide students with an overview of the principles and applications of molecular techniques in pathology. A review of molecular and cancer biology will be included, and molecular pathways and biomarkers will be discussed with correlation to cancer types.

**PALM 464. Scientific Writing Seminar. 1 Hour.**

PR: Admission to WVU Medical Laboratory Science Program or consent of course instructor. Methods and principles of scientific writing focused on laboratory practices in preparation for the capstone experience.

**PALM 465. Medical Laboratory Management. 2 Hours.**

Laboratory organization and principles of laboratory management.

**PALM 475. Medical Relevance - Capstone. 3 Hours.**

Case studies of pathologic entities encountered in the medical laboratory and a review of medical laboratory science. Student will complete and give an oral presentation of the Capstone experience and pass a comprehensive examination.

**PSIO 441. Mechanisms of Body Function. 4 Hours.**

PR: College chemistry, biology, physics, and algebra or graduate status and consent. A systematic examination of the homeostatic functions of the human body with emphasis on the physicochemical mechanisms involved. Pathophysiology and clinical correlations are introduced in relation to normal physiology. (4 hr. lec.).