



Midland College
Health Sciences
Continuing Education
Student Policy
Handbook

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Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator/Compliance Officer, (432) 685-4698, Title9@midland.edu; Director Human Resources/Payroll, (432) 685-4534, mchr@midland.edu. For further information on notice of non-discrimination, visit <http://wdcrob-colp01.ed.gov/CFAPPS/OCR/contactus.cfm> or call 1(800) 421-3481.

Philosophy & Mission

The Health Sciences Continuing Education (HSCE) programs at Midland College are designed to prepare individuals to thrive in a dynamic healthcare environment and to acquire the skills and knowledge needed to complete the appropriate certification exams.

We offer an exciting range of programs in the health sciences that may lead to a health science pathway at Midland College such as nursing, EMT paramedic, sonography, or respiratory therapy. Our programs are affordable and comprehensive. They provide hands-on educational experiences in class rooms, simulated lab, and clinical settings with qualified instructors.

Reviewing the HSCE Handbook is an individual's responsibility and each student is accountable for compliance with the policies. An additional resource is the Midland College Catalog, which can be found online at:

<http://catalog.midland.edu>

Student Responsibilities & Requirements

Students are responsible for the active pursuit of knowledge, preparation for and participation in learning activities, and development of judgment and professional identity. The student is also responsible to adhere to legal and ethical guidelines mandated in the standards of practice.

All students who are applying to the HSCE programs are required to be at least 18 years of age, must have a photo identification and a Social Security Card. Specific immunization are required for each course that includes a clinical section. All programs (except Nurse Aide) require a high school diploma or GED. The Phlebotomy Technician course requires health insurance and the passing of a drug screening (held during class). All registrations are first come, first served. Students are responsible for completing all requirements and providing full payment in order to register and secure a seat in the class.

NOTE: Nurse Aide and Phlebotomy students will complete their applications through Viewpoint: [Midland College - Student Screening - Viewpoint Screening](#)

Attendance & Grading

Regular attendance and participation in classroom and clinical courses is expected. When an absence is necessary, the student must follow the course syllabus and instructor guidelines for the notification process. Punctuality is expected and is characteristic of professional behavior.

All classroom and clinical courses are graded as satisfactory “S” or unsatisfactory “U”. A course failure will be issued upon course completion if the student has failed to meet all learning objectives at the level identified as passing for that course, as well as meeting the minimum required attendance of 80% of class dates.

Professional Conduct & Professional Image

Professional conduct:

Professional conduct in all areas of academic experience (classroom, lab, and clinical) and safe provision of patient care are essential. Any conduct or performance considered unsafe or detrimental to the health and safety of a patient, harmful to the clinical environment, detracting from the learning process, or lacking in professionalism will constitute the issuance of a disciplinary action. Circumstances/Situations that result in disciplinary action include, but are not limited to:

1. Abandonment of patient care responsibilities.
2. Dishonesty or misrepresenting the truth.
3. Violation of confidentiality, including, but not limited to, photocopying patient information, taking photographs, videos, posting on internet social networking sites, or electronic transmission of patient records to unauthorized sites.
4. Acts of a dangerous or destructive nature, including careless or intentional damage involving property of Midland College or any affiliated facility.
5. Transporting, possessing, or being under the influence of alcoholic beverages, narcotics, or illegal drugs.
6. Cheating or plagiarism of any kind.
7. Solicitation of personal gifts or tips from patients or their families.
8. Theft of any Midland College or affiliated agency property.
9. Performing acts, bullying, or making statements which knowingly or consistently violate/threaten the physical or psychological safety of any person.
10. Performing or attempting to perform techniques procedures without appropriate permission, or assuming inappropriate independence in actions or decisions.

11. Failure or refusal to accept moral, ethical, and/or professional responsibility for actions that violate professional conduct requirements

Professional Image:

Students will maintain a professional appearance by wearing appropriate clothing during class and the appropriate uniform when in clinical or community settings. Students are expected to take care of their uniform. Uniforms must fit loose enough to facilitate movement without skin exposure. The appropriate program patch must be placed on the left shoulder of the scrub top. Student must always wear the name tag on the front of the scrub top, close to the shoulder. Athletic shoes with socks must be worn with the uniform.

Personal hygiene must be maintained. Cologne, perfume, aftershave or scented hygiene products may not be worn. Students must not smell of tobacco, perspiration, or any offensive body odor. Hair will be clean and neat, up off the shoulders and away from the face. Beards must be short and well-trimmed. Fingernails must be short, well-trimmed, and clean. Nail polish, overlays, or artificial nails of any kind are prohibited. Students are not allowed to wear long, hanging jewelry. Chewing gum is prohibited in all patient care areas.

Cell Phones & Other Electronic Devices

Out of courtesy to instructors and students, it is the policy of the department that use of cell phones and other electronic devices in the classroom is prohibited unless accessing instructor designated digital material on the electronic device. All electronic communication equipment must be on silent and kept out of sight to prevent interruptions in the classroom. There are breaks throughout the class period that will allow you to check your messages.

Student Safety & Wellness

The safety and wellness of our students is a priority. Some of our programs include the practice of healthcare skills in the lab and/or in a clinical setting. It is your responsibility to know and follow safety and infection precautions. Students are taught safety procedures such as proper body mechanics when handling patients, infection prevention, and safety measures with sharps/needle. Any student who has a need for special accommodations such as disabilities, latex allergies, or limitations for lifting, must notify their instructor at the beginning of the class and follow up with Midland College guidelines.

Incidents, Injuries, & Illness

The student must immediately notify the instructor if injured or exposed to an infectious disease while in the clinical setting or functioning as a student in any environment. Examples of such incidents include, but are not limited to, needle stick injuries, contamination of mucous membranes (eye, nose, mouth), infection exposure, and slips and falls. The instructor may require that a Midland College incident report form be completed. The instructor will ensure that clinical agency policy/procedure is followed.

FERPA

Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Midland College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Midland College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Midland College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Midland College.

Upon request, Midland College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of education concerning alleged failures by Midland College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

For more information on the Family educational Rights and Privacy Act, you may also [visit the FERPA home page on the U.S. Department of Education website.](#)

HIPAA (Health Insurance Portability & Accountability Act)

What you need to know about HIPAA:

1. As a student performing clinical rotations at approved clinical sites, you will have access to confidential medical information.
2. Federal and state laws protect this confidential information. Violation of this confidentiality may bring penalty by law and dismissal from the program.
3. It is illegal for you to use or disclose this confidential medical information outside the scope of your clinical duties at your assigned clinical facility.
4. Guidelines for the use of this information are as follows:
 - You may use this information as necessary to care for your patients.
 - You may share this information as necessary with other health care providers for treatment purposes.
 - Do NOT photocopy patient information.
 - Access the minimum amount of information necessary to care for your patient or carry out an assignment.
 - Do NOT record patient names, dates of birth, addresses, phone numbers, social security numbers, etc., on the assignment you will turn into your instructor.
 - You may only access the confidential information of patients for which you are caring. Be aware of your surroundings when discussing confidential information. It is inappropriate to discuss patients in public areas such as hallways, cafeteria, elevators, etc.

Inclement Weather

In case of extreme weather conditions that may cause Midland College to delay or cancel classes and/or the opening of offices, a decision regarding daytime classes will be made by 5:00 am and messages will be posted on the MC website, MC social media sites, and the main MC switchboard answering system by 6:00 am (or as soon as notified). The message will convey: facilities are CLOSED or facilities have DELAYED classes and the opening of offices until _____ (am/pm). Closures and delays will also be posted on the department Facebook page.

Evening class cancellations will be decided by administration and communicated to students by the instructor by 2:00 pm on the day of the class. A student will not be penalized for their absences in a circumstance where travel is deemed unsafe. Making up a missed class or clinical assignment is not considered a penalty.

Children in Class

The Health Sciences programs strive to provide an environment conducive to teaching and learning for all students. Minor children should not be brought to the classroom, lab, or clinical sites. This practice is disruptive to the learning process and poses a potential risk to the child or others. At no time should children be allowed in the lab area or at the clinical sites, or allowed to be left unattended anywhere on campus.

Alcohol, Tobacco & Drug Use

The Midland College Catalog specifies under Student Conduct Regulations:

“Illegally possessing, using, selling or transferring, or being under the influence of any alcoholic beverage or any illegal, illicit, or designer drugs on campus or while engaged in any college instructional activity are strictly prohibited. The college strictly prohibits attending classes while under the influence of alcohol or drugs.

Students who are impaired from (1) alcohol abuse, (2) other drug abuse, (3) prescription drug use which impairs the student, (4) OTC medications which impair the student, or (5) mental illness which affects the safety of the student and/or others are strictly prohibited from participating in classroom or clinical activities.”

Some programs will be required to have a clear drug screen. Students with verified positive test results will be given reasonable opportunity to challenge or explain the results. Where results are confirmed and no medical justification exists, the student will not be allowed to continue in the program.

Refund Policy

- 100% Canceled Course -100 % prior to first class day- 80% prior to second scheduled class day
- No Refund after the Second Day of Class
- Students will not receive a refund for a one-day course/seminar if they drop on the day of the class or do not attend.
- It is the student's responsibility to cancel their registration.
- All refunds are subject to a \$10.00 processing fee.
- Allow 30 days for processing.
- No cash refunds will be issued.

*Any situational exceptions will be evaluated on an individual basis.

Scholarships

Scholarships are available for qualified applicants. Apply in the department office with proof of household income and a one-page essay expressing goals and financial needs. Applications can be found at:

<https://midland.edu/continuing-education/hsce/nurse-aide.php>,

or in the Health Sciences Continuing Education office.

Students may receive up to one scholarship per program only. If a student receives a scholarship and does not complete the course, the student will be responsible to pay the tuition for the next course registration.

Grievances

A Student that has a grievance may take the following steps to resolve the issue:

- Step 1: Contact your instructor and submit the grievance in writing.
- Step 2: If not resolved, contact the Dean of Health Sciences Dual Credit & Continuing Education with a written submission of the grievance to: wwoodcollins@midland.edu.
- Step 3: Contact the Associate Vice President of Workforce Education Office: jmyers@midland.edu.
- Refer to Midland College's policy regarding grievances in the Student Rights & Responsibilities.