

# **SMAHE STUDENT HANDBOOK (POLICIES)**

## **WELCOME**

Welcome and thank you for allowing us to lead you in the study of diagnostic medical sonography. I have an exciting time of learning planned for you. As you begin your study, I encourage you to make the most out of each day.

Through partnerships with many outstanding clinical affiliates, you have the opportunity to obtain an excellent sonography education. At these clinical affiliates you will find dedicated professionals that will be giving of their time to teach you.

Sonography is unique in the sense that because it is a very technically dependent skill students often get discouraged early in the learning process. It is important that you trust me and let me lead. Listen to my guidance and believe me when I tell you that you're on track and doing a good job even when you feel discouraged. Do not get discouraged when constructive criticism is given. If you really think about it, you will welcome constructive evaluations on how to improve throughout the year. This is one of the reasons you come to school.

Sonography is an exciting and challenging profession. Only **you** set the limits on how far you can go. Our profession has a lot of growing to do. It's exciting for me to think that one of you or all of you may play a role in the shaping of our profession in the future. The door is wide open, I welcome you in.

Sincerely,

Joseph Rothgeb, BS, RDMS, RVT  
Program Director

## **HOW TO CONTACT US**

SMAHE  
4481 CR 6180  
West Plains, MO 65775  
(417) 293-1243 – Voice / Text  
E-mail: [joerothgeb@smahe.com](mailto:joerothgeb@smahe.com)  
Web Address: [www.smahe.com](http://www.smahe.com)

## **FACULTY**

Joseph Rothgeb, BS, RDMS, RVT  
Program Director

Professional Credentials:

*Registered Radiologic Technologist, Registered Diagnostic Medical Sonographer (abdomen & ob/gyn),  
Registered Vascular Technologist*

## **MISSION STATEMENT**

The primary purpose of Southwest Missouri Allied Health Education is to provide access to high-quality entry-level learning programs in sonography using a web-based delivery system where educational programs in sonography are not available and that can be accessible to the student from where the student is located.

## **SECTION 1 – PROGRAM OBJECTIVES**

1. Provide qualified and registered sonography professionals to meet the growing needs of the area.
2. Provide a quality sonography course to students.
3. Provide a quality sonography course for organizations that are in need of continuing education for their staff.
4. Provide classroom environment that is conducive to learning that demonstrates and promotes critical thinking skills.
5. Provide mentors that exhibit creativity and accountability.

## **SECTION 2 - STUDENT RIGHTS**

1. Students enrolled in the program have a right to:
  - A. A course description that includes objectives and a schedule.
  - B. The opportunity to participate in classroom discussion and class projects.
  - C. Academic and clinical evaluations that are based on published objectives and goals.
  - D. Confidentiality of all records that pertain to the student even in the event that the tuition is being paid by an organization.
  - E. Be respected.

## **SECTION 3 - STUDENT RESPONSIBILITIES**

1. With student rights come student responsibilities. These responsibilities include but are not limited to the following:
  - A. Follow all program published policies, rules and schedules.
  - B. To attend both classroom activities and clinical activities for the successful completion of the objectives.
  - C. Satisfy all financial obligations to the program on time.
  - D. Participate in classroom activities with a positive attitude.
  - E. Respect the instructors, clinical personnel, patients, and other students.

## **SECTION 4 - TECHNICAL STANDARDS**

1. Students admitted to the program must be able to meet the following performance standards for satisfactory completion of the program:
  - A. The student must possess the sensory skills necessary to assess patient status, including the techniques of inspection, palpation, percussion, and auscultation. This includes, but is not limited to visual, auditory, and tactile sensory skills.
  - B. The student must possess the interpersonal skills necessary for therapeutic communication with patients and collaboration with other health care providers.
  - C. The student must possess the manual dexterity and eye-hand coordination necessary to perform procedures and manipulate equipment, including intervention in emergency situations.
  - D. The student must possess the sensory, interpersonal and manual dexterity skills necessary to implement patient care.
  - E. The student must be able to meet the physical demands of patient care, including but not limited to the ability to lift, position, and transport patients and the ability to lift, move and position heavy equipment.

## **SECTION 5 - OCCUPATIONAL HAZARDS**

1. All occupations have inherent risks that prospective students should be aware of. The purpose of this Warning of Hazards & Risks is to bring students' (parents') attention to the existence of potential dangers in Diagnostic Medical Sonography, and to aid them in making an informed decision concerning participation in the SMAHE Sonography Program, and in signing the Informed Acknowledgement of and Consent to Hazards and Risks Form.
2. Occupational hazards for the field of sonography include, but are not limited to:
  - A. Exposure to infectious disease which may lead to side effects or death
  - B. Accidental injury in the clinical setting or in route to or from a clinical site
  - C. Injury or illness that can affect one's personal health or the health of an unborn child
3. An injury or illness can impair one's general physical and/or mental health and may hinder one's future ability to earn a living, engage in business, social, or recreational activities, or generally impair one's ability to enjoy life. There may also be risk of injury, illness, or death resulting from causes not specified in the WARNING and NOTIFICATION of HAZARDS and RISKS.
4. In addition to acknowledging hazards and risks, the applicant must take responsibility regarding matters of safety involving self and others. After receiving instruction, students will be expected to demonstrate safety practices designed for sonography. Students must inform appropriate faculty of any relevant personal medical condition which might be hazardous or risky to self or others. A

student may be required to submit permission from his/her personal physician to participate in sonography education activities.

5. Upon entering the SMAHE sonography program, the student will be required to sign an Informed Acknowledgement of Consent to Hazards & Risks form.

## **SECTION 6 - CRIMINAL BACKGROUND CHECK**

1. All accepted students will be required to submit to a criminal background check. Details on the process of obtaining the criminal background check will be covered in the program orientation. If the background check report comes back positive for criminal acts, it will be the responsibility of the student to contact the American Registry for Diagnostic Medical Sonography (ARDMS) and/or Cardiovascular Credentialing, International (CCI) prior to the beginning of the program to obtain an assessment to determine if the report will prohibit the student from taking the registry exam. All fees charged by the ARDMS and/or CCI will also be the responsibility of the student.
2. If a criminal background check does come back positive for a criminal act, this could be cause for dismissal from the program.

## **SECTION 7 – DRUG SCREENING**

1. All accepted students must obtain a 10-panel drug screening prior to starting their clinical internship. Details on the process of obtaining the drug screen will be covered in the program orientation. Any drug screen that is positive may disqualify the student from the program.

## **SECTION 8 - SATISFACTORY ACADEMIC STANDARDS**

1. Students must complete each class with a grade of a “C” or better for all didactic courses. Grades will be issued at the end of each semester. Students are encouraged to monitor their grades throughout each semester.
2. Failure of a student to obtain a semester grade of a “C” or better in a specialty class (abdomen, ob/gyn, vascular sonography) will result in the student not being able to sit for the registry exam in that specialty area. Students will have the opportunity to repeat the class during the next time it is offered by the program.

## **SECTION 9 - REQUIREMENTS FOR COMPLETION**

1. A student must:
  - A. Successfully complete at least one specialty course (abdomen, ob/gyn or vascular sonography and sonography physics with a grade of a “C” or better.
  - B. Complete all non-specialty courses with a grade of a “C” or better.
  - C. Successfully complete the clinical competencies.
  - D. Successfully complete all clinical evaluations with a passing grade.

## **SECTION 10 - INTERNET ACCESS**

1. All students will be required to have access to the internet and be able to access all programs offered or used by Southwest Missouri Allied Health Education.

## **SECTION 11 – COMPETENCY TESTING**

1. All students must pass all required competencies in at least one specialty area prior to graduation. The specialty areas are Abdominal, Ob/gyn and Vascular.

## **SECTION 12 - CLINICAL PERFORMANCE GRADE**

1. Each semester, the clinical instructors evaluate students. To remain in good standing, a student must maintain a grade of “C” or better. If a grade of less than a “C” is earned then the student has one month to raise the grade to a “C” or better. If the grade is not raised to a “C” during that one month period then the student is suspended for three (3) days. When the student returns from their three (3) day suspension they will have one (1) month to raise the grade to a grade of “C”. If a “C” is still not achieved then the student is expelled from the program. A student can only go through this process once. If they fall below a “C” again during the program they will immediately be expelled.
2. A student cannot complete the program with a clinical grade of less than a “C”.

## **SECTION 13 - CLINICAL EDUCATION ASSIGNMENTS**

1. The Program Director is responsible for the scheduling of all clinical assignments. The assignments will not be changed without prior permission from the Program Director.

## **SECTION 14 - STUDENT HOUSING**

1. Student housing is the responsibility of the student.

## **SECTION 15 - TRAVEL**

1. Students are responsible for providing their own transportation to the clinical sites and to class.

## **SECTION 16 - HEALTH EVALUATION, IMMUNICAZATIONS AND INSURANCE**

1. It is the student’s responsibility to obtain a medical evaluation prior to entering clinical assignments. Students are also responsible for health insurance and medical expenses incurred while in the program for illness or injury even in the event that the illness or injury is the result of patient exposure or event while at the clinical site as a student.
2. Accepted students must also submit documentation of required health vaccinations of the clinical site on the form that is provided by the program. Failure of a student to provide this information may result in the removal of the student from the program.

## **SECTION 17 - SOLICITATION AND DISTRIBUTION**

1. Solicitation and distribution of any kind by students is not permitted at clinical sites.

## **SECTION 18 - CONFIDENTIAL INFORMATION**

1. Information about a patient is confidential and released only by authorized personnel in appropriate circumstances. Patient problems or diagnosis should not be discussed in public areas, such as elevators or cafeterias. Patients or family members might overhear remarks, which they might think were made concerning them. All students will abide by the HIPPA standards.

## **SECTION 19 - TIME SHEETS**

1. Each student is personally responsible for documenting his or her clinical time and for the accuracy of the recorded time. Student's log their clinical time daily on the SMAHE time sheet. It is the responsibility of the student to have the supervising clinical instructor or their designee to approve the clinical time by the 10th of the following month. The student is responsible for the accuracy of the time. The student's time sheet must be kept at the clinical site at a place in the department that is designated by the clinical site clinical instructor.

## **SECTION 20 - CANCELLATION OF CLINICALS DUE TO INCLEMENT WEATHER**

1. We do not want any student to be in harms way in trying to get to a clinical site during bad or inclement weather. Since this is a distant learning program, students must make their own decision or whether or not to travel during bad or inclement weather. However, the time must be made up and can be made up anytime prior to the end of the program as long as it is scheduled with clinical supervisor of the clinical site.
2. Students must call the clinical site when they are going to be absent or late due to weather conditions.
3. Students must inform the school that they are missing a day of clinical time due to inclement weather. This must be done before the students' noon time on the day missed. Students may telephone, email or send a text message to the school.

## **SECTION 21 - PERSONAL STATUS CHANGE**

1. It is the responsibility of each student to keep the program informed of any name or address changes. Please use the change of address or change of name form found in this handbook.

## **SECTION 22 - TELEPHONE CALLS**

1. Telephone calls should be limited to emergency calls only. No personal calls are to be made or directed to the clinical sites.

## SECTION 23 – PROFESSIONAL ORGANIZATIONS

Society of Diagnostic Medical Sonographers  
12770 Coit Rd, Suite 708, Dallas, TX 75251  
Web address: [www.sdms.org](http://www.sdms.org)

American Registry of Diagnostic Medical Sonographers  
600 Jefferson Plaza, Suite 360, Rockville, MD 20852-1150  
Web address: [www.ardms.org](http://www.ardms.org)

Cardiovascular Credentialing, International  
3739 National Drive, #202  
Raleigh, NC 27612  
[www.cci-online.org](http://www.cci-online.org)

## SECTION 24 - DRESS CODE POLICY

1. Looking professional is an important part of your career. The following dress code must be followed at anytime you are in the clinical setting for program reasons.
  - A. Students are expected to wear clothing that reflects professional principles of appropriateness as defined by the organization of the clinical rotation. Identification badges must be worn while the student is in the clinical setting at all times. The first badge will be issued to the student by the program. If a student loses their badge they are responsible for the replacement cost.
  - B. Some sites may allow certain color scrubs to be worn. If worn, scrub colors must be approved by the clinical site director.
  - C. Females may wear an all white uniform in dress or pantsuit form. White hose and white undergarments must be worn, as well as all white shoes. Females may also wear a nice blouse with a skirt or slacks. These should be professional in appearance. A lab coat is required at all times with this attire.
  - D. Males may wear an all white uniform with an all white shoe. A dress shirt (tie optional) with dress pants or white pants may be worn. A lab coat is required is at all times with this attire.
  - E. The following items of clothing are **not** permitted to be worn:
    - hats
    - sandals, open toe shoes
    - upper body clothing that is cut low in front or back
    - jeans of any kind
    - sweatshirts or sweatpants
    - t-shirts, halters, crop tops, tube tops
    - leather garment of any kind
    - sheer garments
    - snow boots
    - sundresses

- stirrup pants
- dirty tennis shoes

- F. Students are expected to be well groomed, with neat hairstyles. Beards, if worn, are to be well kept. Cologne and perfumes should be worn very lightly.
- G. Clean white, black or brown shoes with nonslip soles may be worn. White leather tennis shoes are also acceptable. Shoe must completely cover foot.
- H. Jewelry is restricted to a wristwatch, two rings and non dangling earrings. Dangling necklaces, bracelets, or earrings are not allowed for reasons of safety and cleanliness.
- I. Visible body piercing (except the ears) is not allowed in the patient care area.
- J. No acrylic nails are allowed.

## **SECTION 25 - NATIONAL REGISTRATION EXAMINATION**

1. Students that successfully complete the sonography program may apply to take a sonography registry. The prerequisite in which they entered the program will determine which registry organization they are eligible to apply to.
2. Students who complete the ultrasound physics class with a grade of a “C” or better can apply to take the ARDMS SPI examination.
3. Students who complete 800 clinical hours of vascular sonography and successfully complete the required program vascular clinical proficiencies and is a student in good academic standing can apply to take the Cardiovascular Credentialing, International (CCI) RVS registry.
4. Students who enter the program under prerequisite 3 (high school graduate with required college classes) must take and pass the CCI RVS registry prior to being eligible for any ARDMS specialty registry.

## **SECTION 26 - ISSUANCE OF STUDENT TRANSCRIPTS**

1. After meeting all financial obligations students may obtain their transcript with a written request. There are no fees charged for transcripts.

## **SECTION 27 - NAME TAGS**

1. Students will be issued nametags prior to the first day of clinicals’. Nametags are required to be worn at all times while at the clinical site as a student.

## **SECTION 28 - CLINICAL TIME REPORTING**

1. All clinical time must be reported through our online time recording reporting system. Students should log their time daily on the paper timesheet provided by the school that is located in the Documents section in the Online Student Portal.
2. No more than 10 (ten) clinical hours per day will be allowed for credit unless approved by the program director.

## **SECTION 29 – CLINICAL ATTENDANCE POLICY**

1. Students are expected to be punctual and attend all clinical rotation days. If you are unable to attend clinicals then you are responsible to do the following:
  - A. Contact your clinical prior to the start of your normal clinical rotation day.
  - B. Contact the program director by telephone, email or text message before 8:00 a.m.
  - C. Complete a “Clinical Absence Form” that is found online in the Student Portal in the Documents section.
2. Failure to contact the clinical site and program director will be considered to be a violation of the policy. See section 37 regarding disciplinary actions that result in policy infractions. Attendance records are kept on file.
3. Any missed time must be made up either during a mid semester break or during the semester break. It cannot be made up the following week.

## **SECTION 30 - TARDINESS POLICY**

1. Many people depend upon you to be on time. Since this behavior is of such importance for your professional life you must be on time for your clinical rotation. Tardy is defined as being one (1) minute late past your scheduled starting time.

## **SECTION 31 - TIME OFF POLICY**

1. Students are expected to attend all scheduled clinical days. Students are expected to attend or watch the archived class each week. Students receive time off from their clinical experience and classroom time between semesters and during mid semester break. All other time missed that is not scheduled must be made up at the end of the semester or during a mid semester break. If a student feels that they must be absent on a scheduled clinical day, then it is advised that they try to switch days during that week with a day they are not scheduled. If this is not possible, then the student must do the following:
  - A. First, request time off from your clinical instructor.
  - B. Second, inform the program director by email or text message by completing a “Clinical Absence Form” that is found in the Student Portal.
  - C. You will receive a confirmation from the program director that your email or text has been received. If you do not, you must either resend until you do receive a confirmation or call the program director.

## **SECTION 32 - COMPASSIONATE LEAVE POLICY**

1. Up to three consecutive days absence may be authorized for students following a death in the immediate family (spouse, parent, children, brother, sister, grandparent, mother-in-law, father-in-law, grandchildren). These days do NOT have to be made up. Up to two additional consecutive days can

be granted at the request of the student but these days must be made up. For students to receive compassionate leave they must provide **ONE** of the following documents:

- A. Obituary
  - B. Funeral home obituary
  - C. Death certificate
2. Without one of these documents, compassionate leave will not be granted. Time missed will be expected to be made up until one of these documents are received in the school's office.

### **SECTION 33 - COMP TIME POLICY**

1. If a student is detained with a clinical assignment to complete a procedure for a minimum of 15 minutes past their scheduled clinical shift, he/she must be given comp time. The time has to be **verified by the student's clinical instructor** by initialing the time record and must be used as personal time off from clinical hours during the scheduled current week or the scheduled following week. No hours can be banked or accumulated.

### **SECTION 34 - MAKING-UP ABSCENCES**

1. Students must make up all unexcused absences from clinical assignments. Failure to make up all time will result in the student's certificate not being awarded. Make-up time can be made up during the Spring or Fall break. All make up time must be made up during the semester break following the semester in which the time was missed. Make up time can be made up when a sonographer at the clinical site is regularly scheduled for 4 or more hours. Make up time cannot be scheduled in time blocks for less than 2 hours unless the amount of time needed to be made up is less than 2 hours.
2. All make-up time should be recorded on your time sheet and noted as make up time.

### **SECTION 35 - RECOGNIZED PROGRAM HOLIDAYS**

1. The following are official holidays recognized by the program:
- A. January 1 – New Year's Day
  - B. Martin Luther King Day
  - C. Good Friday
  - D. Memorial Day
  - E. Juneteenth
  - F. July 4
  - G. Labor Day

- H. Thanksgiving day and the following Friday
  - I. December 25 – Christmas Day
2. Holidays that fall on a Saturday or Sunday will be observed either the Friday before or the Monday after.

## **SECTION 36 - STANDARDS OF STUDENT CONDUCT**

1. Persons preparing to enter the healthcare professions are expected to exhibit high moral standards and values. Acceptable conduct is based upon consideration for the rights of others and self-respect. The golden rule of “Do unto others as you would have them do unto you” is a basis for the Standards of Student Conduct. Therefore, the student will be expected to adhere to the following while representing the program:
- A. Respect the property of the program, clinical sites and others. Such respect includes, but is not limited to, abstaining from property destruction, theft, or unauthorized use.
  - B. Respect the life and bodily safety of any member or guest of the program or any other person.
  - C. Being under the influence of, or in possession of, any intoxicating beverage or unauthorized drugs on campus, clinical site property, or at any function sponsored by the program or while representing the program is prohibited. If a student’s behavior reflects the misuse of drugs, he/she will be evaluated by a healthcare professional, which will include an alcohol or drug screen.
  - D. Gambling, use and/or possession of weapons or fire arms is prohibited on campus, clinical site.
  - E. Profane language is not to be used. Obscene literature is not to be possessed or displayed on campus, clinical site or at any function sponsored by the college.
  - F. Behaviors indicating academic dishonesty will not be tolerated.
  - G. Students are expected to exhibit mature and responsible behavior on campus, at clinical sites and in the classroom. Personal habits, appearance or behaviors which cause a distraction will not be tolerated in the classroom, on campus, at clinical sites or at any program sponsored function or when representing the program.
  - H. Smoking is only allowed in designated areas.
  - I. Insubordination will not be tolerated. Students are expected to comply with instructions and perform designated tasks that are normally expected of the student.
  - J. Students will be expected to adhere to the dress code.
  - K. Violations of law(s) committed on or off campus or clinical sites are subject to disciplinary action, up to and including expulsion from the program.

- L. Students are expected to speak the truth to the program director, clinical site personnel or anyone associated with the program or the assigned clinical site. Lying will not be tolerated.
- M. The purposeful and known falsification of any document that are submitted to the program or part of a patient's medical file will not be tolerated.

### **SECTION 37 - COMPLAINT RESOLUTION POLICY**

1. Students should follow specific lines-of-communication for resolution of complaints, problems and concerns. If the problem is with the clinical rotation, then the student should address the assigned clinical instructor. If the problem is not resolved satisfactorily at this level or if the student is uncomfortable in addressing the clinical instructor, then it should be brought to the attention of the program director in writing for final resolution.
2. All complaints, problems and concerns will be addressed in a timely manner but no more than 10 business days.
3. Students are encouraged, when they are dissatisfied with the school to contact the school to discuss the concerned issue to see if the situation can be resolved to their satisfaction. However if this is not satisfactory to the student and the complaint is against the school, the student may make a formal complaint in writing to the school. All complaints must be made within 15 days of the situation being addressed in the complaint. The address is SMAHE, 4481 CR 6180, West Plains, MO 65775. The school will address the complaint in writing within 10 business days. If a student is dissatisfied with the resolution offered by the school, the student may contact the Missouri Department of Higher Education at (573) 751-2361 for information of filing a formal complaint.

### **SECTION 38 - DISCIPLINARY ACTION**

1. Failure to abide by the program and clinical site policies will lead to disciplinary action. Disciplinary action is taken for the growth of the disciplined student for the purpose of developing or maintaining an orderly way of doing things and for the protection of the rights of others. The program uses a progressive disciplinary procedure.
2. A student who commits an act that is in violation of school rules or policy will face discipline. The nature of the discipline will depend upon the nature of the violation and the surrounding circumstances. An appeal process is available for certain violations.
3. The program will use the following plan for disciplinary action:
  - A. Verbal warning – Initial counseling of student to avoid further violations. This is documented in the student's file.
  - B. Written warning – An official statement that advises the student of a violation of a school policy and that further action may be taken if another violation occurs.
  - C. Disciplinary Probation – The student loses good standing in the program for a period of one to three months. During this probation time, the student's conduct, attitude and educational achievements will be closely observed by the faculty and other supervisory personnel.

- D. Disciplinary Suspension – For a period of one (1) to five (5) days the student may not remain on nor visit the campus or clinical site or participate in any program activities.
  - E. Disciplinary Expulsion – The student is denied the right to participate in the program. Readmission to the program is not allowed.
4. In addition to violations of the Standards of Student Conduct, other reasons for immediate disciplinary suspension or expulsion include, but are not limited to:
- A. Abuse, neglect or abandonment of any patient.
  - B. Provoking a fight or fighting on school or clinical site property.
  - C. Sleeping during designated class or clinical time.
  - D. Theft of clinical site, patient, vendor or program property.
  - E. Academic dishonesty.
  - F. Falsification of personal records or clinical documents that are part of a patient’s medical file.
  - G. Failure to maintain confidentiality of agency/client information.
  - H. Unauthorized entry on to campus or affiliated agencies (clinical sites).
  - I. Violations of law committed on or off campus.
  - J. Not reporting for clinical assignment for two consecutive days without reporting in to the clinical site or program director.

## **SECTION 39 – CLINICAL INTERNSHIP GRIEVANCE PROCEDURE**

1. The Clinical Internship Grievance Procedure is designed to address issues in which the student feels he/she has been treated unfairly or discriminated against in regards to clinical internship matters. Grades may not be appealed except in circumstances in which unfairness or discrimination is alleged. The following steps outline the Clinical Internship Grievance Procedure:

### **Step 1**

The student must contact the involved person for a meeting to discuss the issue. This meeting must be initiated within two (2) business days of the clinical internship issue. If satisfactory resolution does not occur with Step 1, the student proceeds to Step 2.

### **Step 2**

The student contacts the program director to schedule a meeting. This meeting must be initiated within two (2) days from the completion of Step 1. The request must be in written form and signed, stating the issue in sufficient detail and the resolution desired. It may be faxed or emailed.

The program director will schedule a conference call with the student and the involved person(s) within five business days of receipt of the written request. Additional material may be requested prior to the meeting.

Only the person(s) and the student involved will be allowed to participate in the conference call.

A decision will be rendered by the program director and the decision will be available for the student within two (2) business days after the meeting. The student will be mailed a copy of the decision by registered mail. A copy of the decision will be placed in the student's personal file.

### **Step 3**

If the student does not concur with the action taken in Step 2, the student has the option of initiating the Appeal Process. This process must be initiated within two business days of the program director's decision.

## **SECTION 40 - STUDENT APPEAL PROCESS**

1. The Appeal Process is designed to address a student's concern that he/she has been dealt with unfairly or has been discriminated against in matters related to nonacademic misconduct or academic/clinical matters. Any student may initiate this process after completion of all steps related to the Nonacademic Misconduct Procedure or the Clinical Internship Grievance Procedure. The following steps outline the Student Appeal Process:

### **Step 1**

Within ten (10) days of the program director's decision the student must submit in writing a request of formal appeal to the program director. The written appeal must include the issue or issues in sufficient detail and the resolution desired. The written appeal must be sent to the program director by certified mail.

### **Step 2**

Within five (5) business days after receipt of this formal appeal the program director will work to appoint an Appeals Board consisting of two clinical site personnel that are from the student's clinical site that are not directly involved with the incident. The Program Director will be the third person on the appeals board. The student may make a request to the program director of one (1) person from the clinical site to be a part of the Appeals Board. This person **MUST** not be related to the student. The clinical site cannot be forced to participate in the appeals process. If the clinical site chooses not to participate, then the decision of the program director is final and the student's appeal is completed.

### **Step 3**

The appointed Appeals Board will schedule a hearing on the appeal within ten (10) working business days. The student will be given at least five (5) days advance notice of the scheduled hearing. Only the student, faculty member(s), or person(s) observing the behavior or having direct knowledge of the issue will be allowed to appear before the Appeal Board. The meeting will be held by Zoom or other online method.

2. The Appeal Board may decide to uphold, overturn or modify the previous decision. The decision of the Appeal Board is considered final. The written decision will be available in the office of the Program Director within in five (5) days of the Appeal Board's meeting. The student will be responsible for requesting a copy of the decision; the decision will only be mailed. The decision of the Appeal Board will be placed in the student's personal file. The decision of the Appeals Board is final.

## **SECTION 41 - READMISSION POLICY**

1. A student may be considered for readmission to the sonography program if all of the following criteria are met:
  - A. A completed application must be submitted.
  - B. Only one readmission will be allowed.
  - C. All financial obligations from the previous enrollment have been settled.
  - D. A student must repeat the specialty course or courses for which he/she was dismissed and attain a “C” or better in the course.
  - E. Readmission to the program is contingent upon availability of space.

## **SECTION 42 - GRADE CHANGE POLICY**

1. Any student that receives an “incomplete” (INC) grade for the semester must complete the assignments and/or examinations before the end of the next semester or the grade automatically converts to an “F”.

## **SECTION 43 - PREGNANCY POLICY**

1. As soon as you know you are pregnant inform the program director in writing. A plan will be developed for program completion. In the event of complications, the student will be allowed to re-enter the program on the next start date. A letter from her physician is required for re-entry.

## **SECTION 44 - NON DISCRIMINATION POLICY**

1. Southwest Missouri Allied Health Education does not discriminate on the basis of race, religion, gender, creed, color, national origin, disability or other legally protected people that does not interfere with performing diagnostic medical sonography.

## **SECTION 45 - CONFIDENTIALITY OF RECORDS**

1. Southwest Missouri Allied Health Education will protect the confidentiality of students and former students’ records. Students may request to review their records either in person or by written request.

## **SECTION 46 - RELEASE OF STUDENT CRIMINAL BACKGROUND CHECK, DRUG SCREEN AND HEALTH RECORDS**

1. Due to stipulations that the program has with the clinical sites, it will be necessary that all accepted students sign a release of their criminal background check report and health records to clinical sites where the student obtains their clinical internship. Only the criminal background check, health records and drug screen will be released in accordance with the clinical site affiliate agreement.

## **SECTION 47 - REFUND OF TUITION POLICY**

- On or before the fifth day from the start of the program date that is listed on the enrollment agreement: 100% of Tuition fees
- Days 6 through 40 from the start of the program date that is listed on the enrollment agreement: 50% of Tuition fees
- Days 41 through a period in which there is at least 50% of the enrollment period remaining: 10 % of Tuition fees
- Withdrawal with less than 50% of the enrollment period remaining: No Refund

## **SECTION 48 – CANCELLATION POLICY**

WHEREAS, a cancellation policy is provided as follows:

- Cancellation of this enrollment agreement must be made in writing. A facsimile is acceptable.
- A refund of all monies paid will be made if written notice of cancellation is made within three (3) days of the date signed, exclusive of Saturday, Sunday and holidays.
- Refunds will be made payable to the person or organization that paid the monies.

## **SECTION 49 - WITHDRAWAL POLICY**

Students wishing to withdraw from a program must do so in writing. This must be done prior to the last scheduled class day to assure an honorable dismissal. Students who do not follow the proper withdrawal process will be subject to the grading system outlined in the course syllabus.

## **SECTION 50 - ALTERNATIVE METHODS IN MEETING PROGRAM REQUIREMENTS**

Students who are admitted into the program with a 2-year allied health degree or a bachelor degree in any health care related field that required a patient care internship may be exempt from having to take and complete the Professional Development I class. Documentation by transcript is required.

## **SECTION 51 – CELL PHONE USAGE**

Cell phone usage at the clinical site is prohibited unless given permission by the clinical site staff or used while on breaks or prior to your clinical start time. This includes making or receiving telephone calls, making or receiving text messages or the use of the internet on a cell phone. Cell phones should be turned off while at the clinical site but may be turned on during breaks but must be kept on silent or vibrate mode. Conversations must be done outside of the hearing range of any patient care area.

## **SECTION 52 – REPEATING A CLASS**

Any class that a student needs to repeat to graduate can only be done when the class is offered by the program. There will be a \$500 charge for repeating the class plus any fees for books or class material.

## **SECTION 53 – LOSS OF CLINICAL SITE**

The school does have a clinical affiliate agreement with your clinical site that allows the student to perform the clinical internship. Part of the agreement allows the clinical site to dismiss the student at any time due to unprofessional behavior or acts such as the ones listed in this handbook. This is in place for the clinical site to protect patient information and patient/staff safety. In the event that the student is dismissed from the clinical site for any reason it is the sole responsibility of the student to locate a different clinical site. If a student is dismissed from the clinical site and cannot locate a different clinical site, they may request a refund of monies based on the refund policy of the school.

## **SECTION 54 – NUMBER OF CLINICAL HOURS**

The number of required weekly clinical hours must be strictly adhered to. Students are NOT allowed to log more than the required clinical hours each week. In the event that a student has logged more than the required number of hours during a day or week, please refer to Section 33.

## **SECTION 55 – STUDENTS BEING USED IN LIEU OF STAFF**

Under no circumstances are students to be used in lieu of staff. Students are not allowed to perform program related clinical activities without a clinical sonographer in the clinical department. Any time that is logged in this situation will not count towards the required clinical hours.

## **SECTION 56 – STUDENT TUITION PAYMENT PLAN**

SMAHE offers three payment plans to students for paying the tuition.

1. Pay in full. This plan offers a one-time \$500 discount off of the tuition.
2. Monthly payment plan. For this plan, students must pay at least 20% of total tuition cost down prior to the scheduled start date. The remaining balance is divided up into either 11 months or 18 months depending upon the program enrolled. A monthly interest charge is applied for the length of the financial agreement.
3. Semester payment plan. For this plan the tuition cost is divided up into either 3 or 4 payments equally, depending upon which program enrolled. This plan includes a one time \$50 processing fee.

Students enrolled in either the monthly or semester payment plan will be required to sign a financial agreement with Southwest Missouri Allied Health Education that will outline the terms and conditions and due dates for each payment. Late payments will incur a predetermined late fee. If a student fails to make a payment on time, the student will lose access to the online classroom which includes lectures and assignments. Once the late payment(s) and late payment fee(s) are paid, the student will regain access to the online classroom including lectures and assignments within 1 business day. If a student fails to make a payment on time, any and all clinical time that is logged by the student at their clinical site after the due date will not count towards their required clinical time for the program. Once the late payment(s) and late payment fee(s) are paid, this clinical time may be counted towards the required time.

## **SECTION 57 – CLINICAL SITE POLICIES**

Students are responsible for following all policies of the clinical site. If a student violates a policy of the clinical site the clinical site has the authority to dismiss the student from the clinical site permanently. If this occurs the student will be responsible for locating another clinical site which will have to be approved by the Program Director. If the student cannot locate another clinical site, then they may choose to take a leave of absence or withdraw from the program. Any refund will be based on the program's refund policy.

## **SECTION 58 - POLICY REVISIONS**

1. Future changes in medical care, standards of accreditation, legal and other socioeconomic factors may necessitate modification or amendment of these policies from time to time. Southwest Missouri Allied Health Education reserves the right to amend, omit, or add to the policies listed in this handbook at their discretion.