

Rules and Regulations

I. ADMISSION REQUIREMENTS

Each applicant must meet the following criteria:

- A. Be a high school graduate or possess a GED Certificate, or be a high school student eligible for Dual Enrollment.
- B. Meet College requirements for admission.
- C. All first-time students are assessed in the areas of English, mathematics, and reading through administration of the ACT/ASSET or ACCUPLACER and placed at the appropriate level as indicated by the assessment results. Students who are placed in developmental English, reading, and/or math by the placement exam score will be required to achieve a satisfactory grade in each developmental course taken in order to progress in the MA program.
- D. MA and phlebotomy students are required to complete a physical exam prior to admission to the Practicum. The purpose of the physical exam is for evaluation of the student's ability to perform the essential functions of the MA program (pages 24). This record is current for one year only. Any student remaining in the program for more than one (1) year must have this record updated and on file in the student's personal folder. Wallace Community College complies with the Americans with Disabilities Act, 1990 and requests for reasonable accommodations will be considered.
Students meeting the above requirements are admitted in chronological order by date of completion of admission requirements.

II. ATTENDANCE AND ABSENCES

- A. Students are expected to attend all scheduled classes. The following regulations are to be followed concerning absences:
 1. Instructors are to maintain daily attendance records.
 2. A student is absent when the roll is checked, or if he or she leaves before the class is officially dismissed.
 3. Students are not to be counted absent until their registration is completed. However, it is the responsibility of the student to make up any missed assignments.
 4. Students are expected to attend all scheduled class meetings and laboratory sessions for their courses. The grades of students who miss scheduled exams, unscheduled quizzes, deadlines for turning in assigned projects, or scheduled group projects may be negatively impacted by their absence. Faculty members will make penalties for absences clear to students in their course syllabi or additional handouts.

Students who do not wish to continue attending a class or classes are urged to initiate the withdrawal process. It is the student's responsibility to withdraw from the College. However, at the midpoint of each term, faculty members will identify students who have apparently ceased attendance but have not completed the withdrawal process. Those students in courses that meet at least twice per week will be reported if they have missed more than five consecutive class meetings before the midpoint of the term. Those students in courses that meet once per week will be reported if they have missed more than three consecutive class meetings before the midpoint. Those students will be removed from the course as an unofficial withdrawal and assigned a grade of W. Such students may petition the faculty member for reentry to the course and will be returned to the course roll only with the approval of the faculty member. Additionally, students will be responsible for repaying any portion of unearned financial aid that results from their withdrawal.

Likewise, those students who cease to attend classes after the midpoint of the term but do not initiate the withdrawal process will also be negatively impacted by these actions. These students will be considered to have unofficially withdrawn from the College and will receive failing grades for all assignments missed. If students have not completed the withdrawal process by the established withdrawal deadline, they will receive a failing grade for the courses. Faculty members will assign a grade of WF to such students when they submit final course grades.

These students will also be responsible for repayment of any unearned financial aid as a result of their failure to attend. If a student receives a grade of WF, he/she will have an opportunity to petition the instructor's decision only if it is the result of instructor error. Otherwise, the grade of WF is final.

5. All students are expected to take scheduled examinations. If a scheduled exam is missed due to an unexcused absence, the student will receive a zero. Make-up examinations due to an excused absence will be given the day the student returns from the excused absence or at the convenience of the instructor. Make-up exams may not be the same as the scheduled exam. If the student misses the scheduled make-up exam, he/she must have an excuse for the date of the make-up or receive a zero.
6. The following absences are excused:
 - a. Personal illness as documented by doctor's excuse
 - b. Serious illness or death in the immediate family as documented by doctor's excuse or obituary
 - c. Jury duty or court summons of the student as documented by a letter and/or subpoena
 - d. Official College business.
 - e. Military Obligations: Documentation of the excused absence(s) is subject to verification by the College.
7. If a student must be absent from the practicum area he/she will notify the medical office and instructor at least one (1) hour prior to the scheduled time. If the instructor is not notified, an unexcused absence from practicum will be given for that day.

8. If it becomes necessary to leave the medical office during working hours, advance permission is to be obtained from the instructor or practicum supervisor. Students who leave their practicum premises for personal reasons are required to obtain permission from the instructor or practicum supervisor. Under no circumstances may students visit personnel in the same or other offices when on duty.

III. LIABILITY INSURANCE

- A. All MA and phlebotomy students are required to have professional liability (malpractice) insurance.
- B. The insurance is available through the College and must be in effect prior to performing any skills and practicum.

IV. SUBSTANCE ABUSE CONTROL POLICY FOR STUDENTS IN THE HEALTH SCIENCES

A. Policy Purpose

1. Wallace Community College is a public educational institution of the State of Alabama and, as such, shall not allow on its premises, or at any activity it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student or employee.
2. As stipulated by agencies with which Wallace Community College contracts for clinical experiences, health program students and faculty must abide by agency policies, including the substance abuse control policy and any subsequent revisions to the policy.

B. Standards of Conduct and Enforcement Thereof

1. Any incident relating to alcohol or drug use by students should be reported to the Associate Dean of Health Sciences.
2. In the event of confirmation of such prohibited possession, use, or distribution by a student, Wallace Community College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but is not limited to, program dismissal, college suspension or expulsion.
3. If any student shall engage in any behavior prohibited by this policy, which is also a violation of Federal, State, or local law or ordinance, that student shall be subject to referral to law enforcement officials for arrest and prosecution.

C. General Guidelines

1. Policies governing substance abuse include pre-clinical drug screening, random drug screening, and reasonable cause drug screening, should the student exhibit behaviors indicative of substance abuse during their participation in courses and/or activities offered by Wallace Community College.
2. Laboratory Requirements
 - a. Drug screening will be conducted according to the guidelines established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.
 - b. Laboratories certified by the Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services (HHS), will be used to perform confirmatory drug testing analysis.
3. Persons to be Tested
 - a. Any student admitted to a health science program at Wallace Community College will be required to abide by this substance abuse control policy.
 - b. Any faculty member, whether full or adjunct, responsible for clinical supervision of students enrolled in a health science program at Wallace Community College will be required to abide by this policy.

D. Student Guidelines

1. Pre-clinical Screening

- a. Students granted initial admission to any health science program at Wallace Community College will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.
- b. Students transferring into a health science program, readmitting to a health science program, and/or enrolling in individual courses containing a clinical component will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.
- c. A signed consent to drug screening will be maintained on file for each health science student. Screening will be scheduled and conducted according to established guidelines at a cost agreed upon by laboratory facility and College representatives. Costs related to admission and random drug testing will be the responsibility of the student.
- d. Students scheduled for random screening will be individually notified and required to report for testing at a designated location by a designated time.
- e. Students failing to complete drug screening as required will be prohibited from participation in and completion of the clinical and/or laboratory component of required courses.
- f. In accordance with policies found in the Wallace Community College Catalog/Student Handbook, students who are unable to complete course requirements due to positive drug screens will be allowed to withdraw from applicable courses.
- g. Readmission to health science programs will follow guidelines established by each health program.

2. Reasonable-Suspicion Screening

- a. While participating in clinical experiences and/or College activities, students may be required to submit to reasonable suspicion testing. Reasonable suspicion is defined as follows:
Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; abnormal conduct or erratic behavior while in class or on the clinical unit; deterioration in performance; a report of drug use provided by reliable and credible sources which has been independently corroborated;

evidence of tampering with a drug test; information that the individual has caused or contributed to an incident in a clinical agency; evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while on the premises of the College or a clinical agency.

b. Costs incurred for reasonable-suspicion screening will be the responsibility of the student involved.

3. Positive Screens

a. No student drug-screening sample will be reported as positive before a Certified Medical Review Officer has reviewed results.

b. Upon receipt of a positive drug screen notification, the College designee will counsel the student as to course/program eligibility status and treatment options.

c. Wallace Community College encourages students to seek professional help for a drug related problem. Follow-up treatment will be at the discretion of the student and all expenses incurred will be the responsibility of the student.

d. With exception of legal actions that require access to test results, all records will be secured in locked files with access limited only to stated College officials and his/her designees.

4. Readmission

a. Students withdrawing from a health science program due to a positive drug screen will be considered for readmission in accordance with standard guidelines stipulated by the applicable program and will have the same rights and responsibilities as those available to other students.

b. Prior to making application for readmission, students dismissed or withdrawing from a health science program related to a positive drug screen must submit verification of completion of a substance abuse treatment program to the appropriate College designee.

c. Students readmitted to a health science program following violation of policies aimed at substance abuse prevention for Wallace Community College will be required to submit to an unannounced drug screen at their own expense prior to finalization of the process.

d. Students readmitted to a health science program may repeat courses as guided by program policies and offerings.

e. Following readmission, a second positive drug screen will result in program dismissal and terminate all eligibility for readmission.

V. CONDUCT

A. Students should observe the highest of moral, professional and social standards. Specifically, there should be no breach of confidentiality, needless complaining, loud talking, boisterous laughter, unprofessional appearance or conduct.

B. As a vital part of the professional team and the total medical environment, each employee and student is expected to exercise tact, kindness, courtesy, and consideration to fellow employees, patients, and friends. The medical office's reputation and the community's confidence in it are established and maintained by the collective effort of all employees and students. Therefore, personal conduct both on and off the job should be of the highest quality.

C. Students shall abide by AAMA Disciplinary Standards and Code of Student Conduct as outlined in Wallace Community College Student Handbook and with accompanying disciplinary sanctions. Any student violating the Code of Student Conduct (including cheating, smoking in prohibited areas, or falsifying records, etc.) will be reported to the Director of Student Activities. Any student not adhering to the AAMA Disciplinary Standards will be terminated permanently from the MA program.

VI. CONFIDENTIAL INFORMATION

A. Students will, in the course of work, be exposed to information regarding patients, physicians and others. All such information must be considered as confidential and not to be discussed with anyone except in the line of duty.

B. A patient's condition may not be discussed with the patient, employee, students, or other persons who are not directly concerned with care of the patient. Only the physician, director or supervisor of medical services, or the administration is authorized to discuss the condition of the patient with others.

VII. FIRE/DISASTER DRILLS

Procedures for fire drills and disaster drills are posted in the classrooms.

VIII. FOOD SERVICES

Food is available on campus at the cafeteria in the student center & vending - 1st floor Health Science Building.

IX. PARKING

Free parking is available on campus. All vehicles must be registered and parked in the area designated for student parking. Parking decals must be obtained at the switchboard in the Library Resource Center.

X. SCHOOL TRIPS

Periodically seminars, conventions, field trips, etc. are scheduled as learning experiences. All students are encouraged to participate. Students unable to participate may be given an assignment as designated by the instructor.

XI. GRADING SCALE

A = 90-100

B = 80 -89

C = 70-79
D = 60-69
F = BELOW 60

1. Each student must achieve 70 in each course in order to progress in the program. All students must complete the program within three (calendar) years.
2. Withdrawals are allowed according to College policy. If a student withdraws before one week prior to final exams, a W will be recorded on the transcript. No withdrawals allowed after that date.
3. Students who accumulate a combined total of three failures and/or withdrawals will not be allowed to continue in the program.
4. W will be recorded as withdrawal. F and D will be recorded as failures.
5. In order to graduate, the student must achieve a grade of 70 or above in each course in the Medical Assisting Curriculum, (MAT and C IS prefixes) and a cumulative GPA of 2.0 or higher in all courses.
6. Medical Assistants must demonstrate procedure skill proficiency in both the clinical and administrative areas of practice. Students in MAT 111, 125, 211, 215 and 216 are required to perform Satisfactory on all mandated clinical skills evaluations (this means the student must successfully complete each critical step designated by an asterisk on the Evaluation of Competency Performance Checklist). Failure to complete each *critical step* will result in an *Unsatisfactory*. Students in MAT 120, 121, and 220 Administrative classes will demonstrate proficiency of *Satisfactory* by completing a given essential skill with an *error free* completion rate, and will be given an *Unsatisfactory* by completing a given essential skill with *less than error free* completion rate.

XII. READMISSION/TRANSFER POLICY

- Readmitted/transfer students must fulfill all current requirements for admission to the program.
- Students who have been enrolled in other programs must have a cumulative GPA of 2.0 or higher and are evaluated individually to determine appropriate placement. Validation exams may be required.
- Syllabi, course outlines, textbooks and catalogs from the former institution must be submitted to the MA department for review.
- Courses involving skills competencies must be taken in the program at the college. No credit will be given for experiential learning.

A. Readmission after failure:

A student who has failed to achieve a final grade of 70 or above in any one course of the MAT program may repeat that course only once more and continue in the program at full-time status upon space available provided the combined total of three withdrawals and/or failures have not been accumulated. If the three have been accumulated, the student may not enroll at any time in the future unless the Department Chair determines there were mitigating circumstances impacting the failure(s).

B. Readmission after withdrawals:

A student may accumulate a combined total of three withdrawals and/or failures. Readmission will not be allowed after any further withdrawals.

C. Readmission after not enrolling for one or more semesters:

1. Students not enrolled for one semester may register for classes on a space available basis.
2. Students not enrolled for two semesters may register for classes after successfully challenging all skill classes previously completed. Challenging includes retaking the final exam and scoring a 70 or above plus successfully performing all required skill evaluations according to the course syllabus.
3. Students not enrolled for three semesters or more must retake all skill classes and pharmacology.

D. Priority of registration:

Due to limited class size, readmission into each course will be considered on a first come first serve basis in the following order:

1. Students who are completing the final semester of the program.
2. Students who have completed 32 or more semester hours.
3. Students who have completed 1-32 semester hours.
4. New and transfer students entering the program.

XIII. TELEPHONE

- A. Personal calls must not be made on school or medical office telephones. Public telephones are located throughout the school campus for use during break and meal periods.
- B. Please instruct family and friends not to call while in class or in practicum. In case of an emergency, the call should be made to the Switchboard who will transfer the call to the appropriate office. Dial 334-983-3521 and then press 0.

- C. beepers and portable telephones must be kept turned off during class. Persistence of keeping a beeper or portable telephone on during class will constitute a dismissal from class and will be assigned as an unexcused absence. No beepers or telephones are to be worn during clinical experience. Wearing a beeper or telephone will be considered inappropriate dress for the clinical area with an unexcused absence.

XIV. UNIFORMS

- A. The following dress code will be enforced for all students in the Medical Assisting Program:

1. **Badge:**

- a. Wallace College I.D. will be worn at all times.
- b. Once in practicum, the Student Clinical Badge will be worn at all times.

2. **Uniform:**

- a. Students must wear a clean, Khaki uniform with white lab jacket/coat with a pen in pocket. Description: Cherokee Scrub
 - Khaki Color Codes (any of the 3) – KAKW, KAKV, KKCHAny style top or pants that fits appropriately and professionally!
- b. Students must have their name tag on the front of the uniform or lab jacket/coat.
- c. WCC MAT Program Patches must be worn on all scrubs and lab coats for ALL students. Patches to be located right front scrub top and left sleeve on jacket/coat.
- d. Appropriate neutral undergarments and hose or socks must be worn with uniforms. No visible undergarments or lingerie straps (in color or in style) through uniforms.
- e. NO high heels, sandals, or fabric shoes will be acceptable.
- f. Medical Assisting t-shirt may be worn with khaki scrub pants on Club Day (Wednesday)

3. **Personal Hygiene:**

All students are expected to practice good habits of personal and oral hygiene. This includes being clean and free of body odor including tobacco/smoking odors.

4. **Scents/Odors:** Students should not use perfume, cologne, fragranced soap and lotion, or body spray. There are those who are sensitive to or have medical conditions affected and/or aggravated by scents.

5. **Make-up:**

When used, should be moderately applied.

6. **Fingernails:**

- a. No artificial nails may be worn. (Artificial nails include but are not limited to acrylic/gel nails or overlays, wraps, tips, shellac polish/bonding, and extensions.)
- b. Nails should be clean, well-manicured and may be no longer than ¼ inch past the fingertips.
- c. Nails should be without nail art/jewelry/embellishments

7. **Hair:**

- a. Hair is to be clean, neatly styled, and natural colored. Excessive or unconventional hairstyles are not permitted. Extremes in dyed hair color and/or unnatural hair colors are not permitted. (Example: blue, green, pink, etc.) Hair should be worn away from the face and secured so it does not interfere with performance.
- b. No head garments will be accepted unless previous approval by Dr. Spry in Student and Campus Services.
- c. Males are required to keep beards, sideburns, and mustaches trimmed and neatly maintained (respirator accommodating).

8. **Jewelry:**

- a. Wedding bands and a watch with a second hand are allowed.
- b. Dangling jewelry, including bracelets, earrings, necklaces, etc. are not allowed.

9. **Visible Body Piercing:**

- a. The only acceptable visible body piercing is in the ear – studs only and limited to two per ear.
- b. No gauges allowed.

10. **Tattoos:** Tattoos are to be covered at all times. If clothing cannot cover then tattoos must be covered with bandages.

B. THERE WILL BE NO EXCEPTIONS TO THE DRESS CODE!!!

- Attire will be evaluated during scheduled evaluations on campus and at the practicum site. Ten (10) points will be deducted from each evaluation for failure to comply with established rules, and the student will be counseled. Repeated counseling may result in termination from practicum.
- * It is the student's responsibility to place the order and purchase a name tag from: Sandra Jean Uniform Shop, 2493 Montgomery Highway, Dothan, AL 36301, 334-792-4553, **or** Scrubs 101 Uniform Boutique, 3074 Ross Clark Circle, Dothan, AL 36303, 334-793 -5258.

C. EXAMPLES OF INAPPROPRIATE BEHAVIOR

1. Chewing gum, eating, etc., in clinical area.
2. Loud talking, laughing, "horse playing" in hallways or elevators.
3. Being disrespectful to the client, instructor, other students, and/or employees of institution.
4. Dishonesty (lying, stealing, charting care not provided).
5. Use of profanity or lewd comments anywhere in institution.
6. Disagreeing loudly in public.
7. Inappropriate physical contact (shoving, rough handling of client).
8. Breach of confidentiality.

9. Failure to follow instructions.

XV. PRACTICUM AND GRADUATION

- A. A practicum of 225 hours (MAT 229, MAT 239) is required for graduation from the AAS-MA Program and/or the phlebotomy certificate programs. Courses involving skills competencies must be taken in the program at the college. Application must be made by mid-semester of the semester immediately preceding the practicum semester. Applications are in the MA Program office.
1. The following are required prior to MAT 229 enrollment:
"C" average or better in MAT 111, MAT 125, MAT 200, MAT 211, MAT 215, MAT 216, and MAT 222. Plus successful completion of 30 additional credit hours of the required Medical Assisting courses and a 2.0 or higher cumulative GPA, current CPR certification, current physical exam, liability insurance coverage, and demonstration of safety in all skills considered potentially physically harmful to the patient.
 2. The following are required prior to MAT 239 enrollment: "C" average or better in MAT 101, 102, 128, 125, and 215. Plus successful completion of an acceptable computer course or instructor permission and a 2.0 or higher cumulative GPA prior to practicum. Liability insurance, physical exam, and CPR certification (American Red Cross CPR for the Professional Rescuer or American Heart for the Healthcare Provider) must be current prior to beginning MAT 239.
- B. Students understand they are not promised jobs and will not be paid for their Practicum. It is also the student's responsibility to apply for graduation with the enrollment services office by midsemester of the semester immediately preceding the semester of graduation. Students may complete the program any semester; however, the graduation ceremony is only held at the end of the spring semester. Therefore, anyone graduating and participating in the ceremony must apply by midsemester of the fall semester.

XVI. CERTIFICATION EXAM

Students completing the Medical Assistant program may apply to AAMA to sit for the Certified Medical Assistant Examination. Applications are available from the Program Director.

Completing and mailing the application with the required fee is student's responsibilities. Application may be denied for failing to comply with the Disciplinary Standards and Procedure of the AAMA as outlined on the following page. Any student failing to comply with AAMA Disciplinary Standards will be permanently terminated from the MA program.

XVII. STUDENT GRIEVANCES

Any student affected by a policy of this program wishing to challenge or be an exception of the policy, must follow the College grievance procedure found in the Student Handbook section of the College Catalog.