Student Handbooks constitute Student Policy and are revised as needed. Please go to TCL.edu for updates.

Approved by Marge Sapp, Dean Health Sciences
SECTION VI: PROGRAM REQUIREMENTS

PROGRAM DESCRIPTION: MASSAGE THERAPY

This Massage Therapy Student Handbook serves to supplement the current TCL Catalog and Division of Health Sciences Student Handbook to provide additional guidance for students enrolled in the Massage Therapy Program. It constitutes Student Policy. It undergoes revision annually and as necessary. Review online at http://www.tcl.edu for updates.

TECHNICAL COLLEGE OF THE LOWCOUNTRY
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Bluffton, SC 29909

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MASSAGE THERAPY PROGRAM FACULTY AND STAFF

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Massage Therapy is a branch of complementary health care that works to improve health and well-being through the manipulation of muscles and other soft tissues of the body. The goal of the TCL Massage Therapy program is to prepare students to function competently as professional entry-level massage therapists in a variety of settings. The philosophy of the program is to provide a holistic education allowing students to develop an innate understanding of the holistic practice of Massage Therapy.

The program is comprised of a 750 hour, three-semester (11 month), 31 credit hour curriculum recognized by the National Certification Board for Therapeutic Massage and Bodywork. A Certificate in Massage Therapy is awarded upon graduation. The TCL Massage Therapy Program is accredited by the Commission on Massage Therapy Accreditation (COMTA).

Successful completion of the Massage Therapy program, including coursework and supervised clinical practice, makes students eligible to take the following exams: National Certification Exam in Therapeutic Massage and Bodywork (NCETMB), and/or the Massage & Bodywork Licensing Examination (MBLEx), both approved to meet requirements for South Carolina State Licensure. The TCL Massage Therapy program meets or exceeds all instructional criteria for the NCETMB: At least 125 hours of instruction on the body’s systems (anatomy, physiology and kinesiology), at least 200 hours of massage and bodywork assessment, theory and application instruction, at least 40 hours of pathology, at least 10 hours of business and ethics instruction (minimum 6 hours in ethics), at least 125 hours of related instruction including supervised clinical practice and practicum (professional internship).

All program hours must be completed as in-class supervised instruction. By state law, the instructional hour will be identified as 50 minutes. One semester credit hour will be identified as 750 minutes of classroom instruction or equivalent laboratory time plus an exam period. By state guidelines, the credit ratio of laboratory/clinical practicum/internship: lecture is 3:1, meaning three contact
hours of structured lab activity equals one credit hour; one contact hour of lecture equals one credit hour. Each year, the massage therapy class size is limited to 14 participants. Instructor to student ratio in clinical supervision is 1:7.

All classes in the Massage Therapy program take place at the TCL New River campus. Lecture classes are scheduled in standard classrooms (see individual schedule for room listing following registration), and all clinical program activities are held in the Massage Therapy Lab, Room 221. All equipment (massage tables, massage chairs, bolsters, etc.) are supplied for use while students are enrolled, with ratio of students to equipment for all activities 2:1.

**STANDARDS AND CODE OF ETHICS**
The TCL Massage Therapy program adheres strictly to the professional standards of practice and code of ethics of the American Massage Therapy Association (AMTA). These principles and rules apply equally to students and faculty of the TCL Massage Therapy program. Any violation of professional ethical behavior by any student, faculty or staff member should be reported immediately to the Massage Therapy Program Director. Students may speak with their instructor, the Program Director, the Dean of the Division of Health Sciences or other college administrator with the expectation of confidentiality in receiving assistance, support and resolution of any ethical issue or concern. Students are required to maintain appropriate physical and interpersonal boundaries and uphold professional standards during all classroom and clinical activities, in keeping with their responsibilities to the profession, outlined in the Code of Ethics below. **Prior to state licensure, students may not accept money or other gratuities for massage services.**

**Code of Ethics for Massage Therapists**
This Code of Ethics is a summary statement of the standards of conduct that define ethical behavior for the massage therapist. Adherence to the Code is a prerequisite for admission to and continued membership in the American Massage Therapy Association (AMTA).

**Principles of Ethics.** The Principles of Ethics form the first part of the Code of Ethics. They are aspirational and inspirational model standards of exemplary professional conduct for all members of the association. These Principles should not be regarded as limitations or restrictions, but as goals for which members should constantly strive.

Massage therapists/practitioners shall:

1. Demonstrate commitment to provide the highest quality massage therapy/bodywork to those who seek their professional service.
2. Acknowledge the inherent worth and individuality of each person by not discriminating or behaving in any prejudicial manner with clients and/or colleagues.
3. Demonstrate professional excellence through regular self-assessment of strengths, limitations, and effectiveness by continued education and training.
4. Acknowledge the confidential nature of the professional relationship with clients and respect each client’s right to privacy within the constraints of the law.
5. Project a professional image and uphold the highest standards of professionalism.
6. Accept responsibility to do no harm to the physical, mental and emotional well-being of self, clients, and associates.

**Rules of Ethics.** The Rules of Ethics are mandatory and direct specific standards of minimally-acceptable professional conduct for all members of the association. The Rules of Ethics are enforceable for all association members, and any members who violate this Code shall be subject to disciplinary action.

Massage therapists/practitioners shall:

1. Conduct all business and professional activities within their scope of practice and all applicable legal and regulatory requirements.
2. Refrain from engaging in any sexual conduct or sexual activities involving their clients in the course of a massage therapy session.
3. Be truthful in advertising and marketing, and refrain from misrepresenting his or her services, charges for services, credentials, training, experience, ability or results.
4. Refrain from using AMTA membership, including the AMTA name, logo or other intellectual property, or the member’s position, in any way that is unauthorized, improper or misleading.
5. Refrain from engaging in any activity which would violate confidentiality commitments and/or proprietary rights of AMTA or any other person or organization.

REQUIREMENTS OF TRAINING FOR LICENSURE IN SOUTH CAROLINA

From Section 40-30-110, South Carolina Code of Laws, 1976, as amended by the Massage/Bodywork Practice Act, Act 387 of the 1996 General Assembly:

To be licensed as a massage therapist in South Carolina, a person must
   1. be at least 18 years of age and have received a high school diploma or GED (high school graduate equivalency diploma);
   2. have completed a course of supervised study of at least 500 classroom hours at an approved institution;
   3. have received a passing grade on an approved examination such as the National Certification Examination

For additional information and/or for application for South Carolina state licensure, contact
SC Department of Labor, Licensing, and Regulation
Office of Business and Related Services
P.O. Box 11329                      (803) 896-4490
Columbia, SC 29211-1329             www.llr.state.sc.us/POL/MassageTherapy

Requirements for training and standards of practice in other jurisdictions may vary.

NON-DESCRIMINATION POLICY
The Technical College of the Lowcountry Massage Therapy program is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, sexual orientation, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.

FINANCIAL AID
Eligibility for financial aid is established by completion of the Free Application for Federal Student Aid (FAFSA) through the link on the Financial Aid webpage of the TCL website www.tcl.edu. Federal, State, and private Foundation sources of assistance are available as described in the TCL Catalog, pages 26-32.

By definition, Federal and State scholarships and grants are funds applied toward the educational costs of students who meet eligibility criteria and remain in good academic standing, which are not repaid by the student. Federally subsidized, unsubsidized, or private loans are obtained by the student or parents of dependent students, and must be repaid, subject to specific terms of repayment, including interest fees.

IMPORTANT: All students requesting funding through student loans are required to complete an annual Financial Literacy workshop. Contact Financial Aid or check the website for workshop dates.

CPR CERTIFICATION
Massage therapy students must have a current Adult Basic CPR certificate prior to beginning clinical courses. This certification must be kept current according to the expiration date of the card and maintained throughout the program. It is the student’s responsibility to complete CPR certification. Students will not be permitted in the clinical area without current certification.

INSURANCE
Massage therapy students are not required to maintain personal health insurance coverage while enrolled. Information on student policies and rates are available and recommended, but not required to complete clinical activities of the program.

EDUCATIONAL OBJECTIVES
The curriculum content is designed to build knowledge, skill, and confidence in the student therapist:
   • Perform safe and effective massage therapy application
• Demonstrate healthy body mechanics and self-care
• Employ professional ethics and laws specific to the practice of massage therapy
• Apply knowledge of human structure, function, and pathology
• Provide massage therapy services to the public in clinical courses
• Document clinical activities using proper medical terminology
• Develop basic business planning and management skills
• Integrate knowledge and skills needed to pass Massage and Bodywork Licensing Examination

CONTINUING EDUCATION FOR INSTRUCTORS
All Massage Therapy instructors must participate in continuing education in technical and instructional skills. This requirement may be satisfied with in-service or outside programs. Documentation must be provided.

MAKE-UP POLICY
Students in this science- and skills-based program are expected to attend all classes. Students who miss more than 10% of classes are subject to administrative withdrawal from the class. All assignments must be completed or the student will receive an “I” (Incomplete) in the class. Students are expected to turn in all assignments by the designated date. Students who are not able to be present for a lab evaluation or test MUST contact the instructor in advance to request an opportunity to reschedule or “make-up” the evaluation or test. “No-call/no-show” for an evaluation or an exam will result in a grade of “0.” There are no “make-up” activities equivalent to hours in the program. (For example, a student may not write a paper to “make-up” hours in a specific course.)

DRAPING PROCEDURES
Professional standards of draping are required and maintained at all times during the curriculum. Draping procedures are introduced and practiced in MTH 121 Principles of Massage I during Fall Semester, and required during all courses involving massage application.

Any student who does not observe appropriate draping technique and respect for physical and interpersonal boundaries will be immediately removed from the clinical activity. Behavior will be documented by the instructor, and discussed in private with student for appropriate resolution, including potential dismissal from the course and the program. In cases where the situation is resolved and the student is allowed to return to clinical activities, any deliberate or repeated inappropriate behavior following corrective instruction will result in dismissal from the program.

HYGIENE
Since the practice of massage therapy involves physical contact with fellow students during massage application courses and members of the public during clinical sessions, students are required to maintain professional standards of hygiene and grooming at all times. Daily showering/bathing, use of unscented deodorant, clean clothing, well-groomed haircut, and conservatively trimmed hair including mustache and beard, are required of all students at all times.

Smoking is discouraged while enrolled in the program, and if a student smokes, care must be taken to remove odors from linens, clothing, skin and hair. Because some students and clients may be sensitive to scent, grooming products used should be unscented, and colognes and perfumes should not be used. Chewing gum is not allowed, but breath mints are allowed and may be recommended due to close proximity of work with fellow students and clients. Nails must be trimmed short and filed.

Best practices of clinical hygiene and universal precautions including proper hand-washing, handling of linens, and cleaning of equipment will be employed during all class and clinical activities.

STUDENT DRESS CODE
Massage Therapy requires mobility of the practitioner while maintaining a modest and professional appearance. Therefore, TCL requires suitable student attire for classroom, clinics, and internships. Appropriate clothing includes:
• Shirts with sleeves for classroom activities; scrubs are required for clinical sessions.
• Slacks or shorts: slacks or scrub pants, loose enough to allow mobility; shorts of reasonable length and substantial material are allowed for classroom activities; shorts are not allowed for clinical activities
• Undergarments are required; no clothing may expose any undergarments for male or female students
• Closed-toe shoes and socks are required for labs and clinical sessions; clean tennis shoes are acceptable

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• No piercings filled with jewelry other than one small earring per ear are allowed in classroom or clinic, for both professional appearance and safety
• Students agree to refrain from receiving any body piercing or tattooing while participating in program
• No hats are to be worn in classroom or clinic
• Students with long hair must tie hair back in braids, clips or ponytail for clinical sessions
• Rings, watches and bracelets must be removed while giving massage
PROGRAM FACILITY
The Massage Therapy program is offered in its entirety at the TCL New River Campus in Bluffton, South Carolina. The campus currently comprises 32 acres of land, parking lot with capacity for 240 cars, and one 32,670 sq. ft. building providing classrooms, meeting rooms, administrative offices and student service offices. Rooms are comfortably arranged on two floors, with stair and elevator access.

The first floor contains lobby, main administrative office and bookstore, student services office, library/learning center, President's office, Assistant Vice President's office, three large standard classrooms, one auditorium-style classroom, one large meeting room, one small meeting room, two large industrial arts/multipurpose classrooms, and warming kitchen (refrigerator/microwave; no food preparation on-site).

The second floor contains biology lab, nursing lab, massage therapy lab, five shared divisional offices, TCL Foundation office, three large classrooms, and student lounge with vending area. The environment is enhanced by paintings, photographs and sculptures on loan from the State of South Carolina collection on display throughout the building. Adjacent to the parking area, the TCL New River Campus is the site of a 9-part, 20 kilowatt solar array, generating renewable power supplied to the local electrical grid. The TCL New River Campus opened in August, 2006.

Massage Therapy academic courses take place in lecture classrooms as designated on the individual student schedule. Massage application classes take place in the dedicated Massage Therapy Lab, Room 221. The Massage Therapy Program Director's office is adjacent to the lab. All lecture classrooms are equipped with modern audiovisual equipment, and selected courses (MTH 120 Introduction to Massage, Fall Semester, and MTH 124 Massage Business Application, Summer Semester) are scheduled in computer equipped classrooms (one PC per student) to enhance learning with online resources and enable special lessons (research literacy, resume preparation, etc.).

The Massage Therapy lab is dedicated to program activities and no other programs or courses are scheduled in that space. Massage tables are provided to allow two students to every workstation, with additional individual space provided for storage of student supplies and belongings. Heavy opaque curtains partition workstations for privacy in undressing and dressing.

MATERIALS LIST
Massage media (crèmes, lotions, oils) are supplied while students are enrolled. Students are required to purchase:
• Fall Semester: MTH 120 lab kit; two twin sheet sets, white, basic percale. Students are required to bring sheets clean, folded, and ready to use for each class and clinical session
• Spring Semester: Two additional twin sheet sets, white, basic percale. Students are required to bring sheets clean, folded, and ready to use for each class and clinical session
• Scrubs (solid pants, solid or patterned top) to be worn during clinical sessions.
Student Handbooks constitute Student Policy and are revised as needed. Please go to TCL.edu for updates.

Approved by Marge Sapp, Dean Health Sciences  May 29, 2014
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SECTION I: ACADEMIC INFORMATION

A. ACADEMIC ADVISEMENT

Each student in a Health Sciences Program is assigned a faculty advisor to assist in scheduling courses in the curriculum. It is the responsibility of the student to schedule an appointment with his/her advisor during each registration period, including when the student is registering on-line. Any student who has problems that interfere with satisfactory attendance, progress, and performance is encouraged to meet with their advisor to discuss these issues.

B. ACADEMIC MISCONDUCT (See TCL student handbook and course Syllabi)

Health care professionals hold the public trust. Academic misconduct by health science students calls that trust into question and academic integrity is expected. Academic misconduct may result in withdrawal for related health science courses.

C. PROGRESSION: STANDARDS FOR ACADEMIC PROGRESS

- The Health Sciences grading scale will be used to determine grades.

  90% - 100% = A  
  82% - 89% = B  
  75% - 81% = C  
  70% - 74% = D  
  0% - 69% = F

- Grading Methodology. The final grade must be 75.000 or more in order to pass the course and progress in the program. Grades will not be rounded up. A final grade of less than 75.00 is not passing in any Health Science Program, and does not meet progress requirements.
- Students absent from an examination or presentation will receive a “0” grade for the examination unless other arrangements are made with the individual instructor prior to the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given. Arrangements may be completed by telephone. If the instructor is not available, a message should be left on the instructor’s voice mail AND with another member of the faculty or administrative assistant. Messages sent by other students are unacceptable. The student is responsible for notifying the instructor for the reason of the absence. Make up quizzes and/or examinations may be offered, at the instructor’s discretion, during the final examination period. Additional options for make-up testing include reweighting the final examination. It is the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. The instructor will decide the method of examination. Grades are posted within one week of administration of tests and examinations.
- Students with concerns or questions regarding grades awarded for a graded activity should contact the course faculty within one week of the grade being posted.

- Students in the Health Sciences Programs are also subject to the standards detailed below:
  1. All required courses taken prior to acceptance into a Health Sciences program must be completed with a “C” or better.
  2. Program courses must be completed in the sequence outlined in the current TCL catalog. No co-requisite course may be delayed. A curriculum profile detailing required program courses in their sequence will be developed upon entry into the program. This profile must be adhered to; any deviation from the sequence may result in the student being withdrawn from the program.
  3. Students are eligible to reenter a program only one time. Conditions for re-entry in program student handbooks must be met.
4. Students with two failures within their program of study are not eligible for re-entry.

5. Students are required to maintain an overall TCL 2.0 grade point average (GPA) in order to progress and to graduate.
6. Two failures within the discipline (MTH, NUR, PTH, RAD, and SUR) will result in the student being withdrawn from the program.
7. All curriculum requirements must be met in order to successfully complete the program.
8. A no-call, no-show for any clinical experience will result in the student being withdrawn from their program.
9. All health forms, CPR, and health insurance requirements must be completed annually to participate in laboratory/clinical. In addition, a drug screen and background check is required upon entry into the program. It is the student’s responsibility to keep these requirements current and to submit the appropriate documentation to the Health Sciences office. Failure to do so will result in withdrawal from program.
10. A student will not be able to progress in the course sequence if:
   a. there is demonstration of a consistent pattern of negligence and/or unsafe clinical practice documented by the clinical instructor.
   b. there is professional negligence and/or verbal, physical or emotional abuse of a patient.
   c. there is a breach of professional standards of conduct. Such actions might include but are not limited to:
      1. failure to recognize the need for assistance when unprepared for clinical action.
      2. failure to take clinical action when such action is essential to the health and safety of the patient and is within the student’s scope of knowledge.
      3. arrest and/or criminal charges while enrolled in a health science program. It is the student’s responsibility to notify the dean or program director on the first class day after an arrest.
      4. attending clinical while under the influence of alcohol and/or drug(s). Use of substances that interfere with the judgment, mood, and/or motor coordination of health science students pose an unacceptable risk for patients, health care agencies, the College, and the faculty. Therefore, use of alcohol, illegal drugs or other substances and/or the misuse of legal therapeutic drugs by health science students while engaged in any portion of their educational experiences is strictly prohibited. Faculty members who suspect a violation of this TCL policy are required to take action. Students are required to be knowledgeable of and abide by this college policy.
      5. failure to manage one’s behavior in such a manner as to have an adverse effect on the relationship with a patient, significant other, clinical site, or colleague.
      6. deliberately giving inaccurate information or withholding pertinent information regarding clinical care.
      7. falsifying medical records
      8. performing clinical activities detrimental to the health and safety of the patient, outside the scope of knowledge/practice, or without appropriate supervision.
      9. failure to assume responsibility for completing clinical activities.
     10. breach of patient privacy or rights.
     11. failure to achieve satisfactory completion of clinical competencies designated for each program.
     12. failure to achieve a satisfactory laboratory/clinical evaluation

D. REQUIREMENTS FOR GRADUATION AND THE AWARD OF ASSOCIATE OF APPLIED SCIENCE DEGREE
1. Completion of the Health Sciences, general education and science courses as required by the program
2. Completion of each course with a minimum grade of “C” (2.0)
3. TCL GPA 2.0 or greater
4. Completion of the last two (2) semesters of Health Sciences courses at TCL
5. Completion of all Health Sciences courses within 3 years of beginning the program (including SMART courses)
6. Recommendation of the faculty
E. REQUIREMENTS FOR GRADUATION AND THE AWARD OF DIPLOMA OF HEALTH SCIENCE
1. Completion of Health Sciences, general education and science courses as required by the program
2. Completion of each course with a minimum grade of “C”
3. TCL GPA 2.0 or greater
4. Completion of the last two (2) semesters of Health Sciences clinical courses at TCL
5. Completion of all Health Sciences courses within 2 years of beginning the program
6. Recommendation of the faculty

F. REQUIREMENTS FOR GRADUATION AND THE AWARD OF CERTIFICATE OF HEALTH SCIENCE
1. Completion of the Health Sciences courses, and science courses as required by the program
2. Completion of each course with a minimum grade of “C” (2.0)
3. TCL GPA 2.0 or greater
4. Completion of all Health Sciences course at TCL
5. Completion of all Health Sciences courses within 2 years of beginning the program
6. Recommendation of the faculty

G. WITHDRAWAL FROM HEALTH SCIENCES PROGRAMS
The Withdrawal Policy of TCL will be followed as outlined in the current College Catalog and the course syllabus. In addition, the requirements of Health Sciences Programs stipulate that once the student is in the course sequence, course withdrawal may result in withdrawal from the program. It is the student’s responsibility to assure that all paperwork is completed and submitted. If the student does not initiate course withdrawal with their academic advisor and instructor, the student will be considered an enrolled student in the course and receive the grade that was achieved while enrolled.

SECTION II: GENERAL STUDENT INFORMATION

1. All pagers, cell phones and other electronic devices that may disrupt the environment must be turned off during lecture and lab periods.
2. No pagers or phones are allowed in the clinical area. No exceptions will be made (See program handbook).
3. Basic calculators are allowed for quizzes/tests/exams. No other mechanical, internet, recording, or messaging devices are allowed during testing.
4. Clinical site assignments are subject to change and registration in a particular section does not guarantee a particular clinical slot.
5. Students may not attend clinical on any unit on which they are employed.
6. Family members will not be assigned to the same clinical or campus laboratory sections.

ATTENDANCE POLICY
(Consult the college catalog for details regarding the current college attendance policy.)
The faculty of the programs in Health Sciences has a responsibility to assure that all Health Sciences students have an adequate background of knowledge and skills. The faculty must insure that each student is able to utilize this knowledge and skill in a safe, professional manner in their clinical practice. Clinical courses are organized to provide knowledge of patient care and opportunities to apply this knowledge toward developing skills in the clinical laboratory.

A. Clinical Absence

In the event of unavoidable clinical absence, the student must follow the protocol outlined in the course materials. A medical excuse may be required. Absences from the clinical area may result in the student’s inability to demonstrate mastery of the clinical outcomes for a course. “No call, no show” for clinical is unprofessional conduct and the student will be withdrawn from the program.

Data and feedback collected from affiliated clinical sites

The Massage Therapy, Nursing, Physical Therapist Assistant, Radiologic Technology and Surgical Technology Program Directors contacted clinical sites throughout the TCL service area to gather feedback on the “No Call/No Show” policy. Sites contacted included acute care and long term care facilities, freestanding providers, emergency clinics, surgical service facilities, and spas; these sites hire many graduates of TCL Health Science programs. Responses from affiliated clinical sites contacted voiced strong support of the “No Call/No Show” policy as it is currently written. Respondents cited the following reasons for supporting the policy: The policy

1. holds students accountable and promotes professional behavior enforcing a strong work ethic.
2. allows the clinical site to schedule procedures and activities to provide optimal learning experiences.
3. is imperative to providing quality patient care.

Recommendation

Program Directors unanimously recommend that the “No Call/No Show” policy be maintained as currently written.

“No Call/ No” Show Process

1. Student does not show up at clinical site and does not follow protocol outlined in syllabus.
2. Instructor contacts student informing he/she that they must meet with the instructor and program director prior to returning to class, campus laboratory, or clinical.
3. Instructor notifies Program Director and Dean that a potential “no call/no show” has occurred.
4. Instructor and Program Director meet with the student and provides student an opportunity to share his/her account of the events resulting in the potential “no call/no show”. At this meeting the student, the instructor and Program Director inform the student that:
   a. he/she did not follow protocol and is dismissed from program.
   b. that he/she should meet with the dean if they feel that actions taken were unfair.
   OR
   c. agree that student did not violate the “no call/no show” policy.
5. Student may schedule an appointment with Dean. At this meeting the student is provided with the opportunity to share his/her account of the events resulting in the potential “no call/no show” and actions taken. If, after meeting with the student and reviewing information related to the event the Dean determines:
a. that the “no call/no show” policy was not violated the student will remain in the program while the Dean meets with all program faculty to review the related events and determine what action, if any, should be taken.

b. that the “no call/no show” policy was violated the student is dismissed from program on the date of the meeting. The Dean provides the student with information on the grievance process and the VP of Student Affairs contact information; the dean informs the Vice President of Student Affairs that student may be contacting the VPSA office for an appointment.

B. Tardiness

Punctuality is an important element of professional behavior. Students are expected to arrive on time. The clock at the clinical agency/classroom/lab is used to determine tardiness. Should a pattern of tardiness develop, the problem will be handled by the instructor and may result in an unsatisfactory for the course, laboratory, or clinical.

ADDENDUM:

Please be aware that as of August 24, 2015, students within the Health Sciences Division should not create travel plans while partaking in any Health Sciences program. Health Science students must wait until they have reviewed their assigned class schedule/clinical schedule, and have met with the course coordinator to discuss if any schedule alterations are possible. Clinical swaps will not be permitted. Clinical assignments are considered final and may only be altered at the request of the course coordinator or clinical site. Students may not request changes to their clinical obligations once they are assigned.