



***DEPARTMENT  
OF  
HEALTH STUDIES***

***2009 – 2010  
STUDENT HANDBOOK***

## STUDENT RIGHTS AND RESPONSIBILITIES

The *University of Louisiana at Monroe Department of Health Studies Student Handbook* (hereafter referred to as *DHS Student Handbook*) is published to provide students with the policies and procedures in the Department of Health Studies. Students are expected to become familiar with the policies and procedures stated in the *DHS Student Handbook* as well as all university policies in the *University of Louisiana – Monroe Undergraduate Catalog* and the *Student Policy Manual and Organizational Handbook*. Students will be held responsible for information in these documents.

Students will be notified of any changes and/or amendments to the DHS Student Handbook. All changes will be posted on the Department of Health Studies website at: <http://www.ulm.edu/healthstudies>.

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## **VISION STATEMENT**

The vision of the Department of Health Studies is to produce highly competent, ethical, caring health professionals who can effect change for the better in the health care industry.

## **MISSION STATEMENT**

The mission of the Department of Health Studies is to prepare graduates with a firm foundation in health science education that will support entry into mid-level managerial positions in the health care industry or to enter graduate or professional education in health-related fields.

In addition, the mission of the Department of Health Studies is to provide high-quality on-campus and online education with successful learning experiences rich in instruction.

## **PROGRAM GOALS**

The goals of the on-campus and online programs are to:

- ❖ provide students with a well-rounded, high-quality health professions educational experience that supports gainful employment in their chosen fields;
- ❖ enhance students' leadership skills and professional/personal values to prepare students to function as independent health professionals;
- ❖ provide learning opportunities in health care facilities for students to develop knowledge and skills required of employment within health care facilities;
- ❖ develop students' skills necessary for critical inquiry and its application to clinical care;
- ❖ enhance students' understanding of diverse populations in health care;
- ❖ develop students' understanding of political, social, legal and ethical issues that have an impact on areas of health care practice;
- ❖ develop excellent oral and written communication skills necessary for successful employment in health care facilities;
- ❖ prepare undergraduates to pursue graduate and professional degrees in the health professions;
- ❖ provide curriculum content and teaching formats that achieve goals and learning objectives based on clearly written course syllabi and competencies required for graduation;
- ❖ support faculty professional, instructional, and administrative capabilities through continuing education opportunities.

# **BACHELOR OF SCIENCE IN HEALTH STUDIES (BSHS) PROGRAM CURRICULUM**

## **GENERAL INFORMATION**

Students who seek admission to the University of Louisiana at Monroe (ULM) must meet general admission requirements for admission to the University. Applications to ULM are submitted to the University Admissions Office. Students entering the Bachelor of Science in Health Studies (BSHS) degree program with transfer credit must request a transcript review from the department to determine what coursework will be credited to the degree plan. A minimum of 31 hours of credit in the BSHS degree program must be successfully completed at ULM in order to receive the B.S. degree.

Students in the BSHS Program complete specific courses in the Pre-Professional Health Studies or Health Care Management/Marketing option according to a planned and structured program of study. Students fulfill both core degree requirements and major/professional curriculum requirements in a logical sequence. The sequence is intended to facilitate success in the overall degree requirements.

The core curriculum in the first two years is designed to provide students with a foundation in the humanities, mathematics, and sciences. During the third and fourth years, the Pre-Professional Health Studies and Health Care Management/Marketing options provide for a broad focus in business, the health care delivery system, cultural diversity, ethics and leadership in health care.

Students majoring in the Health Studies program must fulfill the following program requirements to progress toward degree completion:

- A grade of “C” or better is required for all Health Studies (HLST) courses, core ENGL, core Math, core Natural Sciences, ASHC 200, ENGL 321, ECON 201, FINA 315, MGMT 301 and MGMT 305.
- A grade of “D” in required courses is non-progressive; the course must be repeated with a minimum grade of “C” before a student can progress to the next sequential course. See the current ULM Undergraduate Catalog for additional policies related to scholastic requirements.
- A minimum 2.75 cumulative grade-point average in all HLST courses is required for progression to HLST 403 Practicum II in the student’s senior year.
- All HLST courses must be taken at ULM.
- Many courses in the BSHS curriculum have designated prerequisites. Students may not take courses out of sequence without permission from the Department Head. The program of study will be documented following transcript evaluation and initial academic advising. Students will be provided a curriculum plan regarding the BSHS Pre-Professional or Health Care Management/Marketing options.

Students must fulfill the following requirements to progress to **HLST 403 Practicum II**:

- Declare a major in Health Studies.
- Complete 90 credits in the BSHS curriculum.
- Complete 50% of HLST courses.
- Students must be in good standing with the University.
- Students must have a minimum cumulative GPA of 2.0 to graduate with an undergraduate degree from ULM.
- A minimum GPA of 2.75 is required in all HLST courses.
- Application and approval for progression to HLST 403 Practicum II.
- Fulfilled immunization requirements.
- The total hours for BSHS degree completion is 125. For transfer students: 25% percent of the semester credit hours required for the degree must be completed through instruction at the University of Louisiana at Monroe.
- It is **STRONGLY** recommended that students majoring in the Health Studies Pre-Professional track who desire to apply to graduate schools such as occupational therapy, physical therapy, medical school, dental school, or physician assistant programs maintain a cumulative GPA of 3.0 or higher. These health professional graduate programs are very competitive and require that students demonstrate strong academic achievement, especially in the biological and natural science courses.

Students can select from a variety of classes at ULM that will serve as Health Studies electives. Potential Health Studies electives are listed on FlightPath for student convenience. Electives must be completed at the 300 or 400 level or approved by the academic advisor.

## CURRICULAR TRACKS

The BSHS program prepares graduates for mid-level management positions in all types of health care organizations, and prepares students for entry to graduate and professional programs. Potential career opportunities for BSHS graduates exist in long term care, managed care, ambulatory care, corporate health programs, public health, medical equipment and supply firms, and in consultant or vendor companies serving the health care industry. The BSHS is offered both on campus and online.

### On-Campus Program

The Department of Health Studies (DHS) offers a Bachelor of Science in Health Studies (BSHS) degree through in-class, on campus attendance. The undergraduate program offers on-campus education with two options:

Health Studies Pre-Professional (HSPP) Option: This option is for those students who plan to seek admission to post-baccalaureate graduate programs such as occupational therapy (OT) or other health-related graduate schools. The Pre-Professional Health Studies option can be customized to include necessary requirements for admission to health professions graduate programs.

Health Studies Health Care Management/Marketing (HSMM) Option: This option is for those students who desire a terminal undergraduate degree for mid-level managerial employment in health care. This option incorporates the same core health studies courses as the Pre-Professional Health Studies Option and includes additional management and marketing courses.

**Elective Credits:** Both options have adequate elective credits which allow students to design a course of study in an area of their interest (e.g. a minor in Psychology, Gerontology, Biology, Finance, Business Administration, or other related field). Hence, students can focus their degree in a specialized field of study, still keeping health care marketing/management or pre-professional health studies as the major concentration. Students can access the guided electives for this major in [\*FlightPath\*](#).

On-campus students should consult with their Health Studies academic advisor to make certain that courses are taken in a logical sequence. The Health Studies academic advisors will also guide students toward appropriate electives that will enhance their career options.

NOTE: It is always important to check the [current ULM Undergraduate Catalog](#) for updates, pre-requisites and changes to the curriculum.

**Minor in Health Studies:**

A total of 24 hours is required for a minor in Health Studies. The following courses are required to minor in Health Studies: HLST 201 Health Care Issues, HLST 202 Health Care Informatics, HLST 301 Health Care Ethics, HLST 302 Social Epidemiology, HLST 304 Research Design for Health Care, HLST 401 Cultural Diversity, HLST 402 Health Care Law, HLST 405 Principles of Leadership in Health Care, HLST 406 Health Care Administration.

**Online Degree Program**

The Department of Health Studies (DHS) offers an online Bachelor of Science in Health Studies (BSHS) degree. The online offering is limited to the Health Care Management/Marketing (HSME) option only. Non-traditional students may earn a BSHS degree 100% online following the Health Care Management/Marketing degree plan option.

Students must meet specific admission requirements to be accepted into the BSHS online degree program. To meet the requirements students must:

- Meet general admission requirements for admission to ULM.
- Meet requirements for freshman level English and Math.
- Have three years post high school work experience.

**Elective Credits:** The HSME option has adequate elective credits which allow students to design a course of study in an area of their interest (e.g. a minor in Psychology, Gerontology, Biology, Finance, Business Administration, or other related field). Hence, students can focus their degree in a specialized field of study, still keeping health care marketing/management as the major concentration. Students can access the guided electives for this major in [FlightPath](#).

Online students should consult with their Health Studies academic advisor to make certain that courses are taken in a logical sequence. The Health Studies academic advisors will also guide students toward appropriate electives that will enhance their career options.

NOTE: It is always important to check the current [ULM Undergraduate Catalog](#) for updates, pre-requisites and changes to the curriculum.

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**Note to Students Taking Online Classes**

The decision to take a class online as opposed to an on-campus class should be carefully considered before enrolling. It is true that online courses allow a student to be free of time and place. Class occurs when the student logs on to the computer at his or her convenience. It doesn't matter if it's 6:00 P.M. in the computing lab, Sunday afternoon at

the local library, or 3:00 A.M. at home. The class will be there when the student is ready. This is a wonderful advantage to those with full time jobs, full time families, remote locations, transportation problems, special needs or interests.

However, regardless of how advantageous online courses appear to be, please consider the following:

- Online courses require extreme self-discipline. Students must log on and be prepared to read through many pages and comments. It must be done regularly (3-5 times per week). Students must plan to spend 4-6 hours per week reading, preparing, and submitting assignments.
- A great deal of time is spent visiting web sites, reading articles, dealing with technical problems. Technology is unreliable. The plan to submit homework at the last moment can be defeated with a busy or down server.
- Sometimes the “cyberdog” eats your homework. That is no excuse for not submitting homework. Always have a copy saved to a disk so that work can be resubmitted. Failure to do so may result in a zero (0) on the assignment in question.
- Most people who have taken online courses will tell you that it is more "labor intensive" than on-campus courses. It just takes more time. In an online course every student contributes to the discussion.
- Health Studies online courses are accelerated. That is, material is covered at a faster pace. The online class covers in 8 weeks what an on-campus class covers in 16.
- If you are not highly motivated, disciplined, and patient, online courses may not be the best option.
- If you are still undecided about whether online courses are for you, please contact the Department of Health Studies.

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The Bachelor of Science in Health Studies/HSME online degree option is available in partnership with ULM's GOLD (Gateway to Online Degrees) program through the Center for Adult Learning in Louisiana (CALL) initiative.

CALL is a joint program with the Louisiana Board of Regents, The Southern Regional Education Board (SREB), and the consortium for Education, Research and Technology of north Louisiana. This program was established to help you fulfill your need to complete a college degree. The opportunity to complete your degree online allows you flexibility and convenience and the ability to maintain your position in the workforce.

## ADVISING POLICIES

### I. GENERAL STUDENT RESPONSIBILITIES (ULM Catalog, pp. 27, 56, 58, 65 & 72):

- Students are *personally* responsible for completing all requirements established for their degree by ULM, college and department.
- Students must complete at least 25% of the semester credit hours required for the degree through instruction at ULM.
- Students should be aware that ULM course requirements are under continual examination and revision.
- Students should be aware that ULM reserves the right to change requirements for any major during any particular year.
- The *individual student* assumes full responsibility to be informed and to comply with all academic requirements.
- Students should be aware that their conduct in the environment of an institution of higher learning is expected to be exemplary at all times. ULM does not permit disrespectful or inappropriate behavior at any time.
- During a regular semester, a schedule of fifteen to eighteen semester hours is considered a standard load. Students **may not** take more than 18 hours a semester without permission of the Academic Dean. Also, students **may not** take more than 7 hours combined during May Intersession and Summer I without permission of the Academic Dean.
- When a course is repeated, both grades will be counted in determining the cumulative grade-point average.
- Students must get prior approval from the Department Head of Health Studies to take courses at another institution.
- After students have earned 60 semester hours of credits required for a degree, they may not use additional credits earned in a two-year college to fulfill degree requirements, unless authorized to do so by the dean.
- Students should not change their schedule by dropping or adding classes without informing their advisor since this will impact sequenced coursework and may delay graduation.
- Students should come to their advising session prepared with a realistic 2 to 3 semester plan with courses they intend to take in their degree.
- Students applying to specific graduate programs are responsible for all the requirements and the application processes for these programs.

### II. DHS STUDENT RESPONSIBILITIES BEFORE MEETING WITH YOUR ADVISOR:

- Schedule the advising session early in the registration period. Failure to do so may compromise your ability to register for selected courses.
- Review the BSHS curriculum, courses, and degree requirements.
- Prepare a tentative schedule of potential courses for two consecutive semesters.

- Identify any potential courses that may be taken during intersession, if necessary.
- Identify potential minor options, as appropriate.
- Identify electives that may support your chosen professional career.

### **III. FACULTY RESPONSIBILITIES:**

Faculty responsibilities include assisting students with the following:

1. Academic and career goals.
2. Development of an educational plan to fit their desired goals.
3. Degree requirements, course selection, and schedule planning.
4. Resources on campus that will help with academic performance.
5. Understanding academic policies and procedures.
6. Provide information regarding potential areas of study.

### **IV. STUDENTS CHANGING MAJORS:**

- All new change of major students or new transfer students into Health Studies must schedule an initial meeting with the Department Head of Health Studies for review of the program, student advisee responsibilities and other Health Studies policies/procedures before the official advising session.
- Following the meeting with the Department Head, students must:
  - Obtain, complete and return the “Change of Major” form to the Dean, College of Health Sciences.
  - Complete the Health Studies information form in the Office of the Dean, College of Health Sciences.
  - Make an appointment with the assigned faculty member/advisor in the Department of Health Studies for an advising session.
- When initially meeting with the assigned faculty advisor, please bring the following:
  - Unofficial transcripts from ULM
  - Unofficial transcripts from all other educational institutions attended
  - Course descriptions from educational institutions other than ULM

# STUDENT POLICIES

## I. CONDUCT

The faculty expects acceptable academic achievement and mature professional behavior from every student enrolled in the BSHS program. All forms of communications, written, e-mail, telephone, and face-to-face, within the Health Studies Department shall be conducted with a mutual level of respect. Complaints of unprofessional behavior that cannot be resolved by the individuals involved will be addressed in a conference between the student, department head, faculty and/or authorized committee. A meeting of these parties will be scheduled by the instructor or department head to decide whether there is reasonable cause to take any disciplinary action.

Student grievances and appeals procedures are published in the ULM Catalog of Undergraduate Programs.

### **Academic Integrity**

- Faculty and students must observe the ULM published policy on Academic Dishonesty (see page 71 of the *ULM Student Policy Manual* – <http://www.ulm.edu/studentpolicy>).
- Each individual student is responsible for their own learning. Although participation in group projects and teamwork is a common requirement in the BSHS program, individual assignments (i.e. examinations, homework, take-home exams, online exams) are to be completed by the individual student without assistance from classmates, colleagues or other persons. Students shall refrain from giving or receiving unauthorized assistance in individual assignments. If you are unclear about requirements for any assignments, contact the course instructor.
- Equal participation is expected in all group assignments and grades will reflect the work of each individual student. It is not acceptable to demonstrate less than full participation with team projects.
- No reference books, journals, audiovisuals, or other instructional materials may be removed without the knowledge of the faculty or staff. Some materials may be checked out but must be returned within 5 days.
- Plagiarism is one form of academic misconduct that will not be tolerated. Please incorporate referenced content appropriately in written assignments and cite all references, Internet, or otherwise, using APA format, unless otherwise specified in the course syllabus. Plagiarism on any assignment will result in a grade of Zero for the assignment and may result in disciplinary

action. Please refer to the University guidelines for information about penalties applied when academic standards have been violated. **SPECIAL NOTICE** - All written assignments will be checked for plagiarism. This will serve as the only warning. If plagiarism is found, the assignment will be given zero (0) points and the student will be referred to the Department Head for any additional action, as deemed necessary.

- Cheating on any examination will result in a “Zero” on that exam with a high probability of a failing grade in the course in which such misconduct occurs. A second offense may result in dismissal from the program.

## II. ACADEMIC ISSUES

**At a minimum, all policies stated in the current *ULM Student Policy Manual* will be followed. For more information and specific policies (see <http://www.ulm.edu/studentpolicy>).**

Additional student policies include:

### **On-Campus Attendance Policy:**

Students are expected to attend all class meetings regularly and punctually. Students not in class at the start of the period will be counted as absent for that period. Attendance will be taken at the start of class. Any student who is not present at least 75% of the scheduled class sessions in any course may receive a grade of “W” if this condition occurs prior to the last day to drop a course or a grade of “F” after that date.

### **Online Attendance Policy:**

- Any student who does not log-in to online classes within the first 3 days of the term will be withdrawn from the class and enrollment will be cancelled.
- Logging in to an online course constitutes a start and assumes the intention to complete the course.
- Students who have not participated in class by failing to log-in for 10 consecutive calendar days for 16 week courses (excluding scheduled breaks), 5 days for 8 week courses or 3 days for 4 week courses will be administratively withdrawn with a “W” grade. Nonattendance may affect financial eligibility.
- Students withdrawn due to nonattendance will be permitted to return no sooner than the beginning of the next semester.
- Students may appeal to the college Dean if they feel an error has been made in their attendance calculation.
- Deadlines for attendance are based on Central Standard Time (CST).

### **NOTE ON ATTENDANCE:**

Participation and contribution to class discussions and activities is expected. Students should make every effort to attend regularly or drop the course and

repeat it at a later date. **A semester grade of incomplete** cannot be granted unless 75% of the course work has been satisfactorily completed.

**Make-up policy:** **NO MAKEUP** on in-class/online assignments/activities. Make-up exams are available only when the student has a *valid* serious illness or personal or family emergency. A student that presents a valid excuse from a medical practitioner, a funeral director, a court, or other official that certifies the legitimacy of an absence from class or from submitting/taking an assignment/quiz, will be allowed to take a make-up exam/assignment. Also, note that in all cases, the instructor reserves the right to use his discretion in granting permission to take makeup exams. *No papers or assignments will be accepted late for non-valid excuses. All late papers and assignments will receive zero-credit.*

**Course Evaluation Policy:** In order to promote and maintain teaching excellence, students are expected to complete the on-line course evaluations for enrolled courses. Web links are posted at the end of each semester.

**Grade Posting Policies:**

- Midterm grades for HLST courses will be posted in Arrow at [www.arrow.ulm.edu](http://www.arrow.ulm.edu) and in the Moodle course per deadlines and *only* during the designated timeframe.
- Final grades for HLST courses will *only* be available for viewing on Arrow after posting by the Registrar's Office. Students may view official grade results at [www.arrow.ulm.edu](http://www.arrow.ulm.edu).
- Students will not be allowed to view their final exam, papers or project assignments before final grades are submitted.
- All grades on Moodle are working grades and **NOT** official grades. To avoid any potential confusion, final grades for all HLST courses will *only* be available for viewing on Arrow after posting by the Registrar's Office.
- Students have **3 days** after receiving a grade on an assignment to discuss the grading of that assignment. Faculty will **NOT** discuss grades on specific assignments following the 3 day time limit.

**Writing Skills for Health Studies Majors:** Students will be challenged to write professionally in this major. Every posting, paper and discussion forum is expected to exhibit professional writing skills. Students will be deducted points in all written assignments for grammar, spelling or sentence structure errors.

Students will be graded on college-level standards of content, grammar, punctuation and spelling. You are expected to turn in assignments that are mechanically correct. The Health Studies faculty expect students to learn to write in active voice and use proper English, writing mechanics, transition your thoughts and use headings throughout your papers. Many of your health studies courses will require you to use correct APA in-text and in your reference page.

Hence, it is strongly recommended that you purchase the most current edition of the APA manual to learn more about APA.

The content of your written work will be graded on how closely and completely you follow the instructions of each assignment.

If you are unfamiliar with these areas, we strongly recommend that you peruse the OWL websites below and click to learn more.

- Active voice: <http://owl.english.purdue.edu/owl/resource/539/01/>
- Transitions: <http://owl.english.purdue.edu/owl/resource/574/01/>
- How to decipher an Assignment:  
<http://owl.english.purdue.edu/owl/resource/688/01/>
- Example of APA paper:  
[http://owl.english.purdue.edu/media/pdf/20090212013008\\_560.pdf](http://owl.english.purdue.edu/media/pdf/20090212013008_560.pdf)
- APA PowerPoint Presentation Slide:  
<http://owl.english.purdue.edu/owl/resource/560/17/>
- Beginning the writing process:  
<http://owl.english.purdue.edu/owl/resource/587/01/>
- Conducting an Interview: <http://owl.english.purdue.edu/owl/resource/708/01/>

**Student Services:** Many Student Services are available at ULM such as

**Student Success Center** (<http://ulm.edu/cass/>),  
**Counseling Center** (<http://ulm.edu/counselingcenter/>),  
**Special Needs** (<http://ulm.edu/counselingcenter/special.htm>),  
and **Student Health Services** (<http://ulm.edu/studentaffairs/>).

**Emergency Procedures:** The ULM Police Department is available at all hours. For cell phone users: **318-342-5350**. Other information: crime prevention program, fire, Internet, and travel safety are available from the University Police web site (<http://ulm.edu/police/>).

**Other Policies:**

**CELL PHONE POLICY**

Cell phones should be turned off, or set to vibrate only, when in academic buildings (including the University Library) and may be used only in restrooms, group study rooms, and offices. All students carrying cell phones into a classroom, laboratory, or clinic must turn off and store (e.g., in a backpack, purse, phone holster, or other similar item) their phones prior to entering the room. Cell phones are not allowed on desk or table tops. Text messaging will not be tolerated during class.

If there is an extenuating circumstance that requires the cell phone to be on during a class, the student must obtain permission from the instructor prior to the beginning of class and must operate the phone in a silent (vibrate only) mode.

Students who violate this cell phone use policy will be asked to leave the classroom, and will be counted as an unexcused absence for that period.

#### LAPTOP POLICY

Laptops may be used during class time only if the instructor gives permission to do so. Students must use laptops related to their course work and/or research assignments. Using laptops for purposes such as *facebook*, *myspace* or other non-related course issues will not be tolerated. Students who violate this policy will be asked to leave the classroom and will be counted as an unexcused absence for that period.

#### EARPHONES AND MUSIC

Putting on earphones and listening to music during scheduled class time is disruptive and rude and will not be tolerated.

### III. DRESS CODE

Students are expected to show good decision making on the type of dress that is acceptable in the health care community. Students are to dress in a manner that is considered appropriate based on professional/business dress in a health care setting. The following are guidelines for acceptable attire in the Health Studies program:

- Neat, casual dress is acceptable for class.
- No pajamas.
- Jeans may be worn as long as there are no holes, frays, or tears.
- Sweatshirts and T-shirts that are ULM-affiliated may be worn, including those that advertise the Health Studies Student Association. No crude messages, such as alcohol, sexual innuendo, or inappropriate logos.
- No spaghetti straps, halter tops, tube tops, sheer or see-through tops, or showing of the mid-driff. No low cut tops (i.e., no cleavage).
- Undergarments should not be visible at all. This includes wearing an undershirt if the undergarment can be seen through the shirt.
- No hats, caps or head scarves, no excessive jewelry, no visible tattoos. No visible body piercing other than ear lobes.
- Keep hair and facial hair properly groomed.
- No odd hair colors (i.e., purple, green, etc.)
- No flamboyant/distracting hair styles (i.e., spiked Mohawks)
- When at practicum sites, students must adhere to the dress code of the health care organization.

- For special events, presentations, guest speakers or professionalism class, students are expected to appear in suitable business attire. This includes the following:
  - Footwear should be clean and appropriate for the setting – no athletic shoes or flip-flops.
  - Men will wear a dress shirt, nice golf shirt and full-length pants.
  - Women will wear a dress or blouse/sweater with a skirt/dress pants. Skirts must be knee-length or longer.
  - Jewelry should be conservative in style. Visible pierced body jewelry is limited to ear lobes.

#### **IV. DRUG SCREENING**

College wide policies for Background Check and Drug Screening must meet contractual requirements for each internship or clinical facility site (I/CFS) affiliation agreement. The affiliation agreement dictates the screening criteria needed. Students applying for internships or clinical facility site rotations must be notified in writing that they will be subject to background checks and drug screening. In the written document, students must sign that they understand if screening “information of concern” is found, they will not be allowed to commence their internship or clinical facility site rotation. Appeals must be submitted to the Dean. Departments will inform students that payment for screening is the students’ responsibility. Pre-intern or clinical facility site rotation students will be given a department account number and directed to the website for CertifiedBackground.com. In summary, type and criteria of screenings are mandated by I/CFS affiliation agreements.

Results will be reported to the Associate Dean. The Dean and/or Associate Dean will report to department heads or their designee that screening results did or did not include information of concern. If information of concern exists, the department head notifies the student that they are not eligible to commence their internship or clinical facility site rotation. Appeals are submitted to the Dean.

**Background Check Procedures:** The department notifies the student that background checks for their intended internship or clinical facility site requires criteria as listed in the affiliation agreement. The student is directed to the website for CertifiedBackground.com and told that they must pay for the background check. All results are sent to the Associate Dean by electronic web site. The Dean and/or Associate Dean will inform the department head if information of concern exists. If information of concern exists, the student will not be allowed to commence their internship or clinical facility site rotation. Appeals are submitted to the Dean.

**Drug Screen:** The department notifies the student that a drug screen, at the student’s expense, must be completed to meet I/CFS affiliation agreement criteria. Students are directed to the Dean’s office to retrieve a Drug Testing Order Form

and to the CertifiedBackground.com. web site. They are told that they must pay for the seven panel drug screen. All results will be available for the Associate Dean via CertifiedBackground.com website. The Dean and/or Associate Dean will inform the department head that there was or was not a positive finding. If a positive finding exists, the student will not be allowed to commence their internship or clinical facility site rotation. Appeals are submitted to the Dean.

**Confidentiality:** During application to the professional programs or HLST practicum, students will sign a waiver giving permission for their background and drug screen results to be sent to the COHS Dean/Associate Dean.

Records will be archived by CertifiedBackground.com. The Associate Dean will have access to electronic results. Hardcopy printing of results by the Associate Dean is available but not anticipated routinely. Records will be maintained in pursuant to ULM's record retention policy.

## **V. SUBSTANCE ABUSE POLICY AND PROCEDURES**

### **A. Purpose**

The safety and security of personnel, students, students' clients and visitors, as well as the property of the State of Louisiana is of vital importance to the University of Louisiana at Monroe (ULM) and the ULM College of Health Sciences (COHS). The purpose of this policy is to create and maintain an academic and clinical environment that is free from the use and/or abuse of mind altering substances, by identifying existing professional students and potential professional students who use or abuse illicit drugs, or abuse prescribed medications and/or other substances. In addition, the nature of the professional programs of study in the COHS necessitates specific procedures to further foster the welfare of all parties participating in student training.

### **B. Policy Statement**

It is the policy of this institution to provide a safe environment in order to conduct the mission of the University in the most effective manner possible. A safe environment will be fostered by appropriate student screening and student education, and by the monitoring of the academic area at all student clinical education sites and all sites designated by the COHS dean. It is the intent of the COHS through its policies and practices to reduce the potential for:

- The manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of illegal substances while on ULM property or any other sites designated by the appropriate University administrator or while otherwise engaged in University business.

- The theft, unauthorized use, or intentional mishandling or misuse of any medication and/or substance that is present at ULM or any student clinical education sites.
- A student being under the influence of a substance while on ULM property or while otherwise engaged in University business or student clinical education sites.

All aspects of the testing program will be handled on a confidential basis. The Director of the Office of Student and Professional Affairs and the Dean of the COHS or his representative will determine who will have access to these records.

### C. Definitions

**Additional Testing:** Testing for substances not covered in the current contract as deemed necessary per the appropriate University Administrator.

**Appropriate University Administrator:** The dean of the ULM College of Health Sciences or his/her designee.

**Missing Substance(s):** A medication administration/handling discrepancy or discovery that a substance is missing.

**Possession:** To have on one's person, in one's personal effects, in one's vehicle or otherwise under one's care, custody, or control.

**Post-Accident Testing:** Substance testing performed after the student is involved in an accident that has caused an on-the-job injury that is considered recordable under the United States **Occupational Safety and Health Administration (OSHA)** (i.e. requiring medical treatment) or causes intentional or unintentional injury to self or others at the student clinical education site as a result of being Under the Influence.

**Preceptor:** A qualified and pre-approved professional who serves to instruct students in specific clinical settings.

**Premises:** All property, facilities, buildings, structures, installations, clinical/academic locations, clinical/academic areas, or vehicles owned, operated, leased, or under the control of, or contracted to the University entity to which such premises or property pertain. Private vehicles parked on premises or properties are also included under this definition.

**Prescription:** A valid prescription issued to the student by a licensed health care provider authorized to issue such prescription and used for its intended purpose as prescribed before any expiration date.

**Professional Students:** Any student who has applied or who has been accepted into the professional level of coursework (undergraduate or graduate) in a COHS program of study including those students participating in any practicum and/or observation.

**Substance:** Any matter whether ingested, inhaled, or injected subcutaneously or otherwise that has known mind-altering or function-altering effects upon the human body or that impair one's ability to safely perform his or her responsibilities.

**Random Selection Process:** The procedure utilized by the State of Louisiana contract holder to ensure impartiality in the routine selection of professional level COHS students for routine substance testing.

**Reasonable Suspicion:** A logical belief by a faculty member or designee that a student is using, is under the influence of, or is in the possession of substance(s) or has otherwise violated this policy's prohibition on the use of substances.

**Under the Influence:** The condition wherein any of the body's sensory, cognitive, or motor functions or capabilities is altered, impaired, diminished, or affected due to substances.

#### **D. Procedures**

All COHS students will be subject to random testing, testing due to an accident (post-accident testing), testing due to a missing substance, or testing for reasonable suspicion by a faculty member or designee.

Graduate students in COHS professional programs will be subject to testing in accordance with the procedure while participating in on-campus training. During the semester before participation in off-campus clinical training, all graduate students must complete unannounced substance testing. Testing while graduate students are in off-campus graduate sites will occur at the discretion and responsibility of the training site. Per contractual arrangement between the off-campus site and ULM, information from any testing completed by any agency affiliated with an off-campus site will be provided to the appropriate University Administrator for consideration of any action required of the University. Any costs associated with substance testing provided by or for an off-campus graduate practicum site will not be the responsibility of ULM, but may be charged to the student.

Any student subjected to any substance test will be required to sign a Substance Test Consent Form. Refusing to sign the form, leaving the University or certified testing facility prior to the substance test without permission of the supervisor, or refusing to cooperate in any way with the testing process shall be grounds for immediate sanctions.

At the discretion of the Appropriate University Administrator, students suspected of violating this policy may be placed on administrative leave pending test results. If test results are negative, the student will be allowed to return to the classroom.

Upon application to all COHS programs, all students will be randomly tested. Refer to each department/program for specific application policies and procedures. COHS students will also be subject to post-accident testing, testing following the discovery of a missing substance, and testing when reasonable suspicion occurs.

**Collection of Samples:** Collection of all samples will be performed in accordance with the current contract. Collection of samples will not be performed by the State of Louisiana.

**Cost of Process:** The University of Louisiana at Monroe will assume the cost for the initial drug screen.

**Random Testing:** When a student is notified of his/her random selection and is within a fifty-mile radius of the University, the following procedures will apply. The student will:

- immediately report to his/her clinical supervisor (if in a clinical setting) or the Department Head of their department and notify them of the pending test.
- proceed to the facility designated as the collection/testing site within one hour of notification.
  - Refusal to submit to the substance test shall be grounds for immediate sanctions.
  - Failure to report or failure to report within one hour will be considered as an act requiring sanctions. See the sanction section of this policy for further details. Any deviation from the one hour time frame must be reviewed per the Appropriate University Administrator.
- complete all paperwork required by the collection/testing facility. Failure to properly complete all paperwork, intentional or accidental omissions, or any other reason the paperwork has not been completely or accurately filled out, as determined by the collection/testing facility or the Appropriate University Administrator, will be considered an act requiring sanctions. See the sanction section of this policy for further details.
- submit a sample to be tested per the collection/testing facility's procedures.
  - Failure to follow the collection/testing facility's sample submission procedures, alteration of a sample, submission of a sample that is not the student's, or any other action invalidating a collected sample or considered inappropriate by the collection/testing facility will be considered an act requiring sanctions. See sanction section of this policy for further details.

- **NOTE: The student may be contacted by a Medical Review Officer (MRO) as part of the testing process. This person is independent of the University or collection/testing facility. The MRO will make any medical decisions about medication(s) prescribed to the student or other necessary information needed to confirm the testing process.**
- return to the Appropriate University Administrator's office and submit any paperwork given to the student from the collection/testing facility.
- Return to the clinical site or academic environment, as appropriate.

When a student is notified of his/her random selection and is outside a fifty-mile radius of the University, the above procedures will apply except the student will submit for testing at the nearest Emergency Room or State Contract Approved.

**Missing-Substance or Post-Accident Testing:** Students who admit to diversion of medications will undergo substance testing. When a student is involved in a Missing Substance incident or is a candidate for Post-Accident Testing at a student clinical education site, and is within a 50-mile radius of the University, the following procedures will apply.

- The faculty member will contact the Appropriate University Administrator.
- The student will participate fully with the faculty member and his/her designee (for witness purposes) during the questioning/investigation of events.
- The student will proceed to the facility designated as the collection/testing site.
- Transportation of the student to the testing facility is not the COHS or the University's responsibility nor its liability. Transportation is completely and fully the responsibility of the student involved.
- The student will complete all paperwork required by the collection/testing facility. Failure to properly complete all paperwork, intentional or accidental omissions, or any other reason resulting in incomplete or inaccurate paperwork, as determined by the collection/testing facility or the Appropriate University Administrator, will be considered an act requiring sanctions. See the sanction section of this policy for further details.
- The student will submit a sample to be tested, per the collection/testing facility's procedures.
  - Failure to follow the collection/testing facility's sample submission procedures, alteration of a sample, providing a sample that is not the student's, or any other reason the collection/testing facility deems inappropriate or invalidates a collected sample will be considered an act requiring sanctions. See sanction section of this policy for further details.
  - **NOTE: The student may be contacted by a Medical Review Officer (MRO) as part of the testing process. The MRO is independent of the University or collection/testing facility. This person will make any medical decisions about medication**

**prescribed to the student or other necessary information needed to confirm the testing process.**

- Return to the appropriate University Administrator's office and return any paperwork given to the student from the collection/testing facility.
- Return to the clinical site or academic environment, as appropriate.

If the student is subject to missing-substance or post-accident testing and is outside of the 50-mile radius, the above procedures will apply except the student will submit for testing at the nearest ER or State Contract Approved site.

**Reasonable-Suspicion Testing:** If the student is subject to reasonable-suspicion testing and is within 50-mile of the University, the following procedures will apply.

- The faculty member or designee will contact the Appropriate University Administrator and report the incident.
- The faculty member will have another faculty member or licensed health care professional confirm the suspicious behavior indicative of being under the influence. If a preceptor reports behavioral changes, the faculty member will ask the preceptor to have another licensed health care professional confirm the behavior.
- The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to refer for substance testing will be made. In the case of a practicum situation, faculty may visit the site or confer by telephone with the student. A witness should be included in any conference, including a telephone conference.
- The student will remain with the faculty member or designee until released to proceed to the designated testing facility. When released by the faculty member or designee, the student will proceed to the facility designated as the collection/testing site, within one hour of notification. Transportation of the student to the testing facility is not the COHS's or the University's responsibility nor its liability. Transportation is completely and fully the responsibility of the student involved.
  - If the transportation is delayed or the investigation of the incident takes longer than one hour, the faculty member will contact the Appropriate University Administrator and inform him/her of the delay.
  - Refusal by the student to submit to the substance test shall be grounds for immediate sanctions.
  - Failure to report or failure to report within one hour will be considered as an act requiring sanctions. See the sanction section of this policy for further details. Any deviation from the one hour time frame must be reviewed by the Appropriate University Administrator.
- The student will complete all paperwork required by the collection/testing facility. Failure to properly complete all paperwork, intentional or accidental omissions, or any other reason resulting in incomplete or inaccurate

paperwork, as determined by the collection/testing facility or the Appropriate University Administrator, will be considered an act requiring sanctions. See the sanction section of this policy for further details.

- The student will submit a sample to be tested, per the collection/testing facility's procedures. Failure to follow the collection/testing facility's sample submission procedures, alteration of a sample, providing a sample that is not the student's, or any other reason the collection/testing facility deems inappropriate or invalidates a collected sample will be considered an act requiring sanctions. See the sanction section of this policy for further details.
- The student will return to the Appropriate University Administrator and submit any paperwork given to the student from the collection/testing facility. Transportation to the Appropriate University Administrator is not the COHS's or the University's responsibility nor its liability. Transportation is completely and fully the responsibility of the student involved.
- Students will not return to the clinical or academic environment until given permission from the Appropriate University Administrator.
- If the faculty member, second faculty member, and/or health care professional (designee) agree that the student's behavior is deemed as bizarre or harmful to self or others, then the student will report to the nearest Emergency Department (ED) for substance testing.
- Faculty will complete a COHS Substance Abuse Policy – Reasonable Suspicion Report and return this form to the Appropriate University Administrator.

If the student is subject to reasonable-suspicion testing and is outside of the 50-mile radius, the above procedures will apply except the student will submit for testing at the nearest ER or State Contract Approved site.

**Personal Property Searches:** The University may conduct searches of University property, including lockers, and a student's personal property in cases where there is reasonable cause to suspect a violation of this policy. While no search will be conducted without a student's consent, consent to a search is a condition of continued enrollment in the professional COHS program. A student who refuses to cooperate in the conducting of such searches will be subject to sanctions. See the sanction section of this policy for further details.

**Notification of Off Premise Use and Conviction:**

Students who are convicted of any substance-related violation under state or federal law or who plead guilty or *nolo contendere* (i.e., no contest) to such charges must inform the Appropriate University Administrator in writing within five (5) days of the conviction or plea. Failure to report these convictions to the appropriate University Administrator will be considered an act requiring sanctions. See the sanctions section of this policy for further details.

**Reporting of Drug Testing Results:**

- The testing facility will report all results to the COHS dean.

- The testing report will be reviewed by the COHS dean.
  - If the substance screen is negative, the Appropriate University Administrator will notify the faculty to readmit the student to the course without penalty.
  - If the substance test is positive the student will be dismissed from the program.

**Cost of Process:** Cost of the drug testing process will be paid by the University of Louisiana at Monroe College of Health Sciences.

#### **E. Sanctions**

**Reasonable Suspicion:** The University may require a student to submit to a substance test if the Office of Student and Professional Affairs has a reasonable belief that the student is using, is under the influence of, or is in the possession of a substance or has otherwise violated this policy's prohibition on the use of substances. Refusal to submit to a substance test will be grounds for immediate termination of enrollment in the professional program.

**Censure:** The ULM Student Policy Manual states that "students who are involved the use or abuse drugs/alcohol will be censured." The Manual outlines the types of censure that may be imposed in accordance with University policies.