



— ARKANSAS COLLEGES OF —  
**HEALTH EDUCATION**

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**Student Handbook**  
**2019 – 2020**

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Revised May 2019

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This document is provided to students of the Arkansas Colleges of Health Education (ACHE) as a guide to the interpretation and application of ACHE policies and procedures. This Handbook does not include all details of every policy, but rather seeks to cover the essential provisions of the policies and procedures of ACHE and is considered to cover ACHE policies.

The information contained within reflects the status of ACHE as of March 2019. ACHE reserves the right to delete any course or clinical site described in this handbook. ACHE also reserves the right to affect any changes in the curriculum, tuition/fees, administration, or any other phase of school activity without prior notice.

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## 2019 – 2020 Calendar

### **FALL SEMESTER – 2019**

|  |                         |
|--|-------------------------|
| Fall Semester Begins for OMS-III.....  | (M) July 1              |
| Independence Day ( <i>Offices Closed</i> ).....                                    | (TH) July 4             |
| Anatomy Bootcamp Move-In at The Residents.....                                     | (F) July 5              |
| Anatomy Boot Camp .....  | (M-F) July 8 – July 19  |
| Remaining Move-In at The Residents and Heritage Village .....                      | (TH – F) July 18 -19    |
| OMS-I Orientation .....  | (M-W) July 22 -24       |
| MSB Student Orientation.....   | (TH) July 25            |
| Fall Semester Begins for OMS-I and MSB .....                                       | (F) July 26             |
| Fall Semester Begins for OMS-II .....  | (M) August 5            |
| Census Date .....  | (M) August 19           |
| Labor Day Observed ( <i>No Classes; Offices Closed</i> ).....                      | (M) September 2         |
| White Coat Ceremony.....   | (S) September 21        |
| OMED Conference (Baltimore, MD) Approval to attend required.....                   | (F – M) October 25 – 28 |
| Thanksgiving Holiday Break ( <i>No Classes; Office closed 11/28 – 11/29</i> )..... | (W - F) November 27 -29 |
| Fall Semester Ends for OMS-I and MSB .....   | (F) December 13         |
| Fall Semester Ends OMS-III.....  | (SU) December 15        |
| Final Grades due for OMS-III.....  | TBD                     |
| Spring Semester Begins for OMS-III .....   | (M) December 16         |
| Final Grades due for OMS-I, OMS-II, and MSB .....                                  | (T) December 17         |
| Fall Semester Ends for OMS-II .....  | (TH) December 19        |
| Winter Break Begins ( <i>Offices Closed 12/20 – 1/1</i> ) .....                    | (F) December 20         |
| Fall Remediation Exams .....   | TBD                     |

### **SPRING SEMESTER – 2020**

|  |                     |
|--|---------------------|
| Spring Semester Begins for MSB.....  | (TH) January 2      |
| Spring Semester Begins for OMS-II.....                                     | (F) January 3       |
| Spring Semester Begins for OMS-I.....                                      | (M) January 6       |
| Martin Luther King, Jr. Day Observed ( <i>No Classes</i> ).....            | (M) January 20      |
| Census Date .....  | (T) January 21      |
| DO Day on Capitol Hill (Washington D.C.) Approval to attend required ..... | March TBD           |
| Spring Holiday Break .....   | (W-F) March 25 – 27 |
| COMSAE.....  | April TBD           |
| Spring Semester Ends for MSB .....   | (TH) May 14         |
| Final Grades Due for MSB .....   | (F) May 15          |
| MSB Commencement.....  | (SA) May 16         |
| Spring Semester Ends for OMS-I and OMS-II.....                             | (F) May 22          |
| Final Grades Due for OMS-I and OMS-II.....                                 | TBD                 |
| Research Symposium.....  | TBD                 |
| Memorial Day Observed ( <i>Offices Closed</i> ).....                       | (M) May 25          |
| Spring Remediation Exams.....  | TBD                 |
| Spring Semester Ends OMS-III .....   | (SU) June 28        |
| Final Grades Due for OMS-III.....  | TBD                 |

## Notice of Receipt and Disclaimer

As a student at the Arkansas Colleges of Health Education (ACHE), I acknowledge that I have received access to an online copy of the ACHE Student Handbook and that it is my responsibility to read and comply with the policies within as well as any revisions made at a later date. I understand that this document is located at [www.acheedu.org/students](http://www.acheedu.org/students). I further understand that it is my responsibility to read and comply with the policies within in my program specific Student Handbook.

Information contained in this document is subject to change without prior notice and shall not constitute a legally binding contract. Changes will be distributed to students electronically at [www.acheedu.org/students](http://www.acheedu.org/students) and will become effective immediately unless otherwise specified.

Notice of anticipated changes will be given to the students in advance of implementation whenever possible. Each subsequent edition of this Student Handbook supersedes all previous documents and directives where they may be in conflict. Failure to read the handbook and to be familiar with the rules, policies, and procedures does not excuse the student from being required to comply with the provisions of the policy.

I further understand that:

- a. I will be assigned a campus e-mail address that will be the only mechanism by which I will receive all official notices from ACHE;
- b. It is my responsibility to check that e-mail address regularly;
- c. I am deemed to have notice of all information sent to my address.

I have been advised that some non-campus e-mail services are not compatible with the campus e-mail service, so attempts to forward e-mail to a non-campus address may be unsuccessful.

Any recommendations for additions, deletions, or changes must be submitted in writing to the Provost. Final approval is by the President of the Arkansas Colleges of Health Education (ACHE).

**By signing this form, I understand that it is my responsibility to read the ACHE Student Handbook, regularly check my campus e-mail account, and be familiar with the policies established by ACHE.**

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Signature

---

Date

---

Print Full Legal Name

---

Student Number



## **Introduction**

The faculty, staff, and administration of Arkansas Colleges of Health Education (ACHE) are committed to the healthcare profession, serving the needs of our students, faculty and patients today as well as into the future, and advancing both the science and art of the practice of exceptional healthcare.

Working together, we recruit and educate talented individuals committed to becoming healthcare professionals. In addition, we are committed to ensuring that our graduates have the foundation of knowledge, skills, and competencies that will enable them to meet the needs of the wide diversity of patients they will encounter in their professional careers. We are committed to producing healthcare professionals who are knowledgeable, skilled and competent, but also professional and ethical. The college is dedicated to educating healthcare professionals with the skills needed to remain lifelong learners, the desire to contribute to the advancement of healthcare, and the passion to be of service to their patients throughout their professional careers.

ACHE's dedication to a Continuous Quality Assessment and Quality Improvement Process serves to advance its mission and values, benefit the education of its students, and assess the growth and development of its faculty and staff.

ACHE is committed to seeking out and carefully evaluating the opinions and recommendations of our students, faculty, staff, community and professional partners and to integrate them into our program.

ACHE is committed to our mission statement and reaching the goals established by the mission and values adopted by the Arkansas Colleges of Health Education (ACHE) Board of Trustees.

## **Accreditation**

Arkansas Colleges of Health Education is a not-for-profit corporation registered with the Arkansas Secretary of State and approved by the Internal Revenue Service as an institution of higher learning in Fort Smith, Arkansas.

ACHE has been granted certification by the Arkansas Higher Education Coordinating Board (AHECB) to offer the following degree programs: Doctor of Osteopathic Medicine, Master of Science in Biomedicine, Doctor of Physical Therapy, and Doctor of Occupational Therapy.

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in A.C.A. §6-61-301.

## **Mission Statement**

**The mission of the Arkansas Colleges of Health Education (ACHE) is:**

To educate and train a diverse group of highly competent and compassionate health care professionals; to create health and research support facilities; and to provide healthy living environments to improve the lives of others.

## **ACHE Values**

- Compassion
- Scholarship
- Teamwork
- Leadership
- Professionalism
- Integrity
- Service
- Diversity
- Ethical Treatment of all people



## **Non-Discrimination Policy and Diversity Statement**

ACHE is committed to equal opportunity for all students, staff, and faculty and to non-discrimination in the recruitment, admission, and retention of students and the recruitment, hiring, promotion, and retention of faculty and staff. Its employment and educational policies comply with the requirements applicable to equal opportunity/affirmative action laws, directives, executive orders, and regulations to the effect that no person at ACHE shall be subjected to discrimination on the basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, religion, national origin, age, disability, or veterans' status be subjected to discrimination.

ACHE strives to create and support a campus community that educates healthcare

professionals who value diversity. ACHE believes that diversity enriches the educational experience and prepares its students to effectively deliver healthcare and work effectively with those from diverse backgrounds. ACHE is committed to encouraging courtesy and respect through developing and implementing policies that support diversity.



## **Requirements for Admission**

**(Please see each program specific handbook for additional admission requirements and application processes)**

The applicant should demonstrate a humanistic and service-oriented mentality consistent with that of ACHE as demonstrated by action and involvement in outreach and service events.

Preference is given to students from rural and underserved environments that are more likely to advance the mission and goals of ACHE, especially those from Arkansas and South Central United States.

Applicants are required to meet the Technical Standards for Admission and Continued Enrollment and must affirm that he or she meets the program specific standards. Any falsification or misinformation regarding the ability to meet technical standards is reason for dismissal.

Applicants must submit all required paperwork per deadlines. If paperwork is not submitted as required, an offer of admission may be rescinded.

## **Application Process**

In the event of course work completed at foreign institutions, the applicant must submit official detailed course- by- course evaluations completed by an approved agency. These agencies include:

- World Education Services, Inc. 212.966.6311; <http://www.wes.org>
- AACRAO 202.296.3359; <http://www.aacrao.org>
- Educational Credential Evaluators, Inc. (414.289.3400; [www.ece.org](http://www.ece.org))
- Josef Silny & Associates, Inc. 305.273.1616; <http://www.jsilny.com>

## **Criminal Background Check and Drug and Alcohol Screening**

Healthcare professionals are entrusted with the health, welfare, and safety of the patients they serve. The Arkansas Colleges of Health Education (ACHE) requires criminal background checks (CBCk).

This policy applies to all students enrolled in ACHE, as well as persons who are offered admission to ACHE and students who have a break in enrollment. All offers of admission are contingent upon satisfactory results of a CBCk. Progression and continued enrollment in all programs also require satisfactory CBCk results. There are no exceptions to this policy. (For students in the Doctor of Osteopathic Medicine program, a CBCk must be completed prior to the start of clinical rotations. The third year CBCk must be performed no more than 60 days prior to the commencement of clinical rotations and submitted to the office of Clinical Medicine.)

Successful passage of a drug screen and background check is required. This screening must meet the ACHE standards, be conducted by an agency approved by ACHE, and occur prior to the date specified in the matriculation agreement. All program applicants are required to self-disclose any misdemeanors or felony convictions, other than minor traffic violations, including deferred adjudications, during the application process. The student should have the understanding that non- disclosure/falsification will in most cases lead to dismissal and disclosure may prevent enrollment if the incident would prevent the student from completing the requirements of the curriculum, including all required clinical rotations and examinations or would prevent the student from gaining an unrestricted license to practice healthcare in one or more states after graduation.

In response to requirements in the professional practice environment stating that professionals and facilities providing care to patients must minimize the risk to patients that may be presented by persons with prior criminal activity, or those who engage in the use of potential substances of abuse, both legal and illegal, a drug screen and criminal background check must be completed on all accepted applicants prior to matriculation at ACHE and at within 60 days of starting any rotations, if applicable.

**Acceptance into ACHE, even though an invitation may be extended prior to completion of the Criminal Background Check and Drug and Alcohol Screen, is conditional until the results are returned and accepted as meeting the standards by ACHE.**

As future healthcare professionals, all students are subject to the provision of licensure that is in place to ensure the safety of the public. Students at ACHE agree by their acceptance of admission to ACHE that they are subject to random drug screening for illegal or inappropriate use of legal but non-prescribed substance. In addition, students are subject to selective screening if required by clinical site or if concerns of potential abuse are established by a member of the faculty or administration. Failure to comply with a request for drug screening may result in suspension from the ACHE and mandatory appearance before the Student Progress Committee (SPC) to demonstrate why the student should not be dismissed from ACHE.

Substance abuse screening is mandatory prior to participating in patient care either as a learner or a staff member. A negative substance abuse screening test is required before matriculation into any healthcare program and may also be required before advancement to subsequent years. Repeated screening tests may be required as determined by ACHE or the clinical training sites.

Clinical education sites may require ACHE to provide them with a copy of the results of any background evaluation or substance abuse test performed on students prior to and for the duration of their placement at the site. Clinical education sites may set their own standards regarding whom they will admit based on the results of the substance abuse screening or require additional screening. Students who are not willing to allow the release of the required personal information may not be able to be placed at an affiliated clinical education site, and thus cannot meet the requirements to continue their education and fulfill the curriculum requirements for graduation.

### **Criminal Background Check (CBCK)**

ACHE students are entrusted with the health, welfare, and safety of the patients they serve. The ACHE requires criminal background checks (CBCK).

This policy applies to all students enrolled in the ACHE, as well as persons who are offered admission to ACHE and students who have a break in enrollment. All offers of admission are contingent upon satisfactory results of a CBCK. Progression and continued enrollment in any program also require satisfactory CBCK results. There are no exceptions to this policy.

- All CBCK will be conducted by a third party CBCK service provider designated by ACHE. The student is responsible for completion of all paperwork and all associated costs.
- All persons offered admission to ACHE must complete a CBCK prior to admission with results of the background check available to ACHE according to established deadlines in the Matriculation Agreement.
- Students must complete an additional background check if there is a break in their enrollment. A *break in enrollment* is defined as non-attendance of one academic semester or more. Any student who fails to provide CBCK results following a break in enrollment will not be allowed to re-enroll.
- Subsequent or additional CBCKs are the financial responsibility of the student.

The Criminal Background Check includes, but is not limited to, the following components:

1. **Social Security Number Search:** A search of credit report header data to help confirm the applicant's identifying information such as name, aliases, addresses, and Social Security Number in order to determine areas of prior residence.
2. **County Criminal Records Searches:** A direct search of county courthouse records for any felony or misdemeanor criminal history.
3. **Statewide Criminal Records Search:** A search conducted through statewide criminal records repositories or court systems for any felony or misdemeanor criminal history.
4. **Federal Criminal Records Search:** A direct search of federal courthouse records for any felony or misdemeanor criminal history.
5. **National Criminal Database Search:** This search is a multi-jurisdiction, private database search covering more than 194 million criminal records collected from across the country.
6. **National Sexual Offender Database Search:** A search of a national private database which contains sex offender data collected from across the country.
7. **US Department of Health and Human Services Office of Inspector General List of Excluded Individuals/Entities Search:** A search of the U.S. Department of Health and Human Services Office of Inspector General's List of Excluded Individuals/Entities (LEIE), relating to persons excluded from participation in Medicare, Medicaid, and all federal healthcare programs.
8. **Search for Dishonorable Discharge from the Armed Forces:** Military records are verified through either telephone interviews with the subject's former commander or by obtaining the applicant's DD-214 form. Verification generally includes subject's name, Service Number, rank, dates of service, awards and decorations, and place of entrance and separation.
9. **Sanctions Base Screening:** A search covering sanctions, disciplinary and administrative actions taken by federal and state healthcare regulatory authorities, including FDA, NIH, GSA, OFAC, and more.

### **Subsequent Background Checks/Subsequent Charges**

Any student whose CBCK contains adverse results may be excluded from clinical training opportunities, when applicable. A student who cannot be placed cannot complete the program. A student whose CBCK contains adverse results may be dismissed from the program.

Enrolled students are required to self-report year-round (including vacation, weekends, and holidays) any new criminal charge(s), other than minor traffic violations, and the outcome of any new or pending criminal charge(s) to the Assistant/Associate Dean of Student Affairs within 48 hours of disposition, arrest, being charged, being indicted, or otherwise learning of the charge. This notification can occur in person, by phone, or through official ACHE e-mail.

A criminal charge against an enrolled student will require the student to appear before the Student Progress Committee (SPC) and may result in temporary suspension from the program pending disposition. A charge that results in a conviction will require the student to appear

before the SPC and may result in preclusion from clinical placement and/or dismissal from the program. Failure to disclose an arrest, indictment, charge or disposition while enrolled in any program will result in action against the student, up to and including dismissal from the program.

Any enrolled or returning student who self-reports or is otherwise the subject of a criminal charge that is adjudicated and resolved through the institutional disciplinary process, and who subsequently undergoes a CBCK that discloses the same offense, will not be subject to additional institutional disciplinary action.

### **Refusal to Complete Background Check**

Prospective, returning, and enrolled students who refuse to participate in ACHE's CBCK program outlined above will have their admission offer retracted and may be dismissed from ACHE.

### **Challenge of CBCK Results**

Students who question the accuracy of the report must, within 10 calendar days of notification, send a brief written statement regarding the area they believe to be incorrect to the entity that performed the CBCK. All disputes pertaining to the CBCK findings must be communicated in writing directly to the entity that conducted the CBCK. Re-verification will be made if the entity determines that reasonable grounds exist and if the request is not frivolous or irrelevant. If parts of the report are deleted or changed because of re-verification, ACHE and the student will receive a corrected report.

Notification from ACHE that a prospective student is denied enrollment due to CBCK findings will be provided by certified letter to the student from the Dean explaining why the student cannot matriculate. Notification from ACHE that a currently enrolled student is denied participation in clinical rotations due to CBCK findings will be provided by certified letter to the student from the Dean within five business days of the Student Progress Committee's meeting with the student which will outline the Committee's formal recommendation to the Dean and his/her final decision.

### **Drug and Alcohol Screening**

As future healthcare professionals, all students are subject to the provision of licensure that is in place to ensure the safety of the public. Students at ACHE agree by their acceptance of admission to ACHE that they are subject to random drug screening for illegal or inappropriate use of legal but non-prescribed substance. In addition, students are subject to selective screening if required by clinical site or if concerns of potential abuse are established by a member of the faculty or administration. Failure to comply with a request for drug screening will result in suspension from ACHE, mandatory appearance before the Student Progress Committee (SPC) to show why the student should not be dismissed from ACHE.

All ACHE students are required to have a drug and alcohol screening prior to matriculation. This screening must meet ACHE's standards, be conducted by an agency approved by ACHE, and occur prior to matriculation into the class. Any applicant who has a deficiency

or abnormality discovered on the drug screening will be required to undergo a confirmation test of the screening results. Applicants with confirmed positive test results will be referred to the Admissions Committee for a recommendation on matriculation. The committee will make a recommendation to the Dean as to whether the offer of admission should be maintained or rescinded.

ACHE may conduct random drug and alcohol screening on all students, staff, and faculty. ACHE reserves the right to require drug or alcohol testing on any student when reasonable suspicions exist. Refusal or failure to submit to screening may result in disciplinary action up to and including dismissal as determined by the SPC. Students found to have positive screening tests for illicit substances or prescription medications without a valid prescription will be referred to SPC. Students may be suspended pending determination by the SPC.

### **Immunization Requirements**

Annual influenza immunizations are required of all ACHE students.

Each program may have additional immunization requirements. Please check each program-specific handbook for additional details.

### **Proof of Medical Insurance**

All ACHE students are required to obtain and maintain health insurance coverage that meets the standards established and published by ACHE annually to protect the student from catastrophic loss secondary to illness or injury. Newly matriculating students must submit proof of health insurance by June 1 of each year. For continuing students, proof of health insurance must be submitted for each student annually not less than 30 days before the start of the academic year. Any medical costs incurred by students as a result of needle sticks, exposure to infectious diseases or materials, while in training, are the responsibility of the student and his/her health insurance carrier. Failure of the student to maintain health insurance that meets the standards will result in disciplinary action for the student up to and including dismissal from ACHE.

All students will be provided with disability insurance by ACHE. Cost for this is covered by the Student Health Fee.

### **Documentation of Completion of Required Prerequisite Coursework**

Submission of final official transcript, from all colleges or universities attended prior to matriculation.

### **Tuition, Fees and Deposits**

**(See program specific handbooks for Tuition, Fees and Deposit information)**

Tuition and fees are billed in two installments for each academic year and are due the Friday before each semester begins. Students will be notified through ACHE email to review account information once charges are applied to their account. Students will access their detailed billing information through the Student Portal. Payments are due in full within 30 days of the billing date unless special arrangements have been made with the Office of the Controller.



Tuition and fees must be paid with financial aid funds, personal monies and/or scholarships by the due date. The due date will be determined by the Office of the Controller and is included in the billing notification email sent to the student each fall and spring. Balances unpaid by the due date are subject to transcript hold and a late fee. The amount of the late fee will be \$100 or 3.5% of the outstanding balance, whichever is greater.

Late payments or failure to make special arrangements with the Controller to pay tuition by 5 p.m. on the Friday before classes begin may result in the student being removed from class and/or clinical rotations. Failure to meet obligations for tuition, fees, and other financial responsibilities in a timely manner may result in dismissal from ACHE.

Tuition may be paid with checks, payable to ACHE, or electronically via the Student Portal. If paying with a check, please include the student's name and student ID number and mail to:

Arkansas Colleges of Health Education  
Office of the Controller  
PO Box 10366  
Fort Smith, AR 72917-0366

We recommend that payments be mailed no later than seven (7) days prior to the due date. When mailing first class from the U.S. Post Office, they will provide you with a tracking number and guaranteed delivery date. Keep this receipt to avoid late fees if your payment is lost or delayed in the mail.

Students who apply for Direct Unsubsidized Loans and/or Direct PLUS Loans will not be subject to the late payment fee, if the following conditions are met by the deadline date:

- Completed master promissory note (MPN) for each loan
- Completed entrance counseling for each loan; and
- The student is eligible for the loan for which he/she applies

Students receiving scholarships that have not arrived by the beginning of the academic year must provide written confirmation from the sponsor that the funds are awarded. Any outstanding tuition and fees must be paid by scholarship before any refunds to students can be processed.

### **Returned Checks**

Any checks utilized to pay tuition or any fees that are rejected or returned to ACHE because of insufficient funds will be assessed a returned check fee of \$35.00, which is subject to change. The late fee payment will also be assessed. Thereafter, payments due (tuition and late fees), plus the returned check fees, must be paid with cashier's checks or money orders.

### **Tuition Refund Policy**

Students who officially withdraw from all courses during a semester are entitled to a tuition refund based on their date of withdrawal. In order to officially withdraw, students must complete an ACHE withdrawal form which will begin the exit process. Students who are

dismissed from ACHE are not eligible for tuition refunds. Please note that admission deposits and all fees are non-refundable.

Students who withdraw by the end of the seventh calendar day of the term will receive a 100% refund of tuition. For first year students, the diagnostic kit fee will be refunded if the equipment is returned to the school in the condition in which the student received it.

For students withdrawing after the seventh calendar day of the term, ACHE will determine the amount of tuition and equipment charges (if any) incurred by the student by calculating how many calendar days attended in the payment period divided by the total number of calendar days in that same payment period. A student who withdraws after the 60% point of the term will not be entitled to a refund.

### **Veterans Benefit Tuition Refund Policy**

Students receiving Veterans Education Benefits (if eligible) who fail to complete the program, withdraw or are dismissed for any reason prior to the completion of the program, will be charged for tuition, fees and other charges on a pro rata portion of the total charges for tuition, fees and other charges for the full length of the program.

### **Charges for Altered Academic Programs**

Students on altered degree plans that are required to repeat individual courses or rotations, but not the entire academic semester or year, will have tuition charges based on credit hours required. Individual courses taken during each program year will be billed in accordance to the following formula: The per semester tuition amount divided by the number of credit hours taught in the semester to ascertain the per credit hour cost. The per credit hour costs shall be multiplied by the number of credit hours for the course(s) or rotation(s) to be repeated. For example, if the per semester tuition amount is \$21,500 and the number of credit hours taught in the semester is 19.5 total credit hours, the per credit hour would be \$1,102.56 ( $\$21,500 / 19.5 = \$1,102.56$ ). If the given course(s) or rotation(s) being repeated amount to 6 credit hours, the amount will be billed at \$1,102.56 multiplied by six (6), or \$6,615.36 ( $\$1,102.56 \times 6 = \$6,615.36$ ).

### **Request for Deferment**

Accepted applicants may request a one-year deferment (not all programs are eligible) for compelling reasons. Requests are to be submitted in writing to the Director of Admissions. If approved, an additional deposit will be required by January 2<sup>nd</sup> of the year the applicant will matriculate. The entire deposit will be applied to the applicant's tuition. Please see program specific handbooks for deposit amounts.

### **Discrimination**

Arkansas Colleges of Health Education does not engage in unlawful discrimination or harassment based on race, ethnicity, color, sex, sexual orientation, gender, gender identity, religion, national origin, age, disability, or veteran's status in its educational programs and activities.

This policy on nondiscrimination applies to admissions, enrollment, student retention,

scholarships and loan programs, participation in ACHE activities, employment and access to, participation in, and treatment in all ACHE centers, programs, and activities.

## **Technical Standards for Admission to ACHE**

**(Also see program specific handbooks for any additional Technical Standards, not all standards are applicable to all programs)**

Technical standards are the non-academic skills and abilities necessary for the successful completion of the course of study. ACHE has adopted the following non-academic criteria for admission and continued program participation.

Arkansas Colleges of Health Education is committed to the admission and matriculation of all qualified students and does not discriminate on the basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, religion, national origin, age, disability, or veteran status. The College will expect that minimal technical standards be met by all applicants and students as set forth herein.

To facilitate the attainment of optimum care and safety, students at the ACHE must:

1. Behave in a manner exhibiting high moral and behavioral standards reflecting the position and status of a healthcare professional.
2. Demonstrate respect for individuals and groups with consideration to the diversity of race, ethnicity, color, sex, sexual orientation, gender, gender identity, religion, national origin, age, disability, or veteran's status.
3. Students must meet minimal technical and ability standards. Students must have the ability to learn, process, and utilize a great deal of knowledge and experience. Students must have the ability to see, hear, and touch independently to optimally assess the physical, mental, and emotional status of patients. Where a deficiency occurs, it must be compensated with the aid of prosthetics to the extent that the student's functioning is equal to that of a non-impaired student. Reasonable adaptations are those that will enable the student to function independently and when necessary in a team-like fashion with other health professionals in an unimpaired manner.

ACHE expects its applicants and students to meet certain minimum technical standards as outlined below. Every applicant and student of ACHE is expected to possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty. A healthcare professional must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. Reasonable accommodations will be made as required by law; however, the candidate must be able to meet all technical standards with or without reasonable accommodation. The use of a trained intermediary means that a candidate's judgment must be mediated by someone else's power of selection and observation and is not a permissible accommodation. ACHE has adopted these standards with due consideration for the safety and well-being of the patients for whom its graduates will eventually care. The specific technical standards are set forth below.

### **Observation & Visual Integration**

Applicants and students must have sufficient visual capabilities to observe demonstrations, experiments, and laboratory exercises in the basic and clinical sciences, as well as proper evaluation and treatment integration in order to assess asymmetry, range of motion, and tissue color and texture changes.

They must be able to observe a patient accurately at varying distances with the ability to determine size and depth of an object in low light at 0.3 cm, and with the ability to discern non-verbal communication.

### **Communication**

Applicants and students should be able to speak, hear, and observe patients in order to elicit information, examine patients, describe changes in mood, activity and posture, and perceive nonverbal communication. They must be able to communicate effectively and sensitively with patients in English.

Communication includes not only speech but also reading and writing. Applicants and students must be able to communicate effectively and efficiently in English in both oral and written form with all members of the healthcare team.

### **Motor Function**

Applicants and students should have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of movements reasonably required of healthcare professionals include, but are not limited to, cardiopulmonary resuscitation (CPR), administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, and the suturing of simple wounds. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

### **Sensory Skills**

Applicants and students must possess an enhanced ability to use their sensory skills. Individuals with disabilities who have significant tactile sensory or proprioceptive disabilities may require a thorough evaluation to determine if they are otherwise qualified, with or without reasonable accommodation. Such individuals may include those with significant previous burns, sensory motor deficits, cicatrix formation and malformations of the upper extremities.

### **Strength and Mobility**

Treatments often require upright posture with sufficient upper & lower extremity and overall body strength and mobility. Individuals with disabilities who have significant limitations in these areas may require evaluation to determine if they are otherwise qualified, with or without reasonable accommodation.

### **Intellectual, Conceptual, Integrative and Quantitative Abilities**

Applicants and students must be able to concentrate, analyze and interpret data, and make decisions within areas in which there is a reasonable amount of visual and auditory

distraction. They must perform these functions under a time limitation and do so under a reasonable amount of stress, as physicians are expected to be able to perform such duties in diverse clinical settings where others may be present and where there is a certain degree of noise. Applicants and students must be able to accurately write prescriptions, accurately perform basic mathematical functions, and accurately and quickly read charts with minimal error in areas where there may be distractions. They also must demonstrate ability to comprehend three- dimensional relationships, and to understand spatial relationships of structures.

### **Behavioral and Social Attributes**

Applicants and students must possess the emotional health required for full utilization of their intellectual abilities, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of patients and the development of mature, sensitive and effective professional relationships with patients. Applicants and students must be able to tolerate physically taxing workloads and adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Students must have the emotional health to be able to function without the aid of medications that are known to affect intellectual abilities and judgment. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admissions and educational processes. An ability to demonstrate the emotional health necessary for the delivery of quality and safe medical care is mandatory throughout school. ACHE considers addiction or the participation in substance abuse as a risk for unsafe medical care.

### **Student Participation in Special Environments**

Education at ACHE takes place in special environments such as the anatomy lab and clinical facilities (when applicable) that may contain hazardous physical and chemical environments. Working and studying in these special environments may require the student to make an informed decision concerning continued participation because failure to participate in required classes could result in dismissal. Examples may include but are not limited to: students who believe they are allergic or sensitive to certain chemicals, students who are pregnant and are concerned about potential hazards to a developing fetus, or students who believe they are immuno-compromised or have increased susceptibility to disease. The student must decide upon their ability to participate prior to beginning school. For a student who develops problems or becomes pregnant after starting school, their program may be delayed until the student has seen an allergist and has taken appropriate precautions to successfully complete the program, or the pregnancy is completed. If the student is unable to attend, he/she should obtain a medical withdrawal from ACHE.

### **Reasonable Accommodations for Student with Disabilities**

Arkansas Colleges of Health Education (ACHE) complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1992; as amended ADAA, 2008. ACHE is committed to ensuring that otherwise qualified students with a disability can equally enjoy the benefits of a professional education. It is the student's responsibility to initiate the process for disability services. The process for obtaining a reasonable accommodation is an interactive one that begins with the student's disclosure of

disability and a request for reasonable accommodation. The student has the obligation to provide proper documentation of the disability from a qualified physician or clinician who diagnosed the condition and sets forth the recommended accommodations. Upon request by a student with a disability, the College will evaluate the accommodation with the goal of enabling the student to meet the standards. Accommodation for a disability cannot unreasonably interfere with or substantially alter the ACHE curriculum or interfere with the rights of other students or with the student's ability to adequately care for a patient.

ACHE's affiliate organizations, such as hospitals that administer the clinical and practical portion of the ACHE curriculum, expect our students to perform their duties in a timely manner as such ability is a critical and essential part of the ACHE curriculum and of the practice of healthcare in general. Therefore, extra time will generally not be granted to students in clinical encounters including clinical performance examinations and other clinical roles.

Students who fail in the curriculum, or who are suspended or dismissed, will not be considered for disability accommodation if they have not identified the disability and requested reasonable accommodations in advance.

Students who identify a disability during a course of study must undergo testing and evaluation at the time of the request for consideration of accommodations. Each request for accommodation will be considered on an individual basis.

### **Procedures for Requesting Reasonable Accommodations**

The following procedure must be followed in order for any student with a disability to receive reasonable accommodations.

1. Make a request for accommodations in writing to the Assistant/Associate Dean of Student Affairs, the Assistant/Associate Dean of Academic Affairs, or the Office of the Dean of the respective program.
2. The student must submit appropriate documentation of his/her disability (guidelines for proper documentation are set forth below);
3. The information will be provided to the Accommodation Agent, (Disability Services Coordinator) who will coordinate the evaluation of the request for accommodation. The Accommodation Agent is part of the Office of Student Affairs. The request for accommodation will be presented to the Accommodation and Grievance Committee for a recommendation to the Dean of the respective program.

In all cases, reasonable accommodations are not retroactive, and decisions do not affect grades or other actions that have taken place prior to the granting of accommodations.

### **Documentation Guidelines**

Students requesting accommodations or services from ACHE because of a learning disability are required to submit documentation to determine eligibility for those accommodations or services in accordance with Section 504 and the Americans with Disabilities Act (ADA). A diagnosis of a learning disability does not necessarily qualify a

student for academic accommodations under the law. To establish that a student is covered under Section 504 and the ADA, the documentation must indicate that the disability substantially limits a major life activity, especially learning.

The following guidelines are provided in the interest of assuring that documentation of a learning disability is complete and supports the student's request for accommodations. ACHE will determine eligibility and appropriate services, case by case, based on the quality, date submitted, and completeness of the documentation submitted. The following requirements provide students, schools, and professional diagnosticians with a common understanding of the components of documentation that are necessary to validate the existence of a learning disability, the impact on the individual's educational performance, and the need for academic accommodations for the purpose of the ADA and Section 504.

### **1. A Qualified Professional Must Conduct the Evaluation**

The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neurophysiologist, education diagnostician, or student clinician who is being supervised by a qualified professional) who is not an employee of ACHE and has had direct experience with adolescents and/or adults with learning disabilities. The Accommodations Committee is responsible for documenting and approving or disapproving the provider.

### **2. Documentation Must Be Current**

Reasonable accommodations are based on the current impact of the disability on academic performance. In most cases this means that a diagnostic evaluation should be age appropriate and relevant to the student's learning environment and show the student's current level of functioning. If documentation does not address the individual's current level of functioning a re-evaluation may be required. Medical students must submit their evaluation and supporting documents thirty-days prior to matriculation.

### **3. Documentation Must Include a Specific Diagnosis**

The report must include a clear and direct statement that a learning disability does or does not exist including a rule out of alternative explanations of learning problems. Terms such as "learning difficulty," "appears," "suggests," or "probable" do not support a conclusive diagnosis.

### **4. Documentation Must Be Comprehensive**

The documentation must include a summary containing relevant historical information, instructional interventions, related services, and age of initial diagnosis. The documentation must also include objective data regarding aptitude, achievement and information processing. Test scores (standard scores, percentiles, and grade equivalents) must also be included in the documentation.

### **5. Recommendations for Accommodations**

A diagnostic report may include specific recommendations for accommodation(s). A prior history of an accommodation, without a demonstration of a current need, does not in and of itself warrant the provision of that accommodation. Each accommodation recommended by an evaluator should include a rationale. The evaluation should support the recommendations with specific test results or clinical observations. If an

accommodation is not clearly identified in the diagnostic report, ACHE will seek clarification and/or additional information either from the student's evaluator or from another trained professional chosen by ACHE. ACHE will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided. ACHE reserves the right to request reassessment of the student's disability when questions arise regarding previous assessment or provision of services or accommodations or when the student requests additional services or accommodations above and beyond what has been previously provided to the student. The student is responsible to cover the cost of the evaluation(s).

#### **6. Process for Receiving Reasonable Accommodations**

All documentation related to the student's disability and accommodations shall be maintained and secured for confidentiality by the Accommodation Agent. Upon receipt of the documentation, the Accommodation Agent will meet with the student, either in person or by telephone, to discuss and make arrangements for accommodations for the upcoming semester. If a problem arises concerning reasonable accommodations, the student should contact the Assistant/Associate Dean of Student Affairs.

#### **Reporting an Accessibility Difficulty with ACHE Facilities**

The Chief Operating Officer should be contacted and can be reached at [Studentaccommodations@acheedu.org](mailto:Studentaccommodations@acheedu.org). All main campus buildings were designed to accommodate those with disabilities and meet American with Disabilities Act (ADA) guidelines.

#### **Accommodations Grievance Procedure for Students with a Disability**

All grievances concerning any aspect of the services or accommodations provided to a student with a disability or related to any issue related to Section 504 or the ADA, should be taken to the Dean of each individual program. The decision of the Dean is final.

## **STUDENT AFFAIRS**

### **GENERAL SERVICES**

The Office of Student Affairs (OSA), provides programs and services for all students from the time of recruitment to the time of commencement and beyond. Activities include recruitment of students; the admissions process; maintenance of grades and records; mentorship of students; student financial aid; personal, academic, career, and financial counseling; health and wellness programs; student academies; student organizations; student activities; and alumni services. The OSA provides social and learning opportunities outside of the formal classroom and clinical settings that are designed to complement and enhance the overall educational experience.

The curriculum of programs at ACHE are rigorous and designed to prepare students to become healthcare professionals, placing demands on the student and the student's family that often mandate outside assistance. The OSA will offer services to help meet the emotional, social, physical, financial, and academic needs of students, and maintains an open-door policy to guide and advise students.



The OSA is responsible to provide oversight for, collaborate with, and coordinate student government and student professional organization activities including, but not limited to, social functions, community service and outreach events, educational presentations, and symposiums.

*(For Title IX Policy, see Campus Policies)*

## **HEALTH SERVICES**

### **Personal Counseling Services**

ACHE employs a full-time Director of Mental Wellness on campus for Wellness Advisement. Wellness Advisement differs from psychotherapy in that no diagnoses or treatment plans are made. Wellness Advisement helps by strategically assisting students in developing self-awareness and implementing strategies to bolster their sense of well-being.

In addition, students enrolled at ACHE have access to confidential mental health services, including 24-hour psychiatric services through New Directions Student Assistance Program. These services are available to all students throughout their tenure at ACHE. Information is maintained and posted in the OSA, in the office of the Director of Mental Wellness, on ACHE's website, and in strategic locations throughout the campus. **The individual student and his/her required personal health insurance are responsible for all fees that are incurred through the utilization of such services.**

Western Arkansas Counseling and Guidance Center, Inc.  
800-542-1031 (emergency/after hours)  
479-452-6650 (appointments)  
3111 S. 70<sup>th</sup> St. Fort Smith, AR 72903

New Directions Behaviors Health, LLC. Student Assistance Program  
855-340-6487  
[www.ndbh.com](http://www.ndbh.com)

Center for Psychiatric Wellness  
479-831-6007  
7217 Cameron Park Dr. Fort Smith, AR 72903

*(For Physical Healthcare Policy, see Appendix B)*

## **OFFICE OF THE REGISTRAR**

The Registrar is responsible for maintenance of grades and transcripts, coordination of the academic and registration calendars, interpretation, implementation, and compliance with policies and procedures related to academic record-keeping as well as providing accurate individual and aggregate data to internal and external constituencies.

### **Student Records and Transcripts**

Student records are maintained in the Office of Student Affairs by the Registrar. The Family

Educational Rights and Privacy Act (PL93-80) (FERPA), will govern the release of information for this record which contains the student's name, social security number, transcript from ACHE, transcripts and transcript evaluations from other educational agencies attended by the student, secondary school transcripts, scholastic aptitude, other standardized test scores, ACHE admission application and general correspondence with the student. Letters concerning misconduct or disciplinary actions at ACHE are made part of the student's permanent record.

Students receive their grades electronically. The student may request to examine their permanent record by contacting the Registrar in the Office of Student Affairs: [registrar@acheedu.org](mailto:registrar@acheedu.org).

### **Transcript Request from Students**

Upon written request to the Office of the Registrar, a current or former ACHE student or graduate may request a transcript. ACHE reserves the right to deny the release of any transcript for reasons including but not limited to: not meeting financial obligations to ACHE or its affiliates, not following the procedure set forth in the withdrawal/leave/exit process from ACHE, and/or not returning ACHE issued items as requested.

Transcripts from previous institutions attended and other documents submitted during the admissions process to ACHE are the property of ACHE and will not be returned to the student or forwarded to a third party.

Transcripts are issued by the Registrar. **Transcripts will not be issued for students who have any type of administrative hold on their record/account.**

### **Unofficial Transcripts**

Unofficial transcripts obtained through the Registrar's Office may be printed and will include "Unofficial Transcript" at the top of the document in lieu of a signature by the Registrar.

1. Enrolled students may download their own unofficial transcript at any time, free of charge, through the Student Portal.
2. Non-enrolled students who did not graduate must submit a Release of Information Form and a \$15.00 fee to the Office of the Registrar.

### **Official Transcripts**

Official transcripts are printed on ACHE security paper in partial color with Registrar's signature, date, and official ACHE seal. Any official transcript request must include the name and address of the person/institution to whom the official transcript is to be sent.

1. Upon graduation, the first five official transcripts requested are free; thereafter, there is a charge of \$15.00 per official transcript requested.
2. An enrolled student in good standing requesting an official transcript be sent to a third party must submit a Release of Information Request Form. Official transcripts are sent directly to the third party as directed by the student (e.g., scholarship agency, residency program, licensure board, etc.). The Office of the

Registrar reserves the right to verify the agency or address where the transcript is to be sent.

3. Any non-enrolled student, who did not graduate, requesting an official transcript must submit a Release of Information Request Form and related fee. In these cases, the transcript will identify any incomplete sequence of courses as well as the current status of the student (withdrawn, dismissed, on leave, etc.).
4. Official transcripts and other formal documents are permanent and may not be amended after graduation.

## **Family Education Rights and Privacy Act (FERPA) Policy**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are as follows:

### **The right to inspect and review education records within 45 days of the day ACHE receives a request for access.**

Students may request to inspect records by submitting a request in writing to the Registrar's office. ACHE must provide the records for review within 45 days of receipt of the request. ACHE is not required to provide access to records of applicants for admission who are denied acceptance or who, if accepted, do not attend. The right to request amendment of education records that students believe to be inaccurate or misleading.

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. This challenge must be made in writing and submitted to the Registrar within one year of the term of the records in question. The Registrar must decide within a reasonable period of time as to whether corrective action is warranted and must provide written notification to the student and the Dean of any corrective action approved. Students who are not provided full resolution sought by their challenge will be referred to the Assistant/Associate Dean of Student Affairs, who will inform them of their right to a formal hearing. All requests for a formal hearing must be made in writing to the Assistant/Associate Dean of Student Affairs.

The right to provide written consent before ACHE discloses personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent. ACHE may disclose, without consent, "directory information." ACHE defines the following as directory information:

- Name
- Address
- Telephone number
- Dates of Attendance
- Enrollment Status
- Degrees, Honors and Awards Received (including dates)
- Officially Recognized Activities
- Photographs
- Educational Institutions Attended
- E-mail Address
- Program of Study

Students have the right to request that the school refrain from disclosing some or all directory information and can do so by notifying the Registrar's Office in writing on, or prior to, the first day of classes. Forms for this purpose are available in the Registrar's Office. Students who request that their directory information *not* be released should understand that this will prevent ACHE from printing their name in certain publications (i.e. commencement program) or disclosing directory information requested by third parties including spouses and parents. In the event a refusal is not filed, ACHE assumes that a student does not object to the release of the directory information designated. **Request for non-disclosure will be honored by ACHE for only one academic year; therefore, authorization to withhold directory information must be filed annually.**

The following exceptions permit disclosure without consent:

- School officials with legitimate educational interest\*
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to students
- Organizations conducting certain studies for, or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies

\* "School officials with legitimate educational interest" are those officials who are performing a task specified in his/her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. ACHE has determined that the following school officials have legitimate education interests: counselors, instructors, preceptors, contractors, administrators, board of trustees, professional and clerical staff who directly relate to the administrative tasks of ACHE, ACHE security officials, ACHE attorneys, and students who serve on certain ACHE committees.

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Arkansas Colleges of Health Education to comply with the requirements of FERPA.**

Complaints regarding FERPA may be made with the following agency:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
Phone: 1-800-USA-LEARN (1-800-872-5327)

## **OFFICE OF FINANCIAL AID**

ACHE participates in the Title IV, Higher Education Act (HEA) programs and works with all qualified students to meet the cost of their education. Students may finance their education with scholarships, federal loans, private student loans, veteran education benefits, military health profession scholarships, or other federal and state programs. Students may also apply for loan forgiveness programs available through a variety of government and non-profit agencies once they begin their healthcare education or practice.

A student's need for financial assistance does not affect his or her chances for admission. Financial assistance is awarded in a nondiscriminatory manner without regard to race, ethnicity, color, sex, sexual orientation, gender, gender identity, religion, national origin, age, disability, or veteran's status or any other class protected by law.

All new students receiving any form of financial aid will receive group aid advisement sessions and are encouraged to attend one-on-one advisement sessions with the aid office. Students must attend an annual financial aid session. All students, who received any form of financial aid during their ACHE tenure, must participate in an Exit Counseling session with a financial aid advisor prior to graduation.

Financial aid will not be disbursed to any student until fully admitted and actively attending course(s) as a student, and all financial aid requirements are met. If a student leaves/withdraws during active enrollment, any financial aid funding the student received will be reviewed and may be returned to the fund source per federal, state, private donor, and institutional policies. The student will be responsible for any balance owed to the College as a result of any returned funds.

Students, who receive assistance from any Title IV, HEA programs, must maintain financial aid satisfactory academic progress (SAP) as defined by the Arkansas Colleges of Health Education according to federal regulations (CFR 668 – Student Assistance General Provisions, Sections 668.16, 668.32, 668.34, and 668.42). Financial Aid SAP is measured by the institution at the end of each payment period based upon quantitative, qualitative and other standards.

Financial Aid policies, resources and additional information are available on the Financial Aid webpage via <http://acheedu.org>. Consumer Information is available online at <http://acheedu.org> and in the Office of Financial Aid. Not all programs are eligible for all funding sources, please see the Office of Financial Aid for details.

### **Form 1098-T**

Under the Taxpayer Relief Act of 1997, certain tax benefits may be available to students who have incurred qualified expenses for higher education. ACHE will file a 1098-T, Tuition Statement, for each enrolled student who has incurred qualified tuition and related expenses for the previous calendar year, as required by IRS regulations. IRS requires reporting, both to the student and the IRS, payments received for qualified tuition and related expenses and any scholarships or grants applied to the students account for tuition and qualified fees. Form 1098-T, Tuition Statement, are distributed by January 31 to students who meet the IRS reporting requirements. ACHE will submit the information to our third-party servicer, efile4biz.com, who will in turn email each student to obtain their consent to receive an electronic tax statement, rather than a paper copy. Otherwise, they will send their statement via regular U.S. mail.

Form 1098-T is informational only and should not be considered as tax opinion or advice. If you need assistance in determining how to report this information on your tax return, please refer to IRS publication 970 [www.irs.gov/formspubs/index.html](http://www.irs.gov/formspubs/index.html) or consult a licensed tax

preparer.

## **STUDENT ORGANIZATIONS AND ACTIVITIES**

### **Registration of Student Organizations**

In an effort to encourage a formal and organized system of student activities, ACHE has adopted processes and policies concerning the registration of student organizations. The registration process is designed to permit students to create a formal organization that is intended to fulfill a common purpose: to provide opportunities for student interaction through participation in managing the affairs of the group and implementation of activities/programs, and to foster individual student growth and development through responsible involvement in co-curricular activities.

New organizations must apply for recognition, during the open registration period in order to be considered for ACHE funding and advertise/host any activities. Recognized student organizations (RSO) must be an affiliate of a nationally recognized professional society or be recognized by the healthcare profession and have a mission, values, and goals that mirror ACHE's, or provide unique service to the professional community or patients in the opinion of the administration of ACHE.

The new RSO must demonstrate sufficient interest among the student body to support an organization which shall be measured in part by requiring those proposing to charter any new organization to obtain the signature of > 20% of the total members of the classes (the students on campus) who support the establishment of the organization, indicating they would be interested in joining, or that they are supportive of the organization representing ACHE students prior to presentation of the request for recognition to the Office of Student Affairs. The constitution and by-laws for the organization should be submitted at the time of the request for recognition for full consideration. Each club or organization must have a faculty sponsor that is approved by the Office of Student Affairs (OSA) prior to presentation of its request for recognition.

Registration of a student organization results from compliance with the criteria and conditions stated below, and it does not directly or indirectly imply the approval of the organization or its activities by ACHE. All organizations must renew their approved RSO status with the Office of Student Affairs annually which includes the securing of an approved ACHE advisor, in order to take advantage of the privileges accorded to a registered student organization by ACHE.

### **Student Clubs**

The Assistant/Associate Dean of Student Affairs must approve all extracurricular activities as well as recognize all on-campus and off-campus organizations that are identified with ACHE. All newly proposed organizations and events, which include risk to participants, events involving healthcare services, events which could potentially affect the image of ACHE must be further approved by the Dean. To apply for recognition, and to receive ACHE funding, organizations must be an affiliate of a nationally recognized professional society or be recognized by the profession, have mission, value and goals that mirrors ACHE's or provide unique service to the professional community or patients in the opinion of the

administration of ACHE.

All activities and events that involve students, faculty, or staff of ACHE must be appropriately scheduled to avoid conflicts with academic requirements and other professional events and must be approved no less than 10 business days and no more than 90 business days in advance through the Office of Student Affairs. Requests for permission for off-campus speakers, student activities, and other individual or group activities on campus should be made by completing an Event Request Form provided by the Office of Student Affairs at least 10 business days in advance. No meeting announcements may be made until approval is received from the Office of Student Affairs. Use of any ACHE logo in event advertising, including social media, must also be approved by the Office of Student of Affairs and the ACHE Office of Communications and Community Relations.

### **Student Organization Fundraising Policy**

These policies and guidelines govern the fundraising standards for all students of ACHE, and all divisions.

1. All student fundraising efforts must be submitted for approval to the Office of Student Affairs (OSA) by an approved Registered Student Organization (RSO).
2. Fundraising efforts whereby a single donor will be solicited for an amount greater than One Hundred Dollars (\$100.00), including non-cash and in-kind gifts, must be approved in advance by the ACHE Development Office.
3. Any fundraising effort in which the solicited gift would be considered a charitable contribution, regardless of the amount solicited from a donor, must be coordinated with the ACHE Development Office.
4. All fundraising efforts must have beliefs and values consistent with the mission of ACHE and all divisions.
5. All fundraising activities must conform to the current student handbook.

### **Student Organization Annual Registration**

Once a student organization receives official recognition, the organization must retain ACHE support by meeting the following criteria:

1. Completion of renewal process to begin in Spring Semester of each academic year
2. Coordination with Student Government Association (SGA)
3. Leadership and advisement of a faculty or staff member
4. Approval of organizational activities and events through the OSA
5. Cooperation with ACHE policies and procedures
6. Contribution to and support of the philosophy and mission of ACHE
7. Completion of all necessary forms (available in the OSA)
8. Completion of a service project that benefits the local community
9. Participation in RSO governance and planning activities

Students serving as SGA officers, student professional officers, club presidents, student ambassadors, ACHE representatives at national meetings, or in any similar position must maintain at least an 80% average in their coursework. For the purposes of this requirement, the average will be calculated using the actual percentage grades achieved in each course.

Eligibility for leadership positions will be reviewed at the conclusion of each semester. Students are encouraged to develop, organize, and participate in student associations and government organizations; however, students are advised not to hold more than one elected position at the same time.

Every student organization is required to have a faculty advisor. Clinical organizations should have a clinical faculty sponsor. All faculty advisors to student organizations will be appointed by the Dean, with consideration to recommendations from the OSA. The faculty sponsor, or his or her designee, should be present at approved RSO events.

**A list of current and approved registered student organizations is available upon request in the Office of Student Affairs.**

### **Student Government Association (SGA)**

The Student Government Association is the official voice for all healthcare professional students on the campus of ACHE. SGA meetings are open to all students in ACHE, and proposals and participation from the entire student body is welcome. Responsibilities of the SGA include:

- Collecting and expressing student opinion
- Assistance with the administration of funds for student clubs/organizations/activities
- Acting as a liaison for the student body to the faculty and administration
- Promoting healthcare professions
- Supporting club and class activities
- Working to improve the quality of life for all students at ACHE

The SGA executive board members are elected before the end of the spring semester from currently enrolled students. Students from all ACHE programs may be considered for representation. All elected officers must maintain eligibility as with all registered student organizations. Vacant offices during the academic year may be filled by special election. Officers may serve through the spring semester each year and assist the elected e-board during the final weeks of spring semester to allow for transition.

The Office of Student Affairs is responsible for providing support for the SGA and other student organizations. The Assistant/Associate Dean of Student Affairs will appoint an advisor.

All SGA Executive Board Officers may serve for more than one year and may succeed themselves in office. Some programs will have specific offices and roles included in the SGA. Please consult the program handbook for offices specific to each program.

### **Student Sponsored Events**

Any on-campus or off-campus event conducted by either a student club or the SGA must be approved by the Assistant/Associate Dean of Student Affairs. This includes, but is not limited to, all presentations, seminars, exhibits, fund-raisers, workshops, and courses. The appropriate forms are available in the Office of Student Affairs. Use of the ACHE logo in



event advertising, including social media, must also be approved by the Office of Student Affairs and the Executive Director of Community Relations.

### **Student Publications**

Student publications (including printed or electronic versions) may be circulated on campus subject to the approval of the Assistant/Associate Dean of Student Affairs; however, the contents of such publications are the responsibility of the editor(s), and must adhere to the tenets of responsible journalism, and are subject to the laws of libel, slander, and decency.

## **ACADEMIC AFFAIRS AND CLINICAL AFFAIRS**

### **Academic Advising**

Each student will be assigned a Faculty Advisor, who will monitor the student's academic achievement, provide guidance and assistance in meeting academic requirements, serve as a mentor to the advisee, and inform appropriate individuals/departments of student concerns.

### **Open-Door Policy**

ACHE administration endorses an open-door policy and encourages students to meet regularly with faculty and administration. While walk-in consultations and conferences are possible during office hours, each faculty member may schedule student appointments established by administrative policy and the respective faculty member. Faculty will be available by office hours as stated in the syllabus, email, and/or appointment.

It is strongly recommended that a student in need of a faculty member's time and attention reserve an appointment. This maybe accomplished either with the faculty member directly or through the appropriate administrative assistant. To facilitate an efficient and meaningful learning experience, a student should come to the appointment prepared to ask and answer questions and take notes. The faculty member reserves the right to ask a student to leave his/her office if the student is deemed unprepared or behaves unprofessionally.

Additionally, the faculty *may not be available* to answer student questions **24 hours prior** to an examination due to test preparation obligations. Students should budget their time appropriately and set appointments with faculty members during their office hours well in advance of exams. Faculty **may have limited availability** to respond to emails during the evenings, weekends or over holidays, so students should plan accordingly.

Students who are academically at risk will be referred to the Office of Student Affairs for an individualized program of study which may consist of tutoring, individual meetings with professors, and attending specialized study groups or sessions.

### **Learning Support Services**

The Office of Academic Affairs works collaboratively with the Office of Student Affairs, and other professionals in ACHE regarding student performance. While a student may be working with his or her advisor, or may be receiving tutoring at a content level, he or she may also need assistance to improve learning skills, time management, test taking skills or general academic performance. The Director of Academic Support will work with students

on an individual and group basis to strengthen specific techniques such as time management, organizational skills, study methods, critical thinking, and test-taking strategies.

Students may be required to work with faculty, staff, and administration as part of a learning plan or remediation plan mandated by their Dean as recommended by the Student Progress Committee (SPC). Suggested referrals may also come from the Office of Academic Affairs, the Office of Student Affairs, Academic Advisors, or Course Directors.

Students who are academically at risk will be referred to the Office of Student Affairs for an individualized program of study which may consist of tutoring, individual meetings with professors, and attending specialized study groups or sessions.



## **ACADEMIC POLICIES AND REGULATIONS**

### **Liability Insurance**

Students currently enrolled as full-time students in good academic standing at ACHE and who are expected to graduate are covered by ACHE's liability insurance coverage on approved clinical rotations and required educational activities that are a part of the ACHE curriculum and as long as they are following the policies set forth by the institution. Students should not participate in patient care without supervision and should not perform procedures without direct supervision. The coverage for students extends only to clinical situations where the care is performed as a part of the clinical program required by the curriculum and/or when under the supervision of ACHE faculty.

### **Malpractice Insurance**

Students enrolled at ACHE are covered by the ACHE malpractice insurance (provided by

SVMIC) only when participating in approved activities of ACHE.

### **Student Responsibilities and Conduct**

ACHE places a high value on academic integrity and regards any act of academic dishonesty as a serious offense. Dishonesty is considered a direct violation of ACHE's academic and professional standards.

ACHE recognizes that any code of ethics/professional conduct cannot include or predict all potential examples of unprofessional or unethical conduct that may arise during the course of medical student education. Moreover, ACHE understands that judgments pertaining to potential violations of an ethical code is often subjective, and that this subjectivity also prevents an all-encompassing written ethics code; however, certain fundamental principles of ethical behavior and professional conduct do exist and must be adhered to by all students of ACHE. The fundamental principles of ethical behavior include honesty, trust, fairness, respect, and personal accountability. Fundamental principles of professional conduct include the safety and welfare of patients, competence in knowledge and skills, responsibility for the consequences of one's actions and decisions, professional communication, confidentiality, and a commitment to lifelong learning.

In addition, particular characteristics of healthcare education signify or require particular attributes relevant to scholastic, interpersonal, and behavioral expectations. Included in any consideration of such characteristics are the knowledge, competencies, demeanor, attitude, appearance, mannerisms, integrity, and morals displayed by a student towards any member of the ACHE community. This community explicitly includes administration, faculty, and staff and is not limited to members solely affiliated with ACHE.

Students must be aware and adhere to the pertaining principles of academic honesty and scholastic behavior as presented in this publication. Students at ACHE must also apply any and all relevant principles when interacting, in whatever manner, with patients and with peers, faculty, administration, and staff in other academic/clinical institutions, and in all other healthcare professions.

### **Communication**

It is the responsibility of the student to provide ACHE, through the Office of Student Affairs, a current mailing address, phone number, and emergency contact information throughout their years at ACHE. It is required that the appropriate office be notified of any changes within 30 days to ensure that the student is available for information and emergencies. It is the responsibility of the student to inform the Office of Student Affairs of the address to be used during vacation periods. Non-compliance may result in disciplinary action.

### **Standards for Conduct for Teacher-Learner Relationship**

Arkansas Colleges of Health Education is committed to maintaining a positive environment for study and training in which individuals are judged solely on relevant factors such as ability and performance and may pursue their educational and professional activities in an atmosphere that is humane, respectful, and safe. As such, student mistreatment is destructive of these fundamental principles and will not be tolerated within the ACHE community and

its affiliated learning sites.

ACHE defines mistreatment as behavior that shows disrespect for learners and interferes with their respective learning process. Such behavior may be verbal, emotional, or physical. When assessing behavior that is perceived as mistreatment, students are expected to consider the conditions, circumstances, and environment surrounding such behavior. The provision of healthcare is inherently stressful. Healthcare Professional Student training is a rigorous process where the welfare of the patient is the primary focus and that, in turn, may influence behavior in the training setting. Students also are required to maintain a high level of individual responsibility for their education and actions. Reflective of this philosophy, all ACHE faculty, including community faculty, will abide by this Compact between Teacher and Learners of Healthcare that has been modified from that provision stated by the Association of American Medical Colleges.

### **Compact between Teachers and Students**

Preparation for a career in healthcare demands the acquisition of a large base of knowledge and a host of special skills and competencies. It also demands the strengthening of those professional, ethical, and moral values that undergird the relationship between professionals and patients that sustain the healthcare profession as a moral enterprise. Likewise, professional training entails both formal education utilizing a curriculum that provides the foundation of knowledge and skills required of all healthcare professionals and further resident training (where applicable) within specific disciplines in which the graduate student trains under the supervision of clinical professionals who are qualified to fulfill the responsibilities of an educator and mentor. This Compact serves as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the medical and health professions inculcate their ethical values.

### **Guiding Principles**

*Duty.* Medical and health profession educators have a duty not only to convey the knowledge, competencies, and skills required for delivering their profession's contemporary standard of care or research, but also to inculcate the values and attitudes required for preserving their profession's social contract across generations.

*Integrity.* The learning environments conducive to conveying professional values must be bound by integrity. Students learn enduring lessons of professionalism by observing and emulating role models who emulate authentic professional values and attitudes.

*Respect.* Fundamental to the ethic of healthcare is having respect for every individual. Mutual respect between learners, as novice members of a profession, and their teachers, as experienced and esteemed professionals, is essential for nurturing that ethic. Given the inherently hierarchical nature of the teacher–learner relationship, teachers have a special obligation to ensure that students are always treated respectfully.

### **Commitments of Faculty**

- We pledge our utmost effort to ensure that all components of the educational program

for students are of high quality.

- As mentors for our students and colleagues, we maintain high professional standards in our interactions with patients, colleagues, and staff.
- We respect all students as individuals, without regard to race, ethnicity, color, sex, sexual orientation, gender, gender identity, religion, national origin, age, disability, veterans' status, or other protected discriminatory factors; we will not tolerate anyone who manifests disrespect or who expresses biased attitudes towards any student.
- We pledge to respect the duty hour requirements for students as stipulated in the applicable accreditation standards.
- In nurturing both the intellectual and the personal development of students, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.
- We do not tolerate any abuse or exploitation of students.
- We encourage any student who experiences mistreatment or who witnesses unprofessional behavior to report the facts immediately to appropriate faculty or staff; we treat all such reports as confidential and do not tolerate reprisals or retaliations of anykind.

#### **Commitments of Students\***

- We pledge our utmost effort to acquire the knowledge, skills, attitudes, competencies, and behaviors required to fulfill all educational objectives established by the faculty.
- We cherish the professional virtues of honesty, compassion, integrity, fidelity, personal responsibility, dependability, and a high moral standard.
- We pledge to respect all faculty members, and all students as individuals, without regard to race, ethnicity, color, sex, sexual orientation, gender, gender identity, religion, national origin, age, disability, veterans' status, or other protected discriminatory factors.
- As healthcare professional in training, we embrace the highest standards of our profession along with its code of ethics and pledge to conduct ourselves accordingly in our interactions with patients and/or colleagues and staff.
- In fulfilling our own obligations as professionals, we pledge to assist our fellow students in meeting their professional obligations as well.

\*Adapted from: J. Cohen, Academic Medicine, Vol. 77, No. 6 / June 2002 and [https://journals.lww.com/academicmedicine/Fulltext/2002/06000/Our\\_Compact\\_with\\_Tomorrow's\\_Doc\\_tors.2.aspx](https://journals.lww.com/academicmedicine/Fulltext/2002/06000/Our_Compact_with_Tomorrow's_Doc_tors.2.aspx)

#### **Reporting of Student Mistreatment**

Students are encouraged to report incidents of mistreatment via these avenues:

- Notify rotation or program director, department chair, or the clinical director of medical education
- Notify the Dean of appropriate program, Assistant/Associate Dean of Academic Affairs, or Student Affairs

These mechanisms can be used to report mistreatment by staff members of ACHE or affiliate institutions as well. If deemed appropriate, reports will be investigated by either the Office of the Dean, ACHE Human Resources (for faculty or staff accused), by the Assistant/Associate Dean of Academic Affairs or the Assistant/Associate Dean of Student Affairs (for students accused).

### **Retaliation and False Claims**

Retaliation against a person who reports, complains, or provides information in a mistreatment investigation or proceeding is prohibited. Alleged retaliation will be subject to investigation and may result in disciplinary action up to and including termination or expulsion.

Any person who knowingly makes false allegations of mistreatment, or who knowingly provides false information in a mistreatment investigation or proceeding, may be subject to disciplinary action and, in the case of students, could be considered a violation of ethical and professional standards. Anonymous complaints submitted online will not be investigated.

### **Academic Integrity**

All students are expected to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The following acts violate the standards for academic honesty:

1. Cheating: intentionally using, or attempting to use, unauthorized materials, information, or study aids in any academic exercise, or performing work for another individual under false pretense.
2. Fabrication: intentional and unauthorized falsification or invention of any information or citation in an administrative or academic exercise.
3. Facilitating Academic Dishonesty: intentionally or knowingly helping or attempting to help another to violate any provision of this code.
4. Plagiarism: the adoption or reproduction of another's intellectual property including ideas, words, or statements, as one's own without proper acknowledgment. Students are expected to submit tests and assignments that they have completed without aid or assistance from other sources. Students must avoid any impropriety or the appearance of impropriety in taking examinations or completing work in pursuance of their educational goals.

Students are expected to perform and submit original work, giving proper credit if the thoughts or words of another author are included.

Students are expected to reference the works of another author and give credit to avoid the charge of plagiarism.

Students are expected to submit original work. Allowing or giving of one's work to another to be copied, providing exam question or answers, releasing, or selling term or research papers is prohibited.

## **Acts Prohibited**

Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations include but are not limited to the following:

- Plagiarism,
- Cheating in any form,
- Misrepresentation,
- Bribery in an attempt to gain an academic advantage,
- Forging or altering documents or credentials,
- Knowingly furnishing false information to the institution,
- Utilization of position or power by a student for personal benefit, to the detriment of another student, faculty member, or member of the staff or in a capricious or arbitrary manner.

Students in violation will be referred to SPC for evaluation of disciplinary action up to and including suspension or dismissal from ACHE.

## **Student Conduct and Professionalism**

Professionalism is one of the ACHE's core values. It demands placing the interests of patients above those of the healthcare professional, setting and maintaining standards of competence and integrity, and providing expert advice to society on matters of health. The principles and responsibilities of medical professionalism must be clearly understood by both the profession and society.

Each healthcare professional student is to display professionalism at all times in and out of the classroom. As mentors and role models for other ACHE students, each student is expected to:

1. Dress in a professional manner.
2. Attend scheduled classes.
3. Communicate using professional language.
4. Obey all ACHE policies.
5. Commit to lifelong learning.
6. Participate in ACHE activities and functions.
7. Be committed to professional competence.
8. Be honest.
9. Comply with patient confidentiality.
10. Maintain appropriate relations with patients.
11. Seek to improve the quality and access to care.
12. Be committed to an equitable distribution of finite resources.
13. Maintain trust by managing conflicts of interest.
14. Embrace professional responsibilities.

As members of a profession, students should be respectful of one another and participate in the processes of self-regulation, including remediation and discipline of members who have failed to meet professional standards. ACHE students will not interfere with the rights, safety, or health of members of the ACHE community nor interfere with other students'

rights and privileges in pursuit of their education. Students are expected to abide by all ACHE and program rules and regulations and all local, state, and federal laws and regulations affecting their education and profession.

Examples of student conduct which violate professional standards and will lead to disciplinary action by ACHE include, but are not limited to:

1. Theft, robbery, and related crimes.
2. Damaging or stealing school property, or property of any school employee or visitor.
3. Disruptive behavior/disorderly conduct on the campus, at affiliated sites, or at any official sponsored events on or off campus.
4. Intentionally interfering with classes, research, administration, patient care, movement of other people, or school functions.
5. Showing a lack of respect towards other students, patients, faculty, staff, administration, or other school personnel.
6. Harassing any other student, employee, or visitor to the school, sexually or otherwise.
7. Any activity that may be construed as hazing or engaging in, supporting, promoting, or sponsoring the hazing of another student, faculty, or staff member.
8. Violating local, state, or federal law, or being indicted by a local, state, or federal court system for a felony.
9. Behavior, on or off campus, which creates a lack of respect and confidence on behalf of the public, faculty, or colleagues.
10. Failure to abide by a written or oral directive from faculty, staff, security, or administration.
11. Being mentally or constitutionally unable to follow the directions provided by faculty, staff, administration, or other school personnel.
12. Committing violations of academic integrity, such as cheating and plagiarism.
13. Intentionally providing false information to the school or officers of the school or altering records.
14. Impeding or obstructing an ACHE investigatory, administrative, or judicial proceeding.
15. Failure to appear at meetings when called to offer testimony, or failure to testify fully and truthfully during any such appearances.
16. Intentionally practicing or appearing to practice without a license (such as engaging in clinical activity without direct supervision) or accepting any form of reimbursement, payment, or gift for performance of clinical duties.
17. Using, distributing, selling, or possessing illicit drugs or non-prescribed substances.
18. Distributing or selling prescription medications.
19. Participating in academic or clinical endeavors at ACHE or affiliated institutions while under the influence of alcohol, a controlled substance, or illicit drugs.
20. Using the ACHE's logo or name on a poster, stationery, clothing, etc., without written permission.
21. Having food or events with food in non-designated areas.
22. Posting unapproved material or posting approved material in an inappropriate area.
23. Tampering with any fire alarm or equipment, or possessing any firearm or weapon, including fireworks, air pistols, or air rifles on campus or affiliated clinical site.
24. Misusing computer hardware, software, or supplies.



25. Irresponsibly sharing of student PINs and passwords.
26. Improperly using online learning tools, including, but not limited to, the Internet, e-mail, chat rooms, news groups, forums, social media, and/or list serves.
27. Failure to pay tuition and fees in a timely manner.
28. Violations of the terms or conditions of a disciplinary sanction imposed by the administration.

### **Professional Dress Guidelines**

Students should arrive to all scheduled course activities in appropriate attire, in a manner and with an attitude that is consistent with professional behavior of a healthcare professional. Therefore, attire should be clean, neat, and convey a professional appearance whenever the student is on the main campus or at any off-campus educational site.

The dress code is to be maintained at all times on the campus, including but not limited to, the administration building, classrooms, library, standardized patient and small group facilities, laboratories, whenever school is in session, generally from 8:00 a.m. until 6:00 p.m. Monday through Friday. The dress code also applies to all areas involved in providing patient care including clinical rotations when the student is on duty. Students are not allowed to wear open-toe footwear in the laboratory or clinical training environments. Those failing to comply may be dismissed from the classroom and/or the campus resulting in being reported to the Office of Student Affairs and/or the Student Progress Committee for appropriate disciplinary actions.

For all students, the ACHE issued identification badge must be worn at all times. Badges should be worn in plain view and should not be defaced or obscured in any way. The acceptable professional or business casual attire is noted below:

For all students, the following is acceptable:

- Slacks or pants no higher than two inches above the ankle,
- Skirts-dresses are to be at least  $\frac{3}{4}$  thigh length,
- Dress Shirt or blouse (shirts with collar for males),
- Sweaters with appropriate neckline,
- Suit, sports coat, or blazer,
- Dress or business shoes (no open-toe shoes).

Students may **not** wear the following:

- Shorts or cutoffs,
- Jeans or denim of any type (except on designated “Jean Days”),
- Athletic shoes (lab only),
- See-through clothing or halter tops, plunging necklines or tops that expose chest hair or cleavage.
- T-shirts of any type may not be worn as the outer shirt,
- Jogging, yoga, leggings, or other exercise clothing,
- Garments with any offensive, suggestive, obscene, or unprofessional statements or gestures,
- Hats, caps, hoodies, or head coverings, other than religious cover, may not be worn

in the classroom, laboratories, library, or other educational settings.

**Fingernails.** Fingernails should be neat and clean. No artificial nails or extender nails. Natural nails must not be longer than ¼ inch long and polish is NOT allowed.

**Fragrance.** Due to close contact with patients and their families, medical students must be clean and maintain appropriate personal hygiene with regard to their body, hair, and nails. Scented body lotions, colognes, and fragrances should not be used to excess. Cosmetics, if worn, should be modest.

**Hair.** Hair must be neat and clean and not distracting to or interfere with patient care (For example, no neon colored hair). Long hair must be contained or pulled back. Short and neatly trimmed beards (no longer than one inch) are acceptable.

**Tattoos.** Visible tattoos must be covered.

**Jewelry.** Jewelry may be limited or not allowed in some patient care areas. If jewelry is allowed it must be modest: only two piercings per ear are allowed and may hang no more than 1 inch below the earlobe. Jewelry should not interfere with patient care.

**Facial piercings and visible body piercings.** Other than earrings, are not permitted.

## **Student Academic Freedom Policy**

At ACHE, academic freedom for all students shall be embraced and practiced. Consequently, ACHE students shall not be penalized if they take exception to information or views presented in instructional settings, and they shall be secure when offering their own opinions about material presented, without fear of reprisal or retaliation from any person in authority. Any student who believes that he or she had been discriminated against or believes retaliation has taken place as a result of a disagreement or difference of opinion with someone in a position of authority regarding academic discourse, may file a grievance under the Student Grievances and Appeals Policy located in the ACHE Student Handbook.

## **Student Grievances and Appeals**

### **Non-Academic Related Grievances**

*(For academic related grievances, please see program-specific handbooks)*

Any student has the right to seek redress of a grievance with immunity from disciplinary action or retaliation without regard as to the race, ethnicity, color, sex, sexual orientation, gender, gender identity, religion, national origin, age, disability, or veteran's status as included in the regulations of Title VI, Title IX, the Americans with Disabilities Act and section 504 of the Rehabilitation Act.

For a student to address a grievance, he or she must utilize the following procedures:

1. The student will present the grievance to the student's assigned faculty advisor. If the faculty advisor cannot affect a resolution to the problem, the student may then consult with the Office of Student Affairs.
2. The Assistant/Associate Dean of Student Affairs will hear the grievance.
3. If a satisfactory solution cannot be achieved, the student will be advised to prepare a written, signed request, setting forth the grievance and requesting a hearing with the Student Progress Committee.
4. Copies of appropriate and relevant documentation must accompany this request, which will include a statement to redress the student requests.

5. The student will submit the request to the Office of Student Affairs, who will present it to the Chairperson of the SPC.
6. The Chairperson of the SPC shall convene the committee after receipt of a written request.
7. The student will be notified in advance of the date, time, and place of the meeting.
8. The meeting shall be internal and private. Non-ACHE personnel are not available for consultation during these meetings. Legal representation or any other form of representation is prohibited during the hearing. Students will be allowed to have one 'advisor' present; the advisor must be a current ACHE faculty or staff member. The student will be afforded a full and fair opportunity to present the grievance and to respond to relevant questions posed by members of the committee.
9. The Committee will, after deliberation, make a recommendation to the Program Dean (or designee).
10. Following receipt of the Committee's recommendation, the Program Dean (or designee) will advise the student in writing, delivered either by ACHE e-mail, certified mail, or in person, of the action taken to resolve the grievance. Notification of the outcome will be sent within 10 business days of the committee meeting.
11. If the student is still not satisfied, he or she may request an additional review by the Appeals Board.
12. The ACHE Appeals board will conduct a review (See "Appeals Board")

### **Appeals Board**

Function: The Appeals Board will hear student appeals of any disciplinary action taken by the administration, faculty or Student Progress Committee to determine if ACHE policies and procedures relating to the students' case were followed, or if the degree program policies and procedures relating to the students' case were followed, or if a gross misapplication of fact occurred, or the level of the disciplinary action taken was improperly based upon non-academic criteria.

ACHE reserves the right to require the immediate withdrawal of any student whose conduct poses a direct threat to the health and safety of the student or to others. In cases where safety or orderly function of the ACHE is potentially jeopardized, the Dean of the Respective Program, the Provost, the President, or any Security Officer may require the student be physically removed from the campus until the appeal is resolved. Should an incident necessitate, such removal will be immediate. Checkout Procedures for Student Dismissal, Withdrawal, or Leave of Absence will be modified to accommodate orderly function and safety for all parties.

**Membership:** The Appeals Board shall consist of the Associate Dean of Clinical Medicine, the Associate Dean of Pre-Clinical Medicine, and the Chairman of the Board of Trustees of ACHE who will serve as Chair. The President of ACHE shall serve as ex-officio.

### **Appeals Board Hearing Guidelines**

The Appeals Board will hear all students' appeals of decision if the student submitted a letter to the Chair of the Appeals Board within 5 working days of receiving the Dean of the respective program's decision. Any appeals not submitted to the Chair of the Appeals Board within this time frame shall not be heard. The appeal must contain a concise statement of all

relevant facts, specifying the alleged errors in ACHE or the specific degree program policies or procedures, any gross misapplication of fact(s), or the level of disciplinary action taken was improperly based upon non-academic criteria.

### **Hearing Protocol**

- The student will be notified of the date, place, and time of the hearing via their ACHE e-mail, certified mail to the student's last known address, or hand delivered with receipt. Any student who fails to appear at the designated date and time will automatically waive his or her right to appeal.
- No other witnesses or complainants are allowed.

### **Appeals Board Hearing Process**

- The chair will convene the hearing with only board members present.
- The chair will advise the board members of the charge(s) and the Dean's decision.
- The Board will review all written information pertaining to the case.
- The hearing will proceed under the direction of the chair.
- Once invited into the hearing room, the student will have an opportunity to present his or her appeal, provide statements and evidence in defense of the alleged violation(s), appeal the degree of disciplinary action, summarize his or her position, and respond to any questions from the board members.
- The Chair will then dismiss the student from the hearing.
- The board will then render a decision on the merits of the case.

### **Notification of the Appeals Board Decision**

The decision of the Appeals Board will be forwarded in writing by the chair to the Dean who will forward it to the student by certified mail to his or her last official address or hand delivered with receipt. All decisions of the Appeals Board will be final and binding. **No further option for appeal will be considered.**

### **Student Progress Committee**

*(Each program will have its own Student Progress Committee. The MSB Program will defer to the ARCOM SPC)*

#### **Function:**

- To ensure that every graduate has the skills, knowledge, and judgement to assume the responsibilities of the healthcare profession.
- The Committee will monitor student progress and ensure that all students the academic and professional requirements necessary for advancement in the curriculum and graduation.
- The Committee will evaluate personal qualities and behavior which bears on a student's professionalism and fitness to become a healthcare professional and recommend appropriate intervention, relying on the cooperation, advice, and judgment of faculty, students, and administration to perform those duties.
- At the end of each course(s), the committee reviews the academic progress of students assigned either an "F" or "I" in a course(s). After reviewing the student's file, the committee may recommend one of the following to the Dean

(if applicable):

- To allow the student to take a remediation exam
- To dismiss the student
- To require the student to repeat all or a portion of the entire year
- To otherwise alter the student's course of study. The Committee's recommendations are forwarded to the Dean of the appropriate college who then makes the final decision.
- Makes recommendation of students to graduate to the Faculty Council

**Membership:** Eight voting faculty members; at least five (5) members will be clinical faculty. The Associate/Assistant Dean of Student Affairs shall serve as ex-officio. Neither the Associate Dean of Clinical Medicine or the Associate Dean of Pre-Clinical Medicine may serve on the committee. Membership will include faculty representation from other programs as appropriate.

### **SPC Complaints Regarding Student Misconduct**

Any violations of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against the student with the Associate Dean of Student Affairs. The President, Dean of the respective program, Associate Deans therein, or Directors, may place a student on administrative leave pending a hearing on charges of academic, conduct, or supplemental standards; consequently, students are subject to any disciplinary action.

#### **1. Filing of a Complaint of Professional or Personal Misconduct**

If an individual has allegedly violated an ACHE policy regarding professional, ethical, or personal conduct, a complaint should be filed with the Associate Dean of Student Affairs. Anyone with knowledge of such offenses should file a complaint within 30 calendar days of the incident or within a reasonable time after discovery of the incident. The Associate Dean of Student Affairs, or in their absence a designee appointed by the Dean of the respective program, will review the complaint and may schedule a meeting with the student and complainant(s) to further investigate the complaint. The Associate Dean of Student Affairs or the appointed designee shall have one of the following options:

- Recommend to the Chair of the Student Progress Committee that the matter be dismissed if there is no basis for the allegation(s) or the allegation(s) fails to warrant disciplinary actions. If the chair of the Student Progress Committee agrees with the recommendation, then the Chair of the Student Progress Committee will file a written report with the Dean of the respective program. The individuals involved shall be notified electronically by the respective Dean that the complaint has been dismissed and does not warrant further action. The complainant may, if they choose, appeal the decision of the Associate Dean of Student Affairs directly to the Student Progress Committee;
- Refer the matter to conciliation. The accused student and grieving party or parties shall receive notice by official email if the matter is referred to

- conciliation;
- Refer the matter to the Student Progress Committee for recommendation to the Dean of the respective program.

## 2. Notice to Appear Before the Student Progress Committee

If the Associate Dean of Student Affairs and Chair of the Student Progress Committee find sufficient evidence exists to substantiate the complaint, the student shall be referred to appear before the Student Progress Committee for alleged student misconduct, the student will be notified in writing, by official ACHE e-mail, or in a notice hand delivered to the student, giving him/her 72 hours' notice of the time, date, and location of the meeting. This policy is to ensure that the student has sufficient time to prepare adequately for his/her appearance before the Student Progress Committee.

It should be noted, however, that if school officials determine that there exists sufficient and credible evidence that a security issue might place any individual or individuals at risk, the prior notice timeline may be shortened or waived. In all cases, students will have recourse to due process.

## 3. Appearance Before the Student Progress Committee

Student Progress Committee meetings with students are private and confidential, including, but not limited to, the names of participants, proceedings, discussion, minutes, and findings. The following are prohibited in all Student Progress Committee meetings unless otherwise authorized in writing by the Dean:

- a. Electronic recording of the meeting, except for official minutes
- b. Legal counsel
- c. Uninvited individuals

In the meeting(s), the student will be given reasonable opportunity to address the allegation(s) against him/her. The Committee will review all submitted documents and may interview all persons reported as having knowledge of the incident. The Committee may have more than one meeting with the student in order to address the concerns of the Committee and give the student an opportunity to fully respond to the questions and allegations.

The findings and recommendation of the Committee will be communicated to the Dean within five business days, excluding ACHE holidays. The Dean shall consider the recommendations of the Committee and/or review any evidence presented at the Committee hearing and either affirm, modify, or disregard the findings and/or recommendations. Upon a decision by the Dean, the Dean shall notify the student of his/her decision within 5 working days.

If a student is found in violation of Professional Codes, Codes of Student Conduct, Academic Responsibility, or ACHE policies and procedures, one or more of the

following sanctions may be imposed. The list is not exclusive of other actions that may be directed by the Dean or other administrative authority.

- Expulsion: permanent dismissal from ACHE with no right for future readmission.
- Suspension: mandatory separation from ACHE for a period of time. Readmission will not be entertained until the suspension period is completed and any required actions are satisfactorily fulfilled. Return of the student is subject to approval of the ACHE administration and faculty. The student is barred from the campus and affiliated sites without specific approval of the administration during the time of the suspension.
- Temporary Suspension: action taken removing and barring the student from the campus and/or affiliated sites pending final determination of student's status taken by the Dean or Associate Dean of Student Affairs.
- Final Disciplinary Probation: disciplinary sanction taken when a student is in violation of ACHE standards, under which the following conditions may exist:
  - The sanction is for the remainder of the student's career. The action may be reviewed by the Dean no sooner than two academic semesters or its equivalent after the sanction is imposed. The student may request in writing reduction of the sanction after two semesters to disciplinary probation if they can demonstrate reason to substantiate the request.
  - Another violation of ACHE policy or standards of conduct while on final disciplinary probation will result in at a minimum a suspension.
- Probation: A time period during which any further violation on the part of the student may result in his or her immediate expulsion from ACHE. The Student Progress Committee will make a recommendation to the Dean regarding whether the probationary status is to be recorded in the student's academic file. Any student put on probation will remain so for the stated time, which may include his or her entire stay at ACHE.
- Probation with Conditions: This form of probation includes all of the sanctions of probation. In addition, the student's continued enrollment at ACHE is based on the student fulfilling certain obligations as set forth by the Student Progress Committee.
- Disciplinary Warning: Formal notice to a student that his/her action and/or behavior has not met ACHE standards. This sanction remains in effect for a designated period of time and may be expunged from the student file.
- Verbal Warning: A verbal admonition to the student by a member of the ACHE faculty, administration, or staff that his/her behavior is inappropriate.
- Fines: Penalty fees payable to ACHE for violations of policy, rules, or regulations.
- Restitution: Payment made for damages or losses to ACHE is directed by the Student Progress Committee.
- Restriction or Revocation of Privileges: Student may be restricted from participation in extra-curricular activities, i.e., serve as an officer in an ACHE organization or national organization, mission trips, etc.
- Counseling Intervention: ACHE directed professional evaluation or

- treatment for behavioral or psychological issues.
- Other Appropriate Actions: As determined by the SPC or the Dean.

## **Attendance**

**(See program specific handbook for additional information regarding Attendance, Leave of Absence, Student Dismissal and Withdrawal)**

While at the ACHE, students are expected to attend **all** scheduled educational sessions. Individual faculty members may take attendance. Each program may have additional attendance requirements.

Students are reminded that they are in a professional college and as such are individually responsible for their activities and educational outcomes.

Students should be aware failure to regularly attend courses will have a negative impact on their financial aid eligibility.

The attendance policy for individual courses, laboratory sections, standardized patient sessions, small- group meetings, and other non-lecture encounters, if variant from overall policy, will be specified in the course syllabus along with the remediation requirements and/or penalties.

## **Punctuality and Preparation**

Students are expected to arrive for all course activities on time and ready to participate in a productive learning experience. Students are expected to review the posted learning objectives and any supporting materials that are made available in advance of a scheduled learning activity. This includes electronic postings of slide presentations or other educational materials as well as all required readings and/or handouts. Student preparation for and contribution to learning activities can directly impact the education of all students. If not properly prepared, a student may be asked to leave a learning activity.

A student who is not present within the first five (5) minutes of a graded assessment or activity will be considered tardy and may forfeit the opportunity to earn any points associated with that assessment/activity. Additional time for the assessment/activity will not be granted to students who are tardy.

A student who misses a laboratory or small group session without an excused absence will have two points deducted from their final grade per session missed.

## **Leaving ACHE**

It is imperative that any student who leaves ACHE for any reason go through the checkout procedure before his or her dismissal, withdrawal, or leave of absence can be said to be final. This requirement may be waived at ACHE's option. Failure to complete this exit procedure may cause ACHE to withhold all records pertaining to the student's attendance. Upon graduation, students will be advised of the necessary checkout procedures. The checkout procedures are as follows:



1. **A. Student Dismissal** - If the student is being dismissed, the Dean of the respective program or the chairperson of the Student Progress Committee will notify the Assistant/Associate Dean of Student Affairs of the dismissal as soon as possible and communicate with the student who is being dismissed that a checkout is in order.  
**B. Withdrawal** - If the student is withdrawing, he or she must supply the Assistant/Associate Dean of Student Affairs with a letter of resignation.  
**C. Leave of Absence** – For leave of absence, see respective program handbook. May not apply to all programs.
2. As soon as the Assistant/Associate Dean of Student Affairs is formally notified of the student's leaving school, a memorandum stating the change in the student's status will be produced and all appropriate ACHE offices and professors will be notified.
3. Before leaving campus, the student needs to undergo an exit interview with the:
  - Office of Student Affairs
  - Office of Financial Aid (if applicable)
  - Business Office
  - Security
  - Campus Housing (if applicable)
  - Return of college property

When the student completes these obligations, ACHE will then release the student's records upon the proper request. Exit forms and checkout instructions are available in the ACHE Office of Student Affairs. Checkout procedures may be waived by ACHE if sufficient reliable evidence indicates that a possible security risk exists. In any event, a suspended or expelled student will be afforded due process.

### **Appealing a Dismissal**

Dismissal is the permanent termination of a student's academic enrollment. As with all disciplinary actions, the Dean is responsible for imposing this recommendation. A student who chooses to appeal a dismissal must do so within three business days of the date of dismissal. While appealing a dismissal, a student may continue to attend classes and take all examinations pending the results of the appeal.

### **Course and Instructor Evaluation**

Each student has a responsibility to his or her professional development to provide constructive evaluation for the courses and their instructors in the curriculum as directed by ACHE's policy on curricular evaluation and improvement. This responsibility will be met by participation in course evaluations that are routinely administered by ACHE. ACHE expects each student to sincerely accept this responsibility and obligation in a constructive manner so that optimal feedback can be provided. This input will facilitate student welfare by promoting changes that have the potential to improve the educational effectiveness of the curriculum, as well as assist faculty members by providing them with constructive input to help them improve their teaching strategies.

These forms must be completed within one week of completion of the course.

Any student not completing their assigned course, and/or the instructor evaluations will receive an incomplete (I) grade for that course. The grade for the course will be changed upon the completion of the required evaluation form(s). If the evaluation is not completed prior to the beginning of the next semester, the grade will convert to a failing grade for the course (F). Any student with a grade of I or F in any course will not be allowed to advance into the next year of the curriculum.

## **CAMPUS POLICIES**

### **Campus ID Badges**

Each student will have a personal Identification Badge (ID) issued upon matriculation. ID badges can be obtained at the Office of Student Affairs. The ACHE ID badge provides access to the ACHE campus and its various educational, administrative, housing and recreational areas such as laboratories and the library. ACHE issued identification badges must be carried and available while on campus. All faculty, staff, students and guests must wear and display an ACHE issued identification badge at all times while inside any ACHE facility. Badges should be worn in plain view above the waist and should not be defaced or obscured in any way. ACHE identification badges must be presented upon request by an ACHE official. These are nontransferable and must be surrendered upon termination of student status. If lost or damaged, a \$20 fee will be assessed for a replacement.

### **Video Capture of Educational Content**

There is no substitute for class attendance, being actively engaged in the learning process, investing in the comprehension and application of course material, and interacting with instructors and colleagues. Becoming a healthcare professional involves much more than the acquisition of knowledge and attainment of a professional title. Professionalism, ethics, problem solving, and communication are among the vital skills that are best developed in active and interactive settings. As such, ACHE expects students to attend all learning activities and offers no guarantees or warranties as to the recording of educational classroom/laboratory content. There will be no video capture of in-class applications (TBL, FOPC or OPP). Students are not permitted to render any audio and/or visual recordings of these in-class sessions.

Any unauthorized recording of learning materials and activities used in connection with the ACHE curriculum or reproduction, rendering, possession, or dissemination of these materials, including assessment materials, is considered unprofessional behavior and a violation of intellectual property rights. Such behavior is subject to action by the Student Progress Committee for disciplinary action, which may include receiving a grade of “zero” for a graded assessment, course failure, probationary action, suspension, or dismissal from ACHE.

### **Turning Technologies Response Card ® (clickers)**

Each student is expected to bring a functional, individually-assigned clicker to every learning activity for potential use in pop quizzes and other audience response exercises. Students should have spare batteries available in case they are needed during a learning activity.

## **Official E-mail Address**

Each student will be given an ACHE e-mail address which is the official means for ACHE representatives to communicate with medical students. It is the student's responsibility to check e-mail accounts on a regular basis. This address will be assigned by the Office of Information Systems & Technology in accordance with ACHE standards. ACHE students may forward their ACHE generated email to external locations but do so at their own risk.

## **Vehicles and Parking**

Any motor vehicle (including motorcycles, scooters, or mopeds) that is operated or parked upon ACHE property must display a valid parking permit. The type of permit displayed indicates the area(s) in which a vehicle may be parked. For students, vehicle registration is a mandatory part of the academic registration process to be completed online prior to the beginning of the fall term. Students will receive their permit during orientation week, or after that time, through the Office of Police and Security.

Additional permits may also be purchased through the Office of Police and Security, and in the case of loss, or a change in registered vehicle, replacement permits may be obtained. Failure to register a vehicle, improperly display the official parking permit, or not observe and comply with all parking or traffic regulations will constitute a violation and result in penalties including fines and/or towing charges to be paid at the vehicle owner's expense. A list of violations and their respective fines can be found on the webpage for the Office of Police and Security at <http://arcomedu.org/about/safety-security-overview/>. **ACHE is not responsible for damages to any vehicle parked on campus.**

## **Social Media Use Policy**

Faculty, staff, and students must be thoughtful about how they present themselves in online networks and must consider how they are viewed not only by the ACHE community, but also by the community at large. ACHE reserves the right to consider how faculty, staff, or students presents themselves in online networks in determining whether or not that person is of appropriate ethical behavior for the institution, or potentially represents a threat to any student, or to any member of the staff, the faculty, or the administration.

ACHE offers the support of the institution in defining appropriate social media as a tool in communication goals by providing social computing guidelines for ACHE faculty, staff, and students engaging in online discourse and identifying themselves with ACHE.

The policy below is not intended for internet activities that do not associate or identify a faculty, staff, or student member with ACHE, do not use ACHE email addresses, do not discuss an affiliation of any type with ACHE (on any location), and are purely about personal matters.

## **Definitions**

**Content owners:** those assigned the responsibility of maintaining, monitoring, and moderating an ACHE social media platform. Official communications refer to those produced in ACHE's name or by any department or organization within or associated with the ACHE name.

**Content Presentations:** made through the Office of Communications and Community Relations representing ACHE.

**Moderator:** Assigned by Content Owner or the Dean for moderating comments and postings by internal and external users including the management of comments and postings that do not meet the criteria set forth in this policy.

**Social Media Platforms:** Technology tools and online spaces for integrating and sharing user-generated content in order to engage constituencies in conversations and allowing users to participate in content and community creation. Examples are Facebook, Twitter, LinkedIn, and YouTube.

### **Specific Information on Policies and Procedures**

**Official Institutional Web Communications:** Because of the emerging nature of social media platforms, these guidelines do not attempt to list every current and emerging platform. Rather, they apply to those cited and any other online platform available including social networking sites and sites with user-generated content. Examples include but are not limited to the following:

- YouTube
- Facebook
- iTunes
- LinkedIn
- Twitter
- Blogs
- Instagram
- Snapchat
- Social media content that is hosted internally and protected

Institutional representation via online social media platforms can only be initiated and authorized through the efforts of the ACHE Office of Community Relations via the Executive Director.

- There can be no official ACHE sites or pages on the Web, You Tube, Facebook, Twitter, etc. unless they are developed by or authorized by ACHE.
- Any sites or pages existing without prior authorization as required above will be subject to review and may be amended or removed.

ACHE official sites on social media platforms can have pages or content areas that are assigned to departments, divisions, or programs at ACHE; however, these sites will be reviewed and branded by ACHE.

Content Owners, as named by their departments or division's leadership, are responsible for the content used and will comply with ACHE Policies, HIPAA (Health Insurance Portability and Accountability Act), and policies related to Conflict of Interest, Privacy, Security, Safety, Human Resources, and FERPA (Federal Education Records Protection Act).

Content Owners are responsible for:

- seeking the Administrative Officer for their Division and the Director's

- approval prior to development and posting;
- developing, and continuous monitoring of web content;
- ensuring content is current, accurate, and consistent with the handbooks.
- monitoring postings and comments to social media sites, and for the editing of postings that do not adhere to ACHE policies.
- gaining the expressed consent of all involved parties for the right to distribution or publication of recordings, photos, images, video, text, slideshow presentations, artwork, and advertisements whether those rights are purchased or obtained without compensation.

Content Owners engaging in communications that are acceptable in the ACHE workplace are responsible to respect all copyrights and disclosures. Proprietary financial, intellectual property, patient care, or similar sensitive or private content may not be revealed.

Content Owners and/or Moderators will sign a Content Owner/Moderator Terms and Agreement Form. This form is renewable annually and will be monitored by the Executive Director of Community Relations.

### **Title IX Policy Statement**

It is the policy of the Arkansas Colleges of Health Education to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in ACHE's Programs and Activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination.

Title IX issues regarding students will be forwarded to the Assistant/Associate Dean of Student Affairs. Title IX claims by employees of ACHE, and not regarding students, will be forwarded to the Director of Human Resources.

It is the responsibility of the respective Title IX coordinator to coordinate dissemination of information and education and training programs to:

- assist members of the ACHE community in understanding that sex discrimination and sexual harassment are prohibited by this policy;
- ensure that investigators are trained to respond to and investigate complaints of sex discrimination and sexual harassment;
- ensure that employees and students are aware of the procedures for reporting and addressing complaints of sex discrimination and sexual harassment; and
- implement the Complaint Resolution Procedures, or to designate appropriate persons for implementing the Complaint Resolution Procedures.

Title IX issues regarding students will be forwarded to the Assistant/Associate Dean of Student Affairs. Title IX claims by employees of ACHE, and not regarding students, will be forwarded to the Director of Human Resources.

Because ACHE recognizes sex discrimination and sexual harassment as important issues, it offers educational programming to a variety of groups such as campus personnel, incoming students participating in orientation, and members of student organizations.

### **Administrators, Deans, Department Chairs, and Other Managers**

It is the responsibility of administrators, deans, department chairs, and other managers (i.e., those that formally supervise other employees) to:

- Inform employees under their direction or supervision of Title IX policy
- Work with the Title IX coordinator to implement education and training programs for employees and students
- Implement any corrective actions that are imposed as a result of findings of a violation of this policy

### **All Employees and Students**

It is the responsibility of all employees and students to review and comply with ACHE's Title IX policy.

### **The College**

When ACHE is made aware that a member of the ACHE community may have been subjected to or may have been affected by conduct that violates Title IX policy, ACHE will take prompt action including a review of the matter and, if necessary, conduct an investigation carefully taking appropriate steps to stop and remedy the discrimination or harassment. ACHE will act in accordance with its Complaint Resolution Procedures.

### **Title IX Complaint Resolution Procedures**

The complaint resolution procedures can be found on the ACHE website at [www.acheedu.org](http://www.acheedu.org) and are the exclusive means of resolving complaints alleging violations of the Title IX: Non-Discrimination and Anti-Harassment Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other ACHE grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Title IX: Non-Discrimination and Anti-Harassment Policy.

### **Anti-Harassment Policy**

ACHE is committed to maintaining study and work environments that are free from discriminatory harassment in any form. Any act of harassment (i.e., physical, psychological, verbal, or sexual) that threatens a person or persons is considered a serious offense and will not be tolerated or condoned. Any person or group who commits acts of harassment on or off campus will be subject to disciplinary action, which could result in dismissal from ACHE.

### **Sexual Harassment, Sexual Assault and Disciplinary Policies**

Title IX of the Education Amendments of 1972 (amending the Higher Education Act of 1965) is a federal gender equity law that prohibits discrimination based on sex in education programs and activities that receive federal funding. Sexual harassment, which includes sexual violence and other forms of nonconsensual sexual misconduct, is a form of sex discrimination and is prohibited under this law. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance...." (20 U.S.C. section 1681).

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical contact of a sexual nature. This conduct constitutes unlawful sexual harassment when:

- Submission to this conduct is explicitly or implicitly made a term or condition of an individual's employment or academic success.
- Submission to or rejection of this conduct is used as the basis for an employment or academic decision.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance by creating an intimidating, hostile, or offensive work environment.

Sexual harassment refers to behavior that is not welcome, is personally offensive, is debilitating to morale, and interferes with academic or work effectiveness. It frequently (though not necessarily) occurs as an abuse of authority where the parties are in an unequal power relationship. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment may include:

- Verbal: Sexual innuendoes, suggestive comments, joke of a sexual nature, sexual propositions, implied or explicit threats, and offensive or obscene language.
- Non-Verbal: Sexually suggestive objects, graffiti, cartoons, posters, calendars, writings, pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, stalking, staring, and making obscene gestures.
- Physical: Unwanted or unwelcome physical contact, including touching, pinching, grabbing, holding, hugging, kissing, brushing the body, assault, and rape. While sexual harassment usually involves members of the opposite sex, it also includes same sex harassment (i.e., males harassing males and females harassing females).

Sexual harassment may be subtle or overt. Some behavior that is appropriate in a social setting is not appropriate in the workplace or in an academic environment. Regardless of the form, verbal, non-verbal, or physical sexual harassment is inherently destructive, insulting, and demeaning to the recipient and will not be tolerated at ACHE.

Behavior that constitutes sexual harassment, which is a form of sexual discrimination prohibited by Title IX of the Education Amendments of 1972 and Title VII of the 1964 Civil Rights Act, includes but is not limited to unwanted sexual attention, requests for sexual favors and/or other verbal or physical contact of a sexual nature which negatively affects another person.

### **All Students and Employees**

It is the responsibility of all students and employees to review this policy and comply with it.

### **ACHE Response to Harassment or Discrimination**

When any ACHE official becomes aware that a member of the campus community may have been subjected to or may have been affected by conduct that violates this policy, prompt action will be taken, including a review of the matter and, if necessary, conduct an investigation and take appropriate steps to stop and remedy the discrimination or harassment.

The ACHE response will be in accordance with its Complaint Resolution Procedures.

## **Sexual Harassment Complaint Resolution Procedures**

### **Filing a Complaint**

Employees: All ACHE employees have a duty to report sex discrimination and sexual harassment to the Office of Human Resources.

Students and Other Persons: Students who wish to report sex discrimination or sexual harassment should file a complaint with the Assistant/Associate Dean of Student Affairs (Title IX Coordinator) in the Office of Student Affairs.

Students and other persons may also file a complaint with the United States Department of Education's Office for Civil Rights by visiting:

<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html> or by calling 1-800-421-3481.

### **Content of the Complaint**

So that ACHE has sufficient information to investigate a complaint, the complaint should include:

- the date(s) and time(s) of the alleged conduct;
- the names of all person(s) involved in the alleged conduct, including possible witnesses;
- all details outlining the offense; and
- current contact information for the complainant so that ACHE may follow up appropriately.

### **Conduct that Constitutes a Crime**

Any person who wishes to make a complaint of sex discrimination or sexual harassment that also constitutes a crime—including sexual violence—is encouraged to make a complaint to local law enforcement. If requested, ACHE will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911.

## **Domestic Violence, Dating Violence, Sexual Assault and Stalking Prevention**

The Arkansas Colleges of Health Education prohibits domestic violence, dating violence, sexual assault and stalking as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Allegations of domestic violence, dating violence, sexual assault and stalking may be investigated by Director of Student Services, Human Resources Director or Office of Police and Security depending on the type of allegation. Student offenders may be referred to the Student Progress Committee for disciplinary action and or referred to the appropriate law enforcement agency for criminal proceedings. ACHE provides personal counseling and health services to students, faculty and staff who are victims of domestic violence, dating violence, sexual assault or stalking.

### **Definition of Consent in Reference to Sexual Activity**

Arkansas criminal statutes does not specifically define consent as it relates to sexual activity. However, consent is reviewed on a case by case basis during criminal proceedings based on the facts of the case. In general consent is defined as permission given for something to happen or an agreement to do something. The absence of consent or silence cannot be



interpreted as consent.

### **Bystander Intervention**

Bystander intervention can play a key role in the prevention of dating, family and sexual violence. Bystanders are often in a position where they witness activities that may lead to dating, family or sexual violence. In these situations, intervening action by a bystander may safeguard victims from violence. Intervening action can be as simple as asking if someone needs help or reporting suspicious activity.

The ACHE Office of Police and Security provides a safe and anonymous way for a bystander to report activity or conditions that lead to violence by utilizing the “anonymous tip” function in the Rave Guardian Campus Safety smartphone application.

### **Personal Safety Tips for Risk Reduction**

- Use the personal safety features on the Rave Guardian Mobile Safety smartphone app
- Always maintain situational awareness. Be aware of your surroundings.
- Be cognizant of your location, try to avoid unfamiliar, isolated areas.
- Walk with confidence and purpose, so as not to appear lost or confused.
- At unfamiliar social gatherings, go with a friend or someone you trust.

### **Prevention and Awareness Program**

The primary prevention and awareness program for all new students is provided during new student orientation. Students receive information on the legal requirements of Title IX, information on awareness and prevention of sexual assault, dating violence, stalking and sexual harassment.

All new employees are provided with the employee handbook, which details the college’s policies on anti- harassment, sexual harassment, sexual violence and Title IX. Additionally, all new employees are also required to complete training courses on “Sexual Harassment Prevention for Employees” and “Title IX for Higher Education”.

The Office of Police and Security, in conjunction with the college administration, continually reviews and modifies the college environment to enhance the overall safety and security of the campus. As an example, the location of security cameras, building access procedures, traffic flow and signage, emergency call- station locations, and campus lighting are just a few safety concerns that that are constantly reviewed for effectiveness.

### **Special Guidance Concerning Complaints of Sexual Violence**

If you are the victim of sexual violence, do not blame yourself. Sexual violence is never the victim’s fault. ACHE recommend that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy. Victims should also do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Victims of sexual violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including

shoes, for use after a medical examination.

Once a complaint of sexual violence is made, the complainant has several options such as, but not limited to:

- contacting parents or a relative
- seeking legal advice
- seeking personal counseling (always recommended)
- pursuing legal action against the perpetrator
- pursuing disciplinary action at ACHE
- requesting that no further action be taken
- For additional crime victim information and resources, see the Victim Information section at [www.accheedu.org/about/safety-security-overview](http://www.accheedu.org/about/safety-security-overview).

### **Vendors, Contractors and Third Parties**

This policy applies to the conduct of vendors, contractors, and third parties. Persons who believe they have been discriminated against or harassed in violation of this policy should make a complaint in the manner set forth in this section.

### **Retaliation**

It is a violation of this policy to retaliate against any member of the ACHE Community who reports or assists in making a complaint of discrimination or harassment, or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this section.

### **Protecting the Complainant**

Pending final outcome of an investigation, ACHE will take steps to protect the complainant from further discrimination or harassment. This may include allowing the complainant to change his or her academic situation if options to do so are reasonably available.

### **Timing of Complaints**

ACHE encourage persons to make complaints of sex discrimination and sexual harassment as soon as possible because late reporting may limit ACHE's ability to investigate and respond to the complaint.

### **Investigation and Confidentiality**

All complaints of sex discrimination and sexual harassment will be promptly and thoroughly investigated, and ACHE will take disciplinary action when appropriate. ACHE will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint; however, because of laws relating to reporting, and because of some state and federal laws, ACHE cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, ACHE will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a

complainant insists that his or her name not be disclosed to the alleged perpetrator, ACHE ability to respond may be limited. ACHE reserve the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the ACHE Community.

### **Resolution**

If a complaint of sex discrimination or sexual harassment is found to be substantiated, ACHE will take appropriate corrective and remedial action. Students, faculty, and employees found to be in violation of this policy will be subject to discipline up to and including a written reprimand, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from ACHE programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant; academic, work, or living accommodations for the complainant; separation of the parties; and training for the respondent and other persons.

### **Bad Faith Complaints**

While ACHE encourage all good faith complaints of sex discrimination and sexual harassment, ACHE has the responsibility to balance the rights of all parties. Therefore, if an ACHE investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

### **External Organizations**

External organizations must have explicit prior approval of the administration in order to utilize any ACHE property or facilities. Organizations possessing the potential for disrupting the educational process or promoting a philosophy/agenda that distracts students from the primary objective of receiving an education are strictly prohibited.

### **Inclement Weather**

Depending on the seriousness of weather conditions, and in the interest of student and employee safety, a determination to delay or close the offices for inclement weather will be made by the President of the ACHE or his or her designee.

### **Arkansas Colleges of Health Education's official information line is 479-308-2243.**

This is one of the official sources used to report school closings, delays, and other important announcements. Employees may also access their ACHE e-mail or the emergency text message service for this information. These are the only official sources for emergency related information. If employees see or hear an announcement on TV, radio, or a social media site, they should also call the information line or check their ACHE e-mail to confirm the closing, delay, or announcement. Every effort will be made to have the information updated by 7:00 a.m. Since conditions may vary around the ACHE area, students and employees should use their best judgment regarding whether to travel on snow-covered or icy roads, as well as the ACHE parking lots and sidewalks. Safety should be a key factor in the students' and employees' decisions. Class rescheduling due to closings or delays will be announced via ACHE e-mail and on the ACHE website.

## **Disaster Notification**

In the event of campus closure or class cancellations due to a natural disaster or other emergencies, general information will be available from the Arkansas Colleges of Health Education's official information line at 479-308-2243, through ACHE e-mail, and by ACHE emergency text message service. (ACHE Alert).

## **Alcohol, Tobacco, Drug Free Campus**

ACHE supports the Drug-Free Workplace Act of 1988 (Public Law 100-690) and the Drug-Free Schools and Communities Act of 1989, and the Arkansas Clean Indoor Air Act of 2006.

It is the policy of ACHE to maintain and promote a safe and healthy environment for its students and employees. Therefore, the College policy prohibits the use, manufacture, possession, distribution, or dispensing of drugs, ("controlled substances" as defined in the Controlled Substance Act, 21 U.S.C. 812) alcohol, or tobacco products and vapor products on College property which is used for academic purposes or during College activities by its' students, staff, or faculty, regardless of the type of employment. This policy is in effect 24 hours a day, year-round. ACHE will not condone criminal activity on its property, or on property under its direct control, and will take appropriate personnel action up to and including termination or required participation in a drug abuse assistance or rehabilitation program. It is also a violation of this policy to report to work under the influence of drugs or alcohol. Violation of this policy constitutes grounds for disciplinary action including termination.

Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment (21 U.S.C., 84 et seq, Ark. Code. Ann. §5-64-401). Local ordinances also provide various penalties for drug and alcohol-related offenses. A list of state or federal penalties for alcohol and drug violations may be viewed at <http://dea.gov> or <http://www.arkleg.state.ar.us>. The College is bound to take all appropriate actions against violations, which may include arrest, referral for legal prosecution or requiring the individual to participate satisfactorily in an approved alcohol, tobacco, or drug abuse assistance or rehabilitation program. Students may receive alternate or additional sanctions for violations drug or alcohol related offenses. For additional information, see the "SPC Complaints Regarding Student Misconduct" section of the program specific Student Handbook & Academic Catalog. A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under the 1998 Amendments to the Higher Education Act of 1965 during the period beginning on the date of such conviction and ending after the interval specified in the following table. (<https://www2.ed.gov/policy/highered/leg/hea98/sec483.html>):

If convicted of an offense involving:

The possession of a controlled substance, ineligibility period is:

1<sup>st</sup> offense - 1 year

2<sup>nd</sup> offense - 2 years

3<sup>rd</sup> offense - indefinite  
The sale of a controlled substance,  
Ineligibility period is:  
1<sup>st</sup> offense - 2 years  
2<sup>nd</sup> offense - indefinite

With the approval of the President in advance, alcohol or tobacco products may be permitted for special events or circumstances. Alcoholic beverages for personal consumption by students over the age of twenty-one (21) is allowed in student housing.

Individuals who are paid by ACHE from federal grants or contracts must notify the College of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days after such conviction. An employee who fails to report a conviction may be subject to disciplinary action including termination.

The College is required to notify the appropriate federal contracting or granting agency within ten (10) calendar days of receiving notification of conviction. The directors of projects receiving external funds through grants or contracts shall be responsible for notifying the funding agency (after coordination with the Chief Academic Officer/Dean and obtaining approval from the Office of the President) within ten days of receiving notice from an employee or otherwise receiving the actual notice of an employee's drug statute conviction for a violation occurring in the workplace.

### **Health Risks Associated with the Use of Illicit Drugs and Alcohol**

The scope and impact of health risks from alcohol and drug abuse are both alarming and well-documented, ranging from mood-altering to life-threatening, with consequences that extend beyond the individual to family, organizations and society at large. There are physical emotional, spiritual, social and occupational risks involved with the use of alcohol and drugs. Some of the physical health risks of drug use include, but are not limited to, heart problems, infections, malnutrition, convulsions, respiratory paralysis, emphysema, high blood pressure, and possible death. Drug use can also lead to legal problems, financial hardships, and social and occupational difficulties. Some of the physical risks of using alcohol are chronic addiction, blood disorders, brain damage, cirrhosis, hepatitis, heart problems, lung infection and stomach ulcers. Mentally, there may be increased stress, depression, contemplation of suicide, impaired thought process, memory loss, and increased incidents of psychosis.

Additionally, ACHE acknowledges that long-term health hazards may impact individuals who use tobacco products or who are subjected to second-hand smoke. Understanding the addictive nature of tobacco products, ACHE will make every effort to assist those who wish to stop using tobacco.

Employees and their families seeking resources for preventing drug and alcohol abuse as well as treatment information or tobacco cessation programs should contact the EAP (Employee Assistance Program) by calling (800)624-5544 or visiting the EAP website [www.ndbh.com](http://www.ndbh.com). (login code is: achedu). The EAP is available 24 hours per day, 365 days

a year. Information about the service as well as additional assistance may be obtained through the Office of Human Resources.

Students seeking drug or alcohol abuse treatment information or tobacco cessation programs should contact The Guidance Center, 3111 So. 70<sup>th</sup> Street, Fort Smith, AR at (479)452-6650. For Emergency/After Hours call 1-800-542-1031 or contact the Mercy Clinic at 7003 Chad Colley Boulevard, Barling AR 72923, Phone: (479) 431-3500. Students may also seek assistance, treatment or prevention information by utilizing the services of the Student Assistance Program by visiting the SAP website [www.ndbh.com](http://www.ndbh.com) (login code: arcomedu) or calling (800)624-5544. The Student Assistance Program is available 24 hours per day, 365 days a year.

All individuals associated with ACHE shall be responsible for compliance with these policies related to alcohol, tobacco and drugs. It is expected that all faculty, staff, students, contractors, and visitors will voluntarily comply.

The success of these policies, including the promotion of healthy lifestyles and a safe environment will depend on the consideration and cooperation of all. Disciplinary policies applicable to students, faculty, and staff shall be invoked, if necessary, to secure compliance.

Violations of these policies will be enforced in the following manner:

- A. Violations by faculty and staff should be brought to the attention of the employee's supervisor.
- B. Violations by students should be brought the attention of Student Affairs.
- C. Violations by visitors should be brought to the attention of the ACHE Police & Security
- D. Violations by contractors should be brought to the attention of the department for whom the contractor is working or to the Director of Buildings and Grounds, as applicable.

There shall be no reprisals against anyone reporting violations of these policies.

### **Distribution of Materials**

Annual notification of the Alcohol, Tobacco, Drug Free Campus and Workplace Policy is provided to all students, faculty and staff. Notification of this policy and distribution of alcohol, tobacco and drug abuse materials will be made by email, social media, colleges webpages and distribution in the employee and student handbooks. New students, faculty and staff members will receive a copy of this policy during their orientation.

### **Program Review**

The Office of Student Affairs will conduct a biennial review of the College's Alcohol, Tobacco, Drug Free Campus and Workplace Policy and associated prevention programs. This review will be conducted to determine the effectiveness of the policy, the consistency of the disciplinary sanctions and recommend needed changes, if any, to the Assistant/Associate Dean of Student Affairs.

## **Gambling**

Gambling is not permitted on ACHE property, at any ACHE affiliated education site, or at any ACHE sponsored event.

## **Firearms and Weapons**

ACHE is committed to providing a safe, healthy learning and working environment and to making adequate provisions for the safety and health of its students, staff, faculty and the public and will not permit its students or employees, as well as visitors, to act in ways that may endanger themselves or others.

The possession, carrying, storage or use of any handgun, firearm or weapon is prohibited on any property owned or controlled by ACHE, except when specifically authorized by the President to maintain the safety and security of the ACHE students, faculty and staff. This policy also covers employees of ACHE while they are on duty or while they are operating ACHE vehicles/equipment or operating personal vehicles for ACHE purposes. Individuals are permitted to carry mace, pepper spray and pocket knives with blades no longer than four inches as long as they are stored in a pocket, purse, briefcase or other personal belongings.

ACHE reserve the right, based upon reasonable suspicion of a violation of this policy, to search an office, desk, and other property under the control of the visitor, student, or employee, as well as the packages, purses, lunch boxes, briefcases, and students' or employees' vehicles parked on its premises. Individuals may also be required to remove a jacket or sweater and to turn out their pockets. Reasonable suspicion sufficient to justify a search may be based on a clear and reasonable belief, through observation or information provided by a reliable and credible source, that an employee is in violation of this policy. Searches of ACHE property under the control of the visitor, student, or employee are subject to being conducted without notice, once the reasonable suspicion standard has been met. Violation of this policy may result in disciplinary action, up to and including expulsion or termination.

## **Violence**

ACHE expects and requires all students and employees to display common courtesy and respect for others and to engage in safe and appropriate behavior at all times. Visitors are also held to this standard.

Any involvement in incidents of physical violence is considered unacceptable behavior which violates this policy. "Physical violence" means any unwanted or hostile contact such as hitting, fighting, pushing, shoving, slapping, or throwing objects. Racial or ethnic slurs, sexually harassing remarks, threats of violence, provocative comments or language, or actions deemed to be a "threat of violence" also violate this policy will not be tolerated. A "threat of violence" means an expression (verbal or otherwise) of a present or future intention to cause physical harm. Individuals who threaten violence or otherwise engage in provocative conduct towards co-workers, students, visitors, or other individuals ordinarily are held at least equally at fault for an ensuing physical altercation, even if they do not strike the first blow or otherwise initiate a physical confrontation.

Prohibited conduct includes, but is not limited to:

- Physically striking/injuring another person.
- Engaging in behavior that creates a reasonable fear of injury in another person.
- Possession, brandishing, or using a weapon while on ACHE's premises or engaged in its business.
- Intentionally damaging office property, property of students, employees, visitors, or the general public.
- Threatening to injure an individual or to damage property.
- Verbally threatening behavior, such as direct or veiled threats of violence.
- Harassment or sexual harassment that blurs into conduct threatening an individual's safety, including unwanted and offensive physical touching and stalking.
- Threats or acts of intimidation that create fear or extreme emotional distress.
- Obscene telephone calls, e-mails, or other electronic communications.
- Bullying of any kind.

This policy applies to 1) visitors, students, and employees while on ACHE premises, 2) students and employees traveling on business or representing ACHE, 3) students and employees off the premises who are working or representing ACHE, and 4) employees while off duty and students away from ACHE where the violence, threats of violence, or other violations of this policy are directed toward a fellow employee, student, or other individual and the behavior has an actual or potential negative impact upon the ACHE community or its interests.

The ACHE Office of Police and Security will promptly investigate any physical or verbal altercation, threats of violence, or other conduct by visitors, students, and employees that threatens the health or safety of other visitors, employees, students, or the public or that otherwise might involve a violation of this policy. All complaints will be investigated in a timely manner. Information will be released only to those persons directly involved in the investigation and to law enforcement as necessary. Confidentiality will be maintained to the extent practicable. ACHE will take reasonable action to guard the reputations of the complainant and the accused.

All employees have a duty to report to a member of administration or Office of Police and Security any workplace activities, situations or incidents that they observe or of which they become aware that involve other students, employees, and visitors that appear to violate this policy. This includes threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments and remarks. Reports pursuant to this policy will be held in confidence to the maximum extent possible under the circumstances. ACHE will not condone any form of retaliation against any employee for making a report under this policy, and individuals have an immediate duty to report any retaliation they experience or observe to the Office of Human Resources.

Students likewise have a duty to warn the Office of Police and Security or the Assistant/Associate Dean of Student Affairs of any activity, situation, or incident they



observe, or of which they become aware that involves other students, employees, and visitors that appear to violate this policy. Reports will be held in confidence to the maximum extent possible under the circumstances, and ACHE will not condone any retaliation against a student for making a report under this policy. Students should immediately report any retaliation they experience or observe to the Assistant/Associate Dean of Student Affairs. All individuals who commit violent acts, or who otherwise violate this policy, are subject to appropriate disciplinary action, up to and including expulsion or termination. ACHE may seek prosecution of those who engage in violence on its premises or against its students or employees.

## **CAMPUS RESOURCES**

### **Library/Media Services**

An essential pillar in support of the mission of the Arkansas Colleges of Health Education (ACHE), the ACHE Library supports the teaching, learning and research needs of students, faculty, students, staff and other affiliated members of the ACHE community. It serves as an instructional unit, a study space with wireless access, a research partner, and a virtual library. Physically located on the main floor of the College of Osteopathic Medicine building, the ACHE Library maintains a print collection of required textbooks in multiple copies, both color and black and white printing, several desktop computers, a standing desk area, 31 study carrels for individual study, and two group study rooms for collaborative work. Via the single sign-on online portal, the ACHE Library is the central location for access to a broad range of databases and web-based resources from any internet-connected device.

The ACHE Library provides the most current learning and research materials in digital format to maximize their access potential. Our digital collections are made up of article and citation databases such as MEDLINE Complete, video learning resources such as Acland's Video Atlas of Human Anatomy, eBook collections, and e-journals such as New England Journal of Medicine. The ACHE Library's databases provide full-text access to articles from more than 20,000 journals, and citation and abstract information to many thousands more which can be used to request access via our interlibrary loan service. Additionally, case studies, drug reference tools, images, self-assessment modules, and review questions are available for students to deepen their understanding and strengthen their ability to apply knowledge effectively.

In addition to anytime/anywhere accessibility of its digital resources, the ACHE Library is physically accessible by card swipe 24/7. At least one ALA-accredited librarian is available in-person, by email, chat, or phone during regular business hours. Services provided by the librarians include new user orientations to the library, research assistance, literature searching, reference consultations, and interlibrary loan for access to books and articles not currently in the Library collections. The librarians also provide classroom training on resources and research topics at the request of course directors. ACHE Library resources, policies, and contact information are listed on the website.

### **Computing Services**

Computing services are provided and supported by the Office of Information Systems &

Technology (OIST). OIST maintains several public access locations throughout the campus.

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Arkansas Colleges of Health Education. Computing resources include all computers, related equipment, software, data, and local area networks for which ACHE is responsible as well as networks throughout the world to which ACHE provides computer access.

The computing resources of Arkansas Colleges of Health Education are intended to be used for its programs of instruction and research and to conduct the legitimate business of ACHE. All users must have proper authorization for the use of ACHE's computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of normal academic and professional ethics and considerate conduct in their use of the ACHE computing resources. Users must also be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources and to respect the privacy, copyrights, and intellectual property rights of others.

In addition to the policy contained herein, usage must be in accordance with applicable ACHE Policies and applicable State and Federal laws. Among the more important laws are the Federal Computer Abuse Amendment Act 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act.

**Policy violations generally fall into five categories that involve the use of computing resources:**

1. for purposes other than ACHE's programs of instruction and research, and the legitimate business of ACHE
2. to harass, threaten, or otherwise cause harm to specific individuals or classes of individuals
3. to impede, interfere with, impair, or otherwise cause harm to the activities of others
4. to download, post or install to ACHE computers, or transport across ACHE networks, material that is illegal, proprietary, in violation of licensing agreements, in violation of copyrights, in violation of ACHE contracts, or otherwise damaging to the institution
5. to recklessly or maliciously interfere with or damage computer or network resources, or computer data, files, or other information

**Examples (not a comprehensive list) of policy violations related to the above five categories include:**

- using computer resources for personal reasons
- sending Email on matters not concerning the legitimate business of ACHE
- sending an individual or group repeated and unwanted (harassing) Email or using Email to threaten someone accessing, or attempting to access, another individual's data or information without proper authorization (e.g. using another's computing account and password to look at their personal information)
- propagating electronic chain mail, pyramid schemes, or sending forged or falsified Email

- obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained
- copying a graphic image from a Website without permission
- posting an ACHE site-licensed program to a public bulletin board
- using illegally obtained licensed data/software, or using licensed data/software in violation of their licenses or purchase agreements
- releasing a virus, worm, or other program that damages or otherwise harms a system or network preventing others from accessing services
- attempting to tamper with or obstruct the operation of ACHE's computer systems or networks
- using or attempting to use ACHE's computer systems or networks as a means for the unauthorized access to computer systems or networks outside ACHE
- improper peer-to-peer file sharing
- viewing, distributing, downloading, posting or transporting child pornography or any pornography via the Web, including sexually explicit material for personal use that is not required for educational purposes
- using ACHE resources for unauthorized purposes (e.g. using personal computers connected to the campus network to set up web servers for illegal, commercial, or profit-making purposes)
- violating Federal copyright laws or the ACHE copyright policy

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., the Office of the Dean, the Office of the Vice President for Academic Affairs, or the Office of Human Resources) depending on the individual's affiliation to the ACHE. In cases where a user violates any of the terms of this policy, ACHE may, in addition to other remedies, temporarily or permanently deny access to any and all ACHE computing resources, and appropriate disciplinary actions may be taken, up to and including dismissal.

### **Campus Safety and Security**

ACHE strives to provide a safe and secure environment for students, employees, and visitors. ACHE Office of Police and Security provides public safety coverage for the ACHE campus seven-days-a-week, 24-hours-a-day.

Maintaining security and safety is the responsibility of all employees and students. All crimes or suspicious activity on campus should be reported promptly. Emergency telephones are located throughout the campus with direct access to campus police. For non-emergencies, call the campus police at 479-308- 2222, and for life threatening emergencies, call 911. The Office of Police and Security is located on the first floor of the ACHE building in room #137.

The ACHE police officers are authorized to make arrests, to enforce local/state laws, and to enforce ACHE regulations on ACHE-owned or controlled property. ACHE police officers also provide assistance with crowd and traffic control for ACHE sponsored events. The ACHE Office of Police and Security maintains good working relationships with local law

enforcement authorities and maintains agreements regarding emergency responses, as well as the investigation of criminal incidents and reports of missing persons.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), ACHE will make annual disclosure of campus crime statistics and campus security policies. These disclosures are available on the ACHE website at <http://acheedu.org/about/safety-security-overview/>

## **Housing**

Student housing is located on the ACHE campus. For more information, please call the Office of Student Affairs at 479-308-2200.

## **Lockers**

Lockers are available for student use. The lockers may be obtained by requesting assignment through the Office of Student Affairs. Students may use their respective lockers until the last day of class at the end of each year. Students only use approved locks, which are available for purchase from the campus store. ACHE is not responsible for theft or lost items from the lockers. The lock and the material in the locker must be removed within one week from the end of the second semester each year, or the lock will be removed and the material in the locker disposed of by ACHE.

## **Campus Store**

ACHE provides a campus store located on the first floor of ACHE. It offers clothing, supplies, and gifts. The campus store is open Monday through Friday.

## **Lost and Found**

A central lost-and-found office for the campus is located in the ACHE Building, Room #137 in the Campus Security Office. All unclaimed articles will be held for a minimum of 90 days. After 90 days, articles will be assigned a final disposition. Items of value will be donated to a local charity. Found cash will be submitted to the ACHE Controller to be deposited into the ACHE Operations account. Articles of a personal nature, will be destroyed and disposed of in a non-compromising manner.

## **Faculty and Student Vendor Policy**

ACHE seeks to prevent conflicts of interest between commercial Vendors doing business with the Arkansas Colleges of Health Education (ACHE) and ACHE Faculty Members, Staff and Students. Such potential conflicts can be viewed as influencing patient care and/or purchasing/procurement. This policy strives to ensure that relationships between ACHE administration, Faculty, Staff or Students and commercial Vendor representatives enhance the University's mission and values.

- All vendor activity that has the potential of interaction with students must be approved by the Dean of the respective college or the President.
- Vendor representatives should not schedule any social or academic meetings on their own accord. Such meetings should be coordinated through an ACHE Administrator, faculty or staff member who is ultimately responsible to the Dean.
- ACHE students may invite industrial, commercial or Vendor groups, after obtaining prior approval from the Assistant/Associate Dean of Student Affairs or the Dean.
- Product fairs at ACHE sites are allowed with prior approval from Assistant/Associate Dean of Student Affairs and the Dean or President. Students and Faculty Members Providing Patient Care may not accept offered samples.
- Students in the any of the Arkansas Colleges of Health Education may not accept gifts from a Vendor in excess of \$5 without prior approval of Student Affairs and the Dean or President.
- If a Vendor wishes to contribute supplies, equipment or other goods or services to support an educational activity, the Vendor is responsible for contacting the Assistant/Associate Dean of Student Affairs, appropriate academic program, department or school representative. A request to accept the contribution and the proposed utilization must be presented to the Dean or President for approval.

# Incidents of Exposure to Contagious Diseases

## PURPOSE

Students receive ongoing education at ACHE on how to protect themselves from exposure to infectious and environmental hazards. All students learn the techniques of universal precautions and it is required that they be adopted whenever there is the potential for exposure to reduce the risk of transmission of blood-borne pathogens. This policy outlines what steps should be taken if there is an exposure.

## POLICY

It is the policy of ACHE to follow policies and procedures that effectively mitigate faculty, staff, and student exposure to infectious and environmental hazards, provide education on prevention of such exposures, and address procedures for care and treatment after such exposures.

## APPLICABILITY

ACHE//Faculty/Staff.

Clinical Rotation Sites/Clinical/Adjunct Clinical Faculty/Administrators/Staff

ACHE Students

## PROCEDURES

### a) CLEAN

- A student who experiences a needle stick, blood born pathogen exposure should immediately wash the area with copious soap and water for five minutes and irrigate mucous membranes (if involved) copiously with water.

### b) COMMUNICATE

- Notify your supervising physician immediately!
- Fill out an incident report at your host institution.
- Notify ACHE Clinical Medicine Department as soon as possible (AFTER care is initiated).
- Obtain and provide copies of follow up post-exposure testing.
- Keep a personal copy of all records.
- Give copies of all records to ACHE Clinical Medicine Department.

### c) SEEK CARE

- Seek immediate care.
- Follow the host hospital or clinic's policy for risk evaluation and post-exposure prophylaxis. This will usually be done through the Emergency Room. Students must be tested for HBV, HCV, and HIV, at a minimum, following an exposure. Other testing may be completed if deemed appropriate by the clinical site.
- Care should be initiated following the appropriate assessment of exposure and utilizing current CDC guidelines.

Note: Students are not covered by the health insurance of the community campuses nor are they covered by ACHE's health insurance. Students MUST carry their own insurance to cover any medical expenses incurred as a result of injury at the clinical sites. ACHE assumes NO financial responsibility for injuries or medical/surgical problems incurred either on or off clinical rotation.

# Fatigue Mitigation Policy

## PURPOSE

ACHE must publish and follow policies related to student, faculty, and staff mental health and wellness and fatigue mitigation. Experiencing fatigue in a supervised environment during their training prepares students for managing fatigue in residency and practice. However, ACHE and its clinical rotation sites must adopt fatigue mitigation processes to ensure that there are no negative consequences and/or stigma for using fatigue mitigation strategies.

## POLICY

It is the policy of ACHE to adhere to the guidelines provided by each program's accrediting bodies and to promote patient safety and student wellness by ensuring that students are appropriately rested and fit for duty. The Director of Mental Wellness will provide policy guidance on methods available to educate students, faculty, and staff on recognition of fatigue and sleep deprivation and outline options for fatigue mitigation.

## APPLICABILITY

ACHE /Faculty/Staff

Core Hospital Sites/Clinical Preceptors/Administrators/Staff

ACHE Students

## DEFINITIONS

**Fatigue Management-** Recognition by either a student or supervisor a level of student fatigue that may adversely affect patient safety and enactment of a solution to mitigate the fatigue.

**Fitness for duty-** Mentally and physically able to effectively perform required duties and promote patient safety.

## PROCEDURES

### A. Recognition of Signs of Fatigue

- ACHE will provide all students, faculty members, adjunct clinical faculty, and staff with information and instruction on recognizing the signs of fatigue and sleep deprivation, information on alertness management, fatigue mitigation processes, and how to adopt these processes to avoid potential negative effects on patient care and learning.
- This information will be provided to students during their Orientation their first week of school and then revisited during appropriate times in the curriculum.
- This information will be provided to faculty and staff through faculty development both onsite at ACHE and onsite (or online) to clinical sites.
- Recorded lectures will also be available through the learning management systems.

### B. Strategies for Fatigue Mitigation

1. Recognizing the signs of fatigue.
2. Time management to maximize sleep off duty- seek assistance through Office of Student Affairs and/or Director of Wellness.
3. Self-monitoring performance and/or asking others to monitor performance.

4. Remaining active to promote alertness.
5. Maintaining a healthy diet.
6. Increasing sleep time before and after periods of long hours (test days, on-call, etc.).
7. Ensuring sufficient sleep recovery periods
8. Judicious use of caffeine
9. Rely on others for patient care if you are not fit for duty.
10. Strategic napping.

**C. Options if a student is too fatigued to drive home**

1. Public or private transportation (someone other than the fatigued individual must drive), if available, may be utilized.
2. Peers, faculty, staff, preceptors, Office of Police and Security, Office of Student Affairs, or family may be called to assist transporting the fatigued student to their residence.
3. Call rooms/sleep quarters are available at all facilities (on clinical rotations) for the student to use for a nap until the student is less fatigued.



# **Appendix A -Catastrophic Event Policy for Clinical Rotations**

## **PURPOSE**

The purpose of this policy is to ensure that safety is the top priority for ACHE students while also providing a framework to address the completion of the students' clinical education curriculum.

## **POLICY**

ACHE must have a policy to address a catastrophic event that may prevent a student from completing their rotations at their assigned site and ensure that the students can complete their entire clinical education curriculum. These catastrophic events may include, but are not limited to, natural disasters and public health and safety events.

## **APPLICABILITY**

ACHE/ Faculty/Staff  
ACHE Security  
Clinical Rotation Sites/Clinical Preceptors/Administrators/Staff  
ACHE Students

## **PROCEDURES**

- A. Ensure the safety of ACHE students
  1. Students should not report to their clinical rotation site if their safety is questionable.
  2. Students should contact ACHE Office of Police and Security (479-308-2222) if they are in a potentially catastrophic situation or have a concern for their safety or the safety of another student.
  3. Students will be alerted via ACHE Alert of emergency situations on the ACHE campus. The ACHE Office of Police and Security will coordinate mitigation efforts for students' safety with the offsite Clinical Rotations Coordinator.
  4. Provided that ACHE is not affected by the emergency, students are always welcomed back to the ACHE campus in times of a catastrophic event.
- B. Ensure that the students can complete their entire clinical education curriculum
  1. If a student is involved in a catastrophic event, they should notify the appropriate Associate Dean of Clinical Medicine (479-308-2329) or the Director of Clinical Rotations (479-308-2315) as soon as possible to coordinate alternate clinical rotation site assignments.
  2. If a student is unable to complete clinical rotations at their assigned site due to a catastrophic event, ACHE may assign alternate clinical rotations in unaffected locations.
  3. The students' rotations may be divided between two or more existing clinical rotation sites to meet the curricular requirements.
  4. Students have time built into the clinical curriculum that may be used to complete rotations missed due to catastrophic events, without adversely affecting the students' graduation.

## **Appendix B - Physical Healthcare Policy**

### **PURPOSE**

ACHE must provide its students with access to diagnostic, preventive and therapeutic health services, accessible in all locations where students receive education from ACHE.

### **POLICY**

It is the policy of ACHE to adhere to the guidelines provided by accrediting bodies to provide its students with confidential access to an effective system of physical healthcare 24 hours a day, 365 days a year, from all locations where students receive their education. Also reference the Recusal From Student Grading Policy.

### **APPLICABILITY**

ACHE/ Faculty/Staff

Clinical Rotation Sites/Clinical/Preceptors/Administrators/Staff

ACHE Students

### **PROCEDURES**

1. It is mandatory for all students to have and maintain health insurance.
2. Students may seek medical care at any institution that accepts their insurance both during their pre-clinical and clinical years.
3. ACHE has arranged for Mercy to act as the Student Health Service for ACHE students.
  - i. Immunizations and labs required through ACHE are available at Mercy Clinic Primary Care – Chaffee Crossing without an appointment to ACHE students.
  - ii. Same Day/Next Day Appointments are available at Mercy Clinic Primary Care – Chaffee Crossing within 24 hours of an ACHE student requesting an appointment for acute care needs only. Every attempt will be made to schedule you with your PCP, however, if your PCP is not available, you may be scheduled with a collaborating nurse practitioner or physician partner. These services might include, but are not limited to the following:
    1. Symptom evaluation
    2. Simple cuts, puncture wounds, abscesses
    3. Sprains and strains
    4. Cold and flu symptoms (fever, ear pain, sore throat, etc)
    5. Urinary tract infections
    6. Rashes, minor burns, insect bites

- iii. Chronic issues, preventative care, complex care and medication management will require appointments to be scheduled. Appointments are available Monday – Friday, during the Clinic’s normal hours of operation.
  - iv. The use of inappropriate and/or unprofessional behavior towards members of the clinical care team will not be tolerated. Such behavior will immediately be reported, **in writing**, by the Chaffee Crossing Clinic Manager to the Assistant/Associate Dean of Student Affairs. At their discretion, the inappropriate and/or unprofessional behavior may be reported to the Student Progress Committee.
4. When experiencing a medical emergency, students are advised to call 911 immediately. It’s important to understand that emergencies are defined by the victim; if you feel you or a fellow student are having a medical emergency or any other emergency, call 911 immediately.
  5. A list of healthcare professionals in the Fort Smith area is available through the Office of Student Affairs.