

Clinical Laboratory Science Department

2019 – 2020 Handbook

East Carolina University
College of Allied Health Sciences



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INTRODUCTION

Welcome to the Clinical Laboratory Science department. This handbook provides written documentation of East Carolina University (ECU), the College of Allied Health Sciences (CAHS), and the Clinical Laboratory Science department policies, guidelines, and expectations for students in the program.

HISTORICAL BACKGROUND

The East Carolina University School, now College, of Allied Health Sciences (CAHS) was established in 1968. It is made up of the following medically-related professional departments: Addictions and Rehabilitation Studies, Clinical Laboratory Science, Communication Sciences & Disorders, Health Services and Information Management, Nutrition Sciences, Physician Assistant Studies, Physical Therapy, and Occupational Therapy. The Division of Health Sciences includes the CAHS, Brody School of Medicine, College of Nursing, School of Dental Medicine, ECU Physicians, and the William Laupus Health Sciences Library. The Department of Clinical Laboratory Science graduated its first class in the spring of 1972.

The CLS Department's educational program structure is based on the accreditation standards of the National Accrediting Agency for Clinical Laboratory Science (NAACLS), and is fully accredited. Upon program completion, graduates are eligible to take the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) examination, to be nationally certified as generalist medical laboratory scientists.

Contact information:

National Accrediting Agency for Clinical Laboratory Science
5600 N. River Rd; Suite 720
Rosemont, IL 60018-5119
Phone: 773-714-8880
Fax: 773-714-8886
E-mail: info@naaccls.org
Website: www.naaccls.org

PROGRAM OFFICIALS

Medical Advisor: Dr. Susan Weiss, MD, MPH

Education Coordinators: one designated person per clinical affiliate.

FACULTY

Ann C. McConnell, MAEd, MLS (ASCP)^{CM}; Chair & Program Director

Office: Health Sciences Building (HSB) Room 3410B; Phone: 744-6063; email: mconnella@ecu.edu

- BHS Medical Technology; University of Florida, Gainesville
- MAEd Adult Education East Carolina University, Greenville, NC
- Interim Chair and Program Director July 2014 – present, Faculty June 2012 – present, Adjunct Faculty August 2002-May 2012, ECU staff member since 1995.
- Courses taught: Hematology I & II (CLSC 3410/3411, CLSC 3420/3421); Immunohematology Lab (CLSC 4211); Introduction to Clinical Laboratory Science (CLSC 2000), Clinical Education: Hematology/Coagulation/Urinalysis (CLSC 4992), & Clinical Education: Immunohematology/Serology (CLSC 4994).

Ann Mannie, PhD; Clinical Assistant Professor

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- BA Biology, Lawrence University, Appleton, WI
- PhD Microbiology and Immunology, Northwestern University, Chicago, IL
- Clinical Assistant Professor: August 2015 - present, Adjunct Faculty August 2014-May 2015
- Courses taught: Clinical Chemistry I & II (CLSC 4430/4431 & 4440/4441), Clinical Immunology (CLSC 3430), Serology/Urinalysis (CLSC 3440/3441), Professional Practice Issues I & II (CLSC 4801/4802), Molecular Diagnostics I & II (CLSC 4491 & 4492), & Clinical Education: Chemistry (CLSC 4993).

Guyla Evans, PhD, MLS (ASCP)^{CM}; Clinical Assistant Professor

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- BSMT Medical Technology, East Carolina University, Greenville, NC
- MAEd Adult Education, East Carolina University, Greenville, NC
- PhD Rhetoric Writing & Professional Communication, East Carolina University, Greenville, NC
- Clinical Assistant Professor: March 2016 - present, Adjunct Faculty August 2015 – March 2016
- Courses taught: Clinical Microbiology I & II (CLSC4460/4461 & 4470/4471), Immunohematology (CLSC 4210), Professional Practice Issues II (CLSC 4802), Introduction to Clinical Laboratory Science (CLSC 2000), & Clinical Education: Microbiology (CLSC 4497).

STAFF

Ms. Charlene Lassiter; Administrative Support Staff

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Phone: 252-744-6064

E-mail: lassiterc18@ecu.edu

Ms. Emily Wood; CLS Student Laboratory Manager

Office: Room 3410E

Phone: 744-6062

Laboratory Phone: 744-6065

E-mail: woodem18@ecu.edu

PROGRAM OBJECTIVES

Upon completion of the CLS program, the graduate will be able to perform the following with MLS entry-level competence:

1. Develop, establish, and carry out collection and processing of biological specimens for analysis.
2. Perform simple and complex analysis on body fluids, cells, and other specimens as required.
3. Establish and monitor systems which verify the accuracy of laboratory results and accept the responsibility for producing accurate results.
4. Integrate and relate the data generated by various laboratory tests to make judgments regarding possible discrepancies, confirm abnormal results, and develop solutions to problems encountered taking into account both technical and physiological variables.
5. Establish and perform function verification and preventive maintenance on equipment and instruments used in the clinical lab.
6. Demonstrate basic knowledge of laboratory information systems and use/evaluate them.
7. Participate in the evaluation of new techniques and procedures in terms of usefulness and practicality within the context of a given laboratory's personnel, equipment, space and budgetary resources.
8. Demonstrate professional conduct (including attendance) and appropriate interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
9. Apply the basic principles of management and supervision and build upon these skills.
10. Demonstrate professionalism in laboratory practice to include complying with safety regulations, participating in continued learning, and practicing discretion, confidentiality, honesty and integrity.
11. Assist health care providers in the acquisition of laboratory test-related knowledge, correct usage, and result interpretation.
12. Pass a national certification exam for medical laboratory scientist generalist. Example: American Society for Clinical Pathology Board of Certification (ASCP-BOC).
13. Recognize the role and importance of laboratory profession organizations and actively participate.
14. Apply basic knowledge of research design and statistics to method comparison and other research endeavors applicable to and encountered in clinical laboratory science practice.

Technical Standards & Essential Functions

In order to perform at an acceptable level in both the academic and clinical portion of the educational program in medical laboratory science, students in the Clinical Laboratory Science program must be able to:

Possess adequate communication skills to:

- Comprehend and communicate conversational and written technical information in English.
- Communicate effectively and with sensitivity in oral and written form with patients, laboratory staff, and other health care personnel.

Possess adequate visual skills to:

- Read dials, analog or digital displays, switches, etc., on a variety of laboratory instruments.
- Read calibration lines on pipettes and laboratory instruments that are one millimeter apart.
- Distinguish between solutions that are clear, opaque or particulate in test tubes and on glass slides.
- Identify stained and unstained cellular components in the range of one micrometer using a binocular brightfield microscope.
- Discriminate colors in order to differentiate stained cells under a microscope or colored chemical reactions.
- Distinguish between positive and negative agglutination reactions of cellular components.
- Differentiate characters/letters on computer screen or sample tubes of ~1.5 mm.

Possess adequate manipulative skills to:

- Turn dials, press keypads, move switches, and utilize equipment commonly found in a clinical laboratory.
- Use a rubber bulb to draw liquid into a marked pipette and control release of that liquid to within one millimeter of a fixed point on the pipette.
- Isolate an individual bacterial colony on the surface of transparent agar gel without tearing the surface of the agar.
- Pipette small volumes of samples into test tubes (~12 x 75 mm) and recognize errors.
- Perform phlebotomy.

Possess adequate quantitative and conceptual skills to:

- Carry out calculations needed in the laboratory such as dilutions and conversion of units.
- Solve problems in clinical laboratory situations using reasoning, analysis and synthesis.

Possess adequate occupational skills to:

- Sit at a microscope and examine microscopic biological specimens for an extended period of time.
- Perform multiple tasks quickly and accurately within the time frames required in a clinical setting.
- Tolerate physically taxing workloads and function effectively under stress and while working with unpleasant materials.

Possess the emotional health required to:

- Fully utilize intellectual abilities, and exercise good judgment.
- Complete all responsibilities with maximal attention to safety of self and others in dealing with potentially hazardous equipment and materials.
- Adapt to changing environments, display flexibility, and function effectively in presence of the uncertainties inherent in the clinical problems that come to the laboratory.

Possess the maturity, judgment, and socialization to:

- Demonstrate respect for all people (students, faculty, clinical instructors, laboratory professionals, patients, and other health care providers) without bias on the grounds of age, race, gender, sexual preference, disease, mental status, lifestyle, opinions, or personal values.
- Acknowledge and respect individual values and opinions in order to foster harmonious working relationships with colleagues, peers, and patients.
- Demonstrate appropriate affective behaviors and mental attitudes so as not to jeopardize the emotional, physical, mental, safety, and well-being of individuals with whom there are interactions, including students, faculty, clinical instructors, laboratory professionals, patients, and other health care providers with whom one interacts in the academic and clinical settings.
- Possess mental and emotional stability and flexibility in order to meet the rigors of a demanding medical laboratory educational program, which includes didactic, laboratory, and clinical requirements that occur within set time constraints, and often concurrently.

Academic Policies, Regulations and Procedures

The ECU CLS program goal is to educate and train individuals to possess the appropriate “body of knowledge” and technical skills required for success in the profession. Demonstration of ethical and professional behavior is also essential for quality medical laboratory scientists (MLS). In addition to the general academic policies stated in the ECU University Catalog, the regulations and procedures described below apply to all students currently in the Clinical Laboratory Science program.

A. Continuation in the Program

1. In order to graduate with a B. S. in Clinical Laboratory Science (CLS) from East Carolina University, a student must maintain a minimum cumulative C (73%) average for CLS major courses.
2. For all CLSC major courses, a student who earns any final course grade below C (73%) is dismissed from the program. If only **one** course grade of C minus, but not lower, is earned, the student may appeal the dismissal following the procedure in Section B.
3. Professional behavior is an academic component of the CLS degree. Demonstration of personal and academic moral integrity, and appropriate conduct are assessed for each CLS didactic lecture and laboratory course per the Professional Behavior Objectives and Grading Rubric (Appendix III). Use of alcohol, narcotics and/or drugs of abuse are forbidden per the ECU and CAHS Student Code of Conduct (Appendix II; J & K). Acceptable behavior is also evaluated during the senior year, in both on-campus courses and at student clinical rotation sites. A student who breaks the ECU Academic Integrity Regulations (Appendix II), Student Code of Conduct, College of Allied Health Sciences Student Conduct Code (Appendix I), violates Clinical Laboratory Science department behavioral regulations, or earns less than 73% for any individual course professional assessment may be dismissed from the program at any time per the discretion of the CLS department chair.
4. In the senior year, student performance and professional behavior in clinical rotations must be acceptable to clinical instructors, the CLS faculty member responsible for that subject area, and the CLS department chair. Students must meet the rotation objectives and academic goals outlined by academic and clinical faculty. They must also follow clinical rotation regulations per the Student Clinical Rotation Handbook given to them prior to the start of their rotations in the fall of their senior year. All rotation requirements must be successfully completed in order to pass the rotation courses (CLSC 4992, 4993, 4994, and 4997). A student dismissed from clinical rotation for any reason, is also dismissed from the CLS program without the option for appeal. The student must withdraw from all other CLS courses in which they are currently enrolled.

B. Appeal process

1. A student who earns one C minus in a CLS course may appeal dismissal from the program. If more than one C minus, or any course grade lower than C minus is earned, the student is not eligible to appeal.

A student dismissed from the CLS program for poor academic performance (as described in Section A, page 9) may appeal the decision **in writing** to the CLS Department Chair within seven (7) days of the dismissal. This request must include an explanation for academic difficulties, and proposed activities for improvement that will lead to successful completion of the program.

The CLS Chair and faculty will evaluate the written appeal as to assessment of the severity of the poor academic/behavioral performance, any contributing extenuating circumstances, plausibility of future success in the program, and predicted success on the ASCP national Board of Certification (BOC) examination, and employment potential. The student must then meet in person with the CLS department chair and faculty to discuss the dismissal and the possibility of continuation in the program.

A student who successfully appeals program dismissal will be allowed to continue in the CLS program on probationary status. Any future final course or professionalism grades less than C (73%), or behavior deemed inappropriate, may result in permanent dismissal from the program. The decision made by the Department Chair regarding a student appeal/dismissal is final.

For a student on probation, the CLS chair, faculty, and student may develop a structured action plan that may include remediation, periodic meetings, and other activities to assess the student's progress.

2. A student dismissed from the CLS program due to behavioral violations (Section A: 3 & 4) who wishes to appeal the decision must do so according to the steps described in Section B1. Note that violations of the University's academic integrity policies that occur in either didactic or clinical rotation courses may result in permanent dismissal from the program per the discretion of the CLS department chair. The University requires that such violations be reported to the ECU Dean of Students office.

PROFESSIONAL CURRICULUM

Junior Year: Fall Semester

Course Numbers	Course Names	Credit Hours
CLSC 3410/3411	Hematology I: Lecture/Lab	3/1
CLSC 3430	Immunology: Lecture	2
CLSC 4430/4431	Clinical Chemistry I: Lecture/Lab	3/1
CLSC 4460/4461	Microbiology I (Bacteriology): Lecture/Lab	3/2
Semester Credit Hours		15

Junior Year: Spring Semester

Course Numbers	Course Names	Credit Hours
CLSC 3420/3421	Hematology II: Lecture/Lab	3/1
CLSC 4440/4441	Clinical Chemistry II: Lecture/Lab	3/1
CLSC 4470/4471	Microbiology II: Mycology, Virology, & Parasitology: Lecture/Lab	3/2
Semester Credit Hours		13

Junior Year: Summer Session I & II

Course Numbers	Course Names	Credit Hours
CLSC 4210/4211	Immunoematology (Blood Bank): Lecture/Lab	3/1
CLSC 3440/3441	Serology & Urinalysis: Lecture/Lab	2/1
Semester Credit Hours:		7

Summer Courses:

During the summer of the junior year, CLS academic courses are taught one at a time in a "block schedule" format. The classes meet the same total number of hours as in a regular semester, but in a compressed time period.

Senior Year: Fall and Spring Semesters

Course Numbers	Course Names	Credit Hours
2 Clinical Courses in the Fall and 2 in the Spring		
CLSC 4992	Clinical Education: Hematology	4
CLSC 4993	Clinical Education: Chemistry	4
CLSC 4994	Clinical Education: Immunohematology	4
CLSC 4997	Clinical Education: Microbiology	4
Fall		
CLSC 4801	Professional Practice Issues I	3
CLSC 4491	Molecular Diagnostics I	1
Spring		
CLSC 4802	Professional Practice Issues II	3
CLSC 4492	Molecular Diagnostics II	1
Semester Credit Hours each for Fall and Spring		12

Note:

On-campus courses (CLSC 4801, 4802, 4491, 4492) are taught each Monday. **Students must attend campus courses each week regardless of their clinical site assignment.** Seniors are on clinical rotation Tuesday through Friday at their assigned hospital.

CLINICAL EDUCATION

During the senior year, students are required to complete a two-semester, 4 course, clinical rotation at one of the program's affiliated hospitals. The length of each rotation may include days during ECU's final exam period.

Each student will be assigned two clinical education courses both fall and spring. Individualized rotation schedules are assigned by the program director/department chair with input from clinical affiliates. The order in which students rotate through the laboratory departments varies.

Students are assigned to clinical sites based on availability. An attempt will be made to accommodate student preferences, but **students must attend the site assigned to them by the CLS department chair; NO student is guaranteed assignment to a particular clinical affiliate.** The final decision regarding clinical rotation assignments rests with the CLS Department Chair/Program Director. Transportation and associated expenses related to assigned clinical affiliate sites are the responsibility of the student.

In the unusual event there are not enough clinical rotation spaces for all students, placement decisions will be based on student overall GPA, CLS course GPA, and overall performance (including professionalism grades) in CLS lecture and laboratory courses. Students who do not have initial access to a clinical site will be given priority when space becomes available; most likely the following fall semester.

All clinical sites have pre-rotation requirements that must be completed by the student prior to the start of Fall semester of the senior year. The CLS department chair/program director will provide information about these requirements during the summer of the student junior year. All CLS affiliated clinical sites require a criminal background check prior to entering the clinical laboratory. Certain felony or misdemeanor convictions may prevent a student from being allowed on the hospital grounds. If this occurs, the student would not be able to complete the clinical education component of the CLS program, and therefore not graduate with a CLS degree. The sites also require urine drug screens, documentation of immunizations, including hepatitis B, tuberculosis testing, and completion of training modules. All expenses related to pre-rotation requirements are the responsibility of the student.

ECU CLS Clinical Laboratory Affiliates

Name	Location	Number of Student Accepted
Cape Fear Valley Health System	Fayetteville, NC	1
Carteret Health Care	Morehead City, NC	1
UNC Lenoir Health Care	Kinston, NC	1
UNC Nash	Rocky Mount, NC	1
Vidant Medical Center	Greenville, NC	Maximum: 8
Wayne Memorial Hospital	Goldsboro, NC	1

National Certification

CLS graduates are eligible for national certification by several organizations. Graduates typically seek certification by the American Society for Clinical Pathology (ASCP). Information related to the Board of Certification (BOC) examination will be given to you during your senior year in the program. Successful completion of national certification is **not** a requirement for award of the BS degree with a major in Clinical Laboratory Science. Certification is optional, but is strongly recommended. Some employers require certification as a condition of employment, and many laboratories will not promote MLS who are not certified. Additionally, MLS who are certified are paid a higher salary than uncertified laboratorians.

ATTENDANCE GUIDELINES

Both on-campus faculty and clinical instructors take punctuality and attendance seriously.

A student who misses >10% of the on-campus expected attendance days, may be required to withdraw from the course, resulting in dismissal from the CLS program. Decisions related to excessive absences will be made by the department chair in consultation with the CLS faculty.

Students are expected to be present and on time for all scheduled lecture classes, laboratory sessions and exams. In the event of either an anticipated or an unexpected absence, the student must notify **each** CLS faculty affected **in advance** via e-mail. If the student fails to notify the instructor(s) in advance, email communication regarding the absence is still required. In cases where the student anticipates missing class due to an event that cannot be postponed or scheduled outside of class time (**not** personal appointments, family events, working, etc.), the student must discuss this with the instructor(s) prior to the absence, and send an email reminder the day prior to the absence. Exceptions to attendance are at the discretion of the instructor.

Punctual attendance means being outside the classroom or laboratory when the instructor arrives. At the start of class, laboratory session, or exam, the door will be closed. Students not present at that time are marked absent and may not be allowed to enter the room/laboratory. For each unexcused absence or tardiness, the student will lose 10 points off their professionalism grade (see Appendix III).

A student who is absent from class/lab, either pre-approved or unexpected, is responsible for communication with the instructor and completion/delivery of assignments as agreed upon per the course syllabus and the instructor. Students with unexcused absences who do not turn in assignments on the due date may receive a grade of "0". Refusal to accept late assignments and point deduction decisions are at the discretion of the instructor. The instructor may also require the student to make up time, particularly in laboratory courses, in order to meet the course objectives as described in the course syllabus.

Students in clinical rotation must **directly** notify the clinical education coordinator and all related clinical faculty. **It is unacceptable to be absent/late without communication or to indirectly inform instructors via a classmate.**

Severe Weather

On-Campus Classes: If the University cancels class or is closed due to inclement weather or other unforeseen circumstances, CLS classes are cancelled. **If the University is open, students are expected to be in class.** The faculty will notify students via Blackboard or e-mail of any alterations to class and/or assignments. Students are responsible for all course assignments given by the instructor. In the event of snow, ice, flooding or other severe weather conditions in which a student is unable to travel safely, all instructors for missed courses must be notified prior to the start of class. If power where you live is out, you must call the department chair and leave a voice mail.

Per the senior clinical rotation schedule, students should follow the University's official announcements related to class cancellations or University closings. Students should report to rotation when the University is open and classes are in session. If the student is unable to travel safely, the clinical education coordinator and CLS department chair must be notified. Students may be required to make up missed time at the clinical instructor's discretion. Information concerning ECU operations may be obtained from the emergency information hotline: 252-328-0062. It is also available via a red alert banner on the ECU homepage. You may register to receive alerts on your cell phone via text messages by going to the website: www.ecu.edu/alert.

PROFESSIONAL BEHAVIOR EXPECTATIONS

Professional behavior and attitude are an academic component of the Clinical Laboratory Science program. Behaviors listed below serve as a guideline for faculty assessment of student professionalism. This list is not comprehensive, and additional behaviors may be included at the discretion of the CLS department chair and course instructor, and will be reflected in the student's final course professionalism grade. The professionalism grading rubric is located in Appendix III.

Students are given 100 points in professionalism at the beginning of each CLS course. Ten points will be deducted for each absence from lecture, lab or exam session in which the instructor was not notified directly or deems as unexcused. Additional points may be deducted at the discretion of the course instructor for behaviors that do not follow CLS department guidelines or missed/late assignments. A final course professionalism grade of 73% or greater is expected in each class for continuation in the CLS program. A student may be dismissed from the program at any time based on unprofessional or unacceptable behavior as determined by the department chair. If allowed to continue, the student will be on probation. Any future professionalism issue may result in dismissal from the program.

General Classroom Lecture and Laboratory Behavior:

- Maintains a respectful attitude toward instructor and other students at all times.
- Arrives on time and is prepared for lecture, lab & exams.
 - Comes with appropriate course materials (textbooks, handouts, assignments, etc.)
 - Has reviewed the day's course materials
 - Turns in assignments on time
- Is alert and actively engaged in learning
- Is not disruptive to instructor or classmates
- Works independently unless group work is approved by the instructor.
- Remains in class/lab until dismissed by the instructor.
- Laboratory
 - Follows written and verbal instructions
 - Adheres to safety procedures at all times
 - Demonstrates preparedness, organization, and multitasks lab work as appropriate; completes assignments in an accurate and timely manner
 - Accurately performs and records lab work; does not copy classmates answers or falsify results

- Repeats tests if requested by instructor
- Cell phones
 - Are not allowed to be used during CLS lectures, with the exception of instructor approved activities, and are forbidden in lab.
 - Must be muted and put in book bag or purse (**not** on the table top).
 - May only be used between classes, during lunch, or while on break.
 - The CLS main office number, 252-744-6064, may be given to anyone who may need to contact you in case of emergency during class time.
 - Are not allowed during review of, or taking exams.
- Laptop computers
 - May only be used in lecture courses with instructor permission. A student
 - During CLS courses, a student found to be using a computer to check e-mail, search the internet, or play games will have 10 points deducted from their course professionalism grade. They may also be prohibited from further laptop use in the course per instructor discretion.
- Music players, recorders, or other electronic devices are not allowed.

Biosafety Level II (BSL-2) Student Laboratories

Biological and microbial samples used for medical laboratory testing have the potential to be infectious. Therefore, the University has designated all CLS labs as biosafety level 2 (BSL-2). Universal precautions and laboratory safety guidelines are strictly enforced by the Clinical Laboratory Science department, ECU Prospective Health, and ECU Environmental Health and Safety. **The behaviors listed below must be followed at all times by all persons in the student labs.** Additional safety protocols may be added by course instructors as relevant to their laboratory procedures.

- 1. NO FOOD (INCLUDING GUM), DRINKS OF ANY KIND, CELL PHONES, OR OTHER ELECTRONIC DEVICES ARE ALLOWED IN THE LABORATORY AT ANY TIME. ELECTRONIC DEVICES MUST BE SECURED IN LOCKERS. BRINGING ELECTRONIC DEVICES INTO BSL-2 LABORATORIES IS STRICTLY FORBIDDEN.**
2. Personal protective equipment (PPE) is a requirement for all persons working in the student laboratory space, and includes:
 - Department approved scrubs
 - Disposable fluid-resistant lab coat that snaps in the front, is long enough to cover the lap while seated, and has cuffed sleeves.
 - Closed-toed shoes made of material that will protect feet in the event of a fluid spill
 - Nitrile gloves when performing any laboratory procedure which has the potential for biohazard exposure.
 - Safety glasses with side protection are required when handling liquids with the potential of splashing.
3. Only papers and textbooks required for the day's lab exercise are allowed in the laboratory. Book bags, notebooks, extra paperwork, etc. should be placed in student locker prior to lab. Sweatshirts, jackets, hats/caps or other outerwear is not permitted in the labs. Tops with hoods may be worn, but hoods must be completely covered by the lab coat.
4. No items may be placed on the floor at student workstation; papers and books must be placed on the pull-out workstation shelves in room 3415, and placed away from lab mat or test materials in room 3435.
5. "Sharps" refer to needles, scalpels, pipettes, glass microscope slides, broken glassware, or any other item that can cut through a biohazard bag and produce injury. All sharps must be placed in **puncture-resistant specifically designated containers used for sharps disposal.**
6. Non-sharps waste must be disposed of in the orange biohazard bags. **This includes gloves and all other items used for procedures in the lab. Do not place any items in the regular trash bags without first checking with CLS faculty or staff.** Paper towels used for drying hands after washing, may be disposed of in the regular trash.

7. Bench tops must be decontaminated in the event of a spill and at the end of each laboratory session. For microbiology labs, benchtops must be cleaned both before and after the lab session. Surface disinfectant is available, and should be used per instructions found on the bottle or per the laboratory instructor.
8. Prior to leaving the laboratory, gloves must be removed and properly discarded, lab coats hung on designated rack, and hands washed with antibacterial hand soap located beside the sinks. **PPE should never be worn outside the labs, and must be removed prior to going into the Health Sciences Building hallways.**

Student Advising & Guidance

Adapting to the rigors of a medically-oriented professional program can be stressful. Students often report that previously used study habits do not work well for them in this program. Students are encouraged to maintain communication with their instructors as needed. The CLS faculty are willing to assist you with review of your academic progress, make suggestions for study habit improvement, management of course loads, and stress reduction techniques. Please be respectful of faculty time and schedule an appointment, preferably during the faculty member's posted office hours. Faculty typically eat lunch between noon and 1:00p.m.; this personal time should be respected.

Program-related Student Expenses

1. Textbooks and printing: Textbooks may be purchased through the East Carolina University bookstore, online, or at the store of your choice. Lecture and laboratory materials will either be available on Blackboard or provided by your instructor. Course materials may be printed in any of the ECU libraries or on your home computer. The Laupus Health Sciences library is located on the second floor of the Health Sciences Building. Note that the number of pages is limited by semester; students are required to pay for printing over the amount allowed by the University.
2. All transportation costs related to the CLS program are the responsibility of the student. This includes transportation to all campus classes and clinical rotations. A parking map of the Health Sciences campus, is available at: <https://parking.ecu.edu/wp-content/uploads/sites/36/2018/06/Parking-Map-2018-19-pdf.pdf>
4. Pre-rotation requirements by clinical affiliates must be paid by the student. These expenses may include: criminal background check, urine drug screen, PPD (tuberculosis) testing, etc.

Student Employment While in the CLS Program

1. The ECU CLS program is academically rigorous and time-consuming. Successful completion of the program requires true commitment as a full time student. Therefore, students are strongly advised to financially prepare for expenses related to college, and avoid employment if at all possible. Students who deem employment to be necessary are advised that work hours **must not interfere with their regularly scheduled classes and clinical rotations.**

3. Based on individual hospital policy, students may be offered part-time employment once they have completed portions of the clinical rotations. The hospital affiliates agree to not schedule the CLS students more than 10 – 12 work hours per week. Working as a student **does not reduce the number of hours required in clinical rotation** for completion of the program and graduation with a CLS degree.

Scholarships:

There are currently three CLS department scholarships that are awarded annually in May. The Smith and Humienny scholarship funds are distributed at the start of the fall semester of the student's senior year; the Bamberg scholarship monies during the summer for a rising senior.

1. W. James & Susan T. Smith Clinical Laboratory Science Student Scholarship

Established by Dr. Susan Smith and her late husband Dr. W. James Smith. Dr. Susan Smith was the first CLS department chair; her husband was tenured ECU biology faculty. They both taught students and served ECU in numerous ways for over 30 years. Dr. Smith also wishes to acknowledge the many years of dedicated service by other CLS retired faculty, Ms. Madge Chamness and Mr. Frank Rabey. The Smith scholarship is awarded primarily to students who demonstrate financial need and academic success.

2. Stas and Brenda Humienny Scholarship

Both Mr. and Mrs. Humienny are alumni of ECU CLS program. Mr. Humienny worked as a supervisor in the Vidant clinical laboratory, and then moved into laboratory information systems. He taught a laboratory information systems (LIS) course as an adjunct instructor in the CLS department for many years. To show their appreciation of obtaining financial assistance while in the CLS program, Mr. and Mrs. Humienny offer this scholarship as a way to "pay it forward". The Humienny scholarship is given to students with high academic achievement, as well as demonstrated financial need.

3. W. Richard Bamberg Memorial Scholarship in Clinical Laboratory Science

Dr. Bamberg served as a CLS Professor and Department Chair for 10 years. The scholarship that bears his name recognizes his contributions to the CLS department. This scholarship is awarded to a student who demonstrates leadership, specifically in the medical laboratory profession. Applicants are also assessed as to documented financial need.

4. College of Allied Health Sciences Scholarships

Various College of Allied Health Sciences scholarships are awarded each year. An electronic system put in place in the spring of 2016, allows students to complete a single on-line application form. They are then matched with any scholarships for which they are eligible.

5. Other

The CLS department chair receives information throughout the academic year of various external scholarships offered to undergraduate CLS students. Links to scholarships will be given to CLS students as they become available. Two examples are listed below:

American Society for Clinical Laboratory Science (ASCLS)

ASCLS is the predominant national professional organization for the clinical laboratory science profession. Scholarships are offered annually, and information may be obtained from the website: www.ascls.org.

North Carolina Society for Clinical Laboratory Science (NCSCLS)

NCSCLS awards one scholarship each July to a MLS/CLS/MT student. Their website is: www.ncscls.org

HEALTH SCIENCES BUILDING (HSB) SAFETY, SECURITY & FACILITIES

Building Hours

Monday through Friday: 7:30 am – 8:00 pm

After hours building access for CLS students may be provided by responsible faculty. Students may not be in the CLS laboratories, office suite, research lab, or media room without faculty supervision.

Individuals working in the building after hours should practice common sense with regard to their own personal safety, and be certain doors remain locked. Suspicious activity should be reported immediately to campus security at 744-2247 (BSOM Police/Security).

Emergency phones

Emergency telephones, connected directly to campus police, are located around the outside of the Health Sciences building. Emergency phones are also located in the elevators.

Dialing 911 from any CAHS telephone goes directly to the Campus Police. In the event of an emergency in the Health Sciences building, **use the building phones** (located in hallways, classrooms, and laboratories) to dial 911, **do not use a cell phone**. The address is: 500 Health Sciences Drive.

Smoking Regulation

In the interest of promoting a healthy environment and healthy behavior among students, staff and faculty, the health science campus, including the HSB has been designated smoke-free.

Food/Dining

Students may purchase food at the Student Recreation Center located to the south of the HSB. Vending machines are also available on the second floor of the HSB outside the entrance to Laupus Library. A refrigerator and microwave are available in Room 3401 for CLS student use.

Library Facilities

A large selection of textbooks, reference materials, and medical and laboratory journals are available to students in the Laupus Health Sciences Library. The library entrance is located on the second floor of the HSB. Library resources may also be accessed online through the ECU homepage.

Computer Labs

The Laupus Health Sciences Library has a large computer lab (Room 2502) available to ECU students. The CLS department computer lab is located in HSB Room 3401. These computers have Microsoft Word and Excel programs, as well as specific software for CLS course assignments. The computers are wirelessly linked to the University network, and may be accessed for personal use by CLS students. Access to the computer lab will be provided by CLS faculty or staff as appropriate.

Disability Support Services

East Carolina University seeks to fully comply with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a covered disability must go to the Department of Disability Support Services, located in Slay 138 (8:00 a.m. – 5:00p.m.), to verify the disability before any accommodations can occur. The telephone number is 252-737-1016. You can also e-mail the department at: dssdept@ecu.edu

AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE (ASCLS) CODE OF ETHICS

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education practice their profession.

I. Duty to the Patient

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

II. Duty to Colleagues and the Profession

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they

III. Duty to Society

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

Pledge to the Profession

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

Appendix I

EAST CAROLINA UNIVERSITY ACADEMIC INTEGRITY REGULATIONS

1. University Policy

The University policy on academic integrity is available at:

<http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/newmanual/part4.pdf>

As is pointed out in that document, "cheating and plagiarism are destructive to the central purposes of the University and are not to be tolerated." In clinical laboratory science, this issue is especially sensitive because, as a practicing medical laboratory scientist, patient lives depend on your knowledge and integrity.

If a student can only complete a course by cheating, the course content has obviously not been learned. This is a great disservice both to the student, their future employers, and patients for whom they provide test results.

2. Definition

For the Department of Clinical Laboratory Science, cheating is defined to include, but not be limited to:

- a. *Cheating on an exam*: using answers from or comparing answers with another student's paper; using aids which are not authorized for use in the exam; writing an exam for another student; securing an unauthorized copy of the current or old exam or a copy of the answers before the exam is given.
- b. *Cheating (plagiarism) on homework or laboratory exercises*: writing the assignment by copying another student's work; having another student share his/her homework; combining efforts of several students in completing an activity unless specifically indicated by the faculty; willfully destroying class laboratory data; taking or using another student's laboratory results, falsifying test results, or using false or otherwise inappropriately obtained results.
- c. Departmental Regulations
 1. The penalty for a first offense will be:
 - a. Minimum: grade of zero for that test or assignment
 - b. Maximum: expulsion from the program.
 2. The mandatory penalty for a second offense will be expulsion from the program.
 3. In all cases, the instructor is obligated to report the offense to the Department Chair, Dean of the College of Allied Health Sciences, and the Vice Chancellor for Student Life.
- d. The student may appeal any such decisions by the process defined in the "Documents" handbook.

Appendix II

EAST CAROLINA UNIVERSITY AND THE COLLEGE OF ALLIED HEALTH SCIENCES STUDENT CONDUCT CODE

The faculty and members of the College of Allied Health Sciences (CAHS) have an academic, legal and ethical responsibility to protect the public and health care community from inappropriate professional conduct or unsafe behaviors in the practice of allied health professions. Students enrolled in the CAHS are expected to uphold at all times standards of integrity and behavior that will reflect credit upon themselves, their families, and East Carolina University (ECU). The faculty members of CAHS endorse the ECU Student code of Conduct and Policies and recognize those policies and procedures as providing the appropriate government of student conduct. The ECU Student Code of Conduct and Policies: www.ecu.edu/osrr.

Students will be provided with documents expressing expectations regarding academic and professional conduct within all academic and clinical aspects of the curriculum during general advisement sessions, course work, clinical affiliations, and other instructional forums. All SAHS students are expected to be familiar with their department policies and professional code of ethics and to conduct themselves in accordance with these standards.

Student inquiries and complaints regarding the implementation of the ECU Student Code of Conduct and Policies should initially be addressed at the departmental level. Students may seek the assistance or counsel of the Office of the Dean of Students at any time.

Code of Conduct

Any student whose conduct on or off campus becomes unsatisfactory in the judgement of university officials in light of the foregoing statements or policies will be subject to appropriate action. Disciplinary action can be initiated by campus police, students, staff, faculty or administrative personnel. No student will be permitted to graduate or officially withdraw from East Carolina University while disciplinary action is pending against him or her. Unwarranted charges shall not be subject to disciplinary action. A student may be charged with offenses as a principle directly involved in the crime or as an accessory.

An ECU student shall refrain from:

- A. Knowingly publishing or circulating false information that is damaging to any member of the university community (slander, lying or libel).
- B. Using abusive, obscene, vulgar, loud or disruptive language or conduct directed toward and offensive to a member of or a visitor to the university.
- C. Using any university or privately rented telephone in:
 1. Avoiding the payment of tolls or long-distance calls
 2. Using the telephone to make harassing, intimidating, nuisance, or obscene phone calls
- D. Harassing, abusing, or threatening another by means other than the use or threatened use of physical force
- E. Endangering, injuring, or threatening to injure the person or property of another

- F. Entering residence halls, buildings, classrooms, or other university properties or student properties (i.e., automobiles, lockers, or residences) without authorization
- G. Vandalizing, destroying maliciously, damaging, or misusing public or private properties, including library materials
- H. Stealing or attempting to steal, aiding or abetting, receiving stolen property, selling stolen property, or embezzling the property of another person, the university, or associated units
 - 1. Book Selling. When a student resells a book to an individual or to the bookstore, that student is held responsible if the book that is being resold is stolen property. If and when a student buys a book from another student, it is the purchaser's or seller's responsibility to be able to identify the student involved. If the student buying the book will not or cannot identify the seller, the student buying the book will be held responsible. The student who sells a book to another student should always have his or her ID number in the book.
 - 2. In additions to penalties given by the Honor Board, a student convicted of stealing or knowingly possessing stolen goods shall make immediate and complete restitution.
- I. Disruptive and disorderly conduct.
- J. Illegally manufacturing, selling, using or possessing narcotics, barbiturates, amphetamines, marijuana, sedatives, tranquilizers, hallucinogens, and/or other known drugs and/or chemicals. A student shall also refrain from buying, selling, possessing, or using any kind of drug paraphernalia or counterfeit drugs.
- K. Being intoxicated in public, displaying, driving under the influence, or illegally possessing or using alcoholic beverages or liquors. When a student is referred to the judiciary office on an alcohol-related incident, that student may be required to attend the Alcohol Workshop. This workshop is designed to increase awareness of the role alcohol played in the incident and minimize the probability of recurrence. A student may be required to participate in a more intensive program of assessment, education, and counseling, and be required to pay a program fee. A student may participate in this intensive program only once.
- L. Refusing to comply with any lawful order of a clearly identifiable university official acting in the performance of his or her duties in the enforcement of university policy. Residence hall staff members are considered university officials when acting in an official capacity.
- M. Failing to present his or her ECU 1 Card when requested to do so by a university official.
- N. Participating in hazing or harassment of East Carolina University students.
- O. Gambling.
- P. Forging, altering, defrauding, or misusing documents, charge cards, or money, checks, records, ECU 1 Cards of an individual or the university.
- Q. Furnishing false information to the university with intent to deceive.
- R. Issuing bad checks to the university.
- S. Violating academically the Honor Code, which consists of the following:
 - 1. Cheating. The actual giving or receiving of any unauthorized aid or assistance or the giving or receiving of any unfair advantage on any form of any academic work.
 - 2. Plagiarism. Copying the language, structure, ideas, and/or thoughts or another and passing same as one's original work.
 - 3. Falsification. Statement of any untruth, either verbally or in writing, regarding any circumstances relative to academic work.

4. Attempts. Action toward the commission of any act that would constitute an academic violation as defined herein (that is, cheating, plagiarism, and/or falsification) shall be deemed to be violation of the Honor Code and maybe punishable to the same extent as the attempted act had been completed or consummated.
- T. Possessing or using firearms, fireworks, explosives, or illegal weapons on property owned or controlled by the university.
- U. Withholding, with knowledge, information from East Carolina University.
- V. Obstructing justice by hindering or impeding a duly authorized function of any judicial body, council, or board.
- W. Violation of a university policy, city ordinances, or state or federal laws.
- X. Failing to repay, in full, any SGA loan within the allotted time period.
- Y. Knowingly acting as an accessory to any of the charges contained herein by:
 1. Being present while the offense is committed and advises, instigates, or encourages the act, or fails to attempt to discourage or to prevent the offense; or
 2. Facilitating in the committing of an offense in any way.

Academic Integrity

A. Principle of Academic Integrity

Academic integrity is expected of every East Carolina University student. Academic honor is the responsibility of the students and faculty of East Carolina University.

B. Academic Integrity Violations

Academically violating the Honor Code consists of the following:

1. Cheating. Unauthorized aid or assistance of the giving or receiving of unfair advantage on any form of academic work.
2. Plagiarism. Copying the language, structure, ideas, and/or thoughts of another and adopting same as one's own original work.
3. Falsification. Statement of any untruth, either spoken or written, regarding any circumstances relative to academic work.
4. Attempts. Attempting any act that if completed would constitute an academic integrity violation as defined herein.

C. Student Observation of Suspected Violation

Any student or group of students knowing of circumstances in which an academic violation of the Honor Code may have occurred or is likely to occur is encouraged to bring this knowledge to the attention of the responsible faculty member or to the dean or department chair or to the attention of a member of the Academic Integrity Board.

D. Organization and Procedures

1. The faculty member has original jurisdiction in all suspected violations. In cases where the faculty member believes a violation has occurred, the faculty member must summon the student to a primary interview or waive the primary interview in accordance with the procedure below. In cases of an academic integrity violation not related to a class requirement or activity, the matter will be referred directly to the Academic Integrity Board.

2. Primary Interview

- a. Notification. A student who is believed to have violated academically the Honor Code shall be informed of the charge by the faculty member who identified the violation. The student may not withdraw from the course if an academic integrity violation is pending. Subsequently, the student will be called to an interview with the faculty concerned. The interview shall be set within three class days after the alleged violation has come to the attention of the faculty member.
- b. Composition. The student and the faculty member may each have a nonparticipating observer at the interview. The faculty observer shall be the chair of the department or department dean, or the assistant dean of the college or school. The student may select a student or faculty member as he or she desires. The observer (s) is/are to observe the procedures impartially and to be prepared to testify in the event of an appeal of the judgement of the faculty member.
- c. Procedure.
 - i. At the interview, the faculty member shall present evidence in support of the charge or charges against the student. The student shall be given the opportunity to respond and present evidence to rebut the charge or charges.
 - ii. After hearing the student, the faculty member may either dismiss the charge or find it supported on the basis of evidence. If supported, the faculty member may record a failing grade in the course or some portion thereof or take other appropriate action. He or she shall report the action taken to the Dean of Students office.
- d. Referral to Academic Integrity Board. After completion of the primary interview and on the basis of the evidence presented, if the faculty member is of the opinion that a failing grade in the course (s) is inadequate disciplinary action, the faculty member may refer the entire case to the Academic Integrity Board for appropriate action. In each case, a new hearing will be conducted by the Academic Integrity Board without regard to the findings made or any disciplinary action taken during the primary interview.

E. Appeals

1. The student may appeal the decision of the faculty member following the primary interview to the Academic Integrity Board if:
 - a. The student believes the penalty is too severe and/or
 - b. The student contests the decision of the faculty member on the basis of the evidence presented.
2. The appeal must be submitted to the Office of the Associate Vice Chancellor for Student Success within five class days after notification of the decision by the faculty member.
3. University Academic Board
 - a. Composition
 - i. Four faculty members and four alternates elected for three-year staggered terms by the Faculty Senate
 - ii. Three students and four alternates nominated by the SGA Executive Council and elected by the SGA Legislature. These students shall serve for a year and may be reelected for one additional year

- iii. A quorum shall consist of four faculty members and three students
- iv. The chair, elected for a one-year term, shall be a faculty member of the board, elected by members of the entire board, and may be reelected
- v. The associate vice chancellor for student success shall serve as administrative officer of the board
- b. Original Jurisdiction. The Academic Integrity Board shall have original jurisdiction over academic violations of the Honor Code if the faculty member elects to refer the case after the primary interview.
- c. Appellate Jurisdiction. The Academic Integrity Board shall have appellate jurisdiction in cases appealed by the student pursuant to provision of D.2.e above.
- d. Procedures
 - i. The associate vice chancellor for student success on behalf of the chair shall notify the parties involved of a meeting of the Academic Integrity Board within ten class days after an appeal by a student. The faculty member, the student, witnesses, and the independent nonparticipating observer (s) shall be provided not less than seven days' notification of the date, time and place of the meeting. If a grade for the student in the course must be submitted, the faculty member shall record a grade of incomplete, pending a decision by the board.
 - ii. Those present at the hearing shall be
 - a. The student, who has the right to be accompanied by a witness
 - b. The faculty member, who has the right to be accompanied by witnesses
 - c. Independent nonparticipating observer (s) if present at the primary interview
- d. Any other person called by the chair
- e. The student attorney general and the student advocate for the accused
 - iii. Should the student or faculty member fail to appear without prior approval of the administrative officer, the Academic Integrity Board shall proceed with absentia hearing.
 - iv. The Academic Integrity Board will follow the hearing procedures established for the university Honor Board.
 - v. A majority of the board shall decide the issue. The chair shall vote only in the case of a tie.
 - vi. The associate vice chancellor for student success shall serve as administrative officer for maintaining accurate and complete records of the proceedings
 - vii. The administrative officer of the Academic Integrity Board shall, on behalf of the chair, notify each party of the decision of the board.
- e. Actions by the Board
 - i. Evidence insufficient to sustain the charge or charges. When this action is taken, in order to protect both the student and the faculty member, continuation in the class(es) and other related issues must be resolved by the dean or department chair in consultation with the student and the faculty member.
 - ii. Evidence sufficient to support charge or charges. The board may impose one or more of the following sanctions:
 - a. Sustain the decision of the faculty member, or, in the case where the primary interview has been waived, recommend to the faculty member that the

- student receive a failing grade for the course (s) or some portion thereof.
- b. Impose probation for a period of time not to exceed one year
- c. Impose suspension or expulsion from the university
- d. Require a period of counseling with a member of the university staff or a counseling professional of the student's choice. It will be the responsibility of the student to provide evidence to the board of having fulfilled this requirement
- e. Take any other action commensurate with the findings. (Reference: See Section II, Penalties).

F. Appeals

An appeal of a decision of the Academic Integrity Board may be submitted to the vice chancellor for student life. The vice chancellor for student life and the vice chancellor for academic affairs shall jointly review the decision and take appropriate action.

G. Annual Reports

The Academic Integrity Board shall submit a summary report of its proceedings to the Faculty Senate, the SGA Legislature, the vice chancellor for student life, and the vice chancellor for academic affairs.

Penalties

The following penalties may be imposed in all cases arising under the jurisdiction of the university judicial system. In some cases, a student may be referred for counseling. In the absence of exceptional circumstances, a penalty will become effective immediately following a finding of guilt and exhaustion of appeals.

Section 1: Individual Student

- A. Written reprimand: A notice to the student that continuation or repetition of the misconduct in question may result in a more serious disciplinary action.
- B. Fine of not less than \$10 nor more than \$250 payable to the Judicial Service Fund unless the defendant and the assessor of the penalty agree that it shall be payable in whole or in part by community service performed in a manner acceptable to the assessor of the penalty with one hour of service equivalent to minimum wage.
- C. Voluntary work under supervision with an alternative penalty may also be assessed. The maximum number of voluntary work hours that may be assigned is seventy-five. Work assigned a student by the Honor Board shall commence in one week and shall be completed within thirty to forty days of the penalty. The student shall get in touch with the associate vice chancellor for student success/director of student judicial affairs for a work assignment. A waiver of risk statement must be signed prior to undertaking a volunteer work assignment.
- D. Educational task: An opportunity for the student to learn the value and purpose of the rule or policy that was violated. This can include researching a topic and organizing the information in a paper or oral presentation or performing an activity that related to the violation. An effective educational task includes time for the student to examine his or her actions and process the impact of those actions on the university community.
- E. Taking of ECU 1 Card for a specified period of time.
- F. Probation: An official notification to the student compelling him or her to exhibit good during

the probationary period. Any other violation during the probation period will be referred to the associate vice chancellor for student success and may result in more serious disciplinary action. Terms of probation shall be for a designated period of time not to exceed one year. In addition, probation may include:

1. In cases of misconduct in connection with university facilities, the student may be prohibited from further use of the facilities involved other than those used in his or her course work or study.
 2. In cases of misconduct in connection with university-owned and university-operated housing, the student may be ordered to vacate such housing.
- G. Forced removal from university property and/or buildings, including sections thereof.
- H. Forced removal from a university residence hall to another hall, or entirely out of the housing system, for one semester, one year, an indefinite period of time, or permanently.
- I. Suspension from the University for one semester. A student may apply to be readmitted after the time period has elapsed.
- J. Suspension from the University for one year. A student may apply to be readmitted after this time period has elapsed.
- K. Suspension from the University for an indefinite period of time with the right to petition the Honor Board for readmission after one semester.
- L. Suspension from the University for an indefinite period of time with the right to petition the Honor Board for readmission after one year.
- M. Expulsion from the university. A recommendation to the vice chancellor for student life that a student's enrollment be canceled and the student be permanently separated from the university. A student who is expelled will be unable to graduate from East Carolina University. If a recommendation of suspension is made, the student must leave the university after exhausting all appeals.

The administration reserves the right to apply the above penalties prior to hearing as deemed necessary to ensure the safety of the other members of the university community.

Residence life hearing officers will use sanctions A through D and F through H.

Section 2: Registered Organizations of Members of the ECU Community

- A. Written reprimand.
- B. Fine of not less than \$25 nor more than \$500 payable to the ECU Student Judicial Service Fund.
- C. Restriction of privileges for a stated period of time not to exceed one year.
- D. Suspension of privileges for a stated period of time not to exceed one year.

Remedies

The following remedies may be imposed in all cases arising under jurisdiction of the university judicial system. Failure to comply with either of these directives may result in additional judicial action.

- A. Restitution to the victim involved in the violation
- B. Order the offender to perform or to cease and desist from stated actions

Records

Violations, penalties, and remedies shall be recorded in the Office of the Associate Vice Chancellor for Student Success and/or in the office of the director of ECU Police in all cases arising under the university judicial system. Copies of such records shall not be released to outside sources without written consent of the subject of such record. Exceptions to this are made per the East Carolina University application of Family Educational Rights and Privacy Act legislation and will be made when directed by a court order, when there is deemed to be an educational need to know, or at the request of the parents of children upon proof of dependency.

Notification

All notification of violations, penalties, and remedies shall be sent as directed by the judicial board to the university officials necessary to make the penalties and remedies effective and to other persons who might provide counseling assistance to the offender. For purposes of residence credit, the appropriate university officials shall be notified of penalties involving suspension or dismissal, but such notification shall not become a part of the permanent academic record of the offender.

Compliance

For noncompliance with penalties or remedies, the offender shall be suspended until he or she has complied.

Ejection

For conduct adversely affecting public order, offenders may be ejected from the university campus or property, or any part thereof, by the chancellor of the university or his or her designated representative.

Appendix IV

BIOLOGICAL EXPOSURE CONTROL PLAN

Any student having an accidental biological exposure to an unprotected skin surface or mucous membrane, including a sharps stick, must immediately report the incident to a CLS faculty member. Policies regarding exposure control are included in the next section; including incident report forms and post-exposure guidelines.

Exposure Control Plan

The intent of this policy is to provide the students, staff, and faculty in the Clinical Laboratory Science Department with the safest possible working and learning environment. The CLS Department abides by the OSHA Universal Precautions/Bloodborne Pathogens standard issued December 1991, as described by the following document "Protection of Laboratory Workers from Infectious Disease Transmitted by Blood, Body Fluids, and Tissue" (CLSI M29-T and further amended in 2000).

1. **All** samples or specimens will be treated as potentially infectious. Infectious substances and agents include: blood, blood products, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, amniotic fluid, feces, nasal secretions, sputum, sweat, tears, urine and vomit. Agents identified by OSHA as potential pathogens when handling blood, blood products and body fluids are: hepatitis B, Delta, and C; HIV; syphilis, and malaria. Quality Control (QC) samples should also be treated as potentially infectious.
2. Students will be expected to follow all infection control measures and safe laboratory practices as described below whenever they are in classes on campus or during their clinical rotations.
3. Students are required to provide documentation of having received the 3-shot hepatitis B vaccination. Results of a titer demonstrating active immunity is preferred, but not required.
4. Bloodborne pathogen and Hazard Communication standards training, which includes a presentation and post-test, will be given during the CLS junior orientation session, and reviewed in each CLS laboratory course.
5. Specimens obtained from clinical facilities will be transferred from the original container and aliquoted into sample containers with no patient information in order to comply with HIPAA requirements and maintain patient confidentiality.
6. Students will be required to wear departmental approved scrubs, disposable fluid resistant lab coats (long enough to cover the lap when seated with cuffed sleeves), nitrile gloves, and safety glasses with side protection at all times while in the lab and handling patient and QC samples. PPE **must not** be worn outside the lab. When lab coats become torn or blood stained, they must be discarded in biohazard containers. A new lab coat will be then issued by the instructor. Handling of hazardous chemicals must be done under the departmental fume hoods. Biological materials that may become aerosolized, including specific bacteria, molds,

and fungi, must be processed in certified laminar flow biosafety cabinets (rooms 3415 and 3403).

7. Safety medical devices for obtaining blood specimens are required by federal law. This includes: Needles with safety shields, plastic collection tubes with aerosol preventing caps and non-latex tourniquets and bandages.
8. All biohazardous waste will be placed in appropriately labeled containers, autoclaved and picked up weekly by a biological waste courier from Brody SOM.
9. Pre-existing cuts or abrasions should be covered with an impervious bandage. If the cut is on the hands, this should be done before putting on gloves. Bandages are available in the storage area of the Prep Room (3425).
10. In the case of spills and/or broken glassware, the instructor must be notified immediately. Clean as follows:
 - Gloves, lab coat, and safety glasses or face shield should be worn.
 - Remove broken glass with forceps or tongs and place in sharps container
 - Absorb the spill with paper towels or lab mats, flush area with disinfectant, let stand 10 min (or longer if so directed by manufacturer), absorb again with paper towels, and re-clean with disinfectant. All paper towels or lab mats should be disposed of in biohazard bucket.
 - For larger spills, a chemical clean-up mat is available in Room 3425.

NOTE: For chemical spills, consult MSDS in Prep Room (3425) for clean-up procedure. The instructor and laboratory manager (Ms. Wood) should be notified. If the spill involves a hazardous chemical, ECU's Environmental Health and Safety office should be contacted immediately at 328-6166.
11. Accidents or injuries:
 - Report all accidents or injury to the instructor immediately.
 - Complete an incident report form found on page 41.
12. CLS faculty and appropriate staff will complete and document bloodborne pathogen training on an annual basis. Documentation of their participation will be on file in the Biological Safety Notebook in the prep room (Room 3425) and will be maintained by the departmental safety officer.
13. The exposure control plan will be reviewed and updated annually to reflect changes to reduce or eliminate exposure to blood borne pathogens. Injury incident reports will be maintained in the CLS office (Room 3410).

Appendix V

REGULATIONS FOR STUDENTS WITH CLINICAL EXPOSURE TO BLOOD AND OTHER POTENTIALLY INFECTIOUS MATERIALS

Regulations:

The ECU Student Health Services (SHS) will adapt and modify the policies and procedures of ECU Prospective Health to evaluate students with both on-campus and clinical exposures to blood and other potentially infectious materials (Allied Health, Nursing, Dentistry, Sports Medicine, Recreation Services and Human Performance Lab). All students must have an ECU 1 card to be treated by SHS.

Purpose:

To insure complete and effective management and care to the students receiving exposures. For a full copy of ECU Prospective Health's Bloodborne Pathogen Exposure Control policy, or for listed Appendix documents, visit: <http://www.ecu.edu/cs-dhs/prospectivehealth/infection.cfm>

Procedure:

I. Responsibility of Departments

- Review policy with all students before clinical rotation annually
- Ensure Hepatitis B vaccination of students
- Be aware of specific contact persons and policy for each clinical site
- Supply list of contact persons to SHS and update annually
- Provide a copy of departmental policy to Student Health

II. When an exposure occurs:

- The student should immediately notify the supervisor or preceptor and complete appropriate paperwork.
- The facility policy for counseling and screening the source patient should be instituted immediately
- The results of source patient testing should be forwarded to SHS as soon as possible
- Complete the ECU: Post Exposure Risk Assessment (page 41) for HIV/AIDS to assess need for Post Exposure Prophylaxis (PEP)

III. Student with low risk exposure should:

- Report to SHS as soon as possible
- Have the following initial screening:
 - HIV antibody
 - Hepatitis B titer (surface antigen & antibody)
 - Hepatitis C antibody
 - STS
- Bring the complete name and demographic information (to include DOB) on the source patient, so that SHS may obtain lab reports from involved facility as soon as

available. Lab reports should include:

- HIV Antibody
- Hepatitis B Surface Antigen, Hepatitis B surface antibody, Hepatitis B core antibody
- Hepatitis C Antibody
- Receive counseling including:
 - What constitutes exposure, protocol for determining risk
 - Responsibilities of SHS and student
 - HIV counseling protocols
 - Implications of positive and negative results
 - Reporting symptoms of febrile illness
 - Refraining from blood donation
 - Avoiding pregnancy
 - Using condoms
- Have follow-up screening.
 - 6 weeks: HIV
 - 3 months: HIV, STS
 - 6 months: HIV, Hepatitis C (if source patient positive)
 - Be treated for any positive tests per protocol
 - Be offered PEP as soon as possible after exposure if benefit outweighs risk

IV. Student with known HIV exposure or high risk exposure should:

- Report to SHS as soon as possible. In high risk, (PEP) may be considered up to two weeks after exposure. After hours exposure should be handled through the Emergency Department (ED) per facility policy and report to SHS the next day.
- Bring the complete name and demographic information on the source patient, so that SHS may obtain lab reports from involved facility as soon as available. Lab reports should include:
 - HIV antibody
 - Most recent CD₄ count
 - Viral load
 - Current and previous antiviral treatment
- Be evaluated by the SHS provider to see if the exposure meets the criteria, and if the source patient meets risk criteria. If so, PEP may be offered after consultation with ECU Infectious Disease.
- Receive counseling by SHS provider concerning:
 - Risk of developing communicable disease
 - Student's relevant history
 - Side effects of medications
 - Have the following labs drawn:
 - HIV Antibody
 - Hepatitis B titer (surface antigen and antibody)
 - Hepatitis C antibody

- Serum HCG
 - Be scheduled by SHS for follow-up appointment with Infectious Disease.
 - Receive counseling including:
 - What constitutes exposure, protocol for determining risk
 - Responsibilities of SHS and student
 - HIV counseling protocols
 - Implications of positive and negative results
 - Reporting symptoms of febrile illness
 - Refraining from donating blood
 - Avoiding pregnancy, using condoms
 - Have follow-up screening including:
 - 6 wks. – HIV
 - 3 mos. – HIV, STS
 - 6 mos. – HIV, Hepatitis C (if source patient positive for Hepatitis C)
 - Other follow up labs may be indicated per Infectious Disease to monitor for side effects of PEP
 - Be treated for any positive tests per protocol
- V. Billing charges may be handled through interdepartmental transferred funds where a departmental fund exists. In incidences where no departmental policy or procedure exists, the student may be evaluated at SHS following the above protocols at the student's expense.
- VI. Only source patients who are ECU students may be screened and counseled at SHS. The SHS is responsible for advising the student/department of the need to screen the source. The department will be responsible for approaching the source and obtaining blood specimens after consent. Options for screening would include referring the source to his family physician or the Pitt County Health Department (will screen for HIV and syphilis only).
- VII. Lab reports for the source patient will be kept in a locked cabinet in the Tracking nurse's office.
- VIII. Blood exposure hotline for additional assistance: 847-8500.

**College of Allied Health Sciences
Department of Clinical Laboratory Science**

Bloodborne Pathogen Incident Report

Student Name: _____ Banner #: _____

Local Address: _____

Permanent Address: _____

Cell Phone: _____

Incident Location: _____ Incident Date and Time: _____

Blood or Other Body Fluid	√	Respiratory	√	Chemical Exposure	√
Needle stick		Inhalation		Inhalation	
Sharps injury				Skin contact/absorption	
Cut					
Splash					
Scratch					
Other:		Other:		Chemical involved:	

Patient Source: _____

Brief description of incident:

Personal protective equipment in use at time of incident:

Was appropriate procedure being followed?

Recommended follow-up:

Student signature: _____ Date: _____

Supervisor/instructor signature: _____ Date: _____

APPENDIX VI

COLLEGE OF ALLIED HEALTH SCIENCES SAFETY PLAN

A. Emergency Procedures

1. ECU procedures for emergency situations, including an evacuation plan, are posted on the bulletin boards in the CLSC student labs 3415, 3425 and 3435.
2. Dialing 911 from any telephone in our College will contact the campus police. If additional assistance is needed. Campus Police will contact the appropriate individuals.

If there is an emergency in the Health Sciences building, use building phones to dial 911, DO NOT USE A CELL PHONE. The buildings address is 500 Health Sciences Drive.

3. Evacuation routes are posted throughout the Health Sciences building (HSB), and identify both primary and secondary routes. They also identify the location of the fire alarms and fire extinguishers. You should review these diagrams so that you will be prepared in an emergency.
4. The three stairwells have been designated and posted as “Areas of Rescue Assistance”. In the event that evacuation of the building is necessary, wheelchair-bound or other disabled individuals should be taken to one of these areas and rescue personnel notified. Rescue personnel will assist them from these points.
6. Fire drills are conducted regularly by the Office of Environmental Health & Safety. When you hear the fire alarm sound, you should leave your office or classroom immediately, closing the classroom or office door behind you. Evacuate to your designated departmental meeting place at least 100 feet from the building and remain there until instructed to return by Environmental Health & Safety personnel.

If you are in the lab when a fire drill occurs, turn off heat sources, remove your PPE and leave the lab. Your instructor should turn off main gas source.

B. First Aid supplies

1. First aid kits are available in the CLS labs rooms 3415 and 3435.
2. Sterile gauze, bandages and nitrile gloves are available on the miscellaneous supply shelves in Room 3425.
3. Eye washes and safety showers are available in 3415, 3425 and 3435.

Appendix VII

COLLEGE OF ALLIED HEALTH SCIENCES & CLS EMERGENCY EVACUATION PLAN

1. When the fire alarm sounds, assume the emergency is real.
2. Upon discovering a fire, **immediately sound the building fire alarm and alert other occupants.**
3. **Call 911 using one of the building phones (found in hallways, classrooms and labs),** giving your name, department, location, and telephone number.
4. **Fire:**
 - If the fire is small, you may want to extinguish it with a fire extinguisher from a position of escape. Be sure you are using the proper extinguisher for the type of fire you are fighting. **When in doubt, just get out.** The nearest fire extinguisher location is indicated on the building evacuation route plan.
 - Fire extinguishers are located:
 - Outside 3410 (CLSC office suite)
 - In the hallway outside 3435 (Chemistry lab)
 - Inside rooms 3403, 3415, 3425 and 3435.
 - If the fire is large, very smoky, or spreading rapidly, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. If you have to go through smoke, crawl on hands and knees.
5. **Evacuation:**
 - Move individuals who need assistance to the designated Area of Rescue Assistance (for CLSC this would be stairwell #4 landing across from Room 3403). Leave the area and notify the rescue personnel the location of these individuals so they can be rescued.
 - When you evacuate, do not stop for personal belongings or records. Leave immediately using the nearest exit according to the building evacuation route plan. Close room doors behind you and **do not use the elevator.**
 - Potential hazards should be secured if possible. Turn off gas supply for open flames. Emergency shut-off buttons are located by the door in Rooms 3415 and 3425.
 - Evacuate to a distance of at least 500 feet from the building to the designated area:
 - **Primary area: grassy area across the parking lot near the gazebo and lake on east side of Health Sciences Building (HSB). Do not return to the building until instructed to do so by authorized personnel.**
 - **Secondary: area between HSB and the School of Dental Medicine**

CLSC evacuation route

- **Rooms 3410, 3415, 3425, 3401, and relevant classrooms.**
 - Exit via stairwell #4 across the hall from Room 3401 (CLS multi-media/computer lab). Go down to first floor to exit the building. Cross the parking lot, and meet in the grassy area near the gazebo and lake.

EMERGENCY EVACUATION PLAN – DEPARTMENT OF CLINICAL LABORATORY SCIENCE

Building Specific Information – General

Building Name	Health Sciences: College of Allied Health	
Building Captain	Diane Apetsi	744-6010
Alternate Captain	Teresa Tripp	744-6016
Department Name	Clinical Laboratory Science	
Department Head	Ann McConnell, Chair	744-6063
Safety Representative	Emily Wood	744-6062 Student Lab: 744-6065
Alternate Safety Reps	Guyla Evans Ann Mannie	744-6061 744-6060

Does building have a fire alarm system?	Yes	No
--	------------	-----------

If no, please describe notification method:

Alternate notification method (all buildings must have an alternate notification method, including those with fire alarm systems): Safety officer and/or CLS faculty will physically go room to room to notify individuals to vacate the building. There is also a building intercom system that is used for emergencies.

Evacuation Assembly Points:

When the alarm sounds, all occupants within the building must evacuate and report to an assigned evacuation assembly point. Assembly points should be away from traffic and parking lots and at least 100 feet from the building.

Primary Assembly Point:	East side of the HSB across the “A” parking lot in the grassy area by the duck pond/gazebo.
Secondary Assembly Point:	West side of the HSB in the grassy area close to the School of Dental Medicine.

How will faculty, staff, and students be accounted for at the assembly point? Safety officer will account for all students, staff, and faculty. If safety officer is not present, CLS faculty will assure all individuals are present at the assembly point.

Areas of Rescue Assistance

Upon activation of the fire alarm, individuals who may require assistance during a building evacuation will immediately go to the building’s designated Area of Rescue Assistance. An “Area of Rescue” assistance is a “safe” location where individuals can wait until rescue personnel arrive. Greenville Fire & Rescue personnel will remove these individuals from the building as necessary to ensure their safety when there is a confirmed fire. The following areas are identified as “Areas of Rescue Assistance.” (Typical Areas of Rescue Assistance are enclosed fire rated stairwells.)

Floor #	Area of Rescue Assistance
Third (Laboratories) East side of building	Stairwell 4 (across from room 3401)
Second (Classroom) East side of building	Stairwell 4 (across from room 2365)
Third (Laboratories) South side of building	Stairwell 5 (across from room 3435)
Second (Classroom) South side of building	Stairwell 5 (across from room 2365)

Building Specific Hazards (stoves, chemical storage, etc.)

Hazard	Location (room #)
Acid cabinet/storage	3435
Bunsen burners & incinerators	3415
Carbon dioxide compressed gas cylinder	3403
Centrifuges	3415, 3425, & 3435
Dry chemicals	Chemical shelf 3415
Drying & microwave ovens	3425C
Flammable liquids	Flammables cabinet 3415
Nitric acid	Separate chemical safety cabinet 3415
Steam sterilizer	3415C

Employee Responsibilities & Procedures

All ECU employees and students are expected to assist with and encourage complete building evacuation each time the fire alarm is activated. At no time however, is any member of the University community required or expected to place themselves in a position that will compromise his or her safety. If fire or smoke conditions are encountered, you MUST leave the building immediately.

Employee Responsibilities & Procedures (Describe):

(Examples include secure any experiments or any hazards under your control, closing doors to contain smoke & fire, evacuation of patients/visitors, etc.)

CLS Department members are responsible for being certain any hazards in the laboratory area have been secured.

If Bunsen burners are in use, faculty member teaching that lab session will turn all of them off. Additionally, faculty member or safety officer will push emergency gas shut off valve inside the door of either room 3415 or 3425 (although gas automatically shuts off when fire alarm goes off).

Safety officer is responsible for placing chemicals (flammable and acids) in safety cabinets if they are not already secured.

Safety officer is responsible for turning off steam sterilizer, microwave oven and drying oven prior to evacuating the building.

Once students, faculty and staff have left the building, the safety office will check to see that all doors in the CLS Department have been closed.

Plan Completed By (Name & Date):

Emily Wood

July 2019

Shelter-in-Place	Lockdown
Shelter-in-place procedures are actions taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation, such as a tornado warning or hazardous material incident.	A lockdown is an emergency protocol used to protect people inside a facility from a dangerous internal or external threat. A lockdown means that people must lockdown to stay safe.
Run-Hide-Fight	
<i>If the active threat is in your vicinity / building:</i>	<i>If the active threat is NOT in your vicinity / building:</i>
<p>Run: If there is an escape path, attempt to evacuate</p> <p>Hide: If an evacuation is not possible, find a place to hide.</p> <p>Fight: As a last resort, and only if your life is in danger.</p>	Shelter-in-Place or Lockdown as appropriate

Immediately notify police of any potential, imminent, or present threat:

Pitt County/Greenville: 911 from cellphone

ECU police: 328-6150 (East campus)

ECU Police: 911 from any campus phone

ECU police/Greenville: LifeSafe app

West campus (Health Sciences) police: 744-2247

Exterior

Can the building exterior be locked remotely by OneCard? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If not, who can lock exterior doors when safe to do so? Health Sciences Campus Facilities Services
How many exterior doors to the building? Eight

Interior

Can the interior doors be locked? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Some
If so, how (latch / keys)? If key is required, who has keys? Office suite main door, faculty offices, and CLS laboratories all require a key, which all CLS faculty and staff possess.
Which rooms can be locked from inside? All classrooms have latches. Individual CLS office doors have side edge lock/unlock buttons (but not the main door to the suite).

Safe Rooms

*Safe rooms are interior rooms without windows or hazardous chemicals / equipment and can be locked from inside. **There may not be an ideal safe room so select the "safest" location in your facility. If the situation allows, individuals should gather in one of the following safe rooms:***

<p>CLS office suite with office doors closed: HSB Room 3410.</p> <p>CLS Student labs Room 3425 (contains chemicals, but they are properly stored and doors can be shut to hide windows in that area).</p>

**EAST CAROLINA UNIVERSITY COLLEGE OF ALLIED HEALTH SCIENCES
DEPARTMENT OF CLINICAL LABORATORY SCIENCE
STUDENT CONSENT FORM**

I, _____ (print name), a student in the Clinical Laboratory Science program at East Carolina University, have been informed of and read University, College of Allied Health Sciences (CAHS) and Clinical Laboratory Science (CLS) department policies, regulations and guidelines. CLS departmental information contained in the 2019 – 2020 Department Handbook was presented to me both orally and in written form. I was given the opportunity to ask questions, and I attest that my questions were answered to my satisfaction by a CLS faculty member.

I gave special attention to laboratory safety guidelines and participated in bloodborne pathogen training. I agree to comply with all requirements related to working in a BSL-2 rated laboratory. I consent to the “Blood and Other Potentially Infectious Materials Exposure Follow-up Protocol” should this unlikely event occur. Prior to the start of the Fall 2019 semester, I will provide the CLS department chair with my immunization records, including immunization against hepatitis B.

I consent to participate in finger stick and venipuncture procedures which are performed as part of my professional educational requirements. These procedures are performed under direct supervision of CLS faculty, clinical instructors or other qualified healthcare professionals.

I understand that by signing this document, I agree to abide by University, CAHS and CLS protocols, and will accept the consequences of non-compliance. I acknowledge that this signed, dated, and witnessed form will be kept in the CLS office in my permanent student file.

Student Signature

Date

CLS Faculty Witness

Date

CLASS OF 2021
STUDENT INFORMATION
(Please print)

Name: _____ Banner #: _____

Local address: _____

Phone number(s): _____

Local Emergency Contact Information:

Name: _____

Phone number(s): _____

Address: _____

Relationship to you: _____

Other Emergency Contact:

Name: _____

Phone number(s): _____

Address: _____

Relationship to you: _____

Allergies, medications or health-related conditions you want CLS faculty to be aware of:



PHOTOGRAPHY/VIDEOGRAPHY RELEASE FORM
CONSENT, WAIVER, AND RELEASE

I hereby give my consent to East Carolina University to prepare, use, reproduce, publish, or exhibit, my picture, portrait, likeness, or voice, or any or all of them in or in connection with production of university print and electronic publications. Any photograph, photo transparency, digital file, audiovisual tape, or any audiovisual illustration may be used without my prior examination of the finished product. I further give my consent to East Carolina University to use my name.

I hereby waive my right to privacy in connection with the consent above given, and release, discharge, and agree to hold harmless all the parties to whom this consent is given from any liability whatsoever and agree that this consent and waiver will not be made the basis of a future claim of any kind against staff and administration of East Carolina University.

Student Name (Print)

Date

Student Signature

CLS Faculty Witness Signature

Date