

WAKE TECH COMMUNITY COLLEGE
NEURODIAGNOSTIC TECHNOLOGY PROGRAM
STUDENT CLINICAL POLICY HANDBOOK

This handbook covers clinical policies and appendices dealing with clinical experiences only. Please see the full Student Policy Manual for full policies and procedures.

CLINICAL ATTENDANCE

Clinical sites and their preceptors are not compensated by the program, students, or the college. As such, students should be aware that they are guests of these sites, and it is a privilege for students to be allowed to attend clinical rotations. Mistreatment of clinical sites, preceptors, or staff of those sites will not be tolerated and may result in disciplinary action, up to and including dismissal from the NDT program

In the Neurodiagnostic Technology program, clinical rotations for NDT are crucial and absolutely necessary. Clinical time will be scheduled as available and as outlined in the syllabus. Rotations are designed to allow students to experience all modalities and prepare for job placement and employability. Students **MUST** arrive promptly to scheduled clinical rotations in proper uniform and carrying their clinical paperwork.

Often students are offered positions from the clinical site before they have graduated from the program. In keeping with the COA-NDT Standards and Guidelines, any student who accepts a position must keep any clinical training time separate from their paid duties. Their clinical hours **MUST** remain unpaid.

1. Late arrival will not be tolerated. Habitually late arrival to clinical rotations will result in a violation of the attendance policy. Breaks will be taken at student and preceptor discretion. Breaks should be one 30-minute lunch and two 15-minute breaks.
2. It is recommended that students arrive to clinical 30 minutes early to ensure parking, access to the facility, and prompt arrival to the clinical department. This is especially important in large facilities. Orienting themselves ahead of time to location of department and distance from parking is encouraged.
3. Students must be present for the entirety of their scheduled clinical and may not leave the department in which they are assigned for any reason.
4. If a student must leave a clinical rotation before it is completed, the Clinical Coordinator and the student's preceptor must be made aware of the situation.
5. Any missed clinical with "no-show/no-call" will be counted as double absence and a violation of the attendance policy.
6. It is the student's responsibility to call both the Clinical Coordinator and the lead technologist of the clinical site to inform them of a pending absence. Students must provide the name of the lead technologist to whom the absence was reported to the clinical coordinator.

7. Habitual absence from clinical rotations will require documentation of illness or other reason for absence provided to the instructor. Absences over the number allowed for the course based on the attendance policy may result in a grade of "F" for the course.
8. Clinical rotations cancelled for inclement weather will be rescheduled by the clinical coordinator. Students should not contact the clinical site for guidance on this. The Clinical coordinator will contact the clinical sites and make them aware of the need to cancel and reschedule.
9. Students may not schedule, on their own, clinical rotations with any clinical sites. Clinical rotations are complex and encompass multiple sites and multiple modalities. Any change that a student wants to make to their rotation must be discussed with the clinical coordinator and the clinical sites involved.
10. Students may not contact clinical sites regarding questions about their shift or rotations, other than for a call-out. Any questions about the rotation must first go through the clinical coordinator.

CLINICAL ORIENTATION SESSIONS

All students are required to attend clinical orientations. Orientations are designed to familiarize students with clinical syllabi, procedures, policies, schedules, and requirements. Additionally, exact dates, times, and locations for clinical shifts or meetings with the Clinical Coordinator will be determined in advance with proper notice to students. Depending on the level of orientation, unique preceptors may be assigned to students. Expectations and requirements will be reviewed.

PRECEPTOR TRAINING AND EVALUATION

All preceptors are registered technologists. Clinical preceptors will attend training yearly prior to the start of clinicals to keep staff up to date on clinical teaching methodology and evaluations. Direct observation of preceptors will be done monthly by the program director. Students will have the opportunity to evaluate their preceptor at the end of each rotation.

CLINICAL COMPLIANCE REQUIREMENTS

While enrolled in any clinical course, it is the responsibility of each student to remain in compliance throughout the duration of the entire clinical course with all clinical documentation requirements as established by the College, the program, and clinical affiliates. These requirements are stipulated prior to enrollment in the NDT program and at the beginning of each semester. The College compliance administration is responsible for monitoring the status of student documentation through Castle Branch and will routinely communicate deficiencies to affected students, the Clinical Coordinator, and the Program Director. Students who remain out of compliance will be subject to escalating academic penalty commensurate with the duration of the noncompliant period, up to and including removal from and/or failure of the clinical course if the deficiency is not corrected within a reasonable time frame.

CLINICAL DOWNTIME ACTIVITIES

Expectations of students when not performing patient exams:

1. Cleaning of rooms and equipment
2. Restocking linen
3. Checking room supplies and restocking, as needed
4. Tasks assigned by preceptor

If these are completed, then:

1. If preceptor is available, practice equipment manipulation
2. Review previous studies

If these are completed, then:

1. Studying classroom notes and textbooks
2. Studying of registry review materials
3. Reading of professional journals

At any time, if patient care is needed, downtime activity is to be stopped, and patient should be seen. At no time, should a student engage in:

1. Reading magazines or non-professional texts
2. Accessing the internet for personal use
3. Using cell phone (voice, text or email)

PROFESSIONAL APPEARANCE IN THE CLINICAL SETTING

1. Students are expected to dress in a professional manner any time they are representing the school. The following guidelines shall govern appearance and behavior in business casual attire:
 - a. When observing in a clinical site, a clean, pressed Wake Tech laboratory jacket and any clinical site badges are to be worn over business casual clothing.
 - b. Unacceptable apparel for observation and tours would include all mentioned in #1 above with the addition of the following:
 - Jeans
 - Shorts
 - Sandals or other open toe shoes
 - c. other expectations or restrictions on attire may be required depending upon clinical setting.
2. Expectations when in student uniform:
 - a. Hair shall be neat and clean. Beards and moustaches are permitted but if worn, shall be neatly trimmed.
 - b. Makeup shall be applied in moderation. Fingernails shall be no longer than the end of the fingertip. No nail polish or acrylic nails are permitted.
 - c. The underlying cause of unpleasant breath shall be determined and corrected. Breath mints are encouraged after smoking or eating strong smelling foods. Daily personal hygiene and judicious use of an effective deodorant is expected.
 - d. No colognes or perfumes are to be worn in the clinical setting.
 - e. Full uniform should be worn in the clinical setting. If just observing, professional attire plus the lab coat may be worn, if that conforms to the policies of the clinical site.
3. The uniform itself:
 - a. Shall be clean and pressed. It shall be always worn when in the clinical area.
 - b. A head covering for religious reasons or hair loss due to illness is permitted.
 - c. Undergarments shall not be visible under the uniform.

- d. If a uniform skirt is worn, skirt shall be at least even with the knee.
4. Accessories to the uniform:
 - a. Shoes and shoelaces shall be clean and in good repair. Shoes must have closed toe and heel. Cloth/canvas shoes are not permitted.
 - b. Laboratory jackets with ribbed cuffs are preferred. No sweaters or sweatshirts are allowed.
 - c. Nametags are required and must be always visible when in the clinical area.
 - d. Jewelry restrictions are as follows: One simple ring; no bracelets other than “medic alert”; no dangling necklaces or earrings.
 - e. Tattoos shall be concealed. No visible piercings other than small earrings.
 - f. Other clinical supplies include measuring tape, marking pencils, calipers
 5. Students failing to follow dress code will be sent home from the clinical site. This clinical time will need to be repeated.
 6. Students will be assessed in the clinical setting for professional behavior according to the Affective Evaluation Rubric in Appendix H.

CLINICAL SITES

Wake Tech uses a variety of clinical sites. Current clinical sites are Duke University Health System, UNC Health System, Wake Med Health System, UNC Rex Hospital, UNC Johnston Health, Cone Health, Novant New Hanover Regional, Durham VA Hospital and Raleigh Neurology. These clinical sites have a variety of modalities and patient populations. Over the course of the program, the student will have clinical time at all clinical sites to experience the full scope of the neurodiagnostic career. Clinical experiences may be scheduled morning, afternoon, evening, or on weekends. Clinical days may vary in length. Individual needs for a specific clinical day, time, or mileage cannot be accommodated. Students must be proactive in developing childcare support, work schedules, and reliable transportation that will not interfere with clinical placement. Precepted experiences in clinical courses will require students to follow the schedule of the assigned clinical preceptor, which may include night and weekend hours.

Students must provide their own transportation to all laboratory and clinical experiences. Students are expected to follow the policies and procedures of each facility to which they are assigned.

It is the student’s responsibility to maintain currency with BLS, immunizations, and tuberculosis screening. Non-compliance will result in an unexcused absence from clinical. Any email communication sent to the student from Health Sciences Clinical Compliance Administrator/ Student Services personnel, or the Clinical Coordinator requires an immediate response by the student.

ACCIDENT INSURANCE/HEALTH INSURANCE/STUDENT INJURIES

Each NDT student is covered by accident insurance each term. Coverage is provided for injuries caused by accidents occurring in route to and from the student's home and clinical site during regular class and clinical hours. In addition to the accident insurance that the college provides, students are required by clinical sites to have appropriate health insurance or make suitable arrangements to provide for his or her personal health care expenses in the event the site renders health care services.

A student who has an accident or injury while in the classroom, laboratory, or clinical area shall first notify the instructor. The student may be treated at the clinical site, the closest emergency department, or by a private physician. If the injury involves a blood exposure, the student shall go to Concentra Medical.

Immediately after treatment, the student shall report to the Dean or Campus Manager to complete the insurance form.

Each student will be responsible for any medical expenses incurred for the treatment of personal illness at a site during the clinical experience. Students must have their own health insurance or be able to provide payment should this occur.

LIABILITY INSURANCE

All NDT students must purchase professional liability insurance before beginning clinical rotations. The fee must be paid during registration for that term. Students who have not paid may not attend the clinical rotation and will be counted absent for the day(s) missed until the liability insurance fee is paid.

BLOOD BORNE PATHOGEN EXPOSURE

Blood borne pathogen exposure is unlikely in lab but is possible in either lab or clinical hours. In the event of an exposure, the instructor and student will adhere to the Blood Borne Pathogen Post Exposure guidelines as stated in the plan listed in Blackboard.

Students will be treated at Concentra at the Raleigh or Durham sites, between 8:00 a.m.-5:00 p.m. After hours, students can be treated in an emergency room or an after-hours clinic. Follow up care is to be done at Concentra. The student shall see the clinical instructor first for the appropriate form and directions to Concentra.

CRIMINAL BACKGROUND CHECK AND DRUG SCREENING

Students entering Wake Technical Community College will be required to have a Criminal Background Check and Drug Screening, as part of the enrollment process. All clinical sites with whom Wake Tech contracts to provide clinical training and experience require that all health science students who are assigned to clinical complete a criminal background check and Drug Screening and that Wake Tech notify the clinical sites of any individuals who have criminal records and/or positive drug screen.

The term "criminal record" is, at this point in time, being understood broadly to include the arrest, charge, or conviction of any felony, misdemeanor crime, DWI/DUI, but excludes minor traffic violations. Clinical sites have the discretionary right to refuse to permit a student having a criminal record from receiving clinical training, and this determination is made individually by each of the clinical sites without input from Wake Tech.

Students who are denied clinical placement by one or more clinical sites due to criminal background issues and/or positive drug screens may be unable to successfully complete their Health Sciences Program. When a student cannot meet the program's clinical objectives, they will not be allowed to progress in the curriculum and will be dismissed from the program by Wake Tech.

Students who receive charges and/or convictions while enrolled in Health Sciences Programs are responsible for communicating, in writing, to Health Sciences Clinical Compliance Administrator in Student Services within three (3) days any arrest, criminal charge, or criminal conviction, including felonies, misdemeanors, DUI/DWI that have occurred after the performance of their criminal background check.

Whenever a student demonstrates behavior(s) that suggest use or abuse of medications or substances-both legal and illegal, the college and/or clinical agency/institution reserve(s) the right to require blood, hair, and/or urine samples for drug screening. Results of this screening may warrant disciplinary action.

Please refer to the Wake Tech College Catalog, Drug and Alcohol Policy for additional information. Questions regarding these policies should be directed to Health Sciences Clinical Compliance Administrator in Student Services.

STUDENT CODE OF CONDUCT

Below are the basic expectations of the program. Each of these expectations are covered more thoroughly in the following pages.

1. Absences: Students are expected to be in class the entire time and should not enter late or leave early. Rare exceptions may be excused, particularly in emergent situations, but students should be prepared to explain to the instructor before class. Students should inform the instructor in advance if they know they are going to miss a class. A Teams link can be sent to allow the student to attend virtually if possible. Also, students should take responsibility for getting missed assignments from other students. Students should not expect that they will be allowed to make up work, such as unannounced quizzes, tests, etc.

2. Assignments: Students are expected to complete any assignments by the due date designated by the instructor and/or course schedule. Homework assignments turned in late will not be counted, and the student will receive a zero for the assignment. Large projects turned in late will lose 20% of grade for each day turned in late. Students are expected to complete their own work. Dishonesty in any form including “cheating,” misrepresentation of authorship, plagiarism, or other forms of academic dishonesty will be dealt with according to college policy.

3. General Attendance: All students are required to attend 90 percent of the scheduled classroom and online hours. Any student arriving 5 minutes or later to class is considered tardy. Students must inform the instructor in advance if missing a unit exam and are responsible for arranging for a make-up exam with the instructor. A Teams link can be sent for a student to attend virtually but exams must be made up in person.

4. Behavior: Failure to act in a professional or ethical manner will lead to disciplinary procedures. This program is taught using each other as patients to give live feedback and results. All students are required to take turns as patients to ensure fair and equitable practice time for all. Please see the professional behavior expectations policy for more detail.

5. Books and Supplies: Students are expected to acquire the books and materials necessary for NDT courses. Head marking supplies will be needed every class period.

6. Cell phones, Pagers, and other Electronic Devices: Students may not receive or send telephone calls, text messages, or pages during class. Students are responsible for turning cell phones and pagers to the off or quiet mode upon entering class, which must operate silently or be turned off during class. Use of laptop computers is allowed at the discretion of the lead instructor. Distractions caused by these devices will not be tolerated. Students who receive emergency cell phone calls may leave the classroom to take the call and are held responsible for making up missed material. Cell phone usage or monitoring of any electronic devices is strictly prohibited during quizzes and exams.

All electronic devices need to be either stored in backpacks against the walls or handed to the instructor during exams. Students in violation of this policy are not permitted to complete or make up the quiz or exam.

7. **Clinical Absence:** Students participating in clinical rotations will be responsible for contacting BOTH the Clinical Coordinator and the facility to advise them of an absence. Habitual absences will NOT be tolerated and could result in the loss of clinical privileges.

8. **Clinical Orientation and Requirements:** A detailed discussion of clinical expectations will be provided to students during orientation before the start of the program. As clinical experience does not come until the end of the program, clear understanding of expectations is necessary before beginning the program.

9. **Food and Drink:** Food and snacks must be left outside the classroom or in a designated place within the classroom or lab. Students with accommodations for food and/or drinks need to keep these items safely away from computers and NDT machines. No food or drink may be left behind in class. No food or drink will be allowed during exams.

10. **Internet:** In classes where Internet access is provided, students may use the internet for valid academic purposes only. Students may not use the internet for open access to other non-academic sites that are unrelated to the course.

11. **Labs:** Classes designated as a 'lab' on the course schedule are considered hands-on classes. Labs are essential in EDT courses, and all students are required to participate in lab sessions, including acting as a patient in turn.

12. **Social media:** The Neurodiagnostic Technology program prohibits any posting of course-related material to personal social media sites including, but not limited to: student performance, student experiences, clinical interactions, examination materials, and course related photographs. Students are strictly forbidden from posting any reproduction in word or picture of topics discussed in class or pertaining to practical skills, lecture, and/or clinical, including but not limited to pictures, drawings, and/or verbal representations on any social networking sites whether the reproductions are considered private or public. Additional current information may be found in the social media policy in the following section.

13. **Preceptors:** All students will follow the instructions of their preceptor. If there is a conflict with the preceptor, the student must contact the Clinical Coordinator IMMEDIATELY to mitigate any issues. Students will NOT argue with their preceptors. At no time will students argue or become confrontational with preceptor staff at the clinical sites. If there is any other problem with a preceptor, contact must be made with the Clinical Coordinator IMMEDIATELY. Retaliation against preceptors will not be tolerated and will result in immediate dismissal from the NDT program.

14. **Uniforms:** Students will wear their uniform to clinical and understand that failure to do so will result in the student being sent home to change. They may return to clinical after changing.

See APPENDIX O for Grounds for IMMEDIATE DISMISSAL FROM PROGRAM (Addendum effective 7/2024).

CORRECTIVE & DISCIPLINARY ACTION

Students found to have violated any of the policies of the NDT program or Wake Tech may be subject to corrective and/or disciplinary action.

1. The **first instance of violation** will result in a student counseling session that occurs between the instructor and the student. In this session, the instructor will explain the violation to the student and lay out a plan of action to assist the student in maintaining compliance with all NDT program policies. Both the student and instructor will sign the Student Counseling form. A copy of the signed form will be given to the student, and the original will be placed in the student's course file. Primary violations will result in the student being placed on program probation, which consists of one month of close monitoring of the student's compliance with NDT program policies at clinical or in the classroom. Any violation of clinical policy while on probation will result in suspension from clinical.
2. The **second instance of violation** will result in a student counseling session that occurs between the NDT Program Director, the instructor, and the student. In this session, the NDT Program Director will explain the violation to the student and lay out an agreed upon plan of action to assist the student in maintaining compliance with all NDT program policies. All parties will sign the Student Counseling form. A copy of the signed form will be given to the student, and the original will be placed in the student's course file.
3. The **third instance of violation** will result in a meeting with the NDT Program Director, Dean of Health Sciences, course instructor, and student to discuss a final plan for student compliance with NDT program policy. Violations of clinical policy at this level will result in suspension, which consists of one-month cancellation of clinical times and one month of intense monitoring. Clinical must be completed by the end of the semester. Clinical extensions beyond the course end date will not be provided for suspended students.
4. The **fourth instance of violation** will result in removal of the student from the NDT program, ineligibility for national credentialing exams, and reporting the student for violations of Academic Integrity or the Code of Student Conduct. Students should be aware that certain policy violations are more egregious than others and that penalties may be more severe in instances of such a violation. Examples of such a violation would include, but are not limited to cheating, plagiarizing, falsifying clinical information, contravening a direct order, harassment, discrimination, performing skills outside of the student's scope of practice, or breaching confidentiality. Consequences for grievous violations of policy may include immediate dismissal from the NDT program.

APPENDIX K

Confidentiality Form

Wake Tech Electroneurodiagnostic Technology Program Statement of Confidentiality Compliance

This copy will be kept in each student's individual clinical file.

As a student in the Wake Technical Community College Electroneurodiagnostic Technology Program, I, _____ (print name) recognize and understand the necessity of maintaining patient confidentiality and privacy. With that understanding, I agree to the following statements:

1. It is the responsibility of every EDT student to maintain the confidentiality of patient's Protected Health Information (PHI). PHI is defined as individually identifiable health information that is created, maintained, or transmitted in any form – written, oral, or electronic. It is also the responsibility of the EDT student to maintain the confidentiality of clinical site personnel information and competitive information regarding a clinical site's plans and operations.
2. In the course of clinical learning, students may have access to patient information pertaining to nature of illness, current and previous medical history, medications, or medical treatment, as well as financial and family history of the patient. This information is not to be discussed with or released to anyone who is not directly involved with the care of the patient, unless the information is specifically required for the care of the patient or as a learning tool within the educational setting.
3. Students are expected to use the utmost discretion concerning confidential information such as that pertaining to clinical site employees or operation.
4. The integrity of all data produced by a hospital information system (including patient data supplied for billing purposes) is not to be compromised under any circumstance. This type of data includes printed materials, oral communication, and information displayed on a computer terminal.

Unauthorized use or release of confidential information may also subject the violator to personal, civil, and/or criminal liability and legal penalties, and will result in disciplinary action up to and including termination from the current and future programs at Wake Tech.

Violations of this statement include, but are not limited to:

1. Accessing information that is not within the scope of your duties.
2. Misusing, disclosing without proper authorization, or altering confidential information.
3. Disclosing to another person your sign-on code and/or password for accessing electronic or confidential information or for physical access to restricted areas.
4. Using another person's sign-on code and/or password for accessing electronic confidential information or for physical access to restricted areas.
5. Intentional or negligent mishandling or destruction of confidential information; or
6. Attempting to access a secured application or restricted area without proper authorization or for purposes other than official Wake Tech Electroneurodiagnostic Technology program business.

7. I understand that violating this policy may lead to immediate sanctions under the Code of Student Conduct.

By signing below, I attest that I will respect and preserve the privacy, confidentiality, and security of confidential information. This information from any source and in any form, including, but not limited to, paper record, oral communication, audio recording, and electronic display, is strictly confidential. Access to confidential information is permitted only on a need-to-know basis and limited to the minimum amount of confidential information necessary to accomplish the intended purpose of the use, disclosure or request.

Student Printed Name: _____

Student Signature: _____

Date signed: _____

APPENDIX M

Clinical Contract

GENERAL POLICIES

Wake Tech EDT uniform must be worn for clinical unless otherwise stated. Uniforms will be clean and in good repair at all times. Students attending clinical in anything less than the above-described uniform will be sent home from the clinical site. This will result in the loss of clinical time that will have to be repeated. The Wake Tech EDT Program uniform should only be worn during clinical rotations or class. Students will not contact clinical agencies to confirm shift details. Wake Tech EDT students will act professionally at all times. Clinical experiences are to be treated as if they were an occupation. Students will be held to all Wake Tech policies as well as the policies of each clinical site. Students will only attend clinical sites that have been scheduled and confirmed with clinical coordinator. Students may not schedule their own clinical with any site, even if that student is employed by said site. Doing so will result in immediate revocation of clinical privileges. Breaks will be taken at student and preceptor discretion. Breaks should be taken similar to workforce, (e.g., one 30-minute lunch and two 15-minute breaks in an 8-hour period).

SCHEDULING AND ATTENDANCE

Clinical will begin at the discretion of the Clinical Coordinator. Successful completion of clinical is required for graduation and exam eligibility.

Once a student is confirmed to a site, the student is accountable to the time and site.

Students must show up to their scheduled clinical or internship site a minimum of 15 minutes prior to the start of the shift. Sickness or tardy notification will be performed in the following order:

1. Call site (information is provided for each site on the individual site sheet) and advise the Lead Technologist of event.
2. Email Clinical Coordinator and Lead Instructor about the event and provide the name of the person contacted at the site.

Illnesses that span multiple, concurrent clinical dates will be counted as one incidence of sickness but will require the student to call the clinical site for each individual absence. Persistent call-outs will result in the requirement to produce documentation from a treating physician. No call/no show will count as double absences and will be a violation of the attendance policy.

SUSPENSION AND PROBATION

Probation consists of one month of close monitoring of the student in the above policies. Any occurrence while on probation will result in suspension from clinical. Suspension consists of one-month cancellation of clinical and one month of intense monitoring. Clinical extensions beyond the course end date will not be provided for suspended students. A second occurrence of suspension during clinical will result in immediate dismissal from the clinical portion of the EDT Program which will result in a loss of exam eligibility.

Any changes to the above contract will only be made by the Electroneurodiagnostic Technology Program Director. Variations must be agreed upon by the EDT Program Director and Dean of Health Sciences.

By signing below, I understand that failure to comply with the requirements of the clinical contract may lead to a loss of, or suspension from clinical time and/or ineligibility to participate in exams associated with EDT course completion.

Student Printed Name: _____

Student Signature: _____

Date Signed: _____

APPENDIXO

WAKE TECHNICAL COMMUNITY COLLEGE
Neurodiagnostic Technology Program
Addendum to Student Policy Manual
Effective July 2024

The following is an addendum (addition) to the student code of conduct page 11.

GROUND FOR IMMEDIATE DISMISSAL

The following are grounds for immediate dismissal from the Neurodiagnostic Technology Program at Wake Technical Community College. I understand I can be dismissed from the program at any time during training for violation of any one of the grounds listed below.

1. Failure to earn a progressing letter grade of C or better on curriculum specific courses (Prefix NDT/EDT or BIO) and general education courses will result in dismissal from the program. Students must achieve a minimum grade of 78 in all courses to continue in the program.
2. Insubordination to faculty or clinical affiliate staff.
3. It is the policy of the Wake Technical Community College Neurodiagnostic Technology Program that no student engaged in an NDT curriculum can refuse any clinical assignment considered normal clinical duty by the host provider. In the event that a student refuses a clinical assignment, this will be considered grounds for the immediate termination of the student from his/her curriculum. The student will not be considered for reacceptance into the NDT Program.
4. The Conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances.
5. The possession and/or use of alcoholic beverages before or during classroom or clinical experiences.

6. Unethical conduct; a violation of COA-NDT standards and guidelines.
7. The program faculty considers cheating* on tests and assignments and plagiarism** on written assignments to be just cause for automatic and immediate dismissal from the program. The student should thoroughly read and understand the [Student Code of Conduct, Rights and Responsibilities | Wake Tech](#) AND the Neurodiagnostic Technology Program Academic Student Code of Conduct Policy. The American Board of Registered Electroencephalogram Technologists may also deny or reject the graduates' application for registration if a sanction resulted from violation of an academic honor code. (please refer to the [ABRET :: Ethics & Professional Conduct](#) for more information)
 - a. Falsification of records, e.g. clinical time sheets and daily clinical records.
8. A clinical affiliate's refusal to allow a student on hospital property for violations including, but not limited to, theft, misconduct, or poor performance.
9. Violation of the Code of Conduct in the Wake Technical Community College Student Catalog.

X

Student's Printed Name

X

Student's Signature and Date