



HISTOTECHNICIAN STUDENT HANDBOOK

The SUNY Cobleskill Histotechnician Program
is accredited by NAACLS
National Accrediting Agency for Clinical Laboratory
Sciences 5600 N. River Road
Suite 720
Rosemont, IL 60018-5119

SUNY **Cobleskill**

*State University of New York
College of Agriculture and Technology
Cobleskill, New York*

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SUNY Cobleskill

Histotechnology Program Mission Statement

The mission of this program is to teach students to work cooperatively and ethically as an essential member of a healthcare team in the preparation of tissues for diagnosis by the Pathologist. In a student centered environment with an emphasis on respect and responsibility, students acquire the knowledge and develop the technical skills necessary for entry level competence in Histotechnology.

**Program Goals
and
Expected
Competencies**

Program Goals and Expected Competencies

Introduction and Goals

The Histotechnology Program at SUNY Cobleskill is **nationally accredited** through the *National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and it is recognized by the New York State Education Department as a **State Licensure Qualifying** program.

The primary goals of this program are to provide the theoretical and technical training necessary to prepare a student to enter the job market as an entry level competent HT (ASCP) eligible Histotechnician.

The program is a two year **A.A.S. degree program** with the Histotechnology option. The program includes lecture based presentations, a clinical rotation at an Affiliate Hospital as well as technical training on the Cobleskill campus in the highly specialized Behling Center for Histotechnology. Since it is a degree program within the Division of Liberal Arts and Sciences, there are not only required math and science courses for the program, but also a variety of Liberal Arts and General Education courses. These additional requirements provide opportunities for personal growth and development in areas such as oral and written communication skills that are highly beneficial to success in the field.

Each student will be strongly encouraged to take the **national certification exam** sponsored by the American Society of Clinical Pathologists (**ASCP**). If the student anticipates working in New York State, a **New York State License** will also be required. Currently the State has a contract with the ASCP and a New York License will be granted upon successful completion of the ASCP sponsored **HT examination**. It is important to note that New York State does not recognize or accept the HTL certification exam. It is essential, therefore, to take the HT exam if you plan to work in New York State even if you are nationally eligible for HTL certification. Graduates of the program are well prepared for these exams and for entry into the workplace through the successful completion of the three core courses, Microscopic Anatomy (Histology), Microtechniques, and the Clinical Rotation.

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Expected Student Competencies

The expected student competencies for an entry level histotechnician include both theoretical and technical proficiencies. Upon completion of the program, each student will be expected to demonstrate entry level competence in the following areas:

- Tissue identification and microscopy
- Accessioning
- Fixation
- Processing
- Embedding
- Microtomy
- Routine and special nuclear and cytoplasmic stains
- Laboratory health and safety
- Instrumentation
- Laboratory mathematics
- Frozen sectioning (cryotomy)
- Decalcification of bone

The expected competencies include not only mastery of the technical skills in the areas listed above, but also:

Knowledge

- An understanding of anatomy, physiology, histology and pathology as it applies to normal and abnormal tissues
- A working comprehension of the underlying principles involved in tissue preparation and staining
- An awareness of health and safety procedures
- An understanding of the ethical standards of practice

Application of Technical Skills

- The ability to select and follow standard operating procedures
- The technical knowledge necessary to perform laboratory tests including
 - Specimen collection and processing
 - Instrument operation and troubleshooting
 - Result reporting and record documentation
 - Quality control monitoring
 - Health and Safety reporting
 - Selection and use of appropriate control tissue(s)

- Basic computer competency and the ability to utilize various programs
- The ability to select appropriate reagents and prepare solutions

Problem Solving and Decision-making Abilities

- The ability to recognize unexpected results and instrument malfunction
- The knowledge and initiative to take corrective action for unexpected problems according to known laboratory criteria
- The willingness to refer problems to the faculty, staff and/or supervisor as needed

Communication

- A good command of the English language
- The ability to converse courteously and in an articulate manner
- The ability to develop and present documents (worksheets, reports etc) that are understandable, concise and accurate
- A willingness to work cooperatively with peers, faculty and staff

Detailed goals and objectives (learning outcomes) will be provided with each of the three core courses, Microscopic Anatomy, Microtechniques and the Clinical Rotation.

Admission Requirements

Admission Requirements

Freshman Admission Requirements

To be eligible for admission, a candidate must graduate from a fully accredited and approved high school, receive a certificate of completion from a home school program which is in compliance with the laws of the student's home state, or earn a General Equivalency Diploma (GED).

Readmissions Procedure - Former full-time students who wish to apply for readmission to Cobleskill after a lapse of a semester or more must write to the Director of Admissions no later than March 1 for the fall semester and October 15 for the spring semester. Failure to comply with these deadlines may result in the College being unable to grant readmission. If a student who requests readmission has a quality point average of less than 2.00, his/her request will be reviewed; and if reinstated, s/he will continue on academic probation. Readmission to the College does not guarantee admission/readmission into the Histotechnology program.

Transfer Students

Transfer students must have forwarded official copies of all their transcripts from all previously attended colleges to the Registrar for evaluation. Credits are accepted, but grades are not and transferred courses will not be used to calculate the student's grade point average at Cobleskill.

Transcripts will be evaluated and credit may be granted for credit courses from accredited colleges, as certified by the Registrar, in which grades of "C" (2.00) or better were earned, subject to evaluation by the appropriate division dean. If the student's incoming cumulative average is "C" (2.00) or better, credit for "C-" or "D+" may be accepted for elective credit only.

- A maximum of 33 non-residence credits may be transferred
- Transfer credits are determined by the Registrar's office
- A 3.0 minimum GPA is strongly recommended
- Transfer of two semesters each of major Biology and Chemistry are required for consideration as an entering second year student
- A grade of D (1.00) will not be accepted for transfer credit

Transfer Credit Appeal - A student may appeal the decision of credits accepted/not accepted from another institution(s) by contacting the College Registrar. The College Registrar will review the transfer credits and make a

decision. This decision will be communicated to the student, the Academic Advisor and the School Dean. If the student is not satisfied with the decision of the College Registrar, they must contact the Dean of their School for reconsideration. The decision of the school Dean will be considered final and will be forwarded to the student and the College Registrar.

Non-Traditional Students

Most non-traditional students can follow the guidelines for high school or transfer students. Contact the Program Director if you have any additional questions.

Program Specific Admission Requirements

Academic Requirements

- High School average GPA ≥ 80
- NYS Regents math including algebra, geometry and trigonometry (or equivalent)
- Regents Biology and Chemistry (or equivalent)
 - Final grade 80 or better
 - Regents score 80 or better
- Be prepared to start English at the college level
- Home schooled students or students with a GED will be evaluated on an individual basis and will be invited for an interview

If one or more of the pre-requisites are inadequate and/or lacking, the student will need to take and pass the appropriate course(s) prior to entry or at Cobleskill. The student may apply for entry into the Histotechnology program provided he/she has fulfilled the following:

- Completed all required courses for entry
- Passed the prerequisite courses with a B- or better in the sciences

Admission into the program may be limited due to full enrollment. If this occurs and the student meets the admission criteria, the student will be given priority admission for the next academic year. Alternatively, the student may enroll in the A.S. science degree program and apply for transfer into the program after the first semester or first year.

If at any time, the enrollment in either of the two campus based core courses exceeds the maximum allowed, the Program Director will request an additional lab section. If this is denied and it is not possible to accommodate the students

seeking enrollment, the selection of students to enter the course will be determined by their cumulative GPA. The two courses are:

- Microscopic Anatomy (Histology)
- Microtechniques

Non Academic Essential Functions (strongly recommended)

Histotechnology is a field of work that utilizes a variety of motor skills and visual capabilities. It is advantageous to the student to have the ability to fulfill each of the tasks listed below. Limitations in any of these basic areas may limit his/her ability to fulfill the expected duties in a histology laboratory.

- Ability to accurately visualize all colors. Color blindness is serious liability
- Good depth perception
- Well developed fine motor skills; Manual dexterity
 - Able to pick up small piece of tissue with forceps
 - Able to weigh small amounts (mg) of powder
- Good hand-eye coordination
- The ability to lift at least 20 pounds

A limitation in any of these skills presents distinct challenges and the applicant should talk with the Program Director.

If a student has a disability, he/she needs to provide supporting outside Professional documentation to the College. Once confirmed, the student has ready access to all of the specialized facilities in the DisAbility Support Services center located in the lower level of the library. In addition, reasonable accommodation will be made for the student in all of their program coursework.

If a potential applicant has a limitation in any of these skills he/she should contact the Program Director:

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**Program
Requirements and
Recommended
Course Sequence**

	<u>Credits</u>	<u>Transfer</u>	<u>Course No.</u>	<u>Fall 1</u>	<u>Spring 1</u>	<u>Fall 2</u>	<u>Spring 2</u>
<u>MAJOR PROGRAM REQUIREMENTS</u>	43						
General Biology I	4		BIOL 111				
General Biology II	4		BIOL 112				
General (Inorganic) Chemistry I	4		CHEM 111				
General (Inorganic) Chemistry II	4		CHEM 112				
Medical Orientation and Terminology	2		BIOL 114				
Anatomy and Physiology I	4		BIOL 258				
Anatomy and Physiology II	4		BIOL 259				
Vertebrate Histology	4		BIOL 251				
Microtechniques	6		BIOL 268				
Clinical Rotation	4		BIOL 275				
Medical Ethics	3		PHIL 305				
<u>General Education Requirements</u>	15						
English Composition	3		ENGL 101				
Math	3		MATH 111 or higher				
Social Sciences	3		SOSC, ANTH, AAMS, etc				
Trustee Core Requirement	3						
Trustee Core Requirement	3						
<u>Elective(s)</u>	5						
Liberal Arts/Science Elective	3		BIOL 219 (recommended)				
PHED (Physical Education)	1						
Freshman Year Experience	1						
Total	63						

Student Progress Sheet

Suggested Course Sequence

First Semester

- BIOL 111 - Biology I - Lecture and Lab (4 credits)
- Biology 114 – Medical Orientation, Ethics, Terminology and Records (2 credits)
- CHEM 111 - Chemistry 111 – Chemistry I – Lecture and Lab (4 credits)
- PHED - Physical Education (1 credit)
- MATH - Mathematics - MATH 111 or Higher (3 credits)
- FFCC 199 - Foundations for College Success (1 credit)

Total Semester Credits: 15

Second Semester

- BIOL 112 – Biology II – Lecture and Lab (4 credits)
- CHEM 112 - Chemistry II – Lecture and Lab (4 credits)
- Social Sciences (3 credits)
- Trustees' General Education Core Requirements (3 credits)

Total Semester Credits: 14

Third Semester

- BIOL 251 - Microscopic Anatomy – Lecture and Lab (4 credits)
- BIOL 258 - Anatomy and Physiology I – Lecture and Lab (4 credits)
- Liberal Arts and Sciences Elective (3 credits)
- PHIL 305 – Medical Ethics (3 credits)
- Trustees' General Education Core Requirements (3 credits)

Total Semester Credits: 17

Fourth Semester

- BIOL 259 – Anatomy and Physiology II – Lecture and Lab (4 credits)
- BIOL 268 – Microtechniques- Lecture and Lab (6 Credits)
- Trustees' General Education Core Requirements (3 credits)

Total Semester Credits: 13

Summer Clinical (400 hours)

- BIOL 275 - Clinical Rotation (4 credits)

Total Semester Credits: 4

Total Program Degree Credits: 63

Academic Policies

Academic Policies

College Policies for Withdrawal

Withdrawal from College

Official Withdrawal from College

Students may withdraw from the College without academic penalty on or before the last day of class. Students are considered officially withdrawn when they complete the withdrawal process designated by the Registrar. Students who fail to complete the process are liable for academic penalty.

Withdrawal from College in First Ten Weeks of Semester

Students who withdraw from College during the course withdrawal period (the first ten weeks of the semester) will receive grades of "W" in all semester-length courses. They will also receive grades of "W" in incomplete 5, 8, or 10-week module courses.

Withdrawal from College After the Tenth Week

Students who withdraw from College after the course withdrawal period and before completing final examinations will receive grades of "W". "W" may be the grade of record at this time only if there are documented extenuating circumstances. These must be stated in writing and they require the signature of the advisor, the Dean of the School in the degree program in which the student is majoring, and Vice President for Academic Affairs.

Leaving College: Unofficial Withdrawal

Students who leave College without officially withdrawing are considered enrolled students and their grades will be recorded. This regulation may be waived by the Provost/Vice President for Academic Affairs when circumstances warrant.

Course Withdrawal Policies

Student Withdrawal: A student may withdraw from a course(s) during the first ten weeks of a semester (pro-rated for modular courses) and will receive a grade of "W". After the tenth week, students may not withdraw from courses unless recommended by the instructor concerned, and the Dean of the area in which the course is offered. The student will be responsible to fill out a course withdraw form including an attached rationale and the aforementioned signatures. These will only be granted in extraordinary circumstances. If permitted to withdraw, a grade of "W" will be assigned. Students may not initiate a withdrawal from a developmental course. Developmental courses are those with a course number below 100, for example 098.

Withdrawal from Courses by Instructor

An instructor may request that the school Dean cancel a student's registration in a course because of excessive absences or violation of academic regulations and standards as stated in the course policies or the College academic code. The Dean will inform the student in writing citing the reason(s) for the withdrawal. When a student is withdrawn for excessive absence within the first 10 weeks, a grade of "W" will be assigned. After 10 weeks, a grade of "F" may be assigned. A student may be assigned an "F" grade when dismissed from a course as a result of violation of academic integrity.

Withdrawal from Courses by Instructor: Appeal

Students may appeal removal from a course by an instructor via a letter to the Dean, with a copy to the instructor, within seven days of the date of Dean's letter of notification. Student may appeal to the Vice President for Academic Affairs who may appoint three persons from the Academic Policies Committee to hear the appeal.

Withdrawal/Dismissal from Histotechnology Program

See "Criteria for Progression in the Program".

College Policies for Waivers**Waiver of Degree/Certificate Requirements**

Upon recommendation of the Advisor and Dean, the Vice President for Academic Affairs may waive certain degree requirement(s) for a student. The total number of required credits cannot be waived, nor can the State Education Department's distributive requirements. An approved change of status form must be filed.

Course Rebate Policy and Definition

Students who have changed majors, and who have a 2.00 or better semester average at the end of the first semester in the new major, may have grades of "F" waived in courses required solely in the previous major. Students may appeal to the divisional Dean or Department Chair for a waiver of "C- or D" grades in those courses which were required solely in the original major. This policy does not apply to General Education courses. The original grade will no longer be used in the calculation of the GPA but will remain on the transcript.

College Policies for Refunds

Tuition and Fee refunds

The tuition refund schedule is established by the State University Board of Trustees. In order to obtain a refund, a student must officially withdraw from college through the Registrar's Office and specifically request a refund of room, fees, meal plan and tuition. Students withdrawing or thinking of withdrawing are advised to consult with an Advisor in the Financial Aid Office. Due to strict Federal regulations governing the use and distribution of Title IV financial aid, aid recipients will jeopardize their current eligibility if withdrawal from College takes place before completing 60% of the semester.

Part of Term	1st week	2nd week	3rd week	4th week	5th week
Full Term	100%	70%	50%	30%	0%
10 week	100%	50%	30%	0%	
8 week	100%	40%	20%	0%	
6 week	100%	30%	0%		
5 week	100%	25%	0%		

Room Rent

Room refunds after occupancy are based on the date occupancy is acceptably terminated (determined by Residential Life). After a student has registered and occupied a space beyond the first day of classes in any semester, there will be no refund for the balance of that quarter of the academic year for room charges.

Meal Plan

Refunds are based on the number of weeks remaining in the semester. There shall be no refund for less than a week of participation remaining in a meal plan.

Fees

Fees are generally not refundable after the first seven days of classes.

College Degree Graduation Requirements

To qualify for the A.A., A.S., A.A.S. or A.O.S. degree, the candidate must complete **the minimum credits**, must meet the course and distributive requirements of his/her program, must earn a minimum cumulative GPA of 2.00, and must satisfy the SUNY General Education requirements. No developmental courses may be applied toward **the credits** needed for graduation. **Specific program/degree requirements should be obtained through the Registrar's Office.** TWO ASSOCIATES DEGREES CANNOT BE AWARDED IN THE SAME SEMESTER.

Academic and Personal Conduct Policies

Personal and Academic Conduct

College Personal Conduct Code

As members of the SUNY Cobleskill community, all students enrolled in the Histotechnology Program will be expected to follow the guidelines of the campus based **COBLESKILL CREED** as summarized below:

THE COBLESKILL CREED



The State University of New York College of Agriculture and Technology at Cobleskill is committed to being an educationally purposeful community where all members-the faculty, staff and students-are dedicated to maintaining an enriching and just environment. As a member of this community I understand that I am committed to this code of ethics and behavior that is civil, positive and responsible. Therefore, I will abide by and assist others in following these principles:

Pursue and support academic integrity and excellence

- I will make every effort to attend all of my classes and be an active participant
- I will accept responsibility for assignments and due dates
- I will devote quality time to support my scholarly pursuits
- I will become aware of and utilize campus support services and resources
- I will strive to be a positive role model in and out of class
- I will do my own work and give credit to the appropriate sources: I will not cheat, copy from others, or plagiarize

- I will strive to learn and achieve excellence by participating in a variety of educational experiences

Practice and promote personal integrity

- I will be honest with myself and others
- I will abide by the Student Code of Conduct and encourage others to do the same
- I will stand up for what is right and just

Embrace and respect diversity and equality

- I will accept and learn from others who are different from me
- I will participate in multicultural experiences and diversity workshops and encourage participation by others
- I will refuse to accept intolerant behaviors or attitudes in myself or others

Respect myself, respect others and take responsibility for my actions

- I will take pride in my achievements and achievements of others
- I will practice a healthy lifestyle by eating well, getting plenty of rest exercising regularly, seeking medical attention as necessary and by not abusing substances (e.g. alcohol, drugs)
- I will use respectful language and not offend others by my actions

Respect and take pride in the campus environment

- I will respect college facilities and property and encourage others to do the same (e.g. residence halls, classroom furniture)
- I will recycle and dispose of trash in proper receptacles (e.g. cigarette butts, gum, chew and beverage containers)

Demonstrate genuine concern and compassion towards others

- I will support and welcome others by being sensitive, caring, helpful and considerate of all the members of the campus community

College Academic Conduct Code

Academic Honesty - Preamble: Academic honesty is a necessary prerequisite for meaningful education. Academic universities rely on the integrity of their members and have particular concerns for academic honesty in the classroom.

- At the heart of the University’s educational mission is a belief that education confers a benefit to the individual and to society as a whole. Within the context of the classroom experience is an implied agreement, or “academic contract,” between the students and the teachers. Teachers are expected to exercise their educational responsibilities in good faith; students are expected to expend their best efforts to learn course material.
- Cheating or any form of academic dishonesty undermines the essence of the university’s educational mission. It is therefore a serious matter that has substantial implications for all members of the university community.

Academic Integrity - Penalties and Procedures:

- If a faculty member suspects a student to be in violation of SUNY Cobleskill academic integrity policy, the following steps should be taken:
 - The faculty member will create a file describing the incident. The file should include a completed Academic Integrity Violation Form and any supporting documentation concerning the alleged infraction. This file is an important part of the investigation process for both the student and faculty member because it establishes a formal record of a case. The file is used in the appeals process and serves as a way to alert the faculty and administration of repeated violations.
 - The faculty member will meet with the student to discuss the nature of the offence and take the appropriate disciplinary action such as:
 - Failure for the assignment
 - Revision and resubmission of the assignment
 - Failure for the course
 - Other course of action proposed by the Vice President of Academic Affairs (VPAA) and the Academic Review Board (ARB)

College Appeals Procedures

Students may be charged with behaviors which violate both campus Student Conduct Codes and the laws of the broader society; in such situations, the on-campus disciplinary hearing may be held while off-campus resolutions are still

pending. Every effort is made to maintain the integrity and independence of the Student Judicial System. Each student is held accountable for her/his behavior under the judicial system of the College. Students are expected to be familiar with all College regulations and to abide by them at all times in order to maintain a fair, just, and safe College community environment.

These codes apply specifically to behavior on College-owned or -controlled property, on property and in facilities of the Cobleskill Auxiliary Services, and at college authorized functions off-campus. Certain Codes may apply to actions off-campus (in the Village of Cobleskill and/or on authorized field trips, for example) as noted, as the student's conduct may adversely affect the campus community or undermine the interests and/or mission of the institution.

Any violation of the Student Conduct Codes is strictly prohibited and may result in disciplinary action ranging from a warning letter to probation, suspension, or dismissal from the College. The student judicial system is educational in nature and every effort is made to develop understanding and compliance with the College standards of conduct.

The **student may appeal an unfavorable decision** to the next higher authority for review. If an appeal is initiated at the faculty level, the following procedure is set in motion: The file of the alleged offence along with any additional supporting documentation must be submitted by the faculty member and placed on file with the Dean. The Dean reviews the case with the faculty member and arrives at a decision.

If the student wishes to appeal the ruling at the Dean's level, the Dean will initiate a review of the case by the Academic Review Board. The Academic Review Board hears the case and makes a recommendation to the Vice President of Academic Affairs who makes the final decision.

The student is responsible for the submission of any additional documentation which he or she feels is pertinent to the case.

The student should continue to attend class pending the outcome of an appeal in cases of withdrawal.

Additional policies, disciplinary actions and appeal processes for students on campus are defined in the college catalogue, the student handbook and in the syllabus of specific courses.

Liberal Arts & Sciences Academic Conduct Code

Plagiarism and Cheating Policies

Definition of Plagiarism

Plagiarism is the use of someone else's ideas or words and passing them off as one's own. The word comes from the Latin *plagiarius*, meaning kidnapping. In an academic context, plagiarism is intellectual thievery. It is unethical and intolerable. This means that even if only three or four words in succession are taken from another text, they must be placed within quotation marks and properly documented. It also means that if the source is paraphrased, i.e. the ideas are re-written, the original source must be given credit. Using another student's paper is plagiarism. Allowing another student to hand in a paper you wrote is condoning plagiarism and will be dealt with in the same manner as plagiarism and cheating.

Policies

Plagiarism, or any type of cheating, will not be condoned. Both involve presenting others' work as your own, whether it be through copying a test, bringing in notes for an exam, or handing in papers either written by others or copied from sources, written or spoken, which are not acknowledged in the text.

LAS Penalties and Process

- Liberal Arts and Sciences Faculty will report all instances of plagiarism and other forms of cheating, along with any evidence, to the Dean of Liberal Arts and Sciences. This evidence will be placed in the student's file.
- The faculty member has the option of imposing a number of penalties, including failing the student for the course and/or recommending the student be dismissed from the program and/or college. The faculty member may also require that the student see the Dean.
- Should the Dean discover that a student has cheated and/or plagiarized more than once, he/she will send the student's name to

the Faculty-Student Judicial Board with the recommendation that the student be dismissed from the program and the college.

LAS Appeals Procedures

The school of Liberal Arts and Sciences will adhere to the appeals procedures of the college. In the initial step the faculty member will create a file describing the incident. The file should include a completed Academic Integrity Violation Form and any supporting documentation concerning the alleged infraction. This file is an important part of the investigation process for both the student and faculty member because it establishes a formal record of a case. The file is used in the appeals process and serves as a way to alert the faculty and administration of repeated violations.

Histotechnology Program Conduct Code

All students are expected to exercise integrity in all academic matters. Plagiarism, cheating, and/or violations of academic regulations will not be condoned and may subject the student to dismissal from a course or the Program as determined by the LAS conduct code.

Histotechnology Specific Appeal Procedures

Academic on campus

If a student receives a grade lower than a "C" in the Microscopic Anatomy (Bio 251) or the Microtechniques (Bio 268) course, he/she may appeal to the **SUNY Cobleskill Histotechnology Advisory Committee** for permission to continue in the program. To start the appeal process, the student must write a letter to the Program Director within one week of receiving the final grade. The Program Director will present the letter to the committee. The committee has several options in response to the appeal including, but not limited to, one or more of the following:

- Require that the course be repeated and passed with a "C" or better
- Require extra work such as a paper
- Require that the student pass one or more written and/or oral exams to be given by the Program Director

Clinical at Affiliate Site

Students enrolled in the Histotechnology Program are working towards a professional degree in the Healthcare Profession. Each student will be expected to abide by the campus code(s) of conduct while attending classes on campus as well as during the Clinical Rotation at the Clinical Affiliate Site.

Prior to the start of the Clinical Rotation, Biology 275, each student, Supervisor and Medical Director will receive a syllabus that defines the conduct code, rights and responsibilities of the student, the Supervisor, the Program Director and the Medical Director of the Affiliate site. Professional expectations for students attending a State Meeting, participating in a class field trip and during the Clinical Rotation include:

- Demonstrating a professional attitude at all times
- Recognizing the importance of confidentiality and adhering to defined policies
- Showing initiative and demonstrating adaptability
- Dressing appropriately
- Abiding by the rules and regulations of the facility
- Being honest and behaving ethically

The Supervisor will correct any unacceptable behavior according to the guidelines provided below. In all cases of inappropriate behavior, it is the responsibility of the Supervisor to contact the Program Director and to provide a full and accurate description of the situation and the corrective measures being taken. Serious misconduct includes, but is not limited to, negligence, tardiness or unexcused absence(s). The **guidelines for corrective action** are as follows:

Verbal Warning and probation

After one infraction, the Supervisor will talk with the student. The Supervisor is expected to explain the basis for the reprimand, offer an alternative method of dealing with the situation and to provide a verbal warning. At that point the student will be placed on a two-week probationary period. The Supervisor will inform the Program Director (SUNY Cobleskill) of the misconduct. Assuming there are no further difficulties, no further actions will be taken.

Dismissal

After the second infraction, the Supervisor has the right to dismiss the student from further participation in a Clinical Rotation at that site. Prior to

dismissal, the Supervisor is required to contact the Program Director. The Program Director will apprise the members of the Program Advisory Committee of the situation and seek to have a consensus on the course of action to be taken. A meeting between the Program Director and the Supervisor will be arranged as necessary. The consequences of dismissal from the Clinical may include dismissal from the Program and/or receipt of an "F" for the course.

Appeal Procedures

As with any course, the student has the right to appeal the decision. The student will write an appeal letter and send it to the Program Director. The Program Director will send copies of the letter to all members of the Histotechnology Advisory Committee. The decision of the Committee will be final.

Student Complaints

Student complaints regarding discrimination, harassment or conduct code violations on campus will be addressed according to the policies stated in the Academic Policies section of the College. These can be found on the web pages and in the student handbook. For those complaints that are not covered by these categories the student should "follow the chain of command" as shown below. If the problem is not resolved at any particular level, the student has the right to proceed to the next level. The decision of the individual at the highest level is final. The student is always encouraged to seek the advice and support of his/her Advisor.

Academic Complaints

- Discuss the complaint with the individual(s) involved
- Relate the information to the Advisor
- Go to the Department Chair
- Go to the Division Dean
- Go to the Vice President of Academic Affairs
- Go to the College President/Officer in Charge

Non-academic Complaints

- Discuss the complaint with the individual(s) involved
- Go to the appropriate Residential Assistance (RA)
- Relate the information to the Advisor
- Go to the Residential Director (RD)
- Go to the Associate Director of Residential Life

- Go to the Assistant Vice President of Collegiate Life
- Go to the Vice President for Student Development and Collegiate Life

Program Specific Student Complaints

All program specific complaints must be reported to the Program Director who is also the Advisor for all Histotechnology students. The procedure will not differ significantly from standard College policies (see above) except in the case of the three core courses, Microscopic Anatomy, Microtechniques and the Clinical Rotation. For each of these, there is an additional level that can be added to the “chain of command”. For the first two courses, a student can address the Department of Natural Sciences Histotechnology Committee, while for the latter the student can address the Histotechnology Advisory Committee. The student is encouraged to try to resolve the issue as the lowest possible level.

Grade specific complaints follow College policies. There are however, additional requirements and committees involved for Histotechnology students. As stated in each course outline and in this handbook, a Histotechnology Student will not be permitted to continue in the program unless s/he receives a “C” or better in the lecture and laboratory components of the Microscopic Anatomy and Microtechniques courses. If the final grade is lower than a “C”, the student may appeal to the Department of Natural Sciences Histotechnology Committee for permission to continue. In the Clinical Rotation, the Program Director has the option of modifying the grade assigned by the Supervisor as deemed necessary based on the information provided by the student, the site visit(s), and the Supervisor’s final evaluation. Any changes will be discussed with the student and the Supervisor.

**Trustee,
College,
and
Program
Requirements**

Course Requirements

Trustees' General Education Core Requirement

The Trustees of the State University of New York have mandated that students show competency by taking credits in areas listed below in order to graduate from SUNY institutions.

Students who wish to gain an Associate in Arts or an Associate in Science degree must show competency by taking three credits each in seven of the ten areas. Students who wish to gain an Associate in Applied Science degree should follow the requirements as determined by the department.

SUNY Cobleskill General Graduation Requirements

All SUNY Cobleskill students are required to take ENGL 101 (which will fulfill the Communications Competency requirement), a math or science course and one credit of physical education (PHED) (only courses 200 or below may be used to fulfill this requirement). Individual programs may have further expectations.

Program Specific Requirements

All of the Trustee, College and Program requirements are included in the student Progress Sheet included in this section of the Handbook.

Opportunities for Independent Study/Research

Independent study opportunities exist for students enrolled in the program. A student would enroll in Biology 390 for 1-3 credits in either the fall or spring semester depending on the project. To be eligible, a student must have completed (or transferred) 30-33 credits and have a minimum cumulative GPA of 2.5 or better. A student must select a faculty member who is willing to advise the project and who has expertise in the selected area of study and/or research. The project must be submitted to the Chairperson of Natural Sciences for approval prior to registering for the course.

SUNY Cobleskill Trustee General Education Requirements

American History:

- GOVT 242 State and Local Politics
- HIST 121 History of the United States I
- HIST 122 History of the United States II

If a student has a NYS Regents grade of 84 or higher, the following courses will meet the American history requirement:

- AAMS 111 Introduction to African American Studies
- GOVT 141 American Government

The Arts:

- ARTS 111 Design I
- ARTS 114 Drawing I
- ARTS 300 History of American Art
- COMM 210 Single Camera Video Production
- HUMS 160 Stagecraft-Theater
- HUMS 210 Cinema and Society
- MUSC 111 College Choir
- MUSC 113 Men's and Women's Choruses
- MUSC 121 Introduction to Music
- MUSC 123 20th Century Music: American
- MUSC 131 Instrumental Music

Communications:

- ENGL 101 Composition I
- ENGL 102 Composition II
- ENGL 111 Fundamentals of Speech Communication

Foreign Language:

A score of 85 or higher on a NYS language Regents satisfies the Trustee's foreign language requirement.

- CHIN 101 Beginning Chinese I
- CHIN 102 Beginning Chinese II
- FREN 101 Beginning French I
- FREN 102 Beginning French II
- FREN 201 Continuing French I
- JAPN 101 Beginning Japanese I
- SPAN 101 Beginning Spanish I
- SPAN 102 Beginning Spanish II
- SPAN 201 Continuing Spanish I
- AMSL 145 American Sign Language I
- AMSL 146 American Sign Language II

Humanities:

ARTS 124	History of Art I
ARTS 125	History of Art II
ARTS 300	History of American Art
BIOL 305	Ethics in Science, Medicine, and Tech.
COMM 108	Introduction to Mass Media
ENGL 121	Introduction to Literature
ENGL 215	Readings in Women's Literature
ENGL 216	Readings in Native American Literature
ENGL 221	Readings in Literature
ENGL 223	Readings in American Literature
ENGL 241	Short Story
ENGL 320	Writing Nature
HUMS 101	Introduction to Humanities
HUMS 210	Cinema and Society
HUMS 243	Children's Literature
MUSC 121	Introduction to Music
MUSC 123	20th Century Music: American
PHIL 101	Introduction to Philosophy
PHIL 102	Introduction to Asian Philosophy
PHIL 305	Ethics in Science, Medicine, and Tech.

Mathematics:

A score of 85 or higher on NYS Regents exam in Course III or MATH B satisfies the Trustees' math requirement.

MATH 111	College Algebra
MATH 112	Trigonometry
MATH 125	Statistics
MATH 131	Precalculus
MATH 231	Calculus I

Natural Sciences:

BIOL 101	Introduction to Biology
BIOL 103	Human Biology
BIOL 104	Principles of Animal Anat. & Physiology
BIOL 105	Principles of Genetics
BIOL 106	Environmental Science for Educators
BIOL 111	Biology I
BIOL 116	Botany I
BIOL 117	Botany II
BIOL 158	Human Anatomy and Physiology I
BIOL 159	Human Anatomy and Physiology II
CHEM 101	Introductory Chemistry

CHEM 110	Forensic Science
CHEM 111	General Chemistry I
NTRN 122	Nutrition Science
PHYS 102	Principles of Physics II
PHYS 111	College Physics I
PHYS 211	Calculus Physics I
PSCI 101	Astronomy
PSCI 102	Physical Geology
PSCI 104	Energy and the Environment
PSCI 105	Environmental Science and Technology
PSCI 303	Field Geology

Social Sciences:

ANTH 114	Physical Anthropology
ANTH 115	Cultural Anthropology
ANTH 200	Introduction to Archeology
ECON 123	Micro-Economics
ECON 124	Macro-Economics
GOVT 141	American Government
GOVT 143	Comparative Politics
PSYC 111	General Psychology
PSYC 250	Research Methods in Behavioral Science
SOSC 111	Introduction to Sociology
SOSC 112	Social Problems
SUST 101	Introduction to Sustainability

Western Civilization:

ARTS 124	History of Art I
ARTS 125	History of Art II
HIST 101	History of Western Civilization I
HIST 102	History of Western Civilization II

Other World Civilizations:

GOVT 143	Comparative Politics
HIST 103	History of World Civilization I
HIST 104	History of World Civilization II
HIST 205	Latin American Societies & Civilization
NAMS 111	Introduction to the Iroquois
NAMS 121	Introduction to Native American Studies I
NAMS 122	Introduction to Native American Studies II

**Criteria for
Progression within
the Program
and Graduation
Requirements**

Criteria for Progression in the Program

General College Policies

The criteria for passing, failing and progression in general College degree programs are delineated in the academic policies published in the college catalogue. The retention standards for the Associate Degree are shown below. Any student whose average falls below these retention standards may be reviewed for probationary retention. Furthermore, any student whose individual semester average falls below 2.00 for two consecutive semesters will have his/her name placed on the potential suspension list for academic review.

College Academic Retention Standards

- Semester 1 GPA - 1.50
- Semester 2 GPA - 1.75
- Semester 3 GPA - 1.90
- Semester 4 GPA - 2.00

To help alert any student of potential academic problems, each student is assigned a mid-term grade in each course for each semester. Any student below the expected academic standard at mid-term (see college catalogue) receives a letter from the Vice President of Academic Affairs. A copy is also sent to the Advisor i.e. the Program Director. This provides the student with a written warning and allows time for corrective action(s) to be taken. Often, but not always, the student will discuss the situation with the Program Director and make an informed decision about any possible changes in coursework. If the student does not achieve the expected level at the end of the semester, he/she will be evaluated by an Academic Review Committee. The Advisor and/or an academic Professor may submit a statement to the Academic Review Committee on behalf of the student. Students receive written notification of the decision of the review committee and the recommended action(s) e.g. probationary retention, suspension. There is an appeal process outlined in the college catalogue.

A.A.S./Histotechnician Degree Policies

In addition to the College Standards of Excellence, students enrolled in the Histotechnology Program must receive a **“C” or better** in the three core courses of the Program in order to progress in the Program and/or to graduate from the Histotechnician Program with an A.A.S. degree from SUNY Cobleskill. The three core courses are:

- **Microscopic Anatomy**, lecture and lab
- **Microtechniques**, lecture and lab
- **Clinical Experience in Histotechnology**

Program Specific Due Process and Appeal Procedures

Academic Deficiencies

Microscopic Anatomy, Biology 251

A student will not be permitted to continue in the Histotechnology program unless s/he receives a “C” or better in both the Histology lecture and laboratory courses. If the student receives a grade lower than a “C” s/he **may appeal to the Natural Sciences Histotechnology Committee for permission to continue**. The committee has several options in response to the appeal including, but not limited to, the following:

- Require that the course be repeated and passed with a “C” or better
- Require extra work such as a paper
- Require that you pass one or more oral exams given by the Program Director
- Recommend dismissal from the program

The decision of the committee is final.

Microtechniques, Biology 268

A student must successfully complete all the task analyses with a grade of 75 or better and receive a final grade of “C” or better in both the lecture and laboratory components of Microtechniques in order to proceed forward to the Clinical Rotation. The student **may appeal by writing a letter to the Natural Sciences Histotechnology Committee** within one week of completion of the course. The committee has several options in response to the appeal including, but not limited to, the following:

- Require extra work such as passing one more of the task analyses with a score of 80 or better
- Require that the course be repeated and passed with a “C” or better
- Require the student to pass one or more exams (oral, written and/or psychomotor) given by the Program Director
- Permit the student to continue with a probationary period at the clinical (upon consent of the supervisor)
- Recommend dismissal from the program

Any conditions established by the committee must be followed and the decision of the committee will be final.

Clinical Experience in Histotechnology, Biology 275

If the student receives a grade lower than a “C” in the Clinical Rotation, he/she may appeal by sending a letter of explanation to the Program Director within one week of completing their Clinical. This letter along with the evaluation and comments from the Clinical Supervisor, the Clinical Supervisor’s designee (as appropriate) and the Program Director will be considered by the **SUNY Cobleskill Histotechnology Advisory Committee**. The Program Director will inform the student of the decision. If the student appeal is not granted, the student may still receive credit for the Clinical Rotation according to college policy, but unless he/she decides to repeat the Clinical during the subsequent summer session, the student will not complete the Histotechnician program with the A.A.S. degree. In most cases a change in status to an A.S. in Science is possible.

A student enrolled in the Histotechnician Program can only **repeat the lecture and/or lab component of any of the three core courses once**.

Associate Degree Graduation Requirements

General College Requirements

Progress Toward Associate Degree

A student who has successfully completed 19 or fewer credits is considered a first semester student;
20-38 credits are considered a second semester student;

Associate Degree Requirements

To qualify for the A.A.S. degree, the candidate must;

- complete the minimum credits
- Meet the course and distributive requirements of his/her program
- Earn a minimum cumulative GPA of 2.00
- Satisfy the SUNY General Education requirements

- No developmental courses may be applied toward the credits needed for graduation.

Mathematics Competency

Mathematics competency is required and it can be satisfied by any one of the following:

- Passing Math 101 course with a “C-” (at least 69.5% average) or higher. **Note:** Passing MATH 101 with at least a “C-” **SATISFIES** the Mathematics Competency requirement, but **DOES NOT SATISFY** a mathematics requirement which may be necessary in the student’s degree program
- Achieving at least a 75 on the New York State Course III or MATH B Regents
- Passing a college-level mathematics course (a MATH course having at least 3 credits and a number of 103 or higher)
- The Registrar granting three or more transfer credits in mathematics
- The Registrar accepting Advanced Placement credit in mathematics (a score of 3 or higher)

Associate Degree Residence Credit Requirements

Associate degree requirements include a minimum of **50% of the credits required to be completed at SUNY Cobleskill**. This percentage also applies to certificate programs.

Courses with 290 Suffix

No more **than a total of four (4) credits in 290/390 courses** will be accepted toward Associate Degree requirements.

Liberal Arts and Sciences Requirements for A.A.S. Degree

Candidates must earn 22 credits in liberal arts and sciences and should follow the requirements as determined by the department or school

Histotechnician Program Specific Requirements

- As a student in the school of LAS, students must earn a “C-” or above in composition (Eng 101 or 102)

- Students must complete all the college general education courses
- Students must fulfill 7 of the 10 categories of Trustee Course Requirements
- Students must pass the Histotechnology core courses of Histology, Microtechniques and the Clinical Rotation with a “C” or better
- **An Associate Degree in Applied Science is granted at the successful completion of the Program. There are NO requirements for taking or passing any external certification or licensure exam for graduation**

**Clinical Experience
in Histotechnology
and
Clinical Affiliates**

Clinical Rotation

Introduction

All students entered in the Histotechnology Program must complete a 4 credit, 400-hour Clinical Rotation at one of the Program Affiliate Sites. The rotation will be taken during the final (summer) semester of the senior year. In the event that the number of students exceeds the number of Affiliate sites available, the student may be deferred until later in the summer or until the fall semester. The Program Director will assign each student to one of the approved Affiliate sites.

Each student will receive a detailed syllabus prior to the clinical delineating the goals and expectations as well as the responsibilities of the student, the supervisor, the Pathologist(s) and the Program Director. In addition, prior to starting the clinical the Program Director will review and collect the paperwork for all of the Health and Safety requirements for SUNY and for each Affiliate site. These papers will be given to the Affiliate Histology Supervisor prior to the start of the clinical rotation.

Health Documentation

According to the legal contract, all students must provide documentation of the following before starting the Clinical Rotation:

- A signed physical exam completed within the 6-12 months
- A PPD (Mantoux) skin test for tuberculosis taken within the past year and a chest x-ray if it is positive
- A Tetanus-Diphtheria booster within the past ten years
- Proof of immunity against measles (Rubella)
- Proof of immunity against German measles
- Completion of rabies series (for Cornell University only)

Health, Safety and Confidentiality Training

All students will receive Health, Safety and confidentiality training during the spring semester of their final year. Through lectures, guest speakers, videos and demonstrations the following topics will be covered:

- Universal Precautions and Personal Protective Equipment
- Confidentiality laws and expectations
- Infection Control including Blood Borne Pathogens

- Formaldehyde Safety
- Hepatitis B Vaccination Awareness

Health Insurance

In case of an emergency during the clinical experience at the Hospital, the Hospital will provide emergency care to the student. With the exception of emergency care, the student must arrange and maintain his/her own medical insurance. For those students enrolled in the College Health Insurance Plan, the plan includes the summer semester. If a student is on their parent's insurance plan or any other non-college based insurance, he/she must be sure that it will cover the summer session for a part-time student.

Program Affiliate Hospitals

***Affiliate Hospitals**

- | | |
|------------------------------------|------------------------|
| • *Albany Medical Center | Albany, New York |
| • *Albany VA Hospital | Albany, New York |
| • *Bassett Medical Center | Cooperstown, New York |
| • *Buffalo General Hospital | Buffalo, New York |
| • *Columbia Memorial Hospital | Hudson, New York |
| • *Cornell University | Ithaca, New York |
| • *Champlain Valley Medical Center | Plattsburgh, New York |
| • *Ellis Medicine | Schenectady, New York |
| • *NYU Langone Medical Center | New York, New York |
| • *Northwest Pathology | Bellingham, Washington |
| • *Our Lady of Lourdes Hospital | Binghamton, New York |
| • *St. Luke's Hospital | Utica, New York |
| • *St. Peter's Hospital | Albany, New York |
| • *SUNY Upstate Medical Center | Syracuse, New York |
| • *Wilson Memorial Regional | Johnson City, New York |
| • *U of Rochester Medical Center | Rochester, New York |
| • *University of Vermont Health | Burlington, VT |

** If the number of students should exceed the number of Affiliates available during a particular summer, it may be necessary to defer the Clinical Rotation for one or more students until later in the summer or until the fall semester. **

Service Work

During the Clinical Rotation, students are not allowed to work beyond the standard scheduled clinical hours as a part of their clinical experience. The student is not to be considered or treated as a member of the regular staff. This does not mean, however, that a student is not permitted to have a job. A student is permitted to work provided that both the student and the employer recognize that this is not compulsory and that it is not necessary for the completion of the program. On rare occasions, a student has been hired as a part-time employee at the Affiliate site where he/she is completing the Clinical Rotation. This is not considered as part of the Clinical Rotation, is not encouraged, and it must be approved by both the Affiliate Histology Supervisor and the Program Director.

Signature Page

Student Acceptance of Histotechnician Program Policies and Procedures

In signing this document, I acknowledge that I have:

- Met the program admission standards
- Received and read the Histotechnician Student Handbook
- Agreed to the requirements for progression in the program
- Agreed to maintain the required academic standards
- Agreed to abide by the student conduct codes
- Agreed to accept the terms and conditions delineated in this Handbook

It is important that you take the time to read the Student Histotechnology Program Handbook in its entirety prior to signing this acknowledgement. If you have any questions regarding policies or procedures described in the Handbook, please contact the Program Director before signing this document.

Do not lose this Handbook. The policies contained within it are specific for your graduating class. You need to realize that the guidelines may vary to some extent from year to year. This is due to several factors including, but not necessarily limited to, the fact that SUNY Central dictates selected program content for all campuses. You will be apprised of any change(s) that may affect you as soon as the Program Director is informed of such changes.

Student Signature

Date

Student Name (Printed)

Program Director

Date

