



WAUBONSEE
COMMUNITY COLLEGE

Health Professions and Public Service

Emergency Medical Technician-Basic

Student Handbook 2025-2026

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Waubonsee Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in its programs and activities. For more information on the college's nondiscrimination policies, contact the director of Human Resources at (630) 466-7900, ext. 2367; Waubonsee Community College, Route 47 at Waubonsee Dr., Sugar Grove, IL 60554-9454.

1.0 FACULTY AND STAFF

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This Student Handbook supplements the Waubonsee Community College Catalog and the Waubonsee Community College Student Handbook. The provisions of this handbook do not constitute a contract, expressed or implied, between any applicant or student and any faculty member of Waubonsee Community College.

2.0 PROGRAM PHILOSOPHY AND GOALS

Waubonsee Community College believes that Emergency Medical Technicians (EMTs) serve an important function in the health care setting. The EMT-Basic Certificate provides the didactic and clinical experience needed to produce competent, entry-level EMT Basics to serve in volunteer and/or professional career positions. Students who successfully complete coursework will be eligible to obtain certification through the National Registry of Emergency Medical Technicians (NREMT) Examination and apply for licensure as an EMT Basic in the United States.

Program curriculum fulfills requirements set by the Illinois Department of Public Health (IDPH) and the United States Department of Transportation to practice the art and science of pre-hospital medicine in conjunction with medical direction. The EMT Basic's primary role is to provide care to emergency patients in the pre-hospital setting and serve as vital members of the healthcare team with the goal to prevent and reduce mortality and morbidity due to illness and injury.

In alignment with Waubonsee Community College mission, the EMT-Basic Certificate seeks to provide an opportunity for accessible, equitable, and innovative education as a foundation for professional development and lifelong learning. As part of this mission, faculty seek to educate students to be safe, caring, competent and contributing members of the community.

3.0 PROGRAM OUTCOMES

The EMT-Basic Certificate provides students with knowledge of acute and critical changes in physiology, psychological, and clinical symptomatology as they pertain to the pre-hospital emergency medical care of the infant, child, adult, and geriatric patient. Students will have an opportunity to acquire clinical experiences and practice skills related to the emergency medical care of these patients in order to gain understanding of the ethical and legal responsibilities as both a student and a licensed EMT Basic. The EMT-Basic course consists of didactic instruction, skills laboratory, and clinical instruction. The didactic component includes lectures, discussions, and demonstrations presented by professional paramedics and EMT Basics in the community. The clinical component includes supervised practice of emergency medical skills while in the emergency department of local hospitals.

Upon successful completion of the EMT-Basic Certificate of Achievement, students will be able to:

- Demonstrate knowledge of the organization and the legal aspects of Emergency Medical Services in the State of Illinois.
- Understand the anatomy and physiology of the human body.
- Demonstrate the knowledge and skill levels necessary to practice successful management of medical, psychological, and environmental emergencies and traumas.
- Demonstrate competency in the skill levels necessary for patient assessment to obtain and record patient vital signs, medical history, and incident history.
- Understand emergency communication procedures including written and oral reporting of patients and scene conditions, and field/hospital communication systems.

3.1 Examination and Licensure

Upon successful completion of the EMT-Basic course, qualifying students may take the [NREMT Examination](#). Students who successfully pass the exam will receive certification, which grants eligibility to apply for licensure as an EMT Basic in Illinois, and nationally.

Instructors will distribute testing information and help students coordinate arrangements for taking the exam. Testing locations, dates, and times, will be posted well in advance. Pursuant to Title 77 Section 515.530 c) of the Illinois Administrative Code, *“Candidates qualifying for licensure examinations may register for examinations through the NREMT. Application information may be found on the NREMT website. All candidates for licensure examinations shall be approved by the EMS System. Candidates shall register to take a licensure examination within 90 days after course completion, including all clinical and field requirements.”* Application and exam fees are not included in the course tuition. Fees are non-refundable should the candidate fail to appear for the examination on the scheduled date, time, and place.

4.0 EMT-BASIC CERTIFICATE OF ACHIEVEMENT

The EMT-Basic Certificate of Achievement (Major Code 402A) consists of one full semester course – EMT120 Emergency Medical Technician-Basic – which delivers 9 credit hours of didactic instruction, skills laboratory, and clinical experience.

4.1 Pre-Entrance Requirements and Program Admission

Enrollment in EMT120 is contingent on documentation of reading skills at the 10th-grade level. Students may fulfill requirement by: [completing ENG085](#) with a grade of C or higher; [placement testing](#) into ENG095 or higher; or submitting Official (unopened) high school and/or college transcripts to [Registration and Records](#).

NOTE: Licensure as an EMT-B in Illinois requires candidates to be at least 18 years and have a High School Diploma or a High School Equivalency Certificate, and valid Social Security Number. Course faculty advise that students be 18 or turn 18 as close to the completion date of the program as possible so the material is fresh for the exam.

4.2 EMT120 Emergency Medical Technician - Basic

The didactic component of the course consists of lectures, discussions, and demonstrations, presented by faculty who are licensed EMT-Bs and Paramedics. Scheduled class hours are inclusive of breaks and question time. Each class is designed to enhance the readings and understanding of the subject material. Students will be held accountable to the textbook material as well as lecture.

Clinical consists of hands-on emergency room experience in the care of individuals with various traumatic/emergent medical conditions, as well as training in the use of medical equipment and materials. Clinical takes place at area hospitals in partnership with the college: Rush-Copley

Medical Center, 2000 Ogden Ave., Aurora; Northwestern Medicine Delnor Hospital, 300 Randall Rd., Geneva; or Prime Mercy Medical Center, 1325 N. Highland Ave., Aurora. **Students must complete a minimum of twenty-five (25) hours of emergency room clinical at one of these locations and in the prescribed time frame as indicated by the lead instructor.** Procedures for scheduling times will be given by the instructor. Students are responsible for scheduling their own hours.

Students who are not successfully passing the class, or meeting the minimum attendance standard, will not be permitted to attend any clinical field experience.

NOTE: Students employed at any of these three facilities will be required to do their clinical at a different facility.

5.0 MEDICAL REQUIREMENTS AND HEALTH SCREENINGS

Screening requirements for the Waubonsee Community College EMT-Basic Certificate are processed and monitored by Viewpoint, an outside partner with the college. Each student is responsible for creating a personal account with Viewpoint and ensuring all required documents are uploaded and received in a timely manner. **Students WILL NOT be allowed to attend hospital partnership experience and must withdraw from the course if ALL requirements are not met by the deadline.** Details and instructions for creating an account with Viewpoint will be provided through Waubonsee student emails. Details on requirement deadlines will be provided by course instructors

5.1 Illinois Criminal Background Check

A criminal background check is required for the EMT-Basic Certificate, in compliance with state requirements. If a misdemeanor or felony record exists, a student could be restricted from entering the clinical site. If a student is restricted from entering the clinical site, and cannot meet the program requirements, the student will have to withdraw from the course and program.

Students who present with a criminal record may be asked to discuss that criminal record with a clinical facility/agency for approval before attending that clinical experience, externship, or practicum. In addition, prior criminal convictions may preclude or impede future employment and/or potential state or national industry-certification or licensing opportunities.

5.1.1 Violations and Waivers

Per existing Illinois Law, all IDPH EMS licensees are required to disclose all felony convictions at the time of application under 77 Ill Adm. Code 515.190(b). In addition, all IDPH EMS licensees are required to disclose all new felony convictions to IDPH within 7 days of conviction under 77 Ill Adm. Code 515.190(c). Students are required to disclose a felony when applying for a State of Illinois license upon completion of the program.

There is a [waiver application and process](#) in place for certain classifications of felony. The student should reach out to IDPH and request additional information.

5.2 Drug Screening

In order to comply with clinical agency requirements, EMT-B students must submit to and show proof of a negative 10-panel mandatory drug screen (initial, random, and reasonable suspicion). Drug screenings are completed through Viewpoint – instructions and registration forms will be in your personal account. **This requirement must be completed before the beginning of clinical experience.**

All drug screens include tests for amphetamines, benzoylecgonine-cocaine metabolites, marijuana metabolites, opiates and phencyclidines, barbiturates, benzodiazepines, methadone, methaqualone, and propoxyphene. Students who present with positive results may be eligible to retest. Negative results must be achieved before clinical experience begins. **Refusal by a student to submit to testing will result in that student's dismissal from the program.**

5.3 Medical Requirements

Per IDPH and hospital regulations, students must submit the following to Viewpoint in order to participate in clinical experience:

Note: *In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), information related to a student's health and medical status is confidential and cannot be released except to agents of the college (e.g., clinical sites) when in the best interest of the student and any patients/clients the student may have direct contact with during the clinical experience.*

5.3.1 Tuberculosis Screening

Documentation of freedom from active TB is required prior to beginning the program and annually. This can be done by submitting documentation of a **2-Step** TB Skin test or a QuantiFERON Gold TB Blood Test.

- A student with a positive tuberculosis test must provide: 1) signed documentation of freedom from active tuberculosis, and 2) permission to enter the clinical area from a licensed primary health care provider. In accordance with State of Illinois guidelines, the student will be required to provide appropriate documentation of continued freedom from active tuberculosis on an annual basis. In addition, the student is responsible for seeking care upon reoccurrence of probable signs and symptoms of active tuberculosis

5.3.2 Influenza (Flu)

Documentation of annual flu season vaccine is **required for students attending clinical between September 1 and March 31**. Document **must be dated** within the last 12 months and received at least 14 days prior to clinical but no more than 12 months before beginning clinical.

5.3.3 COVID-19

A COVID-19 vaccine is **recommended** to participate in the EMT course clinical component due to recommendations at each clinical facility.

5.3.4 Titers and Immunizations

All students are required to provide proof of immunity for the following. This must be done in the form of documented vaccinations, and in some cases titer testing (immunity measurement through proof of antibodies). Booster vaccines may be required, per Centers for Disease Control and Prevention (CDC) regulations and/or physician recommendation.

- Mumps, Rubella, Rubeola/Measles (MMR)
- Varicella Zoster (Chicken Pox)
- Hepatitis B Series: dosage/series based on physician recommendation. Students who are in process with immunization series **must** submit a signed declination waiver to be in compliance until series is completed. Students who do not plan to complete a series must submit documentation of a titer (proof of immunity) **or** a signed declination waiver.

5.4 CPR Certification

All students must complete and pass an American Heart Association BLS Provider CPR class. **No other CPR certification will be accepted.** This certification must not lapse during the class. It is the student's responsibility to re-certify PRIOR TO the expiration date of his/her CPR card if it will expire during the EMT Basic class. Documentation of current CPR certification must be uploaded to Viewpoint.

6.0 COURSE CRITERIA

6.1 Passing Grade

Grade determination is based on course syllabus grading scale and includes the requirements listed below for eligibility to sit for the National Registry Certification Exam. Students must:

- Achieve an 80% or higher on at least 5 modular exams.
- Achieve an 80% or higher on the final written exam.
- Achieve a total class average of 80% for 7 modular exams and the final exam.
- Receive a passing grade on all practical examinations.
- Meet attendance requirements for semester of enrollment.
- Successfully complete all clinical hours and required clinical paperwork.

Students who fail the course are not eligible to take certification exams.

6.1.1 Grading Scale

The following will be used as a guideline for assigning grades. Please see course syllabus for details:

90-100%	A (certification testing benefits)
80-89%	B (certification testing benefits)
70-79%	C (no certification testing benefits)
60-69%	D (no certification testing benefits)
Below 60%	F (no certification testing benefits)

6.2 Attendance

Attendance in class and clinical are mandatory and it is each student's responsibility to meet the requirements. Class and clinical hours are established by IDPH. Hours are inclusive of class time, clinical, and homework. The EMT-Basic course therefore has a **mandatory attendance policy**:

- Fall and Spring Semester in-person courses: TWO allowed absences.
- Hybrid courses: ONE allowed absence of in-person class session.
- Summer Semester courses: ONE allowed absence.
- THREE occurrences of arriving late or leaving class early will be counted as ONE absence.

Attendance will be taken by the instructor at the beginning of each class. Each student is required to sign the attendance sheet to be counted as present. **ANY absence in excess of noted allowances may result in the student being dropped from the course.**

6.2.1 Lateness

Class begins and ends at the specified time. Lateness is considered arriving after the class start time, without giving prior notification to the Lead Instructor. Leaving early is considered leaving class before dismissed by the Lead Instructor. Lateness or leaving class early are inconsiderate to instructors and other students. **Three occurrences of arriving late or leaving early in excess of 30 minutes will be counted as one absence.** Repeated violations will not be tolerated.

6.2.2 Notification

Class Absence and Lateness: Students who expect to be late, absent, or to leave early from class must contact their instructor as soon as possible prior to the beginning of that class. Students will be held accountable for all the material presented during an absence and must complete any assignments given.

Clinical Absence: Students may be required to contact the Charge Nurse or EMS coordinator at the emergency room. It is each student's responsibility to reschedule any missed clinical. Lateness and leaving early are not acceptable during clinical.

6.3 Deadlines

Assignments are due on the date indicated by the instructor to receive full credit. All assignments must be submitted to meet course requirements.

6.4 Missed Information/Assignments/Exams

Students are responsible for obtaining missed information, announcements, and assignments, and for submitting all work due. **No exam retakes or makeups will be allowed.**

6.5 Academic Dishonesty

Each student is expected to be honest in completion of coursework. Instructors regard dishonesty in assignments, examinations, or other academic work as a serious offense. A student who cheats is subject to discipline at the discretion of the lead instructor. Cheating will NOT be tolerated and will result in an automatic failing grade for that assignment. If cheating is an ongoing problem the student will be dismissed from the program.

6.6 Class Cancellations or Changes

Students should refer to instructors and syllabi regarding class cancellations. College closures will be announced via the college email/phone notification system and MyWCC. Students may also check the WCC homepage for current announcements. Students will be notified of any change in course delivery or modality through the Waubensee website, MYCC, and student email per college protocol. Students should always check with instructors to confirm procedure after changes are announced.

6.7 Course Specific Policies

In addition, there may be course-specific policies. Students are required to follow the criteria outlined in the course syllabus, by the course instructor, and/or clinical facility.

7.0 CHANGES IN HEALTH STATUS

Health Professions and Public Service staff and administration reserve the right to request a physical or mental examination following a change in health status that occurs during the course. A student who has had surgery, childbirth, extended illness, newly diagnosed or chronic illness, or an accident must obtain signed consent from a licensed physician/primary health care provider to attend the clinical component of EMT-Basic **without limitations restrictions.**

It is the responsibility of the student to report changes in health status and provide official documentation that the student can enter the clinical site and participate without restrictions. It is possible that changes in the student's health status may negatively affect the student, members of the health care team, and patient/client health. Any student that experiences a change in health status and does not follow the reporting/ documentation policy outlined in this paragraph may be withdrawn or dismissed from the course.

Waubonsee Community College assumes no responsibility and is not liable if there is a negative impact/outcome or injury.

7.1 Pregnancy

In the event a student becomes pregnant during the program, they are advised to contact their physician/primary healthcare provider to obtain a medical release to continue in the course without limitations or restrictions. There are potential health risks to both the mother and the fetus while performing various activities in the EMT-B course. Although we recognize the protected status of this information, students are encouraged to disclose pregnancies to course faculty.

7.2 Use of Prescribed Medications

It is the student's responsibility to discuss with a licensed primary health care provider whether a medically prescribed drug may affect clinical performance. Students must report the use of such drugs or other substances which may impair clinical performance to the instructor. Failure to report the use of such drugs or substances or failure to provide proper evidence of medical authorization for use may result in the student's termination from the program. Proper evidence of medical authorization is a note signed by the physician stating that the student may participate in the program **without limitations or restrictions** and that the medication will not interfere in the student's performance.

While the use of medical marijuana (cannabis) is allowed in Illinois Cannabis Regulation and Tax Act, **the EMT-B course follows the Waubonsee Student Handbook for marijuana use. There is a zero tolerance for marijuana on campus or participating in college-sponsored program.**

8.0 DIDACTIC AND CLINICAL COURSEWORK

8.1 Didactic/Lecture Work

Assigned homework is required to ensure the student is learning the material and prepared for examinations. Work will be graded in class and used for self-evaluation. Students who fail to reach a minimum grade of 80% on weekly homework are encouraged to talk with the instructor to obtain suggestions for improving scores.

8.2 Clinical Work

It is the student's responsibility to return all required clinical paperwork to the lead instructor within the designated time frame in order to receive credit and pass the class. **Individuals sent home from clinical for disciplinary reasons will be dropped from the class.**

8.3 Examinations

Modular Exams: There will be 7 modular examinations. Exams will be Multiple Choice and cover topics within the applicable module. Students must score an 80% or better to receive a passing grade on each exam. Three failed modular exams will result in the student being ineligible for national certification. **No modular exam retakes or make up test will be allowed.** Students who score less than 80% on three modular exams may be dropped from the course.

Practical Exams: Practical skills exams are listed in the program syllabus and consist of stations set up to test skill competency in situational use. Students must be present for all practical skills exams. Students must pass the final practical exam to be allowed to sit for the NREMT certification examination.

Final Exam: The final exam will consist of multiple-choice questions over subject material from the entire course. Students must score an 80% or better on the final exam, or a failing grade will be applied for the entire course and students will not be allowed to take the NREMT certification exam. **No retakes or rescheduling of the final exam will be allowed.**

9.0 RESPONSIBILITIES AND EXPECTATIONS IN THE CLINICAL SETTING

Waubonsee Community College's Health Profession and Public Service division acknowledges its responsibility to educate its students while maintaining the public trust. The rights, responsibilities, and conduct of all students are described in the current Waubonsee Community College Student Handbook.

EMT-Basic students have additional responsibilities as a member of the health care team to ensure the emotional and physical safety of patients during the educational process. Responsibilities and expectations include, but are not limited to:

- Arriving at clinical assignments dressed in the full required uniform with required stated equipment, prepared to give responsible and safe patient care.
- Seeking the assistance of supervisors before proceeding with new, unfamiliar, or uncertain tasks.
- Following policies, procedures, and student affiliation guidelines of the clinical agencies.
- Being physically and emotionally capable of effective, safe clinical performance. If the supervisor determines that a student's behavior places a patient at risk for physical or psychological injury on any clinical day, then that student will be dismissed from the clinical area resulting in a full or partial clinical absence.

Any violation of these established standards may result in the immediate removal from the clinical setting and/or the course.

9.1 Use of chemical substance in the clinical agency

Per the Waubensee Community College Student Handbook, public intoxication and the use, possession, or distribution of a narcotics, alcohol, or other chemical substances while on college premises, off-campus instructional sites, or at college-sponsored or supervised functions is prohibited. This pertains to EMT-B course didactic lectures on campus and attendance at hospital sites for clinical experience.

Any student who places a peer or patient in either physical or emotional jeopardy due to the use of undocumented (including medications required by student's health care provider) chemical substances will be immediately removed from the clinical setting, and will be subject to the conditions described in Section 13.0 Physical or Emotional Jeopardy.

9.2 Confidentiality

Students must act to protect confidentiality in all situations. In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), information related to patients, health team members, or agency-related incidences will be discussed with the instructor and/or the proper health care member in appropriate surroundings only. Students will not discuss these issues with other patients, friends, family, or in public places. This includes social media platforms. Students cannot, under any circumstances, photocopy or electronically reproduce any portion of a patient's chart or personal records for use outside the clinical agency.

9.3 Transportation to/from the clinical setting

Students responsible for transportation to and from clinical/laboratory/medical agencies (which may be located at a distance from the college) and are subject to the parking regulations established by the agencies; students are not considered to be part of the staff of the facility.

Note: *Neither the college nor agency is responsible for any personal injury or injury to property which may occur while a student is traveling to or from clinical/laboratory/medical experiences.*

10.0 DRESS CODE/GROOMING

EMT-Basic students project an image to patients and the community. Students should reflect professionalism and present a well-groomed and modest appearance at all times. Student apparel and grooming must conform to health, sanitation, and safety standards. Students required to follow the clinical dress code set forth herein in all clinical areas (except as otherwise provided in the course syllabus). Excellent personal hygiene practices are required.

Any student who fails to comply with the dress code will not be allowed in hospital emergency departments. The non-compliant student will be sent home for the entire clinical and receive an unsatisfactory evaluation. It will be the student's responsibility to reschedule the clinical time within the required time frame.

10.1 Classroom and Clinical Attire

Casual dress is acceptable during the classroom/didactic portion of the course, as long as students are clean, well-groomed, and dressed modestly. Clothing should be appropriate for a lab environment that requires kneeling, sitting, and lying on the floor. No open toe shoes, no low-cut shirts, or crop tops. No undergarments should be seen at any time.

Requirements for emergency room clinicals are as follows:

- Waubensee Community College EMT student's Polo shirt.
 - Must be purchased from the Waubensee bookstore by the date designated by the instructor. **Students without the required shirt will not be allowed to participate in clinical and will therefore not complete the course successfully.**
- Dark blue or black uniform trousers (NO Jeans).
- Plain black leather belt
- Clean, sturdy, flat, closed toe and heel black leather shoes or boots (black leather gym shoes are also acceptable). No sandals.
- Navy blue or black socks.
 - White socks may be worn with boots only.
- Name Tag (will be issued in class).

Each student must also have the following equipment with them during all classroom practical labs and emergency room clinical activities:

- Stethoscope
- Black ink pen
- Watch with second hand

10.2 Jewelry and Tattoos

Jewelry that does not conform to reasonable health, sanitation, and safety standards shall not be worn during clinical:

- Earrings are the only acceptable visible body piercing: only small stud (post) earrings may be worn with no greater than one earring per ear. No hoop or dangle-style earrings.
- Tongue piercing, facial, and other visible body piercings must be removed for clinical.
- Other jewelry such as necklaces or bracelets shall not be worn during clinical experiences.
 - *Religious medals may be worn but must be worn inside of uniform without the ability to come out or grabbed by a patient during the clinical shift.*
- Rings are limited to plain, flat bands (no stoned or pronged settings.)
- Colored nail polish, artificial nails, and nail jewelry are not allowed.
- Visible tattoos and body art must be covered by makeup (Derma blend, Cover FX), bandages, or clothing.

- *If tattoos are unable to be covered, the EMT student must meet with the instructor to obtain approval to work in the clinical setting. If tattoos are deemed inappropriate, the student will be unable to complete the clinical requirement and therefore be dropped from the course.*

10.3 Hygiene and Grooming

Excellent personal hygiene practices (bathing, deodorant, clean groomed hair, brushed teeth) are required. Students shall also abide by the following:

- Long hair must be pulled back and secured. No extremes with hair color or style. Elaborate hair ornaments (large bows, multiple decorative barrettes or combs) are not to be worn during clinical experience.
- Beards/mustaches must be neat, clean, and well-trimmed.
- Fingernails are to be short, clean, and neatly manicured. Nail polish must be clear. Some clinical assignments may require nail polish to be removed completely.
- Perfume and cologne are not to be worn during clinical time.
- Smoking, vaping, chewing gum or tobacco is unacceptable behavior.

11.0 SMOKING/VAPING/TOBACCO

Students shall adhere to the smoking, vaping, and marijuana policies established by Waubonsee during lecture classes and by each facility during clinical hours. These policies must be followed or the student will be subject to disciplinary action, including possible expulsion from the course. Chewing tobacco will not be allowed in the classroom or in any clinical setting.

Waubonsee Community College abides by the Drug-Free Schools and Communities Act. See the Waubonsee Student Handbook.

12.0 STUDENT GRIEVANCE(S) AND/OR GRADE APPEAL(S)

The purpose of the student grievance procedure/grade appeal is to ensure students due process in the resolution of student complaints. The student grievance procedure, and/or grade appeal procedure, is delineated in the Waubonsee Community College Student Handbook.

13.0 PERSONAL AND PROFESSIONAL LEGAL, MORAL, AND ETHICAL BEHAVIORS

Students enrolled in the EMT-Basic course are expected to display conduct in accordance to the legal, moral, and ethical standards of the health care field and the community:

- Each student is accountable for individual behavior and is expected to act in a responsible, mature manner that reflects the qualities of honesty, integrity, courtesy, reliability, and

responsible interpersonal skills. Profanity, derogatory comments, and emotional responses which inhibit learning or effective functioning will not be permitted. Such conduct may be referred to the Waubonsee Student Conduct Board for consideration.

- Harassment based on race, color, religion, gender, sexual orientation, age, national origin, veteran's status, marital status, disability, or any other characteristic will not be permitted.
- Student behavior must not interfere with agency/staff/faculty relationships.
- Honesty is expected of all students both in the classroom and clinical setting. Acts of lying, cheating, plagiarism, forgery, alteration, and/or falsification of clinical/laboratory documents, written work, or academic records will not be permitted.

Failure to comply with the above legal, moral, and ethical standards may result in dismissal from the course. **Such conduct is in violation of the Waubonsee Code of Student Conduct as described in the Waubonsee Community College Student Handbook and will be referred to the Waubonsee Student Conduct Board for consideration.**

14.0 PHYSICAL OR EMOTIONAL JEOPARDY

Students who place peers, instructors, or patients in emotional and/or physical jeopardy may be dismissed from lecture and/or clinical site, and possibly dismissed from the course.

Physical or emotional jeopardy is described as, but is not limited to (either intentional or unintentional): causing patient(s) harm or injury, placing patient(s) at risk for harm or injury, causing a patient emotional distress, disregard for patient(s) safety, placing patient's physical or emotional health in jeopardy for own personal advancement or gain (e.g., falsifying documents, not reporting medication errors/incidents, failure to report patient status to instructor/supervisor).

Student incidents involving placing patients in physical or emotional jeopardy may be submitted to the Dean for Student Development and the Waubonsee Student Conduct Board for consideration.

15.0 STUDENT RESPONSIBILITY TO REPORT

It is the responsibility of any student who observes or has direct knowledge of another student in a condition which impairs the ability to perform clinical/laboratory/medical duties, or poses a hazard to the safety and welfare of others, to promptly report the incident to the course instructor.