

Histotechnology Program (HT)



Student Handbook 2025-2026



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MISSION STATEMENT FOR ASSOCIATE IN APPLIED SCIENCE STUDENTS

Program Mission Statement

The mission of the Vance-Granville Community College (VGCC) Histotechnology Program is to provide students with a comprehensive education in Histotechnology to prepare them to enter the histology profession as a competent entry-level histotechnician.

The Histotechnology Associate in Applied Science (AAS) (**A45370**) at Vance-Granville Community College (VGCC) seeks to provide qualified students with the knowledge and skills necessary to prepare tissue specimens for microscopic examination using various stains and dyes to identify tissue and cell structures. Students will gain hands-on experience by studying the microscopic anatomy of cells and tissues, detecting tissue abnormalities, and learn the appropriate testing for tissue samples to ensure proper diagnoses. Graduates may be eligible to apply to take the national examination given by the Board of Registry of the American Society for Clinical Pathology, which leads to certification as a Histotechnician (HT).

PURPOSE:

The Histotechnology Program (HT) seeks to provide our service area with qualified students who have the technical skills and knowledge base needed to become certified Histotechnicians.

HISTOTECHNOLOGY PROGRAM GOALS:

1. Students will demonstrate the use of innovative technologies in both the lab and clinical settings.
2. Provide students with an education that promotes the recognition, sensitivity, and appreciation of the diverse culture that is inherent throughout the healthcare community.
3. Provide the students with an education that promotes ethical and professional behavior.
4. Provide the students with an education that promotes effective communication skills, critical thinking skills, and quantitative reasoning through analyzing, synthesizing, and evaluating a variety of situations.
5. Provide students with an education that promotes competence in basic skills and application of those skills to the field of Histotechnology.
6. Graduate entry-level Histotechnicians to meet the needs of the community.

HT ENTRY-LEVEL COMPETENCIES AS OUTLINED BY NAACLS ACCREDITATION STANDARDS:

Upon successful completion of the program students will be able to enter the field of histotechnology being able to perform routine histological procedures such as:

1. Receiving and accessioning tissue specimens;
2. Preparing tissue specimens for microscopic examinations, including all routine procedures to include:
 - a. Fixation
 - b. Processing
 - c. Embedding/Microtomy
 - d. Staining - basic and special
 - e. Lab Operations;
3. Assisting with gross examination and frozen section procedures in histopathology;
4. Identifying tissue structures and their staining characteristics;
5. Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate sources for repairs;
6. Recognizing factors that affect procedures and results, and taking appropriate action within predetermined limits when corrections are indicated;
7. Performing and monitoring quality control within predetermined limits;
8. Applying principles of safety;
9. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public;
10. Recognizing the responsibilities of other laboratory and healthcare professionals and interacting with them with respect for their jobs and patient care;
11. Recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence;
12. Exercising principles of management, safety, and supervision, as the primary analyst making specimen oriented decisions on predetermined criteria, including a working knowledge of criteria values. Communications skills will extend to frequent interactions with members of the healthcare team, external relations, customer service, and patient education.

Note: The levels of analysis range from routine tissue processing to complex histopathology laboratory procedures in the various major areas of anatomic pathology. The histotechnician will have diverse functions in areas of pre-analytic, analytic, and post-analytic processes. The histotechnician will have responsibilities for information processing, training, and quality control monitoring wherever histologic procedures are performed.

JOB OPPORTUNITIES FOR DIPLOMA DEGREE HISTOLOGY TECHNICIANS

Career opportunities for histotechnicians are excellent, as histology remains a growing field. The current need for certified histology technicians far exceeds the supply of trained professionals nationwide.

Employment is widely available in clinical pathology and private laboratories. Some may work in research, veterinary, pharmaceutical and forensic laboratories. Advancement is also possible into areas such as education, test development, quality assurance and management.

Expected Salaries for Histology Technicians

As of **August 2025**, the average salary for a **Histology Technician in North Carolina** is approximately **\$29.78 per hour**, based on recent job postings and reported salaries in the US Bureau of Statistics: Occupational Employment and Wages, May 2023

This reflects a slight increase from previous years and varies by location:

- **Greensboro, NC:** \$54.65/hour
- **Fayetteville, NC:** \$41.55/hour
- **Charlotte, NC:** \$37.49/hour
- **Raleigh, NC:** \$33.60/hour
- **Chapel Hill, NC:** \$19.23/hour

For **entry-level Histotechnicians (HT) certified by ASCP**, national data from the U.S. Bureau of Labor Statistics shows a **median annual salary of \$61,890 (or \$29.75/hour)** for clinical laboratory technologists and technicians, which includes histotechnicians

Entry-level professionals may start closer to **\$48,000 annually**, depending on geographic location, employer, and experience.

Goals of the Histotechnician (HT) Model Curriculum

Personal/Interpersonal Knowledge and Skills

Histotechnology students are expected to develop and demonstrate the following competencies:

1. Demonstrate ethical conduct in all job-related activities.
2. Present an image appropriate for the profession of histology in appearance and behavior.
3. Communicate clearly when speaking and in writing.
4. Demonstrate a respectful attitude when interacting with diverse patient populations.
5. Apply self-management skills, including time management, stress management, and adapting to change.
6. Apply interpersonal skills, including negotiation skills, conflict resolution, and teamwork.

7. Apply critical thinking skills, creativity, and innovation to solve problems.

Foundational Professional Knowledge and Skills

Students will be able to:

- Apply theoretical knowledge to interpret laboratory results and correlate findings with patient outcomes in histology.
- Select and perform appropriate laboratory methods, evaluate reactions and results, and adhere to quality assurance protocols.

Topics covered

I. FIXATION

A. Tissues

1. Morphology/anatomy
2. Cell/component preservation

B. Procedures

1. Light microscopy
2. Electron microscopy
3. Special stains
4. Frozen sections/tissues
5. Enzyme histochemistry
6. Immunohistochemistry
7. Artifacts/precipitates/pigments
8. Quality control
9. Cytologic specimens
10. In-situ hybridization

C. Parameters

1. Size of specimen
2. Volume of specimen/fixative
3. Time of fixation
4. Temperature of specimen/fixative
5. Other (e.g., pH)

D. Reagents

1. Types/components
2. Properties/functions/actions
3. Quality control
4. Chemistry principles/theories (HTL ONLY)

E. Instrumentation (e.g., microwave)

1. Components
2. Use
3. Maintenance
4. Troubleshooting

II. PROCESSING

A. Tissues

1. Morphology/anatomy
2. Cell/component preservation

B. Procedures

1. Light microscopy

2. Frozen sections/tissues
3. Enzyme histochemistry
4. Calcified/decalcified tissue
5. Immunohistochemistry
6. Quality control
7. Cytologic specimens
8. In-situ hybridization

C. Instrumentation

1. Components
2. Use
3. Maintenance
4. Troubleshooting
5. Quality control

D. Reagents

1. Types/components
2. Properties/functions/actions
3. Quality control

III. EMBEDDING/MICROTOMY

A. Tissues

1. Morphology/anatomy
2. Cell/component demonstration

B. Procedures

1. Paraffin
2. Frozen section
3. Gelatin/adhesive
4. Quality control

C. Instrumentation

1. Components
2. Use
3. Maintenance
4. Troubleshooting
5. Quality control

IV. STAINING

A. Tissues

1. Morphology/anatomy
2. Cell/component demonstration
3. Function

B. Procedures

1. Nucleus/cytoplasm (e.g., H&E)
2. Bone marrow
3. Carbohydrates
4. Connective/supporting tissue
5. Lipids
6. Microorganisms
7. Nerve
8. Pigments/minerals/granules
9. Tissues/cells/components (e.g., fibrin, mast cells)
10. Quality Control
11. Cytological stains (e.g., Papanicolaou)

C. Instrumentation

1. Components

2. Use
3. Maintenance
4. Troubleshooting
5. Quality control

D. Reagents/Dyes

1. Types/components
2. Properties/functions/actions
3. Quality control
4. Chemistry principles/theories

E. Mounting Procedures

1. Media
2. Coverslip

V. LABORATORY OPERATIONS

A. Safety

1. Storage
2. Disposal
3. Hazards
4. Regulations
5. Procedures
6. Quality control

B. Laboratory Mathematics

1. Metric system
2. Percent solutions/dilutions
3. Molar solutions

C. Ancillary Equipment/Instruments (e.g., microwave, computers, pH meter, solvent recovery)

1. Components
2. Use
3. Maintenance
4. Troubleshooting
5. Quality control

D. Management

1. Theories
2. Procedures
3. Ethics

F. Regulations

1. Federal government
2. Accrediting agencies
3. HIPPA

Professional Organizations

Histotechnology students are strongly encouraged to become members of professional organizations that support the field of histology. Membership provides valuable opportunities for networking, continuing education, access to industry resources, and professional development. Many organizations offer **discounted membership rates for students**.

Recommended professional organizations include, but are not limited to:

- **National Society for Histotechnology (NSH)** Offers educational resources, annual symposiums, certification support, and networking opportunities. www.nsh.org

- **American Society for Clinical Pathology (ASCP)** provides certification, continuing education, and advocacy for laboratory professionals. www.ascp.org
- **College of American Pathologists (CAP)** offers resources for laboratory quality improvement and professional standards. www.cap.org
- **NCSH (North Carolina Society of Histotechnology)** a state-level organization offering local networking, educational events, and professional support for histotechnologists in North Carolina. <https://northcarolinasocietyofhistotechnology.com/>

Students are encouraged to explore these organizations and consider joining to enhance their professional growth and engagement in the histotechnology community.

HISTOTECHNOLOGY COURSE DESCRIPTIONS

Core Course

HTO 110 Introduction to Histotechnology

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an introduction to histology laboratory operations and the professional responsibilities of the histologic technician. Emphasis is placed on organization, terminology, specimen accession, record keeping, quality assurance, OSHA regulations, quality improvement, principles and concepts of medical ethics, and legal issues. Upon completion, students should be able to describe the requirements and responsibilities of the daily operation of a histology laboratory.

HTO 120 Histology

Class 4 Lab 3 Clinical 0 Work 0 Credit 5

This course provides an overview of the microscopic arrangement and identification of cells and tissues in the human body. Emphasis is placed on classification and relationships of the structure and function of microscopic systems. Upon completion, students should be able to microscopically identify cells, tissues, and organs of the human body.

HTO 130 Histotechnology

Class 4 Lab 3 Clinical 0 Work 0 Credit 5

This course provides an introduction to histologic techniques. Emphasis is placed on dissection, fixation, tissue processing, embedding, decalcification, cytology preparation techniques and frozen sectioning. Upon completion, students should be able to dissect, process, and cut high quality tissue sections.

HTO 140 Histochemistry

Class 4 Lab 3 Clinical 0 Work 0 Credit 5

This course covers enzyme and immunological reactions as they relate to tissue staining. Emphasis is placed on basic, special, and immunohistochemical staining. Upon completion, students should be able to produce basic and special stains and be able to stain high quality tissue sections.

HTO 210 Histopathology

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course provides students with the correlation between histologic procedures and disease processes. Emphasis is placed on changes in tissue associated with various disease states and the use of selected special stains and techniques in identifying disease processes. Upon completion, students should be able to process tissue samples or apply a stain, and prepare tissue to be viewed under a microscope.

HTO 220 Histotechnology Clinical

Class 0 Lab 0 Clinical 24 Work 0 Credit 8

This course provides the entry-level histotechnician clinical experience in an approved clinical histology laboratory. Emphasis is placed on learning and performing routine laboratory operations and the production of a slide set for the practical component of the certification examination. Upon completion, students should be able to demonstrate proficiency in histologic techniques and be prepared to apply to take the Histology Technician certification exam.

HTO 230 Professional Issues

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides the practical application and integration of histology theory and practice using case studies. Topics include laboratory operations and accreditation processes, professional and ethical issues, laboratory management principles, and preparation for the certification examination. Upon completion, students should be able to demonstrate beginning-level

skills as a histotechnician and be prepared to apply to take the histotechnician certification exam.

Related Courses

BIO 163 Basic Anatomy and Physiology

Class 4 Lab 2 Clinical 0 Work 0 Credit 5

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

BIO 271 Pathophysiology

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology.

BIO 275 Microbiology

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms.

CHM 130 Gen, Org, and Biochemistry

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of

major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts.

CHM 130 A Gen, Org, and Biochemistry Lab

Class 0 Lab 2 Clinical 0 Work 0 Credit 1

This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130.

CIS 110 Introduction to Computers

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

COM 120 Interpersonal Communication

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).

ENG 111 Writing and Inquiry

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

ENG 112 Writing Research in the Disc

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines.

HUM (3 credits from any-ART 111, ART 114, ART 115, HUM 115, MUS 110, MUS 112, PHI 215, PHI 240)

MAT 110 Math and Measurement Literacy

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

OR

MAT 143 Quantitative Literacy

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life.

PSY 150 General Psychology

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology.

WBL 111 Work-Based Learning I

Class 0 Lab 0 Clinical 0 Work 0 Credit 1

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 115 Work-Based Learning Seminar I

Class 0 Lab 0 Clinical 0 Work 0 Credit 1

This is a seminar course designed to enrich the student's work-based learning experience.

REGULATIONS AND PROCEDURES

Students enrolled in the Vance-Granville Community College Histotechnology Program will be responsible for observing College rules and regulations as stated in the current college catalog, student handbook, and Code of Conduct. In addition, the clinical affiliates used by the program each have their own rules and regulations that the student is expected to follow. Clinical affiliates, while located away from the college campus, are considered an integral part of the program for student clinical assignments. Students will rotate through some of these affiliates during their matriculation through the program.

The regulations and procedures stated in this handbook represent a contractual agreement between the College and the Histotechnology student. Failure to comply with the regulations and procedures in this *Histology Program Student Handbook* or *Student College Catalog* may result in adverse administrative actions. Each student will sign a statement of agreement confirming that the handbook has been read and each policy and procedure will be followed during the training period. If the student refuses to sign the statement of agreement, he/she will be required to withdraw from the program (*See Student Handbook Agreement.)

FERPA--Release of Information: Family Educational Rights & Privacy Act

Vance-Granville Community College, in compliance with the Family Educational Rights and Privacy Act of 1974, releases no personal, identifiable information about students without the written approval from the student. Exceptions to this practice are those types of information defined by law as “directory information.”

The directory information may be published or made available without the consent of the student. However, any student not wishing any of these types of information released may request in writing to the Dean of Student Development that it not be released

ATTENDANCE

The faculty believes that anytime a student is not in attendance of a class, laboratory, or clinical rotation, he/she is not able to receive the full benefits of a presentation or experience even if competencies are eventually met. Therefore, full-time attendance is required for classes, laboratories, and clinical rotations. At the same time, the faculty recognizes that students may contract illnesses that incapacitate them and cause them to be hazardous to patients and others. In this event, the student must follow the following guidelines:

ATTENDANCE POLICIES:

The faculty believes that anytime a student is not in attendance, he/she is not able to receive the full benefits of the experience and/or lecture. Therefore, attendance at all classes is expected and the 15% absence guideline explained in the attendance policy in the *Student College Catalog* will be followed. At the same time, the faculty recognizes that the students may contract illnesses that incapacitate them and cause him/her to be hazardous to others. In the event this occurs, the student should use his/her best judgment whether to attend class or not.

Please note that if a faculty member and/or clinical site believes that the student is contagious, he/she may be asked to leave for the protection of others and be counted as either tardy or absent, whichever is warranted. If the student is absent three (3) consecutive days due to illness, then he/she must return with a doctor's release. These absences will be recorded as absences. A doctor's note will not excuse an absence unless an extenuating circumstance is granted by the Program Director.

Classroom Attendance Policy

Consistent attendance is essential for academic success and professional development in the Histotechnology Program. Students are expected to adhere to the following guidelines:

1. **Notification of Absence**
2. If an absence will result in missing a quiz, test, project, assignment, or presentation, the **instructor must be notified prior to the scheduled class time.**
 - a. **Note:** Informing faculty of tardiness or absence does **not excuse** the absence or late arrival.
3. **Responsibility for Missed Content**
4. Students are responsible for all material covered during their absence.
 - a. It is the student's responsibility to obtain missed content from classmates or the instructor.
 - b. If a test is missed, the student must take it **on their first day back to campus.**
 - c. Students must coordinate with the instructor to schedule the make-up test.
 - d. **A 10% grade reduction** will be applied for each day of delay in taking the missed test.
 - e. Make-up tests may differ in format from the original.
5. **Attendance Threshold**
6. Students may not miss more than **15% of total classroom time** per semester.
 - a. Exceeding this limit may result in a recommendation to **withdraw passing**, unless extenuating circumstances are documented.
 - b. This policy aligns with the VGCC Student College Catalog.
7. **Extended Absences**
8. If a student misses **more than three consecutive class days**, they must provide documentation before returning:
 - a. A **doctor's note, police report, or court documentation** is required.

- b. Students may be excused for up to **three consecutive class days** for the death of a family member, with appropriate documentation.

9. Lab Attendance

10. There are **no make-up labs** for the following courses:
 - a. HTO 120
 - b. HTO 130
 - c. HTO 140
 - d. HTO 210
 - e. A grade of **zero** will be recorded for the validation portion of any missed lab.
 - f. Other lab work submitted on time may still receive credit.
 - g. Missing **more than two labs** in a semester may result in dismissal from the program unless extenuating circumstances are documented.

11. Clinical Absences Due to Illness

12. If illness prevents a student from completing clinical assignments, a grade of **“Incomplete”** will be issued for the rotation.
 - a. Once the missed time is made up, the instructor will update the grade accordingly.

Extenuating Circumstances Policy

Vance-Granville Community College recognizes that students may occasionally face traumatic or uncontrollable events that prevent attendance in class or clinical rotations for an extended period. Examples of extenuating circumstances include:

- Unexpected surgery (excluding elective cosmetic procedures)
- Prolonged hospitalization
- College closure due to inclement weather
- Death of an immediate family member

Excused Absences for Bereavement

A death in the student’s immediate family will be considered an **excused absence** and will **not count** against attendance requirements. The student will be marked absent for record-keeping purposes, but the absence will not impact clinical or classroom hour totals.

Immediate family includes:

Wife, husband, son, daughter, mother, father, brother, sister, guardian, grandmother, grandfather, granddaughter, grandson, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepmother, stepfather, great-grandmother, and great-grandfather.

Students must provide **written documentation** to the Program Director and faculty verifying the relationship to the deceased.

Excused Absences for Civic Duties

Students required to attend **jury duty**, **National Guard duty**, or other official court appearances (excluding personal legal matters, which will be reviewed individually) will be marked absent on the attendance roster, but the absence will **not affect clinical or classroom hour totals**.

Written validation must be submitted on the student's first day back to class.

Reporting and Documentation

Students experiencing any of the above circumstances should contact the **Program Director** as soon as possible. **Official documentation** must be submitted within **24–48 hours** of the student's return.

Each case will be reviewed individually to ensure fair and compassionate consideration.

Religious Observance Policy - VGCC Board Policy

The Board of Trustees grants each student two days of excused absences per academic year for religious observances. In order for the absence to be an excused absence, students must submit a written request for the absence sufficiently in advance to permit the instructor and student to develop a sound plan for making up any missed class work. All students must plan absences from a class so that their total absences, including any absences authorized in accordance with this policy, do not exceed the total absences otherwise permitted by the instructor, a certifying board, or an accrediting agency.

For the purpose of this policy, an excused absence is an absence for which the student is held harmless for their failure to attend a scheduled class, and for which the instructor provides the student a reasonable opportunity to make up any tests, exams, assignments, or other work missed as a result of the absence. Academic year is defined as beginning the first day of fall semester and ending the last day of the summer semester. Should the student fail to complete the tests, exams, assignments, or other work missed during the excused absence, after the instructor has given a reasonable opportunity to complete them, the instructor is authorized to give no credit for any tests, exams, assignments, or other missed work. North Carolina General Statute 115D5(u); SL 2010-112,5.2.

(approved July 16, 2018)

Service Work Policy

Students enrolled in the Histology Technology (HT) program at Vance-Granville Community College (VGCC) are expected to focus solely on their educational experience during clinical assignments. Participation in service work during clinical hours is **not permitted**.

All clinical hours must be properly documented and verified by the assigned Preceptor or an approved site representative. During school hours, students are under the supervision of faculty and/or designated Preceptors and are not considered employees of the clinical facility.

To maintain the integrity of the educational experience:

- Students must ensure that all clinical hours are recorded on the official **clinical time sheet**.
- Undocumented or unverified hours will **not count** toward clinical requirements.
- Students are present at clinical sites **exclusively as VGCC students**, not as agents, employees, or representatives of the facility.

While students may choose to seek employment at a clinical facility, such work must occur **outside of school hours**, be **voluntary**, and will **not count toward college credit**. VGCC does not assume responsibility for any duties performed outside the scope of the student role.

Tardiness Policy

Students are expected to arrive on time for all classes and clinical assignments. Punctuality reflects professionalism and respect for the learning environment. Any instances of tardiness may result in grade reductions, as outlined in each course syllabus.

Please note that notifying faculty of late arrival does not excuse the tardiness. Consistent timeliness is essential for maintaining academic and clinical standards.

Prolonged Illness Policy

In the event of an extended illness, students are expected to notify their instructor **daily** until the duration of their absence is clearly established. If a student misses **more than three consecutive school days** of class and/or clinical, a **doctor's excuse** is required to verify the absence.

Students are responsible for:

- Obtaining all missed course materials and information.
- Completing any missed assignments, including tests and quizzes.

Failure to complete and submit missed work will result in a **zero (0)** for each unfulfilled requirement. Staying proactive and communicating with instructors ensures academic progress and supports student success.

Incident Reporting Policy

Vance-Granville Community College is committed to maintaining a safe environment for all students, both on campus and at clinical sites. While safety is a priority, unexpected incidents may occur. If a student is involved in or witnesses an incident—such as a patient injury, equipment malfunction, or personal injury (e.g., bumping into furniture, paper cuts, slips, etc.)—**they are required to report it within 24–48 hours**.

Reporting Procedure:

- Notify the appropriate faculty member:
 - **Clinical Coordinator** for incidents at clinical sites.

- **Histology Faculty Member** for incidents on campus.
- The incident report will be completed **online** by the faculty member and forwarded to **Chief Larry Franklin, VGCC Security**.
- This report is intended to protect the student and ensure proper documentation and follow-up.

Prompt reporting helps ensure safety, accountability, and support for all involved.

Communicable Disease Policy

To ensure the safety and well-being of patients, staff, and fellow students, the following procedures must be followed if a student in the Histotechnology program contracts a communicable disease:

1. **Immediate Notification:** The student must inform the Program Head as soon as a diagnosis is confirmed.
2. **Medical Documentation:** The student must provide written guidance from the diagnosing physician outlining any necessary limitations regarding contact with others.
3. **Temporary Removal:** Based on the physician's recommendations, the student may be temporarily removed from classroom and clinical activities.
4. **Return to Program:** A written medical release from the physician is required before the student may return to class, lab, or clinical rotations.
5. **Attendance and Make-Up Work:** All absences will be managed according to the program's established attendance policies.

These steps are in place to protect everyone involved and to support the student's recovery while maintaining academic and clinical standards.

Communicable Disease Exposure Guidelines

Histology Technology students at Vance-Granville Community College may encounter patients with communicable diseases transmitted through blood or bodily fluids. To ensure safety and prevent transmission, students must follow these essential guidelines:

1. **Hand Hygiene**
2. Hands must be thoroughly washed **before and after** each patient interaction.
3. **Use of Gloves**

Gloves must be worn whenever there is a potential for exposure to blood, mucous membranes, body fluids, or secretions.

- a. Gloves should also be used when handling items or equipment contaminated with blood or bodily fluids.
- b. Gloves must be changed between patients and immediately replaced if damaged (e.g., torn or punctured).

4. **Handling Sharps**

Needles, scalpel blades, and other sharp instruments must be treated as potentially infectious.

- a. Handle with extreme care to avoid accidental injury.
- b. Dispose of all sharps in designated **biohazard, puncture-resistant containers** located at each clinical site.

5. Needle Safety

To prevent needle-stick injuries:

- a. Do **not** recap, bend, break, or manually remove needles from disposable syringes.

6. Emergency Resuscitation

In the event of a resuscitation need, use **mouth-to-mouth masks** in accordance with clinical site procedures to minimize direct exposure.

7. Cleaning and Disinfection

Spills involving blood or body fluids, contaminated surfaces, and reusable items must be cleaned using a **1:10 bleach solution** or another approved disinfectant.

Substance Abuse Policy

Vance-Granville Community College (VGCC) and the Histotechnology Program are committed to maintaining a safe, healthy, and professional learning environment. Students must not possess, use, or be under the influence of any illegal drugs or narcotics, in accordance with state and federal laws and the VGCC Student Catalog (Section 2.G – Alcohol and Drug Prevention).

Substance abuse can impair judgment and compromise both patient safety and the educational process. The Histotechnology Program supports early identification, intervention, and referral for treatment when substance use may affect student performance or safety.

Key Guidelines:

- **Drug Testing** may be required to identify recent use of alcohol or drugs. A positive result is not a diagnosis but may indicate a violation of clinical or college policy.
- **Confidentiality** of test results will be maintained, with access limited to individuals with a legitimate need to know.
- **Clinical Site Policies** regarding drug testing will be upheld by the college. Students are responsible for any associated costs.

Identification of Substance Abuse Includes:

1. Possession or consumption of alcohol, illegal drugs, or non-prescribed controlled substances on campus or at clinical sites.
2. Diversion of controlled substances from a clinical facility.
3. Behavior or appearance suggesting impairment due to substance use or misuse of prescribed medications.

Intervention Procedures:

- Students identified under items 1 or 2 will be **dismissed from the program without opportunity for readmission**.
- Students identified under item 3 may be required to undergo testing (e.g., breath, saliva, urine, or blood). Refusal to comply or a positive result will result in **dismissal without opportunity for readmission**. Students are responsible for testing costs.

Referral for Treatment:

Students identified as needing support will be referred to appropriate local or state agencies. All referrals will be handled confidentially, in accordance with applicable laws and college policies.

Drug Screening Policy

All Histotechnology students must complete a **negative drug screen** before beginning clinical rotations. The screening must be conducted by **Mind Your Business Inc.** or another approved vendor, no later than **10 days before the first clinical day**.

- A **positive drug screen** resulting in denial of clinical placement will lead to **dismissal from the program without opportunity for readmission**.
- Directions for drug screening will be provided by the designated vendor.

Criminal Background Check Policy

Clinical affiliates require students to undergo a **criminal background check** prior to clinical placement. By applying to the Histotechnology Program, students consent to this process.

Key Guidelines:

- A signed consent form is required before the background check is performed.
- Students are responsible for all associated fees.
- Refusal or withdrawal of consent will result in **dismissal from the program without opportunity for readmission**.

Important Notes:

- Background check results are shared only with the clinical site; faculty do not have access.
- A criminal record may prevent clinical participation and result in **dismissal from the program**.
- VGCC does not guarantee placement at any clinical site.
- Clinical site approval is required for student participation and continuation.

Ongoing Monitoring:

Beginning **August 18, 2025**, **Mind Your Business Inc.** or another approved vendor will provide **continuous monitoring** of student background checks. If new charges are identified, updated reports will be sent to the clinical site, which will determine whether the student may continue clinical participation.

Faculty Recommendation:

Students with **felony charges** on their background check may be denied clinical placement by affiliate sites, which will prevent completion of the program.

Student Online Criminal Background Check/Drug Screen Request Procedure

Link to Vendor QuickStart Guide. <file:///C:/Users/fleminge/Downloads/quickstart.pdf>

Legal Liability Insurance Policy

Students enrolled in the Histotechnology Program at Vance-Granville Community College are covered by accident insurance provided through the College, contingent upon payment of the student activity fee. This insurance is valid **only during scheduled class and clinical hours** when the College is officially in session.

Key Guidelines:

- Students should **not attend clinical** when classes are not in session, as insurance coverage will not apply.
- If a student is injured during clinical, the clinical site may require the student to seek medical care. Costs may be covered by the College's accident insurance or at the student's own expense.
- An **incident report** must be completed **within 4 hours** of the injury to ensure accurate documentation.
- Students must submit:
 - A copy of the completed **Incident Report**
 - A copy of the **medical bill** (after insurance has paid)
 - These documents should be submitted to the **Program Head** and the **Business Office** for reimbursement consideration.

An incident form is included in the back of the Histotechnology Student Handbook.

Conduct and Performance Standards

Enrollment at Vance-Granville Community College signifies a student's agreement to uphold the College's published rules and policies. Students are expected to conduct themselves in a manner that reflects the values and professionalism of both the College and the healthcare community.

Expectations:

- Students must maintain behavior appropriate to a collegiate and clinical environment.
- Conduct that violates the **Student Code of Conduct**—whether on campus or during school-sponsored activities—may result in **suspension or dismissal**.
- Unprofessional behavior that is inconsistent with the standards of the Histotechnology profession will not be tolerated.

Professional Responsibility:

Histotechnology students carry a heightened responsibility for ethical and professional conduct. They represent:

- The **medical profession**
- **Vance-Granville Community College**
- Their **clinical site affiliates**

Whether in the classroom, clinical setting, professional meetings, or the community, students must consistently demonstrate professionalism. Individual and group behavior reflects personal ethical standards and the integrity of the program.

Histotechnology Professional Guidelines

Students enrolled in the Histotechnology Program at Vance-Granville Community College are expected to uphold the highest standards of professionalism and ethical conduct. These guidelines reflect the responsibilities students carry as future healthcare professionals:

Respect and Professionalism

1. Demonstrated disrespect toward a patient, clinical representative, or faculty member is grounds for **immediate dismissal**. Refer to the handbook's dismissal section for further details.
2. **Probation Status:** Outside of academic standing, probation may be assigned at the discretion of program faculty for infractions including, but not limited to:
 - a. Insubordination
 - b. Failure to meet clinical assignments and objectives
 - c. Unprofessional conduct, including misuse of electronic devices
3. **Professional Maturity:** Professional maturity is essential. Immaturity is not acceptable in clinical or academic settings.
4. **Patient Confidentiality:** Patient information must be kept strictly confidential. Students must **never discuss a patient's history**, especially with the patient themselves.
5. **Use of Professional Titles:** Appropriate titles such as **Dr., Mr., Mrs., Miss, etc.** must be used when addressing professionals and patients.

Disciplinary Actions

The Histotechnology Program is dedicated to preparing students for professional success. When a student violates program policies or procedures, the goal is to guide them back toward appropriate conduct through a structured disciplinary process.

Process Overview:

- Violations are reviewed by Histotechnology faculty.

- A meeting is held with the student to discuss the issue and allow the student to present their perspective.
- Faculty determine the appropriate disciplinary action based on the nature and severity of the infraction.

Possible Disciplinary Actions:

- **Reprimand:** A written notice informing the student of a policy violation and warning that future infractions may result in more serious consequences.
- **Reprimand with Assignment:** A written reprimand accompanied by an assignment or presentation designed to reinforce understanding of the violated policy.
- **Counseling:** Students who demonstrate a lack of understanding of policies may be referred for counseling to clarify expectations and responsibilities.
- **Point Deductions:** If corrective actions are not taken, point deductions may be applied to the student's final grade in the relevant course.
- **Dismissal:** Dismissal from the program may occur for serious or repeated violations. Students retain the right to appeal, following the process outlined in the Student College Catalog.

Continued Expectations:

If a student demonstrates appropriate behavior for the remainder of the program, no further penalties will be applied. However, any future violations may take previous infractions into account when determining disciplinary action.

DRESS CODE

Proper dress code attire is a requirement for the Histotechnology Program. Students are required to wear approved scrubs and name badge to clinical sites. Students should wear closed toe, black shoes. Solid black athletic shoes are acceptable. NO jewelry is allowed to be worn. Classroom attire will be discussed at orientation. All Histotechnology students are required to adhere to the proper dress code whenever attending any portion of their training, which includes classroom, lectures labs and clinical.

Holidays and Vacation Policy

Histotechnology students are expected to fully commit to their academic and clinical schedules during each semester. Students are eligible for holidays and vacation time **only during official breaks** as recognized by Vance-Granville Community College.

Key Guidelines:

- Students should refer to the **Academic Calendar** in the College Catalog for official holiday and semester break dates.
- **Vacation time should not be scheduled during active academic semesters.**

- Missed class time, labs, clinical days, tests, quizzes, or assignments due to vacation will be considered **unexcused**.
- **Make-up opportunities will not be provided** for missed work resulting from vacation-related absences.

Maintaining consistent attendance is essential for academic success and professional development in the Histotechnology Program.

School Closing Policy

Please note that the closing of **Vance County** or **Granville County Schools** does **not** automatically mean that **Vance-Granville Community College** will be closed.

Students are encouraged to check for official college announcements regarding closures. If no announcement is made by **7:00 a.m.**, the College will operate on its **normal schedule**.

In the absence of a confirmed closing, students should use their best judgment when deciding whether to travel in inclement weather or hazardous conditions. Safety is a priority, and communication with instructors is encouraged if travel is deemed unsafe.

Inclement Weather Policy

In the event of adverse weather or other emergency conditions, the decision to close **Vance-Granville Community College** will be made by the **President** or the President's designated representative.

Important Information:

- If the College is closed due to inclement weather, **missed classes will be rescheduled** using a method determined by the President.
- Official announcements regarding closures will be made via:
 - Local television and radio stations
 - A recorded message at **(252) 492-2061**
 - The VGCC website: www.vgcc.edu

Students are encouraged to monitor these sources for timely updates and to prioritize safety when traveling during adverse conditions.

How VGAlert Works

All students and employees are **automatically enrolled** in VGAlert using the contact information provided during initial enrollment or employment.

Notifications are delivered via:

- **Text (SMS)**
- **Email**

- **Social Media** (Facebook and Twitter)
- **Campus Digital Signage**

Why VGAlert Matters

VGAlert ensures **timely and reliable communication** during critical events. To receive uninterrupted alerts, it is important to keep your contact information **up to date**.

Managing Your Alert Preferences

Students and employees can log in to the **VGAlert portal** to:

- Update mobile phone numbers or email addresses
- Add additional contact methods (e.g., a secondary phone number)
- Choose preferred notification channels

ACADEMIC ADVISING

Vance-Granville Community College takes pride in its commitment to academic advising. The focus of this commitment lies in the great educational value of faculty and professional advisors helping students to set meaningful, self-directive goals. Academic advising assists students in the planning and the development of their educational and career goals.

Courses selected by students must be approved by their advisor prior to registration. The advisor must also approve all registration changes, such as dropping and adding courses.

All students are encouraged to meet with their advisor throughout each semester and discuss their academic progress. Although advisors are available to assist students in a variety of ways, the final responsibility for meeting all academic requirements for graduation rests with the student.

To receive a diploma or associate in applied science degree, **students must maintain a grade of "C" or better in all their major and related courses**. Students receiving a grade less than a "C" during the semester will receive a notification of low course average. Students will then be required to meet with an advisor to discuss their progress, identify potential barriers to their success and create a plan to address individual education and support needs. The faculty strongly suggests that students seek assistance and counseling at the first sign of any academic difficulty.

Any student who receives a grade less than a "C" in any of their major and related courses will receive a written communication which gives official notice that they have not maintained the requirements for participation in the Histotechnology Program and will be withdrawn from the program.

Students who are unsuccessful in the Histotechnology Program may reapply for admission. Please see Returning Students Regulation for more information.

CLINICAL ADVISING

Prior to clinical placement, Histotechnology students will meet with their **Program Advisor** during the enrollment period to:

- Discuss available clinical options
- Review potential clinical site locations
- Receive guidance and support for clinical placement decisions

Students are encouraged to actively participate in this advising session to ensure a successful and well-matched clinical experience.

ACADEMIC EVALUATION

Tests and Assessments

All tests administered within the Histology Technology Program at Vance-Granville Community College remain the property of the College. Students will be given the opportunity to **review graded tests** to support their learning and understanding of course material.

Grading policies, including **grading scales and rounding procedures**, are outlined in each course syllabus and provided to students on the **first day of class**. Students are expected to review the **College Catalog** for comprehensive academic policies and procedures.

Quality Improvement Plan – Effective Fall 2024

As part of the College's ongoing commitment to academic excellence, the Histotechnology Program has implemented a **Quality Improvement Plan** Beginning Fall 2024. This plan includes:

- **Sequential testing** of student knowledge, skills, and efficiency
- Integration of assessments across **classroom and laboratory settings**
- Alignment of evaluations with **course goals and program outcomes**

This initiative ensures that students' progress effectively through the didactic content and are well-prepared for clinical and professional success.

OTHER REQUIREMENTS

Technology Requirements for Histology Courses

To succeed in the histology courses, students are required to have access to a personal computer, as many courses are delivered in a distance education format. Reliable high-speed internet access is essential for completing online assignments and participating in course activities.

A limited number of laptops are available for loan, subject to approval by the Program Head. Students who need to borrow a device must notify their instructor as early as possible to allow sufficient time for processing the request and arranging the loan.

REPEATING COURSES

A course taken at Vance-Granville Community College may be repeated in order to raise the grade only if the previous grade was below a "C." In the case of a course which has been repeated, only the grade points and credit hours earned in the most recent attempt will be used in the computation of the grade point average to determine eligibility for graduation. All grades on the transcript are used in the computation of the cumulative GPA.

RETURNING STUDENTS POLICY

Students who are dismissed from the program for academic reasons or who withdraw for personal reasons may be eligible to re-enter the program in the following academic year, provided they meet the following conditions:

1. **Admissions Requirements:** Students must meet the admissions criteria in place for the year they wish to return. If requirements have changed since their original acceptance, they must satisfy the updated standards.
2. **Academic Standing:** The student's academic record must demonstrate sufficient progress and potential to warrant re-entry.
3. **Clinical Placement Availability:** Re-entry is contingent upon the availability of clinical slots. The program does not reserve clinical placements for returning students.

Students dismissed for **disciplinary reasons** or those who have previously been **unsuccessful in academic readmission** will not be considered for re-entry. Additionally, students seeking readmission **beyond one academic year** from their departure must reapply to the program and compete with new applicants through the standard admissions process.

Academic Grievance/Grade Appeals Policy

See the VGCC College Catalog

School of Health Sciences Students Standards of Progress

See the VGCC College Catalog

Disciplinary Appeals Procedures

See the VGCC College Catalog

GROUNDNS FOR DISMISSAL-CLINICAL/CLASSROOM

The grounds for immediate dismissal from the Histotechnology Program at Vance-Granville Community College are listed below:

I realize I can be dismissed from the program at any time during training for violation of any one of the grounds listed below. Violations 3 – 15 noted below will result in dismissal from the program without opportunity for readmission.

1. Any grade in the required Histology curriculum below a “C”.
2. Failure to accomplish clinical assignments and objectives.
3. Insubordination.
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. Unprofessional conduct including the inappropriate use of ALL electronic devices.
7. Unethical conduct.
8. Cheating in any courses.
9. If a clinical affiliate refuses to allow a student on site due to violations such as theft, misconduct, poor performance or any other reason, the student will be dismissed from the program without opportunity for re-admission.
10. Falsification of clinical records.
11. Violation of HIPAA guidelines or regulations.
12. Abuse of any lab equipment.
13. Removing or consuming medications, chemicals, or equipment from the histology lab.
14. Use of profanity or foul language in the classroom or in or around the clinical sites.
15. Falsification of any documents associated with any aspect of the Histology Technology Program. This would include but not be limited to timesheets, evaluations, assignments or health information.

Signed

Date

STUDENT

CLINICAL

HANDBOOK

CLINICAL AND WORK BASED EXPERIENTIAL SITES

VGCC Histotechnology 2025-2026 Clinical Site list

Institution: Cape Fear Valley Health System
Address: 1638 Owen Drive, Fayetteville, NC 28304

Institution: Duke Raleigh Clinical Labs
Address: 3400 Wake Forest Road, Raleigh, NC 27609

Institution: Duke University Clinical Labs
Address: Hudson Bldg, Room 1540. 2351 Erwin Rd, Durham, NC 27705

Institution: Eastern Caroline Pathology
Address: 2693 B Forest Hills Road, Wilson, NC 27893

Institution: Labcorp
Address: 1912 TW Alexander Drive, Durham, NC 27709

Institution: UNC Hospitals of Chapel Hill (McLendon Labs)
Address: 101 Manning Dr., Chapel Hill, NC, 27514

Institution: ECU Health Medical Center
Address: 2100 Stantonsburg Rd. Greenville, NC 27834

Institution: WakeMed
Address: 3000 New Bern Avenue, Raleigh, NC 27610

Institution: Durham Veteran Affairs Health Care System
Address: 508 Fulton St, Durham, NC 27705

ADMISSION TO CLINICAL SITES

Clinical Placement Policy

Vance-Granville Community College is committed to providing students in the Histotechnology Health Sciences Program with **diverse and meaningful clinical experiences**. Due to limited availability of clinical sites, **acceptance into the program is selective** and based in part on clinical capacity. All eligible students are required to participate in clinical and experiential learning experiences as outlined in the program of study.

To support student learning, the program offers both **traditional clinical placements** and **work-based learning opportunities**, ensuring that each student experiences **at least three distinct settings** throughout their training. During the year-long training, students will be placed in at least one clinical site. Placement at multiple sites or specific locations is not guaranteed. While every effort is made to provide varied environments, **full placement for all clinical rotations may not be guaranteed** due to operational constraints at partner sites.

Students are advised during the pre-enrollment period that clinical site selection is managed by faculty and not by student preference.

Placement Guidelines

- **Clinical site selection is managed by faculty and facility availability**, not by student preference.
- Faculty will consider **home addresses and travel distances** when assigning placements.
- **Specific site requests cannot be accommodated.**
- A list of **approved clinical locations** is posted on the Histology area's bulletin board and is included in the Clinical Handbook.
- This list is **updated annually**, but inclusion does **not guarantee availability** at the time of placement.

Clinical Site Placement and Work-Based Learning Policy

Admission to clinical sites is determined solely by the discretion of the **clinical affiliates** partnering with Vance-Granville Community College. Students must meet all site-specific requirements, including but not limited to:

- **Negative drug screening**
- **Clear criminal background check**
- **Compliance with site policies and professional standards**

Simulation Lab as an Alternative

If a student cannot be placed at a clinical site, they will be temporarily assigned to the **simulation lab environment** until a clinical rotation becomes available.

Clinical placement decisions are based on site availability and may be affected by **unforeseen administrative or business-related changes** at affiliate locations.

If a student is **refused placement** at a clinical site due to a **positive drug screen, adverse background check, or any unethical or unprofessional reason**, the student **will not be reassigned** to another site. This refusal may constitute grounds for **dismissal from the Histotechnology Program without opportunity for readmission**, as outlined in VGCC's program policies

Students are reminded that clinical affiliates reserve the right to accept, reject, or remove students from placement at any time. VGCC does **not guarantee clinical placement**, and successful completion of the program is contingent upon the student's ability to participate in and complete clinical rotations.

CODE OF CONDUCT

Students may be suspended or dismissed for conduct that is considered in violation of the student Code of conduct while on campus or while participating in school-sponsored activities with, on or off campus. (Student College Catalog). The clinical affiliates reserve the right to refuse admission to any histology technician student who is involved in any activity not considered professional or conducive to proper patient care. **Any student refused admission to any clinical affiliate is subject to immediate dismissal from the Histotechnology program without opportunity for readmission.** The following guidelines are published to aid the student in determining proper professional conduct.

Professional Expectations for All Program Students During Clinical Rotations

All students are expected to:

1. Arrive at the clinic fully prepared for all assignments.
2. Maintain alertness and energy throughout their clinical rotation.
3. Ensure they are free from the influence of any narcotic or sedative medications, whether prescribed or not, unless cleared by appropriate medical and academic channels.
4. Wear complete and proper professional attire at all times during clinical rotations.
5. Refrain from the use or possession of drugs or alcohol before or during clinical assignments.
6. Stay engaged and attentive throughout the entire clinical rotation.
7. Respect the property of clinical affiliates and uphold integrity at all times.
8. Demonstrate ethical and professional conduct in accordance with the Clinical Affiliates' rules, regulations, and the student handbook.
9. Be punctual and maintain consistent attendance during clinical assignments.
10. Follow the college's grievance procedures professionally and respectfully, especially in interactions with students, staff, pharmacists, pharmacy technicians, faculty, physicians, and patients.
11. Adhere to all smoking regulations and avoid smoking in prohibited areas during clinical rotations or on campus.
12. Maintain a professional environment by avoiding gum chewing or candy consumption in the lab during clinical rotations.
13. Eat only in designated areas during clinical rotations.

14. Follow scheduled mealtimes and clock in/out accurately.
15. Use clinical affiliate telephones only for professional purposes.
16. Limit personal cell phone use to approved break times while at clinical sites.
17. Be present only during scheduled clinical assignment hours and avoid loitering in the facility.
18. Accept assignments respectfully from Clinical Preceptors or their designated representatives.
19. Remain in assigned areas within the Pharmacy Department unless given specific permission to leave.
20. Politely decline any gratuities or tips offered by patients or their families.
21. Use respectful and professional language at all times—on campus, in classrooms, labs, and clinical sites.
22. Comply fully with all pharmacy regulations during classroom, lab, clinical, and extracurricular activities.

Student Conduct and Accountability

Students are expected to uphold the highest standards of professional behavior as outlined in the College Code of Conduct and the Histology Technology Handbook. If a student's actions do not align with these standards, program faculty will provide guidance and support through counseling. Each situation will be addressed thoughtfully and appropriately, based on its nature and seriousness, and in accordance with the current published policies.

ATTENDANCE

Clinical rotation is an essential and required component of the curriculum. Students are expected to attend all scheduled clinical days and complete their assigned clinical hours. In the event that a student is unable to attend a scheduled rotation, it is their responsibility to notify both the Clinical Instructor and the site Preceptor **prior to the start of the shift**. Timely communication ensures continuity of care and maintains professional standards.

Failure to properly contact the clinical site and the Clinical Faculty will result in a student review.

- First offence of student failure to properly contact the site and instructor will result in mandatory counseling. Students will be required to meet with a clinical instructor to review and recommit to compliance with the clinical guidelines.
- Any subsequent offense will result in dismissal from the Histology Technology Program.
- Documentation the student understands the clinical guidelines and the consequences of subsequent failures will be placed in the student file.
- Absences must be made up at the convenience of the clinical site.
- Students are required to bring documentation for the reason of the absence such as a doctor's note, police report or a note from the court.
- A copy of this document should be attached to the time sheet for that rotation. Students should refer to their Course Outlines (syllabi) for information about missed time in clinical.

Clinical Make-Up Policy

Students are expected to complete all assigned clinical hours as part of their curriculum. Make-up hours must be scheduled **only when VGCC classes are in session** and **cannot be completed on holidays**. All make-up time must be **approved in advance** by clinical faculty.

To ensure proper documentation:

- Students must use the **Clinical Make-Up Card**, available from the Clinical Instructor.
- The card must be signed by both the **Clinical Instructor** and the **Clinical Coordinator** at the site.
- The **white copy** of the completed card should be attached to the corresponding **time sheet**, along with a note explaining the absence.

Failure to obtain prior approval and submit proper documentation will result in **no credit** for the make-up hours. Uncompleted clinical days will lead to an **incomplete grade** for HTO 220. Once the required hours are made up, the incomplete will be removed. If the hours are not made up, the student will be **withdrawn from the course**.

Service Work Policy: Please See Service Work Policy on Page 15-16

Commented [EF1]: UPDATE

THE CLOSING OF VANCE AND/OR GRANVILLE COUNTY SCHOOLS DOES NOT MEAN THAT THE COLLEGE WILL BE CLOSED.

If the school is closed, students do not need to contact the instructor. Students should not report to class or clinical if the school is closed. Students assigned to a clinical site on a date that the school is closed **MUST CONTACT THE COORDINATOR AT THE CLINICAL SITE** and explain that the school is closed and that they will not be in attendance that day. Clinical sites should be called as soon as the site is open. Messages concerning attendance or any other matter should **NOT** be left on answering machines or with staff other than the clinical coordinator.

If the college is open but announces a delay in classes, the delay should be based upon the 8:00 a.m. hour. For example, if a two (2) hour delay is announced, students should report to the 10:00 a.m. class or rotation at 10:00 a.m. The clinical coordinator at the clinical site should be notified of the scheduled delay as soon as the site is open. Clinical hours missed must be made up before the end of the semester. The college will schedule make-up time for the missed 8:00 and 9:00 classes at a later date. If a student feels that he/she cannot meet the delayed time, then the instructor should be notified according to the attendance policies for the absence to be excused. As with all absences, students are responsible for the material covered in class and for making up the missed clinical time during the semester.

CONFIDENTIAL INFORMATION

All histology and patient records are strictly confidential. Requests for information concerning a patient should be referred to the Clinical Site Preceptor or designee. Students should **NEVER** access a patient's information if they are not directly involved with that patient's care. Students are expected to maintain the confidentiality of all histology records according to HIPAA regulations and policies of the clinical facility. (*Per conduct in Student College Catalog*)

HIPAA TRAINING

Students will be required to complete HIPAA training as part of its curriculum. Most clinical sites provide their own HIPAA training with certificates of completion. Copies of HIPAA certificates will be kept in the students' files. Students are also required to have a copy of their HIPAA certification in their clinical folder at all times during clinical rotations. The clinical site may require a copy for their records.

IDENTIFICATION

Students will wear an identification name tag during all clinical assignments and in the classroom when required. The program will inform the student during orientation as to the type of tag they should purchase and the proper format of the name tag.

PREGNANCY POLICY

It is the goal of the Histotechnology program to allow students to rotate through a variety clinical histology settings. Some clinical sites may provide a working environment that could facilitate exposure to hazardous substances. However, should any student suspect pregnancy, it is recommended that she voluntarily disclose it to the Program Director. For this reason, students may require additional instructions concerning their assignments, tasks and duties during clinical rotation. This must be in writing and indicate the expected date of confinement (delivery). In the absence of this information, a student cannot receive considerations related to pregnancy.

MEALS

Lunch schedules will be assigned at the discretion of the Clinical Preceptor at each clinical site. The student is provided with a half-hour lunch break during each clinic day. **The student is not allowed to work through his/her lunch period so that he/she can leave the clinical site early.**

STUDENT PERFORMANCE EVALUATIONS

Students' performance evaluations are completed by the clinical preceptor at the clinical site. Students are evaluated as entry level technicians and evaluations are intended to provide the student with feedback and opportunities for improvement. At the end of the clinical rotation, evaluations should be placed in the sealed envelope provided in the clinical packet and returned to a faculty member during the next class day on campus.

TIME SHEETS

Students are provided with a time sheet for each rotation. The time sheet is to be filled out daily and signed or initialed by a clinic coordinator or clinic instructor. If an error is made on the time sheet, a single line should be crossed through the error and initialed by the coordinator or clinic instructor. Copies of time sheets will not be accepted. **If a time sheet is altered or falsified, the student will be immediately dismissed from the program without opportunity for readmission. Students will turn in the top white copy to Clinical Faculty and keep the yellow copy for their records.**

PERSONAL APPEARANCE

The personal appearance and demeanor of Histotechnology students reflect both the college and program standards and are indicative of the students' interest and pride in his/her profession.

The dress code is one mutually agreed upon by VGCC, the advisory committee and the clinical affiliates. Student attire should be clean, pressed, and include proper identification. Shoes must be clean and polished at all times.

Any student reporting to the clinical affiliate in improper attire will be sent home by the Clinical Preceptor or Program Faculty. The time missed will be unexcused and count towards the student's attendance grade.

DRESS CODE

1. Clean, pressed lab jackets and scrubs along with name tag should be worn while working at any clinical site.
2. No jeans, sweat suits or wind suits.
3. Closed toe shoes are required. Athletic shoes are acceptable but must be black and always kept clean. Black athletic shoes with bright colors and high-tops are not acceptable.
4. Make-up, perfume, and aftershave should be applied conservatively.
5. NO jewelry is to be worn.
6. Hair must be always clean and out of the face. Hair ornaments should be small and discreet. Facial hair should be clean shaved or kept neat and professional in appearance.
7. Fingernails must be kept short and clean without polish or acrylics in clinical settings where sterile products are being prepared.
13. Tattoos MUST be always covered.

If in doubt, the student should ask the program faculty prior to wearing questionable attire to the clinical site.

RELATIONSHIPS WITH INSTRUCTORS

Instructors are people. They are an integral part of your education. Here are some suggestions for forming a good working relationship with them.

1. Form your own opinion about each instructor. Students talk about teachers, and you may hear conflicting reports. Decide for yourself.
2. Be attentive. Daydreaming, sleeping, or having side conversations in class will insult your instructor. Besides, you miss what's happening. Side conversations also disturb other students.
3. We all have mental pictures about instructors. Perhaps they are unapproachable, brilliant, boring, demanding, eccentric, etc. Assume nothing. Get to know your teacher first-hand. Take advantage of their office hours. Some teachers best express their love and enthusiasm for their subject in private conversations rather than lectures.
4. Many instructors have special office hours. Most are delighted to talk to students. That's why they are teachers. Talking to one student allows them to focus on the area that's critical to that student and their enthusiasm can be contagious. What sounded incomprehensible in class may become clear in a one-to-one exchange.
5. Arrive early for classes. You can visit with your instructor or classmates, review notes, or spend a few minutes relaxing. Being on time demonstrates your commitment and interest.
6. Participate in class discussions. Ask questions. Provide answers. Be ready to debate and discuss. Your instructor will know you are interested and prepared. Asking questions to sidetrack your teacher or just to get noticed, however, wastes everyone's time.
7. Accept criticism. Learn from your teacher's comments on your work. It is a teacher's job to correct. Don't take it personally.
8. Submit professional work of high quality in both content and form. Prepare papers as if you were submitting them to an employer. Imagine that a promotion and raise will be determined by your work.

Academic Calendar

Vance-Granville Community College operates on the semester system. The fall and spring semesters are 16 weeks (80 days) in length. The summer term includes 8 weeks (40 days) and 10 weeks (48 days) sessions. In addition, mini terms are offered during Fall and Spring semesters. These include 8-week terms in the general education courses. Each mini term has a census date, add/drop period, and withdrawal dates that are published in the College registration bulletin (ARCHES).

The academic calendar is available on the Vance Granville Community College website.

<http://www.vgcc.edu/academics/academic-calendar>

CLINICAL ROTATION ATTENDANCE REVIEW PROCEDURE

Clinical Rotation is a required portion of the curriculum. Students **MUST** attend their clinical on their scheduled rotation days and times. If students are unable to attend a clinical day, they **MUST CONTACT** the Clinical Rotation site and their Clinical Instructor prior to their scheduled shift. **Failure to properly contact the clinical site and the Clinical Faculty will result in a student review.** Absences must be made up at the convenience of the clinical site. Students are required to bring documentation for the reason of their absence such as a doctor’s note, police report or a note from the court. A copy of this document should be attached to the time sheet for that rotation. Students should refer to their Course Outlines (syllabi) for information about missed time in clinical.

Student _____ on ___/___/___ date failed to properly contact the Clinical Faculty and Clinical Instructor prior to scheduled shift. Today ___/___/___ student met with Clinical Faculty _____ and reviewed the attendance policy.

Student affirms that the attendance policy has been fully explained, and he/she has been informed that any subsequent offense will result in dismissal from the Histology Technology Program.

By signing below _____ attests to his/her recommitment to full compliance with the attendance policy as stated. He/she also confirms understanding of the consequence of subsequent failure is dismissal from the Histology technology Program.

Student Signature

Date

DIVISION OF HEALTH SCIENCES
CLINICAL INCIDENT REPORT

NAME OF PROGRAM _____

STUDENT AND/OR FACULTY MEMBER INVOLVED IN INCIDENT

CLINICAL FACILITY AND DEPARTMENT OR UNIT _____

DATE OF INCIDENT _____

TIME OF INCIDENT _____ A.M. P.M.

DESCRIPTION OF INCIDENT _____

ACTION TAKEN _____

WITNESSES: NAME/ADDRESS/PHONE _____

CLINICAL INSTRUCTOR

DATE OF SUBMISSION OF REPORT

INSTRUCTIONS: Contact Department/Program Head Supervisor at the time of the incident and prepare an incident report. Make two copies of the report and distribute it to the Dean of Health Sciences. The report is to be submitted within 24-48 hours of the incident.

Histotechnology Student Checklist

<i>Histology students should make sure that the following forms or information has been completed and/or turned in prior to completing an application for graduation</i>	<i>Date Completed</i>
Copy of Histology Technology Acceptance Letter on file.	
Returned Response letter on file.	
Copy of Certificate for Health Science Admission Information Session on file.	
Documentation of Attendance of the Histology Technology Program Orientation on file.	
Copy of Student Program requirement grid on file (instructor will provide).	
Copy of completed Medical Form on file including required/updated vaccine record.	
Copy of current CPR card on file.	
Histology Technology Program handbook signed pages (NC Histology Law, Grounds for Dismissal, Student handbook agreement, honor code statement and Checklist) on file.	
Copy of Drug Screen results. (prior to going to clinical)	
Complete Criminal Background Check (complete prior to going clinical)	
Copy of HIPAA Training (prior to clinical)	
Copy of Student Curriculum Plan for each semester	
Complete the Curriculum Application for Graduation form Pay Fee and return form to VGCC registrar.	

Histotechnology Program Criminal Background Notification

The clinical sites used by the Histotechnology Program will not accept students who have prior criminal convictions on their criminal background check. Any student refused admission to any clinical affiliate will be dismissed from the Program without opportunity for readmission.

For these reasons, the faculty of the Histotechnology Program strongly advises that students not choose to enter the Histology Program if they have felony on their criminal background check.

Student Signature

Date

GROUNDS FOR DISMISSAL-CLINICAL/CLASSROOM

The grounds for immediate dismissal from the Histotechnology Program at Vance-Granville Community College are listed below:

I realize I can be dismissed from the program at any time during training for violation of any one of the grounds listed below. Violations 3 – 15 noted below will result in dismissal from the program without opportunity for readmission.

1. Any grade in the required Histology curriculum is below a “C”.
2. Failure to accomplish clinical assignments and objectives.
3. Insubordination.
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. Unprofessional conduct.
7. Unethical conduct.
8. Cheating in any courses.
9. If a clinical affiliate refuses to allow a student on site due to violations such as theft, misconduct, poor performance or any other reason, the student will be dismissed from the program without opportunity for re-admission.
10. Falsification of clinical records.
11. Violation of HIPAA guidelines or regulations.
12. Abuse of any lab equipment.
13. Removing or consuming medications, chemicals, or equipment from the histology lab.
14. Use of profanity or foul language in the classroom or in or around the clinical sites.
15. Falsification of any documents associated with any aspect of the Histology Technology Program. This would include but not be limited to timesheets, evaluations, assignments, or health information.

Signed

Date

Clinical Make-Up Plan

The purpose of the clinical make-up plan is to ensure that the clinical site and the student mutually agree upon set dates and times that the student will complete this missed due to clinical tardies. The student and the Clinical Instructor will use this document as a worksheet to create a plan which the student must abide by.

Tardy time must be made up during semester breaks or at the end of the semester as agreed upon by the student and the clinical site. Tardy time must be made up at the site in which time was originally missed. In the event the student does not complete all necessary make-up time before the last day of the semester, he/she will receive an incomplete until all time is made up and make-up timesheets submitted to the clinical coordinator. For more information about Incomplete grades, please see the College Catalog.

Student: _____ Semester: _____
 Clinical Site: _____ Make Up Time Needed: _____ hr

Complete the grid below with suggested dates and time frames to be completed on each day you will be making up time. If dates or times need to be changed, please indicate "not approve" and write in a better suited date and time in a different block.

Date	Time Frame	Approve (Complete by CI)	Not Approve (Completed by CI)

Notes:

By signing below, all parties agree to accept and follow this clinical make-up plan as written. Failure on the student's part to follow this plan will result in a 10-point grade deduction from the corresponding clinical education course final grade. The student must adhere to all policies and procedures as written in the Histology Student Handbook at any time he/she is in the clinical setting.

Student Signature: _____ Date: _____
 Clinical Instructor: _____ Date: _____
 Clinical Coordinator: _____ Date: _____

Student Make-up Time Form

Semester: _____

Student: _____

Clinical Site: _____

Total time to be made up: _____

Date	Time made up (hr, min)	CI Signature

Please note: Any make up time must be made up after regularly scheduled clinic hours.

Total Time Made Up: _____

By signing below, all parties hereby acknowledge that all time documented above has been made up in full.

Clinical Instructor

Student

Clinical Coordinator

STUDENT HANDBOOK AGREEMENT

I have read the Student Handbook for the Histotechnology Program at Vance-Granville Community College in its entirety. I understand its content and agree to abide by the policies and procedures set forth during my two-year period. The program reserves the right to alter policies, procedures, and content.

Signed

Date

HONOR CODE STATEMENT

By signing below, I agree to always uphold the honor code while in school.
I will not give or receive assistance with any test, nor will I observe any exchange of information among others without reporting this to the instructor.

Signature _____

Date _____

**VANCE-GRANVILLE COMMUNITY COLLEGE
HISTOLOGY PROGRAM**

PHOTOGRAPHY, VIDEOGRAPHY & QUOTE RELEASE FORM

Vance-Granville Community College regularly seeks students and alumni to feature in marketing and promotion materials. Your image and/or quotes may be used in print and electronic media for Vance-Granville Community College, including, but not limited to newspaper and magazine publications, billboards, radio and television advertisements, and the college Web site.

Please complete and sign the following release form:

I, _____ hereby authorize Vance-Granville Community College to use my image and/or quotes for any use the college deems appropriate in the promotion and marketing of Vance-Granville Community College.

I understand that my image and/or quotes may be used in various media, including, but not limited to, newspaper, radio and television advertisements, billboards, and the college website.

I understand that my quotes may be edited for content but will not deter from the true spirit of the quotation.

I understand that my image may be altered (blemishes removed, red-eye reduction, etc.).

I understand my name and identity may be revealed.

I understand that these materials may also be used by the North Carolina Community College System Office to further promote community colleges throughout the state and these materials may appear in state-wide publications including, but not limited to, billboards, Web sites, radio, television, newspapers, magazines, etc.

I fully discharge Vance-Granville Community College, its parent and affiliated companies and the respective officers, directors, trustees, employees, agents of each, including subcontractors, from any and all claims, monetary and otherwise, that I may have against Vance-Granville Community College, its parent, affiliates or subcontractors, arising out of the use of my image or quote.

I understand there is no financial or other remuneration for the use of my image and/or quote.

If a current student, I declare that I have read the Vance-Granville Community College Student Code of Conduct, and that I will do my best to uphold the Code and exhibit behavior that portrays a positive image as a Vance-Granville Community College student.

Printed Name _____

Signature _____

Date _____

****Applicants under the age of 18 must have a parent or guardian sign for them.***