

**WESTERN KENTUCKY UNIVERSITY  
HEALTH INFORMATION MANAGEMENT PROGRAM  
BACCALAUREATE DEGREE  
POLICY STATEMENTS**

1. All program and academic advisement will be done in consultation with Health Information Management advisors.
2. Applicants for the program are selected based upon the following criteria:

Admission Requirements

Acceptance into the baccalaureate degree HIM program is based on a selective admission process and is based on space available. Applicants are considered on a competitive basis. There are no restrictions regarding age, sex, race, religion, disability, sexual orientation or marital status.

Applicants for the program are selected based upon the following criteria:

- a. successful completion of HIM 100 (or equivalent) with a grade of “C” or higher and an overall GPA of at least a 2.0.
- b. official acceptance to Western Kentucky University. Admission to the college or university does not guarantee admission to the program.
- c. formal application to the Program of Health Information Management.  
Students must submit an application to the Program of Health Information Management by December 1 for admission to the spring semester and by May 1 for admission for the fall semester. (Students may enroll as “seeking program admission” for one semester prior to applying to the program.) The application may be obtained at <http://www.wku.edu/healthinformationmanagement/>
- d. required criminal background check. (The criminal background check must be initiated through [mystudentcheck.com](http://mystudentcheck.com) or a previous criminal background check completed within the past year may be submitted)  
\*The HIM Program Admissions Committee reserves the right to deny acceptance based on the results of the criminal background check, drug screen results, OIG Exclusion from Participating in Medicare and Medicaid services, or other related/unrelated issues. Students with **ANY** felony charge or a misdemeanor assault charge will not be admitted to the HIM Program due to lack of placement opportunities in Clinical Sites for the Professional Practice Experience-HIM 495. Students who receive the above listed charges or issues after admission to the program will be dismissed from the HIM Program. For all other students, continued enrollment in the HIM program is contingent upon immediate, written notification to the program office of any change in the student’s criminal record. Failure to provide this written notification at any time following initial admission will result in immediate dismissal from the program. In addition, students should be aware that healthcare agencies have the right to refuse clinical placement at their facility for any reason. If a clinical practice facility refuses student access due to results of the criminal background check, drug screen results, OIG exclusion from participating in Medicare/Medicaid services or related/unrelated issues, the student will be unable to meet the clinical practice requirement and will be dismissed from the program. Alternate arrangements will **not** be made.
- e. Additional items that may be considered for admission include personal and professional statement, previous awards, volunteer work, GPA and other items in application.

3. According to University policy, a candidate for graduation must have a GPA of at least 2.0 (a) in all credits presented for graduation whether earned at WKU or elsewhere, (b) in all credits completed at WKU, (c) overall in the major subjects and in the minor subjects, and (d) in the major subjects and in the minor subjects completed at WKU.
4. Academic problems of individual students should be detected early and corrected, if possible, by counseling and tutoring. The student must successfully complete (grade C or above) all HIM prerequisites. A student who makes below "C" in any courses with the HIM, HCA or CIT prefix is required to repeat the course. Any student whose cumulative GPA for one semester is below 2.0 is encouraged to change into another field of study, or continue in the program for a semester on a probationary basis. If the student chooses to continue and completes another semester with a cumulative GPA below 2.0, he/she will not be permitted to continue in the program. The student may apply for readmission once the cumulative GPA is 2.0 or above. In keeping with University policy, graduation from the program requires a minimum cumulative GPA of 2.0, minimum WKU GPA of 2.0 and a minimum GPA of 2.0 in Health Information Management courses. The HIM program does not require a minor.
5. Unprofessional conduct or violation of the rules, regulations or policies of the University or Health Information Management Program may result in dismissal from the program.
6. Responsibility for all living and traveling expenses required for clinical experiences will be that of the student.
7. Students will be required to purchase professional liability insurance prior to the beginning of the Professional Practice Experience. At a minimum, students must have \$1,000,000/\$3,000,000 coverage.
8. Students are required to provide for themselves complete health insurance coverage in case of accident or illness that might occur during field trips, directed practice and/or clinical practice. Neither the University nor the clinical agency is responsible for providing such insurance coverage. Information concerning Academic Health Plans (Student Health Insurance Plan) is available through the WKU Health Services website.
9. Students should be aware of the need to have complete automobile insurance coverage for themselves or any other student that they may be transporting. The University is not responsible for providing such coverage.
10. Students are required to participate in clinical practice throughout the curriculum and are required to provide their own transportation. The University is not responsible for providing such transportation.
11. The student will be held responsible for the legal, ethical and appropriate management of all facets of their Health Information Management education. Dishonesty and cheating in any course work will not be tolerated. The program faculty will determine appropriate disciplinary actions. Each case will be considered individually, and depending on the seriousness of the offense, a student may be dismissed from the program in accordance with University policy.
12. Students will be required to complete professional practice experience. This course is required for graduation and tuition must be paid.
13. Unless the program director is notified in writing of extenuating circumstances, students are expected to complete at least one course in the HIM curriculum per semester. Failure to complete at least one course in the HIM curriculum for two consecutive semesters will result in the student's automatic withdrawal from the program. Students must reapply for admission to continue in the

program.

14. A student who wishes to continue in the HIM program after having withdrawn for one or more semesters must apply for readmission to the HIM program. Unless approved by the program director, the applicant who is applying for program readmission will not receive credit for HIM courses taken five (5) or more years prior to readmission unless the student successfully passes a departmental competency exam.
15. Additional required documentation prior to the Professional Practice Experience includes:
  - a. proof of rubella, rubeola and mumps immunity by positive antibody titers or 2 doses of MMR;
  - b. varicella immunity, by positive test for immunity or proof of varicella immunization;
  - c. evidence of current immunizations against diphtheria, tetanus, and pertussis within the last ten years
  - d. proof of hepatitis B immunization or declination of vaccine
  - e. tuberculin test (two-step TB skin test [TST] or QuantiFERON –TB Gold [QFT-G] and/or chest x-ray results with appropriate follow-up within one month of PPE start date
  - f. negative drug screen (minimum 7 panel) within one month of PPE start date (a positive drug screen will result in dismissal of program and the student will not be able to participate in the Professional Practice Experience).
  - g. proof of student professional liability insurance. Insurance can be obtained through [www.proliability.com](http://www.proliability.com). At a minimum, students must have \$1,000,000/\$3,000,000 coverage.
  - h. additional background check

**Copies of the above will be submitted to the PPE site upon request. Students who do not submit the above information by the deadline may be dropped from the program without further notice. Students may reapply to the program the following semester.**

16. Students are required to have access to a personal computer capable of accessing the Blackboard learning management system. Browser compatibility information can be found at the following address: [blackboard.wku.edu/](http://blackboard.wku.edu/)