

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

1. Western Kentucky University (WKU) is an equal opportunity employer and educational institution committed to providing equal employment and educational opportunities to all individuals. In accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendment Act of 2008, WKU does not discriminate against individuals on the basis of their race, color, ethnicity, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, marital status, age, uniformed services, veteran status, genetic information, pregnancy, childbirth or related medical conditions, physical or mental disability, the intersection of these identities or any other characteristic protected under applicable federal, state, or local law. This nondiscrimination policy and practice applies to admissions, employment, and access to and treatment in WKU's educational programs and activities in admission to career and technical education programs and/or activities, or employment practices. In addition, WKU will not conduct business with any vendor who exhibits discriminatory and/or harassing behavior(s).  
<https://www.wku.edu/eo/nondisc.php>
2. All program and academic advisement will be done in consultation with Health Information Management advisors.
3. 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.

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 report. (The criminal background report must be initiated through [Student PreCheck](#) or a previous criminal background report completed within the past year may be submitted)

Prior to participating in any professional practice experience (PPE) students are required to provide a recent criminal background report, current immunization records, results of a current drug screen, and professional practice liability insurance. The professional practice sites can deny a student professional practice placement based on the site requirements,

including OIG exclusion. Failure to be placed for professional practice experience may result in the student's inability to graduate from the program.

- e. Additional items that may be considered for admission include personal and professional statement, previous awards, volunteer work, GPA and other items in application.
4. 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.
5. A student who makes below "C" in any HIM course is required to repeat the course. Any student whose cumulative GPA for one semester is 2.0 or below 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 of 2.0 or below, 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 and 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.
6. 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.
7. Responsibility for all living and traveling expenses required for clinical experiences will be that of the student.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. Students will be required to complete professional practice experience. This course is required for graduation and tuition must be paid.
14. 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.

15. 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.
16. 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 report

**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.**

17. 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/)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

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