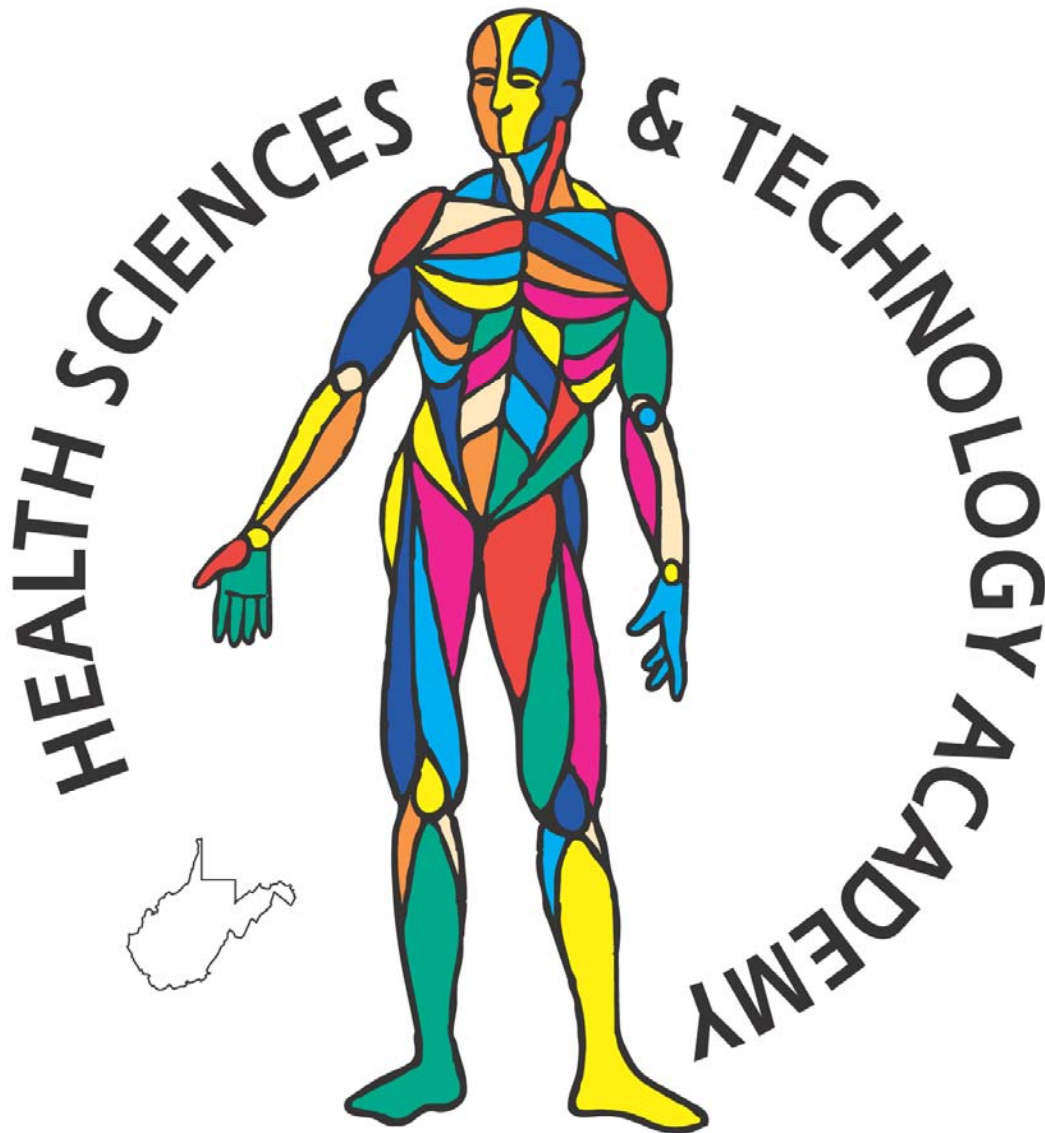


*Student and Parent*

# *HSTA Handbook*



Revised August 17, 2010

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# Chapter 1

## WHAT IS HSTA?

**H**                      **Health**  
**S**                      **Sciences**  
**T**                      **Technology**  
**A**                      **Academy**

### **HSTA**

Is an acronym for

**Health Sciences & Technology Academy**  
a community and campus based program designed to help qualified high school students realize career goals through community involvement, leadership training, and partnerships with institutions of higher education.

# **HEALTH SCIENCES & TECHNOLOGY ACADEMY H.S.T.A.**

## **MOST COMMONLY ASKED QUESTIONS**

### **1. WHAT IS HSTA?**

HSTA, the Health Sciences & Technology Academy, is a health, science, technology, math program headquartered in the Robert C. Byrd Health Sciences Center of West Virginia University with regional offices across the state to provide academic enrichment and orientation to careers in the health sciences for students in grades 9 - 12.

### **2. WHY DOES HSTA EXIST?**

West Virginia, like many other states, has a severe shortage of health professionals such as doctors, nurses, forensic pathologists, x-ray technicians, and physical therapists, as well as scientists and science educators. HSTA offers educational activities designed to improve academic skills and increase students' chances of success in college. HSTA's ultimate goal is to increase the number of high school students from rural communities who pursue health and science related careers and return to provide services in their communities.

### **3. WHAT TYPE OF ACTIVITIES DO THE STUDENTS DO?**

- Students attend weekly, after-school meetings, which usually last 1 1/2 - 2 hours per week during their four years of high school.
- Students complete and present a yearly science project at the HSTA Science Symposium in the spring.
- Students have the opportunity of attending a free, 1 - 3 weeks Summer Institute, at a state college or university, each summer.
- Students take sciences, technology and health-related field trips.
- All HSTA students must complete 75 hours of community service work by late winter of their senior year in high school. The final acceptable date will be determined by the HSTA Local Governing Board.

### **4. HOW MUCH DOES THIS COST?**

All activities including summer camps on college campuses are free to all HSTA students.

### **5. WHAT IS EXPECTED OF A STUDENT WHO JOINS HSTA?**

- Attendance of at least 70% of the HSTA meetings and activities.
- Keep good grades (at least a 2.5 GPA your 9th grade year and at least 3.0 for the rest of the high school years).
- Stay out of trouble in school (HSTA students are required to be above average in behavior as well as grades).
- Preparation and presentation of a yearly science project.
- Attend Summer Institute at least two years.
- 75 hours of volunteer work in the community (a local hospital, church, school, etc.).

### **6. WHAT IF A STUDENT DECIDES THEY DON'T WANT TO STAY IN HSTA?**

If a student decides they no longer want to participate in the program, they may resign, and forfeit any chance of gaining a HSTA Tuition Waiver to WV sponsored colleges and universities.

# HSTA OVERVIEW

The Health Sciences and Technology Academy (HSTA) reaches out to 9th-12th grade under-represented students and follows them to college and towards professional school to help them prepare for health, science, and technology related careers. The goal is to nurture the ambitions of talented students who, for economic or other reasons, might not ordinarily achieve these career goals.

HSTA is a partnership among higher education facilities, public education at local and state levels, and volunteer local and state governing boards from many Appalachian communities. The program brings minority and other under-served students and their teachers to campus each summer for laboratory and classroom enrichment activities, and then provides the infrastructure and support for community-based science projects mentored by teachers, health professions students and volunteer community leaders during the school year.

HSTA aims to share the resources and talent of this partnership, and to encourage public school teachers' and community leaders' mentoring of students. HSTA's goal is to increase the college-going rate and to improve science, math and technology education, among the under-represented students in the Appalachian region; to empower communities through giving them the tools for the leadership development of their youth; and, ultimately, to increase the number of health care providers and science educators in West Virginia's currently under-served communities.

## Campus Based Program / Summer Institute

### For Teachers

Faculty from the Robert C. Byrd Health Sciences Center of West Virginia University at Morgantown, West Virginia State University at Institute, Marshall University at Huntington, and many cooperating university departments provide a teacher professional development component which includes state-of-the-art math and science material, techniques and projects appropriate for 9th through 12th grade students. In addition, the workshop covers multicultural sensitivity and diversity training, self-esteem building, motivation enhancement, leadership development skills, and study skills in a multidisciplinary context with an emphasis on how to incorporate these skills in teaching math and science. These ideas are the foundation for projects in the Summer Institute as well as in the Community-Based Programming.

### For Students

The one to three-week campus-based program provides intensive academic enrichment emphasizing science and math for each grade from 9th through 12th as well as laboratory experiences where students work with scientists/clinical practitioners. The students work on projects emphasizing science in ways to develop their knowledge and skills to observe, hypothesize, and develop methods to answer questions which generate knowledge. The hands-on project experiences promote the concept of biology as an experimental science. The students learn to collect, analyze and interpret data as well as communicate their

results. Self-esteem building, motivation enhancement, leadership development skills, and study skills are incorporated into the experience.

## Community Based Program

Students matriculating from the summer programs progress into community-based programs which consist of academic enrichment projects further developing their cognitive skills emphasizing observation, hypothesis formation, experimentation, analysis and communication. These projects promote self-paced individualized learning. More information about individual HSTA club projects can be found at the HSTA Club Home Pages on the internet at [www.wv-hsta.org](http://www.wv-hsta.org)

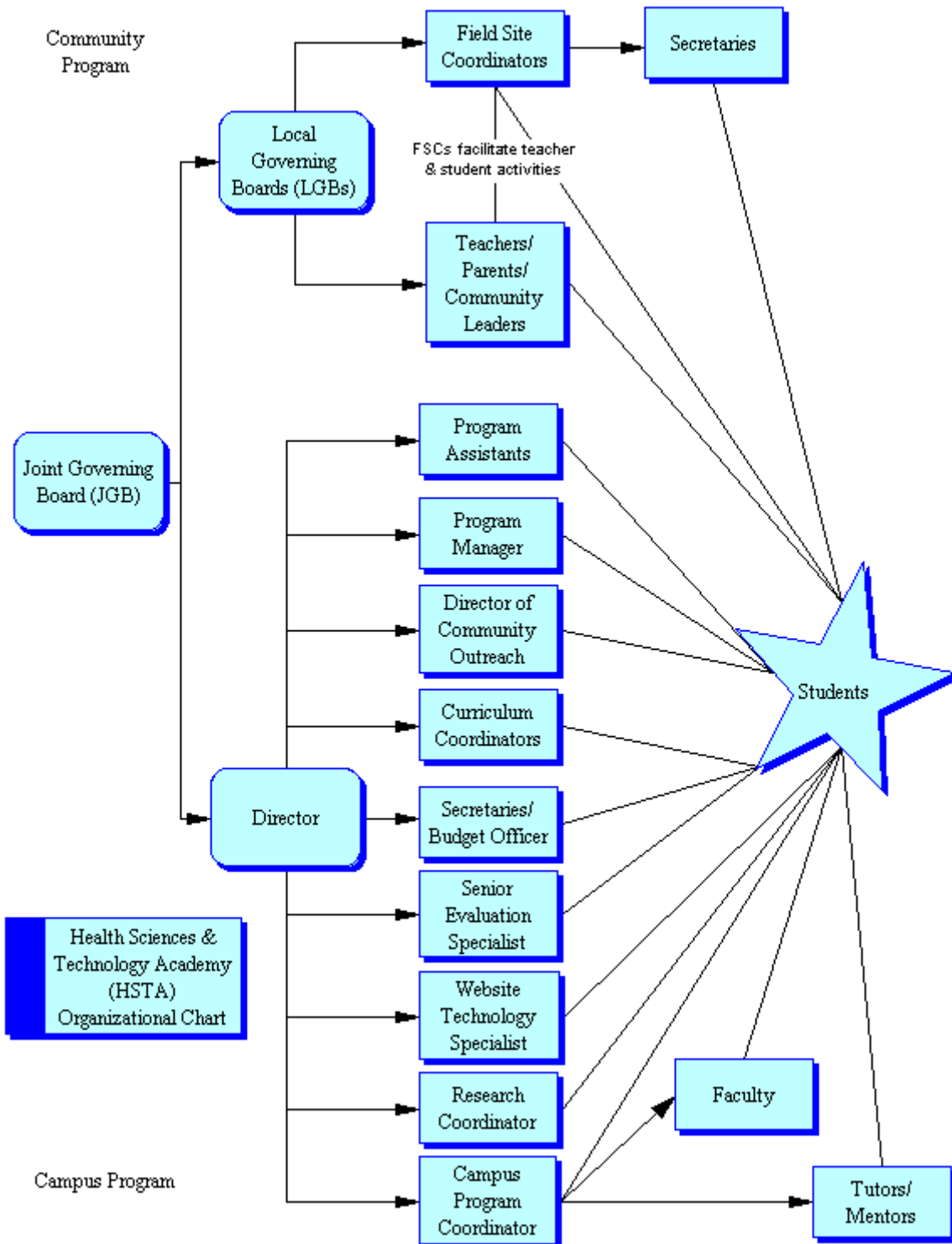
As in the campus-based programs, the leaders of the community-based programs weave leadership skills training, goal identification, and self-esteem promotion into each student's project experience. These projects supplement each student's in-school learning. The goal is to bring knowledge and skills up to or beyond chronological grade level.

The program is developed and carried out in partnership with state units of higher education, West Virginia public schools, community leaders, parents, health care providers and students. The program relies heavily on WVU county extension faculty, and West Virginia Rural Health Education Partnerships faculty and staff to facilitate live instruction, organization and support.

Both parents and teachers are involved in the process of teaching-learning as part of the development of a community based after school enrichment program. In situations when a parent cannot assist with their child's learning experience, mentors such as physicians, pharmacists, dentists and nurses are recruited to be a project leader. Experts in fields of health and science are now available online as part of our Ask the Experts program to answer questions via email from the students.

This process of utilizing adult volunteer leaders to support youth learning and experiences has been extremely successful in West Virginia and the United States. Biology, math and experimental science projects are developed in collaboration with the West Virginia State Department of Education to maintain congruency with the public school curriculum.

# HSTA ORGANIZATIONAL CHART



# Chapter 2

## PARTICIPATION IN HSTA



## ELIGIBILITY AND REQUIREMENTS

# ELIGIBILITY FOR PARTICIPATION IN HSTA

POLICY PASSED BY THE HSTA WV JOINT GOVERNING BOARD MARCH 9, 1998

Students can be accepted into HSTA in the 9<sup>th</sup> grade. The student must fill out a HSTA application and submit the **completed** application and a copy of their grade transcript to the Field Site Coordinator (FSC).

- Students will be accepted into the HSTA program according to the eligibility requirements prioritized as:
  - African-American
  - Financially Disadvantaged (Free or reduced lunch guidelines used)
  - First Generation College Student (Parents do not have a college degree)
  - Environmentally Disadvantaged (Rural)
- It is the overall goal of the program to maintain or exceed student representation of 30% or better in these 3 categories, African American, financially disadvantaged and 1st generation to complete college.
- Student's Grade Point Average (GPA) must be at least 2.5 or higher to be accepted.
- Students should have an interest in a Health Science or Science Technology field.
- Applications will be reviewed and approved by the Local Governing Board, with HSTA teacher input.

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NOTE: **Each club has a limited number of slots available each year.** All students are welcome to apply and do not need to meet all the criteria.

## CRITERIA FOR SUCCESSFUL PARTICIPATION IN HSTA

Once a student is accepted into the HSTA program, he or she is expected to follow the guidelines listed below and complete all other necessary steps for successful graduation from the HSTA program.

- A) Student's overall Grade Point Average (GPA) will be at least 2.5 while in the 9<sup>th</sup> grade, at least 3.0 while in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades, based on the previous semester reported GPA. If a student is having problems maintaining the required GPA in any subject, **it is the student's responsibility to notify the HSTA teacher or Field Site Coordinator of a problem as soon as possible so that any available help may be provided in a timely manner.**
- B) A student shall be suspended from HSTA activities if they are suspended from school.
- C) Students must attend a minimum of 70% of all HSTA meetings per semester or make arrangements to be excused with the HSTA teacher. (See HSTA Attendance Policy, page 11, for more information).
- D) Students must complete a minimum of 75 documented hours of approved community service prior to completion of the tuition and fee waiver application (usually Feb. 10<sup>th</sup>) in their senior year.
- E) Students must complete and present a yearly HSTA science project at the HSTA science symposium. If a student is unable to present his/her science project at the science symposium, the student must document the reason for this and submit it to his/her Local Governing Board at the earliest possible opportunity **before** the scheduled symposium date in order to obtain an approved absence for the symposium. If the student's absence is approved, the student must present his/her project at a public forum approved by the Local Governing Board.
- F) Students must successfully complete **at least two** of the campus-based summer camps before high school graduation.
- G) Students must successfully complete one summer camp prior to their junior year in high school to qualify for the three-hour free college credit math course. Students are required to take a pre-placement math test prior to the three-hour college credit math course.

- H) A student shall be expelled from HSTA if they are expelled from school, or placed in an alternative school setting.
- I) Students are allowed **only one** semester probation for not meeting academic or attendance requirements during their entire participation in the HSTA program.
- J) If a student should fail to comply with the program participation requirements, the student will be dismissed from the HSTA program by written notification via certified mail. The student has the right to appeal the dismissal decision by notification in writing to the Local Governing Board within 10 working days of receipt of the certified dismissal. [See LGB Appeal Guidelines, page 18]. If the student does not agree with the appeal decision of the Local Governing Board, he/she may appeal in writing to the HSTA Joint Governing Board within 10 working days of receipt of Local Governing Board decision.
- K) Students are responsible for meeting paperwork deadlines. Please return all paperwork by **specified deadlines** to the **appropriate** person.

# HSTA ATTENDANCE POLICY

**A student shall attend a minimum of 70% of all HSTA meetings per semester or make \*prior arrangements with the teacher.**

- Students should make every effort to be at every meeting/activity, due to the hands-on science experiments and experiences, which can not be duplicated.
- Students should attempt to arrange all non-emergency dentist & doctor appointments around club meeting days.
- HSTA recognizes the importance of a well-rounded student, but when considering participation in an extracurricular activity, students will evaluate its effect on HSTA attendance and must make arrangements with the coach or instructor to allow attendance of club activities.\*\*
- If a student misses school on the day of the club meeting and the school "excuses" that absence, then such constitutes an excusable HSTA absence.
- Excused absences may be made up via approved outside lab work or **approved** documented health-related community service after the date of the absence. Documentation must be handed in to the Field Site Coordinator before the end of the semester to count for that semester.\*\*\*

\* *Student is to contact the teacher before an absence - if unable to do so in person, a phone call or a note will be acceptable.*

\*\* *Usually, games are excused, practices are not. Check with teacher.*

\*\*\* *Unexcused absences can not be made up.*

If absent from a meeting or activity, **the student is responsible** for checking with the HSTA teacher to keep up to date on club activities and responsibilities.

# SCIENCE SYMPOSIUM

All HSTA students are required to prepare a science project and do an oral presentation at the HSTA Science Symposium in April or May of each year. HSTA students come together from all over the state to present their work, to meet with friends they have met from other HSTA regions, and to hear guest speakers.

Discussions, team-building, research and preparation regarding students' projects will be made during HSTA club meetings throughout the school year. To monitor the science project progress, HSTA requires students to submit paperwork documenting their projects to the Curriculum coordinator in Morgantown:

- Document One is due by November 15<sup>th</sup> (please verify date with HSTA teacher)
- Document Two is due by March 15<sup>th</sup> (please verify date with HSTA teacher)
- These documents can be found in the "Online Forms-Students" on the HSTA website [www.wv-hsta.org](http://www.wv-hsta.org) or can be obtained from the HSTA teacher.

**This is a mandatory activity for all HSTA students each year for successful completion of the HSTA program.** If the student finds he or she cannot attend the symposium due to serious illness or other valid reasons, the student must:

- Contact the Field Site Coordinator as soon as you see that you may have a problem attending the annual symposium to obtain further instructions.
- Request permission from the Local Governing Board to present the project at a different location and time. **The request must be made at the earliest possible opportunity before the symposium**, and must be approved by the Local Governing Board prior to the Science Symposium.
- Present the project before a local public forum as directed by the Local Governing Board.

# **SUMMER INSTITUTE**

## **[ALSO CALLED SUMMER CAMP]**

Each summer HSTA students in good standing within their local clubs are given the opportunity to attend summer camps on a West Virginia college campus. Students must hand in the appropriate summer camp paperwork by the deadline to qualify. **Students are encouraged to attend all four summer camps. Students must complete at least two summers in order to fulfill HSTA graduation requirements.**

During the summer camp, students are monitored by college faculty, HSTA teachers and college-age and graduate-student mentors. If a student misses summer camp the summer after 8<sup>th</sup> grade (rising 9<sup>th</sup> grade), they will attend the "Fun with Science" component the following year as a rising 10<sup>th</sup> grade student. Unfortunately this will cause them to miss the "Forensics" component.

The camps are:

- Fun with Science - Incoming 9<sup>th</sup> Grade Students (Note: This is the required camp for all students attending summer institute for the first time).
- Forensic Science - Incoming 10<sup>th</sup> Graders
- Anatomy/Biomedical – Incoming 11<sup>th</sup> Graders
- College Math (3 week component) – Incoming 12<sup>th</sup> Graders

The "Fun with Science", "Forensic Science", and "Anatomy/Biomedical" components for 9<sup>th</sup> -11<sup>th</sup> grade students are one week long programs. They run from Sunday afternoon through Friday afternoon.

Rising 12<sup>th</sup> grade students are given the opportunity to attend a WVU college math class at no cost. Those students who successfully pass the course will be given a three-hour college math credit. A math workshop class is offered for those who need extra help with math skills. Students spend a total of three weeks on campus and are engaged in many activities including intensive math enrichment.

Transportation to and from summer camp is provided by buses at no cost to the students. Bus departure and arrival times vary per each region, and students will be notified the last of June of the bus schedule for their area.

**Students are required to attend all scheduled classes and events during summer camp.**

Although not required, after graduation all HSTA students who are interested in becoming health care professionals are given the opportunity to attend a six-week summer program called HCOP which further prepares them for college life as well providing them with a summer income. If interested, contact the Field Site Coordinator in January of your senior year for more information.

# COMMUNITY SERVICE

Each student is required to complete a minimum of 75 documented hours of approved community service prior to completion of the tuition and fee waiver application (usually Feb. 10<sup>th</sup>) in their senior year. To meet this criterion, proposed community service work must be approved by Local Governing Board (LGB) or their designee.

Many projects qualify as community service, and the items mentioned below are to be used as guidelines only. **If in doubt whether a project qualifies, ask your FSC or LGB.**

- Tutoring other students
- Volunteer work in health care facilities/activities such as hospitals, clinics or school health fairs
- Volunteer work in retirement homes, assisted living facilities, or nursing homes
- Volunteer work in community oriented programs such as
  - alcohol abuse, drug abuse, or domestic violence programs
  - local library or school literacy programs
  - community sponsored clothing or food drives
  - stream, lake, or land clean-up
- Assisting home-bound elderly or disabled persons - Examples:
  - Home maintenance (mowing/trimming lawns, leaf raking, snow removal, housecleaning, laundry, washing windows, etc.)
  - Personal errands (grocery shopping, pickup/ delivery services, etc.)
  - Sitting with elderly/disabled to provide relief for personal care providers.

Community Service is defined as **volunteer participation**. If you receive pay or are reimbursed for any of these activities, they are considered services rendered, **NOT** community service work.

Documentation of approved community service should include:

- Date, type, and place of activity
- Beginning and ending time frame
- Name of person/facility to whom service was provided
- Signature of authorized facilitator or recipient of services.

## **SUMMARY OF SUCCESSFUL COMPLETION OF HSTA**

Successful completion of HSTA includes meeting the following factors:

- HSTA GPA requirements of 2.5 in 9<sup>th</sup> grade and 3.0 in 10<sup>th</sup>-12<sup>th</sup> grades
- 70% Attendance of activities
- 75 hours of documented approved community service
- Completing and presenting science symposium projects each year
- Attendance and completion of at least two Summer Institutes camps.
- Submission of the completed HSTA Waiver Application by the specified deadline. (Usually February 10<sup>th</sup> of the students' senior year.) (See [HSTA Wavier - General Guidelines](#) for information about waiver requirements)

Please note that the HSTA tuition waiver:

- does not include the cost of books, room and board, transportation and most college fees.
- is not available for most private colleges
- does not stack with Promise or other tuition programs at this time. For example, if you get the Promise Scholarship some institutions will not accept both the Promise and HSTA and will eliminate the HSTA Waiver in the years Promise is in effect. (More information can be obtained from your Field Site Coordinator)
- can be used for undergraduate, some graduate, or health professional school fees (Note: not all professional fees will be covered).
- It is important that you complete the Waiver Application in your senior year of high school even if you qualify for other funding in order to have the waiver available should you need to use it in gaining a degree in your chosen field.
- is worth different amounts at different colleges.
- have different rules at each college. (GPA, hours, etc.)

**It is recommended that each student keep a portfolio or notebook of his/her active participation in the HSTA program.** This written record will be very beneficial in completing questions on the HSTA waiver application during your senior year of high school, and in renewal of the HSTA waiver when in college.

# Chapter 3

## **BENEFITS OF HSTA**



## **INCENTIVES FOR STUDENTS**

**In addition to being eligible to receive the HSTA waiver for tuitions for successfully completing the four year HSTA program, the following incentives are available to all HSTA students:**

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### **ACT - SAT TEST FEES**

HSTA will pay for a total of two regular admissions (i.e. no late fees) of either the SAT or the ACT testing required for college admittance - this can be

- two fees for taking either the SAT or ACT twice, or
- the fee for taking each test (SAT and ACT) once.

Students must prepay the fees for each test at the time of registering, however, after completing the exam and receiving their test scores, they can then submit a copy of the test results to the Field Site Coordinator for reimbursement of the test fee. Provisions for prior payment of fees for financially disadvantaged students may be made with some Local Governing Boards.

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### **SARA SPENCER ESSAY CONTEST - SENIORS ONLY**

**Write a 500 word essay and get a chance to win \$500.00**

#### **Who Can Win?**

- Every HSTA Senior can submit an essay but only one will be selected by your Local Governing Board to compete statewide
- Four winners from statewide entries will be determined by the Sara Spencer Committee of the HSTA Joint Governing Board

#### **How Can I Enter?**

- Write a 500 word essay describing what HSTA means to you (Use originality, good spelling, grammar, and style)
- Submit it to your HSTA Field Site Coordinator before your club's deadline (usually the same deadline as the waiver application - Feb 10).

#### **When Will I Find out if I won?**

- The winners will be announced at the Spring Science Symposium!

#### **How is the \$500 Prize Awarded?**

- The four winners will each be given a check for \$500.00 that they can use for college expenses (good suggestions for its use: books for college, transportation expenses related to college, personal expenses for college, etc.)

# **HSTA TUITION WAIVER INFORMATION**

## **Origin of the Waivers**

These waivers are set forth and regulated through **Sections 18B-10-4b** and **18B-10-6** of the West Virginia State Code.

The following points serve as general guidelines only and are not intended to convey the only policies regarding the administration of the HSTA Undergraduate, Graduate, and Health Professions Fee Waivers. [See HSTA Undergraduate, Graduate, and Health Professions Fee Waivers - General Guidelines for a more detailed explanation of numbered codes (1) through (10)].

## **Primary Policies for All HSTA Waivers**

- Awarded to successful graduates of HSTA (1)
- Provided by "state" colleges and universities only (2)
- Granted to full time students only (3)
- Institutions set their own policies (4)
- Do not cover all college expenses (5)

## **HSTA Undergraduate Waiver**

- Granted for 8 semesters only (6)
- Students should complete the FAFSA and any other forms of financial aid (7)
- Students should apply for Promise Scholarship in addition to the HSTA Waivers (8)
  - Promise Scholarship may cover more college expenses
  - HSTA waivers can be deferred while Promise is used
  - HSTA can be used when Promise is no longer available
  - HSTA Health Professions Fee Waiver can be used at the same time as Promise
  - HSTA Graduate Waiver may be available after Promise

## **HSTA Health Professions Fee Waiver (8)**

- In addition to the HSTA Undergraduate Waiver or the Promise Scholarship, the HSTA Health Professions Fee is used to offset the fee charged to students pursuing majors in Health Sciences
  - School of Dentistry
  - School of Medicine
  - School of Nursing
  - School of Pharmacy
  - Allied Health
  - Public and Community Health

## **HSTA Graduate Waiver (9)**

- Available for select graduate programs only (Health Sciences at WVU or any major at Marshall)
- Available for limited terms

## **Continuation of HSTA Waivers (10)**

- Consent to release of college records
- Follow college policies regarding successful academic progress
- Submit HSTA Waiver Maintenance and College Update Form each Spring while attending college

## **HSTA WAIVER PROCEDURES**

- A student must meet the criteria for successful completion of HSTA.
- A student must be a current member of HSTA at the time of application.
- A student must submit a completed application by the regional timeline and no later than February 10<sup>th</sup>.
- An early graduate must submit a completed application one month before graduation.
- All applications must be reviewed and endorsed by the LGB by the March LGB meeting.
- All LGB Waiver recommendations must be reviewed and endorsed by the JGB by the April LGB meeting.
- All Waiver recommendations will be contingent upon students completing spring requirements and receipt of an official transcript.

# **GENERAL GUIDELINES**

## **HSTA UNDERGRADUATE, GRADUATE, AND HEALTH PROFESSIONS FEE WAIVERS**

The three separate waivers available to successful graduates of the Health Sciences and Technology Academy are the HSTA Undergraduate Waiver, the HSTA Graduate Waiver, and the HSTA Health Professions Fee Waiver. These waivers are set forth and regulated through **Sections 18B-10-4b** and **18B-10-6** of the West Virginia State Code. The following points serve as general guidelines only and are not intended to convey the only policies regarding the administration of the HSTA Undergraduate, Graduate, and Health Professions Fee Waivers. For answers to questions regarding the HSTA waivers, you may call the HSTA College Liaison at 1-800-345-4267 or the appropriate college HSTA Waiver Contact person. An updated list of HSTA Waiver Contacts is available at the HSTA website at [www.wv-hsta.org](http://www.wv-hsta.org).

**1. HSTA Waivers are only awarded to students who successfully complete the HSTA program**

Only Health Sciences and Technology Academy students who successfully complete the program are eligible for HSTA Undergraduate, Graduate, and Health Professions Fee Waivers at certain colleges and universities in the state of West Virginia.

**2. HSTA Waivers are provided by “state” colleges and universities only**

The state code dictates that the HSTA Undergraduate, Graduate, and Health Professions Fee Waivers are to be administered only at state-funded institutions of higher learning in the state of West Virginia. Therefore, the waivers are not provided by private institutions and technical schools. However, alternate forms of financial assistance can be arranged between individual students/parents and non-waiver eligible institutions.

**3. HSTA Waivers are only granted to full time students**

In general, students must be registered for classes as a full time student at an eligible institution. It is recommended that they be fully registered a sufficient period of time prior to the billing date for the upcoming term. This allows the HSTA Waiver Contact adequate time to process the waiver prior to the printing of student bills. Students must contact the HSTA Waiver Contact or the HSTA College Liaison if the HSTA waiver does not appear on their bill.

**4. Each college and university sets their own policies regarding the HSTA Undergraduate, Graduate, and Health Professions Fee Waivers**

Beyond the regulations set forth in the state code, each waiver granting college or university sets their own policies for the implementation and continuation of HSTA waivers at their institution. It is the student's responsibility to be acquainted with the policies that govern the allowable expenses to be waived, as well as the requirements for continuation of the waiver at the institution of their choice. The HSTA Waiver Contacts and the HSTA College Liaison can provide more information.

**5. HSTA Undergraduate, Graduate, and Health Professions Fee Waivers do not cover all college expenses**

The HSTA waivers are not “cash.” They are not transferable. The waivers allow for a reduction in an eligible student’s costs of attendance according to the policies of the granting college or university. Some institutions may waive tuition and a general fee while others only waive tuition. It is important that students compare information about the full cost of attendance for each of the colleges they are interested in attending and consult with the HSTA Waiver Contacts for details about how the HSTA waiver, in conjunction with other forms of financial aid, could affect those costs.

**6. HSTA Undergraduate Waivers are for 8 semesters only**

Per state code, the HSTA Undergraduate Waiver is available for 8 regular session academic semesters only. This typically includes only fall and spring terms of regular enrollment. For more information, refer to the guidelines regarding the continuation of the waiver that follows.

**7. Students should complete the Free Application for Federal Student Aid (FAFSA) as well the HSTA Waiver Application and search for additional forms of financial aid**

Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) as well as state and institution-based financial aid applications each year to qualify for other forms of aid that may be combined with the HSTA Undergraduate Waiver. Because there are a number of expenses that are not covered by the HSTA waivers, students should actively seek supplemental forms of financial aid. Students and parents can discuss this with a guidance counselor, the HSTA College Liaison or the appropriate HSTA Waiver Contact. A few web-based sources of information are:

- [studentaid.ed.gov](http://studentaid.ed.gov)
- [www.wvapply.com](http://www.wvapply.com)
- [www.wvmentor.org](http://www.wvmentor.org)
- [www.wiredscholar.com](http://www.wiredscholar.com)
- [www.wv-hsta.org](http://www.wv-hsta.org)

**8. Students should (1) apply for the HSTA Waivers AND the Promise Scholarship AND (2) utilize the Promise Scholarship first**

Key Advantages to using HSTA with Promise:

- **Use the one that gives you the most.** Applying for the HSTA Waivers but deferring the HSTA Undergraduate Waiver while using the Promise Scholarship initially, students may receive a greater amount of financial assistance at many institutions. HSTA Undergraduate Waiver deferment is implemented automatically.
- HSTA can step in when Promise is no longer available: The HSTA Undergraduate Waiver can be deferred and later used by students who no longer have Promise Scholarship eligibility. This would include students who either do not meet the academic requirements for renewal or those students that utilize all 8 semesters of the Promise Scholarship but require additional semesters to complete their undergraduate degree.

- Promise & HSTA work together: The HSTA Health Professions Fee Waiver can be used at the same time as the Promise Scholarship at institutions that charge a health professions fee.
- HSTA goes beyond your undergraduate years: The HSTA Graduate Waiver is available for qualifying graduate programs. (Further information regarding the HSTA Graduate Waiver follows.)

For questions about the Promise Scholarship, you can contact the Promise Scholarship office toll free at 1-877-WVPROMISE or visit the Promise Scholarship website for details at: [www.promisescholarships.org](http://www.promisescholarships.org)

**9. HSTA Graduate Waivers are available for only select graduate programs for limited terms**

The HSTA Graduate Waiver is available for only select eligible graduate and professional majors as determined by the granting college or university. The HSTA Graduate Waiver is only available for the average number of semesters needed to complete the degree. Contact the HSTA College Liaison or Waiver Contact for the institution of interest to determine if a particular program of study qualifies for the HSTA Graduate Waiver.

**10. HSTA Waivers may not automatically continue for subsequent terms**

In order to ensure each student's continuation of their HSTA Undergraduate, Graduate and Health Professions Fee Waiver in subsequent years, students must comply with the following:

- a. Consent to release of college records: Students must complete a HSTA Academic Records Release Form for Recipients of the HSTA Undergraduate, Graduate, and Health Professions Fee Waiver so that the HSTA College Liaison can implement their HSTA waiver and assist them in meeting the requirements for the continuation of their HSTA waivers.
- b. Follow college policies: Students must follow their college guidelines for successful academic progress and continuation of the HSTA waiver (contact the appropriate college HSTA Waiver Contact or HSTA College Liaison for information).
- c. Submit a completed HSTA Waiver Maintenance and College Update Form each Spring or when transferring between schools to continue receiving the waivers. The HSTA Waiver Contacts will be notified by the HSTA College Liaison to receive a listing of all students that plan to utilize the waiver for each upcoming year. Therefore, students **MUST** submit a HSTA Waiver Maintenance & College Update Form each year by April 1st or at any time the student transfers or changes status.

The form is available at the HSTA website at [www.wv-hsta.org](http://www.wv-hsta.org)

## HSTA Waiver College Contact Information - State Institutions

NOTE: The following lists are current per information available on October 15, 2005. Please check our website for updated lists of Waiver Contact Persons at the various colleges/universities.

<http://www.wv-hsta.org/graduates/Seniors/tfwaiverapps/WaiverContactInformation.pdf>

<b>State Institutions</b>	<b>Web Address &amp; Phone</b>	<b>Waiver Contact</b>	<b>Waiver Phone &amp; E-mail Address</b>
<b>Bluefield State College</b>	www.bluefieldstate.edu 304 327-4000	John Cardwell Director of Admissions	327-4567 jcardwell@bluefieldstate.edu
<b>Concord University</b>	www.concord.edu 1-888-384-5249	Sherry Brogan Adm. Associate Financial Aid	384-5368 brogans@concord.edu
<b>Fairmont State University</b>	www.fairmontstate.edu 1-800-641-5678	Katheryn Anderson Dir. of Financial Aid	367-4396 kathie.anderson@fairmontstate.edu
<b>Glennville State College</b>	www.glennville.edu 1-800-924-2010	Karen Lay Financial Aid Officer	462-4103 Ext. 5 karen.lay@glennville.edu
<b>Marshall University</b>	www.marshall.edu 1-800-642-3499	Jennifer Jimison Adm. Associate Financial Aid	696-2280 jimison@marshall.edu
<b>Potomac State College of WVU</b>	www.potomacstatecollege.edu 1-800-262-7332	Beth Little Dir. of Admissions & Records	788-6815 blittle@mail.wvu.edu
<b>Shepherd University</b>	www.shepherd.edu 1-800-344-5231	Sandra Orly-Bennett Dir. of Financial Aid	876-5470 sbennett@Shepherd.edu
<b>Southern WV Community &amp; Technical College</b>	www.southernwv.edu 304 792-7056	Cindy Whitlock Dir. of Financial Aid	792-7098 ext 254 or 257 cindyw@southernwv.edu
<b>West Liberty State College</b>	www.westliberty.edu 1-800-732-6204	Scott Cook Dir. of Financial Aid	336-8137 cookscot@westliberty.edu
<b>West Virginia Northern Community College</b>	www.northern.wvnet.edu 304 233-5900	Janet Fike Dir. of Financial Aid	233-5900 Ext. 4261 jfike@northern.wvnet.edu
<b>West Virginia State University</b>	www.wvstateu.edu 1-800-987-2112	Robert Parker Exec. Asst. to the President	766-3061 parkerf@wvstateu.edu
<b>West Virginia University</b>	www.wvu.edu 1-800-344-wvu1	Bill Watson Financial Aid Counselor	293-4126 Bill.Watson@mail.wvu.edu
<b>West Virginia University Institute of Technology</b>	www.wvutech.edu 1-888-554-tech	Tammy Saunders Financial Aid Assistant	442-3208 mlegge@wvutech.edu
<b>West Virginia University at Parkersburg</b>	www.wvup.edu 1-800-wva-wvup	August Kafer Dir. of Financial Aid	424-8210 Augie.kafer@mail.wvut.edu

## HSTA Waiver College Contact Information - Private Institutions

Private Institutions*	Web Address & Phone	Waiver Contact	Waiver Phone & E-mail Address
<b>Alderson-Broaddus College</b>	www.ab.edu 304 457-1700	Kimberly Klaus Director of Admissions	457-6310 or 457-1700 Klauskn@mail.ab.edu
<b>Davis and Elkins College</b>	www.davisandelkins.edu 1-800-624-3157	Donelle McCoy Assistant Director of Admissions	637-1230 dmcoy@davisandelkins.edu
<b>Mountain State University</b>	www.mountainstate.edu 1-866-for-MSU1	Sandy Richmond Dir. of Financial Aid	929-1595 sandyr@mountainstate.edu
<b>Wheeling Jesuit University</b>	www.wju.edu 1-800-624-6992	Molly Daniels Senior Admissions Counselor	234-2034 mdavis@wju.edu

\* At this time, these are the only non-state supported institutions that have agreed to provide a partial reduction in costs to eligible HSTA students. Interested students must speak with the appropriate contact to discuss your financial needs.

\*\* PLEASE NOTE: The West Virginia School of Osteopathic Medicine is NOT offering a HSTA Graduate Waiver at this time.

## COLLEGE ADMISSION REQUIREMENTS

In 2005, the Higher Education Policy Commission revised the required classes for undergraduate admission to four year colleges and universities in West Virginia beginning with the Fall Term of 2008

- Math has been increased by one unit (year) with the stipulation that students MUST have Algebra 1 and 2 and Plane Geometry
- Science is unchanged in the number of units at 3, but the requirements that ALL of those units be a laboratory science is new
- 2 Units of foreign language and 1 unit of fine arts were previously only strongly recommended, but will be required at the Fall 2008 term

<b>REQUIRED CLASSES FOR STUDENTS ENTERING COLLEGE IN THE FALL TERM OF 2008</b>	<b>UNITS</b>
English Including grammar, composition and literature	4
Social Studies Including U. S. History	3
College Preparatory Mathematics Three units must be Algebra I and II and Plane Geometry	4
Science ALL science units must be a laboratory science	3
Foreign Languages Two units of the same language	2
Fine Arts	1

# ACT - SAT INFORMATION

This section has been devised to give information to upper-class HSTA students who are making preparations for college. You are encouraged to view the following websites for additional information.

HSTA will reimburse you for the actual test fee; but, not until after you have already taken the tests and received back your scores. Reimbursement of fees for either ACT or SAT testing is limited to the basic registration fee including up to *four* college choices (listed at the time of registration) and does not include late fees, study guides, test date changes, test center changes, or any other fees. You will be responsible for payment of the fees at the time of registration and testing. If you can't afford the initial test registration fee, you may be eligible for a fee waiver from ACT.

## **ACT Information**    ACT official website – <http://www.act.org>

This site offers ACT registration, practice (including sample questions) and preview information, college searches and application, and a financial aid estimator.

### **ACT Fee Waivers**

For more information on Fee Waivers go to: <http://www.act.org/aap/regist/special.html>. Funds are limited, and once they have been exhausted, requests for waivers will be denied. **To use a fee waiver, you must register by paper folder.** To be eligible, you must meet **all three** of the following eligibility requirements:

1. You currently attend high school as a senior or junior.
2. You meet at least one indicator of economic need listed on the ACT fee waiver form. Information about these indicators and how to request fee waiver forms is mailed each fall to every high school.
3. You may register only once with an ACT fee waiver. The waiver has been used once you register, even if you do not test.

Fee waivers cover *only* the basic registration fee including up to *four* college choices (listed at the time of registration). Waivers do not cover test date changes, test center changes, or any other fees.

For more information, see your high school guidance office.

**PLEASE NOTE: You cannot request a waiver directly; you must work through your high school guidance office.**

## **SAT Information**    SAT official website - <http://www.collegeboard.com>

This site can give you free information on SAT registration, planning for college, taking the test, finding the right college, getting into college and paying for college.

[http://www.collegeboard.com/sat/html/pdf\\_x/sat\\_fee\\_waiver.pdf](http://www.collegeboard.com/sat/html/pdf_x/sat_fee_waiver.pdf) (\*you must have Adobe Acrobat on your computer before you can view/open this document)

## **The Princeton Review**    <http://www.princetonreview.com>

This website is very informative in regards to studying for ACT, SAT, etc. There is information on exploring various colleges, raising your test scores, online college applications, and financial help.

Please see a school guidance counselor and/or the financial aid office at the college you are most interested in attending for more details on your college preparation

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Students should also be aware that although the writing component (essay portion) of the ACT test is currently shown in the test materials as optional, **it will be REQUIRED by all four year colleges in West Virginia for admission to college for the Fall, 2006 term.**

# FINANCIAL AID APPLICATION GUIDELINES

## The 6 major steps to the most financial aid:

- Step 1. Federal Financial Aid (FAFSA)
- Step 2. State Level Financial Aid (Common Application for State Level Financial Aid)
- Step 3. Scholarship Searches (<http://wv.educationplanner.org>)
- Step 4. HSTA Waiver Application Packet
- Step 5. High School Guidance Counselor
- Step 6. HSTA Waiver Contact or Financial Aid Representative at the Schools of Your Choice

**DEADLINES:** The priority deadline for federal and state aid is February 15, 2005 but due to the possibility of errors **you should consider January 31st as your personal deadline - TAX FORMS DO NOT NEED TO BE DONE PRIOR TO COMPLETING THE FAFSA but will be requested later.**

## Step 1 - FEDERAL FINANCIAL AID

### - Step 1A - How do I prepare to do the FAFSA:

You should use the following website to prepare before for submitting the FAFSA:  
<http://www.fafsa.ed.gov/before001.htm>

This website will help you to do the following:

- 1 - Apply for a PIN which allows you to send the FAFSA electronically without a signature. Do this as early in January as possible because they may need 2 - 3 weeks to be mailed to you.
- 2 - Apply for a PIN for your parent/guardian also. Do this as early in January as possible because they may need 2 - 3 weeks to be mailed to you.
- 3 - Gather some financial information (the worksheet at the site listed above is very helpful and will need to be completed by your parents) — however, your parents' FEDERAL INCOME TAXES DO NOT NEED TO BE DONE AHEAD OF TIME. The FAFSA can be submitted without your taxes being done but you will need an estimate of your parents' income on the worksheet.

### - Step 1B - How do I complete the FAFSA:

You can use <http://wv.educationplanner.org> and following their links to get a tips to help you complete your. You will need to request a PIN that will give you access to your account and allow you to sign the forms electronically. You will be able to save your FAFSA and go back to it later if you need to. If you have other questions about the FAFSA you can go directly to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or call the federal processor at 1-800-4FEDAID or call the HSTA College Liaison at 1-800-345-4267.

**\*RENEWAL OF THE FAFSA AND THE HSTA WAIVER MAINTENANCE FORM MUST BE DONE EACH YEAR IN COLLEGE!**

## Step 2 - STATE LEVEL FINANCIAL AID:

You must complete the Common Application for State Level Financial Aid for the Promise Scholarship and the WV Higher Education Grant and any other state financial aid. You can complete it quickly online by visiting [www.wvapply.com](http://www.wvapply.com) and click on Item 3 and then "Apply On-Line." You are required to also complete the FAFSA for state aid (Promise Scholarship included).

**\*RENEWAL OF YOUR STATE LEVEL FINANCIAL AID DOES NOT REQUIRE YOU TO COMPLETE A COMMON APPLICATION FOR STATE LEVEL FINANCIAL AID EACH YEAR IN COLLEGE BUT THE FAFSA AND THE HSTA WAIVER MAINTENANCE FORM MUST BE DONE EACH YEAR IN COLLEGE!**

## Step 3 - Scholarship Searches:

Many grants and scholarships are available to students and not linked to the federal and state financial aid forms. You can only find them by searching for them yourself — they won't come looking for you! One of the best ways to start your search is to visit [www.wvapply.com](http://www.wvapply.com) and follow the links to perform a scholarship search. Based on the information you enter online, you will be matched with possible grants and scholarships. You will then have to write

to request an application and then fill it out and possibly references or essays. The money is free but the application takes a little time and effort.

BEWARE of anyone asking you to pay for a scholarship search! These people would only offer you what you can find for free!

**\*RENEWAL OF SCHOLARSHIPS VARIES - YOU SHOULD FIND OUT WHAT IS REQUIRED OF YOU TO MAINTAIN OR RENEW EACH GRANT AND SCHOLARSHIP THAT YOU ARE ELIGIBLE FOR!**

**Step 4 - HSTA Waiver Application Packet:**

A HSTA Waiver Application Packet is distributed to each HSTA student in their senior year. A copy can be obtained at the HSTA website at [www.wv-hsta.org](http://www.wv-hsta.org) and clicking on "College and Waiver Info." Students can also find a list of the HSTA Waiver Contacts at the state-supported schools and the contacts at the private schools that offer a discount to HSTA students. The Field Site Coordinators set deadlines for their regions for the HSTA Waiver Application packet. Any questions about the HSTA Waiver can be directed to your teacher, Field Site Coordinator, or the HSTA College Liaison (Evelyn Hansen at 1-800-345-4267).

**\*RENEWAL OF THE FAFSA AND THE HSTA WAIVER MAINTENANCE FORM MUST BE DONE EACH YEAR IN COLLEGE!**

**Step 5 - High School Guidance Counselor:**

Individual meetings with your high school guidance counselor are a great way to make sure you are getting the most financial aid. You can ask about possible grants and scholarships and talk about your plans for college. Your guidance counselor will have other tips to help you with this process.

**Step 6 - HSTA Waiver Contact or Financial Aid Representative at the Schools of Your Choice:**

Students can find a list of the HSTA Waiver Contacts at the state-supported schools and the contacts at the private schools that offer a discount to HSTA students at the HSTA website at [www.wv-hsta.org](http://www.wv-hsta.org) and clicking on "Graduated Students." You can ask about institutional scholarships that may be available and find out about the total cost of attendance versus the financial aid available for that school. You can then compare that information for each school that you are interested in attending.

**IMPORTANT NOTICE FOR YOUR AID TO CONTINUE IN THE FUTURE — YOUR FINANCIAL AID APPLICATION PROCESS FOR EACH YEAR WHILE IN COLLEGE:**

**\*KEEP THIS DOCUMENT IN A FILE AS A REFERENCE FOR NEXT YEAR!**

**DEADLINES:** The priority deadline for federal and state aid is February 15th EACH YEAR but due to the possibility of errors **you should consider January 31st as your personal deadline - TAX FORMS DO NOT NEED TO BE DONE PRIOR TO COMPLETING THE FAFSA but will be requested later.**

**FINANCIAL AID RENEWAL REQUIREMENTS:**

- **TO RENEW YOUR FEDERAL FINANCIAL AID – Complete the FAFSA each year in college!**
- **TO RENEW YOUR STATE FINANCIAL AID – Complete the FAFSA each year but you are not required to complete the Common Application for State Level Financial aid after High School.**
- **TO RENEW YOUR PRIVATE SCHOLARSHIPS – This will vary - You should find out what is required of you to maintain or renew each grant and scholarship that you are eligible for!**
- **TO RENEW ANY OF THE 3 TYPES OF HSTA WAIVERS – Complete the HSTA WAIVER MAINTENANCE FORM each year in college!**

# Chapter 4

## HSTA GOVERNANCE



# **WV HSTA JOINT GOVERNING BOARD (JGB)**

The Joint Governing Board shall be made up of but not limited to:

- One Ex-Officio for the University System
- Two representatives and one alternate from each regional Local Governing Board
- One Ex-Officio from the Board of Education
- Two representatives from WVRHEP joint governing committee
- Two Ex-Officio from the college of HR&E, WVU Extension, or Center for Black Culture and Research
- Three Ex-Officio from WVU Health Professions Schools

*Ex-Officio slots will retain full voting privileges when present.*

The functions of the Joint Governing Board include but are not limited to the following:

- The Health Sciences and Technology Academy program shall be governed by a board known as the Joint Governing Board (JGB).
- The JGB shall be responsible for all personnel policies and procedures involving the program.
- The JGB shall be responsible for all financial and budgetary decisions involving the program.
- The fiscal year for the program shall end on the last day of June and begin on the first day of July.

All subcommittees of the Joint Governing Board must have community representation, and may include members who do not serve on the Joint Governing Board. The standing committees of the Joint Governing Board are:

- Finance and Personnel
- Curriculum
- Recruitment & Retention and Public Relations
- Ethics Committee

# HSTA LOCAL GOVERNING BOARD

The Local Governing Board shall be made up of but not limited to:

- One representative from the community
- One representative from the local schools
- One representative from the Health Care Professions
- One parent of a HSTA student
- One HSTA student
- WVRHEP regional site coordinator
- One WVRHEP representative where available

The functions of the local governing board include but are not limited to the following:

- Personnel
  - Interview and select candidates for positions.
  - Evaluate employees on a yearly basis.
- Finances
  - Make recommendations to the Joint Governing Board regarding all budgetary and financial matters.
  - Review and approve the regional line-item annual budget changes.
  - Obtain Project Director and JGB approval for fund expenditures outside the parameters of the approved budget.
  - Ensure the JGB finance policies and procedures are carried out.
- Curriculum
  - Advise the staff and faculty on curricular matters.
  - Evaluate the program curriculum for suitability and outcomes.
  - Ensure students gain educational rural health experiences.
  - Advise regarding teaching methods for these student populations and ensure the methods used relate to meeting the objectives of the program.
- Recruitment and Retention
  - Recruit teachers and students for the program.
  - Develop policies and procedures for recruitment and retention of students and teachers.
  - Develop criteria for student and teacher selection and retainment.
  - Ensure the policies and procedures for recruitment and retention of students and teachers are followed.
- Learning Resources
  - provide leadership in identifying and acquiring learning resources such as equipment, materials and supplies, and expert assistance on projects.
  - Cooperate with school systems and communities to secure resources for student learning and project activities.

- o Work closely with constituents to secure telecommunications technology for teacher, student and volunteer communications, training and learning.

The LGB will have subcommittees at the discretion of the region. Subcommittees are not required of the LGB



NOTE: Some regions have opted to have a representative from each county fill the required slots, thus giving each county equal representation on the Local Governing Board.

If you have an issue that needs to be reviewed by the local governing board, please contact either your local Field Site Coordinator or Secretary, or one of your Local Governing Board representatives for meeting dates and times. [See HSTA Regional Field Site Coordinators and Staff in Chapter 5 - HSTA Contacts]

# **LGB APPEAL GUIDELINES**

## Expectations for Student Appeal for Reinstatement to HSTA

The Local Governing Board (LGB) takes its responsibility to students and to the HSTA program seriously. When HSTA policy calls for the dismissal of a student, the student has the right to appeal to the LOCAL GOVERNING BOARD for reinstatement in the HSTA program. It is vital that the student make the most effective presentation possible during the appeal process. The following guidelines are designed to help the student make an appeal for reinstatement before the Local Governing Board:

1. The student needs to make a written request for an Appeal for Reinstatement to the Chair of the Local Governing Board within ten working days of receipt of the certified notification of dismissal.
2. The student should present himself/herself in a respectful manner.
3. The presentation should reflect thoughtfulness and careful preparation, and the professional goal to which the student aspires.
4. The student should have a well-thought-out explanation of the reason(s) for the problems he/she has encountered, and take responsibility for his/her own actions.
5. The student should have a plan to resolve the problem(s). The plan should be detailed - have defined goals, timetables for the steps taken, a list of the resources to be used, and alternatives if needed.
6. The student must do an oral presentation of the plan before the Local Governing Board, but written copies should be available for the Local Governing Board members to review.
7. If the student feels the use of audio/visual aids such as a PowerPoint presentation or transparencies will make his/her oral presentation more effective, he/she is welcome to use them, although the use of such aids is neither expected nor required.
8. Upon the completion of his/her presentation, the student needs to be prepared to answer questions from the Local Governing Board about any of the items listed above.
9. The student should consult with the HSTA teacher and Field Site Coordinator for review of his/her prepared presentation, prior to his/her appearance before the Local Governing Board.
10. The student will receive a written notice of the Local Governing Board's decision within seven days of the appeal.
11. If the appeal is granted, the student will need to schedule a follow-up appearance with the Local Governing Board to report on the steps he/she has taken and the progress he/she has made.
12. If the appeal is denied at the Local Governing Board level, the student has the right to appeal the Board's decision at the HSTA Joint Governing Board level. Information on the appeal process at the State level will be included in the written document provided by the Local Governing Board at the time of the appeal denial.

# Chapter 5

## HSTA CONTACTS



### General Mailing Address

Health Sciences Technology Academy  
WVU - HSC - HSTA  
P.O. Box 9026  
Morgantown, WV 26506-9026

### Toll Free Telephone Number

1-800-345-4267

### FAX Number

(304) 293-0574

### Web Site

<http://www.wv-hsta.org>



# HSTA CONTACTS

## Central Administration

**TOLL FREE NO. 1-800-345-4267**

**FAX NO. (304) 293-0574**

Name/Position	Address	Phone/E-Mail
<b>Charline Barnes-Rowland</b>  <i>Summer Institute Director</i>	HSTA PO Box 6122 Morgantown, WV 26506	(304) 293-8246 Ext 1305  Charline.BarnesRowlandI@mail.wvu.edu
<b>Mary Bartron</b>  <i>Information Systems Specialist</i>	HSTA PO Box 9026 Morgantown, WV 26506	(304) 293-0239  mbartron@hsc.wvu.edu
<b>Claire Bragonje</b>  <i>Program Manager</i>	HSTA PO Box 9026 Morgantown, WV 26506	(304) 293-7969  cbragonje@hsc.wvu.edu
<b>Ann Chester</b>  <i>HSTA Director</i>	HSTA PO Box 9026 Morgantown, WV 26506	(304) 293-1026  achester@hsc.wvu.edu
<b>Paul Clausell</b>  <i>WVU Health Professions Schools Rep</i>	School of Medicine PO Box 9137 Morgantown, WV 26506	(304) 293-2411  pclausell@hsc.wvu.edu
<b>Mary Cottrell</b>  <i>Program Assistant</i>	HSTA Po Box 9026 Morgantown, WV 26506	(304) 293-8294  mcottrell@hsc.wvu.edu
<b>Sara Hanks</b>  <i>Curriculum Coordinator</i>	HSTA Po Box 9026 Morgantown, WV 26506	(304) 293-1443  shanks@hsc.wvu.edu
<b>Stan Hostler</b>	Attorney at Law PO Box 4076 Charleston, WV 25364	(304) 345-3531
<b>Kas Kasten</b>  <i>Transitions and Records Coordinator</i>	HSTA PO Box 9026 Morgantown, WV 26506	(304) 293-0769  kkasten@hsc.wvu.edu
<b>Sherron McKendall</b>  <i>Evaluation Coordinator</i>	HSTA PO Box 9026 Morgantown, WV 26506	(304) 293-1659  smckendall@hsc.wvu.edu
<b>Cathy Morton-McSwain</b>  <i>Teacher Coordinator</i>	303 S. Union St, Webster Springs, WV 26288	(304) 847-2372  cmorton-mcswain@hsc.wvu.edu

## Central Administration

**TOLL FREE NO. 1-800-345-4267**

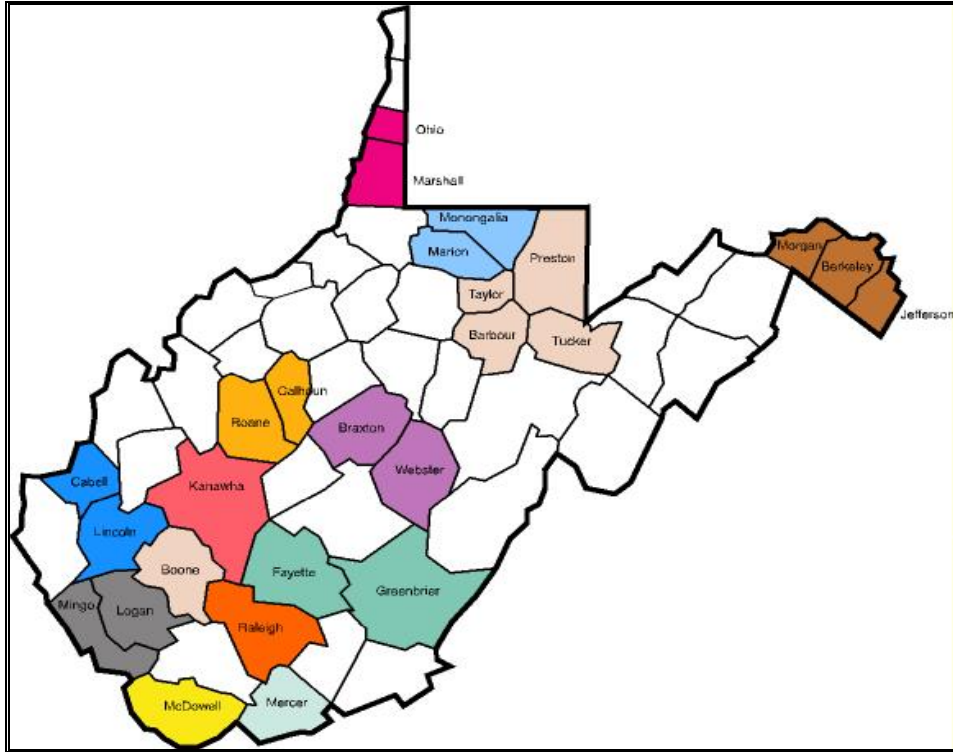
**FAX NO. (304) 293-0574**

<b>Name/Position</b>	<b>Address</b>	<b>Phone/E-Mail</b>
<b>Priscah Mujuru</b> <i>Project Director</i>	HSTA PO Box 9190 Morgantown, WV 26506	(304) 293-1447 psimoyi@hsc.wvu.edu
<b>Jill Simmons</b> <i>Budget Analyst</i>	HSTA PO Box 9026 Morgantown, WV 26506	(304) 293-6102 jcrabtree@hsc.wvu.edu
<b>Wanda Stone</b> <i>Program Assistant</i>	HSTA PO Box 9026 Morgantown, WV 26506	(304) 293-1651 wstone@hsc.wvu.edu
<b>Nelda Watson</b> <i>Program Coordinator</i>	HSTA PO Box 9026 Morgantown, WV 26506	(304) 293-1696 nwatson@hsc.wvu.edu

## WV HSTA Joint Governing Board (JGB)

<b>Name/Position</b>	<b>Position</b>	<b>Phone/E-Mail</b>
<b>Wallace Jones</b>	Chair - JGB	(304) 438-8937 ljwj@suddenlink.net
<b>Taylor Perry</b>	Vice Chair - JGB	tjperry12@aol.com
<b>Ann Chester</b>	Director - HSTA	(304) 293-1026 achester@hsc.wvu.edu
<b>Paul Clausell</b>	Chair Finance Sub-Committee and Personnel Sub-Committee	pclausell@hsc.wvu.edu
<b>Dan Crockett</b>	Chair Recruitment & Retention and Public Relations Sub-Committees	crockett@HEPC.WVNET.edu
<b>Kay Carpenter</b>	Chair Curriculum Sub-Committee	Kay32246@yahoo.com
<b>Bill Childers</b>	Chair Ethics Sub-Committee	(304) 547-1896 cchilders@stratuswave.net

# HSTA REGIONAL SITES & CONTACTS



Regional Field Site Coordinators & Staff		
Name/Title	Address	Phone/E-Mail
<b>Braxton/Webster</b>		
<b>Debra Burgess</b> <i>Field Site Coordinator</i>	135 School Loop Rd Hacker Valley, WV 26222	(304) 493-9486 dburgess@hsc.wvu.edu
<b>Boone</b>		
<b>Karen Javins</b> <i>Field Site Coordinator</i>	HC 81, Box 35-B Foster, WV 25081	(304) 369-5710 kjavins@hsc.wvu.edu
<b>Cabell/Lincoln</b>		
<b>Kelli Templeton</b> <i>Field Site Coordinator</i>	P.O. Box 255 Apple Grove, WV 25502	(304) 942-2014 ktempleton@hsc.wvu.edu
<b>Eastern Panhandle (Morgan/Berkeley/Jefferson)</b>		
<b>Don Coghlan</b> <i>Field Site Coordinator</i>	2000 Foundation Way Suite 2310 Martinsburg, WV 25401	(304) 264-9202 dcoghlan@hsc.wvu.edu
<b>Greenbrier/Fayette</b>		
<b>Michelle Simms</b> <i>Field Site Coordinator</i>	394 Church St. Summersville, WV 26651	(304) 667-0011 msimms@hsc.wvu.edu

<b>Kanawha</b>		
<b>Chris Kimes</b> <i>Field Site Coordinator</i>	Kanawha Region HSTA 4700 MacCorkle Ave. SE Suite 1003 Charleston, WV 25304	(304) 720-9876 ckimes@hsc.wvu.edu
<b>McDowell</b>		
<b>Tammy Grubb</b> <i>Field Site Coordinator</i>	PO Box 860 Welch, WV 24801	(304) 436-9005 tgrubb@hsc.wvu.edu
<b>Mercer</b>		
<b>Yvonne Harris</b> <i>Field Site Coordinator</i>	241 Vine St. Bluefield, WV 24701	(304) 487-6806 ywharris@frontiernet.net
<b>Mingo/Logan</b>		
<b>Peggy Vance</b> <i>Field Site Coordinator</i>	PO Box 126 Straight Road Whitman, WV 25652	(304) 752-4687 Ext 413 pvance_stw@yahoo.com
<b>Monongalia/Marion</b>		
<b>Lisa Gillett</b> <i>Field Site Coordinator</i>	PO Box 9026 Morgantown, WV 26506	(304) 293-0770 lgillett@hsc.wvu.edu
<b>Mountain HSTA (Preston/Taylor/Barbour/Tucker)</b>		
<b>Crystal Bays</b> <i>Field Site Coordinator</i>	PO Box 515 Grafton, WV 26354	(304) 282-8903 cbays@hsc.wvu.edu
<b>Ohio/Marshall</b>		
<b>Darlene Stradwick</b> <i>Field Site Coordinator</i>	305 B & O Building P.O. Box 6313 Wheeling, WV 26003	(304) 214-8949 dstradwick@hsc.wvu.edu
<b>Raleigh</b>		
<b>Carolyn Penn</b> <i>Field Site Coordinator</i>	105 Adair St., Rm 205 Beckley, WV 25801	(304) 256-4500 Ext, 3327 cpenn@hsc.wvu.edu
<b>Roane/Calhoun</b>		
<b>Tresa Mitchell</b> <i>Field Site Coordinator</i>	PO Box 253 Spencer, WV 25276	(304) 927-1467 tmitchell@hsc.wvu.edu
<b>Carol Cronin</b> <i>Field Site Secretary</i>	117 Reynolds Street Spencer, WV 25276	(304) 927-2519 ccronin@hsc.wvu.edu