



HSTA Student and Parent Handbook

Table of Contents

Student and Parent Handbook	2
Acronyms and Meanings	2
Most Commonly Asked Questions.....	3
Participation in HSTA.....	6
Student Criteria	6
Application Process	7
Criteria for Successful Participation in HSTA.....	7
HSTA Attendance Policy	9
Science Symposium	10
Summer Institute Camps	11
Community Service	12
Summary of Successful Completion of HSTA	13
Benefits for Students.....	14
SAT - ACT Test Fees	14
How Does the HSTA Waiver Work?	14
What Are the Rules to Use the HSTA Waiver?	15
3 Waivers- Undergraduate, Graduate & Health Professional School	16
HSTA, Promise, Other Aid	17
What HSTA does not Cover	18
Final HSTA Waiver Reminders	20
Top Three Facts about the HSTA Waiver	21
HSTA Waiver Rules and Policies.....	22
HSTA Governance.....	24
HSTA Local Governing Board	24
WV HSTA Joint Governing Board	24
Student Contract.....	25

Student and Parent Handbook

Acronyms and Meanings

ACT- American College Test- an entrance exam to test college readiness

CRA-Community Research Associate- position of person that helps link HSTA clubs to scientists, labs, and information

FAFSA- Free Application for Federal Student Aid- this form must be filed every year you plan to go to college to qualify for any financial aid (including state aid and HSTA)

FSC- Field site coordinator- the HSTA contact person for parents, students, teachers, and board members

GPA- Grade Point Average- indicates whether you are passing classes and how well you are doing in school

HSTA- Health Sciences and Technology Academy

JGB-Joint Governing Board- statewide board that sets policies and procedures for HSTA and makes sure they are being followed

LGB- Local Governing Board- regional board that makes decisions, sets local policies, and oversees HSTA at the local level

SAT- Scholastic Achievement Test- an entrance exam to test college readiness

Most Commonly Asked Questions

1. *WHAT IS HSTA?*

HSTA, Health Sciences & Technology Academy, is a 9th – 12th grade health, science, technology, and math program which encourages aspirations, opens doors, and empowers minority and underrepresented students and rural communities. The program is a partnership among the state’s Land Grant Universities and 26 counties across the state that seeks to increase the number of African American and underrepresented students in WV who pursue degrees in Health Sciences and STEM (Science, Technology, Engineering, and Math) majors, thereby increasing the number of health practitioners and advocates in the medically underserved communities of West Virginia. This partnership provides the infrastructure and support for community-based science projects mentored by teachers, health professionals, students, and volunteer community leaders during the school year.

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 and further into science and health related fields. HSTA’s goals include the following:

- Increase the number of African American and underrepresented students in WV who pursue Health Sciences and STEM majors
- Increase the number of HSTA scholars to successfully complete undergraduate, graduate, and professional degrees
- Increase the number of health practitioners and advocates in medically underserved communities in WV
- Impact health care disparities and promote healthy lifestyles in WV
- Increase community engagement and involvement in health promotion in WV

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 research project at the HSTA Science Symposia in the spring.

Students participate in a weeklong campus-based program at one of several colleges or universities across the state in which they 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.

Students may have the opportunity to earn free college credit from a state college or university after their junior year.

Students take science, technology, and health-related field trips.

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?

Minimum of 70% of the HSTA meetings and activities.

Keep good grades. (Minimum of 2.5 GPA your 9th grade year and minimum of 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.)

Prepare and present a yearly science project.

Attend Summer Institute at least two years.

Volunteer 75 hours 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.

Participation in HSTA

Student Criteria

Students must be a United States citizen and a West Virginia state resident and attend an approved HSTA school as stated in the policy and procedures manual.

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 where neither parents/legal guardian is a four-year college graduate
- Rural

Students must be rising 9th graders.

Student's Grade Point Average (GPA) must be a minimum of 2.5 or higher to be accepted.

Students should have an interest in a Health Science or STEM (Science Technology Engineering and Mathematics) Career.

Application Process

The student must complete a HSTA application and submit the **completed** application and a copy of their grade transcript to the Field Site Coordinator.

NO STUDENTS WILL BE ACCEPTED AFTER October 1st OF THEIR 9TH GRADE YEAR.

Applications will be reviewed and approved by each region's Local Governing Board.

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 HSTA.

Student's overall semester GPA will be a minimum of 2.5 in the 9th grade, and a minimum of 3.0 in the 10th, 11th, and 12th 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 (FSC) of a problem, as soon as possible, so that any available help can be provided in a timely manner.**

Students must attend a minimum of 70% of all HSTA meetings per semester or make arrangements to be excused with the HSTA teacher.

Students must complete a minimum of 75 documented hours of approved community service prior to completion of the tuition and fee waiver application in their senior year

Students must complete and present a yearly HSTA science project at the HSTA science symposium. Successful completion includes turning in all components by the deadline given by your FSC and receiving a passing score.

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.

Students must successfully complete **at least two** of the campus-based summer camps before their senior year.

Students will be on probation for not meeting academic or attendance requirements for **ONLY ONE** semester during their entire participation in the HSTA program. If students fail to meet academic or attendance requirements for a second semester, they will be dismissed from HSTA.

If a student should fail to comply with the program participation requirements, the student will be dismissed from the HSTA program by written notification.

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 Website: Students, Teachers & Parents].

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 or designated committee within 10 working days of receipt of Local Governing Board decision.

Students are responsible for meeting paperwork deadlines. 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. Please return all paperwork by **specified deadlines** to the **appropriate** person.

Students shall be suspended from HSTA activities if they are suspended from school and these absences count against the required attendance. A student shall be expelled from HSTA if they are expelled from school or placed in an alternative school setting.

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 cannot 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 cannot 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 research science project and do an oral presentation at the HSTA Science Symposium in April or May of each year.

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 electronically submit paperwork documenting their projects to their Field Site Coordinator, Curriculum Coordinator and Community Research Associate.

Research Document due dates are posted online.

To successfully complete your HSTA symposium, you must complete and turn in all assigned work by the assigned deadlines given by your teacher or Field Site Coordinator. You must also receive a passing score for the project to be complete. Passing scores are determined by the HSTA Joint Governing Board.

Failure to meet deadlines will result in disciplinary actions by the Local Governing Board and may result in dismissal from HSTA.

Symposium project completion and presentation 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 and receive a passing score as determined by the HSTA Joint Governing Board.

Summer Institute Camps

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.

The camps are:

- Freshmen Camp (A fun introduction to STEM experiences) for students going into the 9th grade.
- Sophomore Camp (In depth exploration of a STEM and/or Health Topic) for students going into the 10th grade.
- Biomedical (Students explore biomedical topics that impact health and wellness) for students going into the 11th grade.
- HSTA Senior Component (Introduction to college life, with a college course when possible) for students going into the 12th grade.

The Freshmen, Sophomore, and Junior Camps are one week long programs. They run from Sunday afternoon through Friday afternoon.

Students going into their senior year are given the opportunity, when funding is available, to attend a WVU college class at no cost. Students who successfully pass the course may possibly be given a chance to earn free college credit. This camp is usually a three-week experience.

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 four-week summer program called HCOP HAPPEN, which further prepares them for college life as well providing them with a college credit class and a stipend. 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 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 individual regions determine what qualifies in their clubs, your teacher or FSC can tell you what community service projects you can use for HSTA. **If in doubt whether a project qualifies, ask your FSC or LGB.**

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:

- Meets GPA requirements
- 70% attendance of activities
- Maintains good behavior in school and at HSTA events
- 75 hours of documented approved community service
- Completing, presenting, and passing 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 required by your local governing board.

It is recommended that each student keep a portfolio, notebook, or electronic file 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 or university.

Benefits 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:

SAT - ACT Test Fees

HSTA will only 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 and receipt of payment 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.

- HSTA does not cover preparatory courses for ACT or SAT.
- HSTA does not cover graduate school entrance tests including the MCAT or GRE.

How Does the HSTA Waiver Work?

- **It is not money, or a scholarship; but an agreement by WV state run colleges to forgive tuition, or a portion of tuition, for HSTA scholars. This agreement does not apply to private schools, out of state schools, or hospital programs.**
- The HSTA waiver is provided for in WV state code **18B-10-4b** and **18B-10-6**. It states that any student who completes the HSTA program, fulfilling all requirements and obligations, may be entitled to it.

How a college chooses to honor the waiver is up to that college, HSTA home office cannot change how a school chooses to honor the waiver. The individual college sets the rules for how much of the costs it waives, what the requirements are to keep the waiver, and what programs it covers. **Each college has specific rules for how it applies the waiver.** The best way to find out the rules is to contact the financial aid representative listed in the HSTA Waiver Contacts Directory <http://wv-hsta.org/media/14176/college-directory-2021.pdf>

What Are the Rules to Use the HSTA Waiver?

- Student must be attending a **WV state run public school**
- Student must be enrolled full time
- Student must maintain the GPA that the **college determines** as successful progress
- Student must follow any other rules the college determines. If you are not enrolled fulltime and not making your college's required GPA, you will not be eligible to use your waiver that semester.
- The HSTA waiver is good for 8 semesters of undergraduate school, **and** then you can still use it for graduate and professional school. These are separate waivers and you are entitled to all.
- Colleges usually allow you to use your HSTA waiver for Fall and Spring semesters only (the individual college will determine if and when you can use it for summer school).
- The graduate HSTA waiver is good for the normal amount of time to graduate with a masters or a professional degree. Remember you can use the waiver for undergraduate school **and still** use it for graduate and/or professional school.

- Complete your waiver maintenance form every year between January and March <http://wv-hsta.org/resources-events/graduate-resources/hsta-waiver-maintenance-form/>

3 Waivers- Undergraduate, Graduate & Health Professional School

- **You can use all three**-separately
- Undergraduate Waiver
 - Good for all majors (Fairmont State does require Health or STEM)
 - 8 semesters or until 1st bachelor's degree is completed, whichever comes first
 - Cannot use it for 2nd bachelor's degree
- Graduate Waiver
 - **Available for only select graduate programs as determined by the granting college or university (Marshall and WVU cover graduate degrees that they see as health, science, or technology, and Concord covers most graduate degrees). See the HSTA website for specific waivers.**
 - <http://wv-hsta.org/resources-events/graduate-resources/>
- Health Professional School Waiver
 - Covers Various Health and STEM PhD and professional degrees
 - Including: Medical School, Dental School, Pharmacy, Nurse Practitioner, and many more

HSTA, Promise, Other Aid

- **The waivers do not cover all college expenses.** There are fees, books, and housing costs to consider.
 - All colleges charge a combination of tuition and fees for the cost of attendance. Tuition is the cost of classes and pays the salary of the professor teaching the course. Fees are charged to help maintain buildings and labs, for sports programs, for student health care, etc.
 - HSTA covers the tuition or a portion of tuition at most institutions.
- **Because there are other costs associated with college, students should complete the FAFSA & search for additional sources of financial aid.**
- **Some colleges give tuition specific scholarships that may pay for some of what HSTA does and this can reduce your HSTA amount. You will have the same portion covered just by another source. Often this is during Freshmen year.**
- Students should apply for PROMISE as well as the HSTA waiver.
- HSTA waiver can be deferred while using PROMISE. Depending on tuition and fee rates at the college, the Promise may cover more than HSTA or HSTA may cover more than PROMISE. Some schools may combine HSTA and Promise to cover costs.
- Your overall financial aid budget could also change your HSTA amount. Schools are not allowed to give more than the federal government allows.
- It is very important to talk to your HSTA designated financial aid counselor at your college (in HSTA waiver application packet) to determine the best and most efficient way to use all of your financial aid. **Make sure you only talk to the financial aid counselor listed on the College Directory- they are the one who have the HSTA eligibility list and they are the ones who are the HSTA experts. Other counselors at the school may not know about or**

understand how HSTA works. That is why it is very important to see the counselor listed on the HSTA College Directory provided for you. This list is also available online at <http://wv-hsta.org/media/14176/college-directory-2021.pdf>

- **The HSTA waiver does not expire with time.** If it is more beneficial you can use your Promise scholarship first and then HSTA. Should you need to take time off from school, your HSTA waiver will still be available. Just make sure to notify the HSTA home office and your school ahead of time. The undergraduate portion of your HSTA waiver is good until you use it for 8 semesters, or until you get a bachelor's degree, whichever comes first. Remember after you use your undergraduate waiver, you still have graduate waiver for graduate or professional school. **You get to use both!!**

What HSTA does not Cover

- Online classes are sometimes billed differently. This means HSTA MAY NOT cover them. Please check with financial aid before registering for online courses.
- Studying Abroad (i.e. in a foreign country) is not normally covered by the HSTA waiver. This is because even though you may be in a program with a WV school, much of the time the tuition is being paid to the foreign college either directly or by your college.
 - **If you want to study abroad, make sure the WV school will be paid the tuition and not the foreign school (can vary from course to course) or you won't be able to use your HSTA waiver for this.** Foreign colleges don't honor the HSTA waiver. They are not covered by the WV legislature and the agreement to waive tuition for HSTA students. So you can't use your waiver when they are receiving the tuition.

- Programs that Partner with Hospitals
 - **If the program or courses, you are taking are through a hospital then tuition goes to the hospital so the college can't waive it= HSTA can't be used for programs where the tuition goes to a hospital. The hospital is not a state school and therefore does not have to honor HSTA.**
 - Some of these programs start off in the college where HSTA applies and then switch ½ way through to courses at the hospital where it does not-They often don't warn you in advance. So if you plan to go into a program that will eventually have training at the hospital, you will need to plan for paying for those portions of courses through the hospital.
- At Market Cost Special Graduate degrees
 - Some graduate school majors are self-sustaining and billed at an "market value cost" These may not be covered or only partially covered. This will be noted on the HSTA graduate majors list.

Final HSTA Waiver Reminders

Remember all schools set their own policies on eligibility, tuition vs fees, extra costs etc. and every individual case is different.

- Certain programs cost more than others in the same school
- Some schools partner with others, but share a financial aid office
- No one person can keep up with all costs and changes

WE ARE HERE TO HELP YOU and so is your HSTA financial aid counselor.

- You can contact her at the HSTA office whenever you have a question:
kkasten@hsc.wvu.edu 304-293-0769
- It pays to be proactive!

This means it is **IMPERATIVE** to only speak with the financial aid counselor on **The College Directory**

- Don't talk to just any counselor. USE THE LIST!
- **Make an appointment and talk to the HSTA financial aid contact at your school and discuss what is best for YOU!**

Top Three Facts about the HSTA Waiver

Due to the changing economy and the higher education policy, the waiver can get complex. There may be different circumstances for each student. Please email Kas Kasten with any questions at kkasten@hsc.wvu.edu or (304) 293-0769.

1. There is more than one waiver
 - Students are entitled to both a HSTA undergraduate waiver in any major and a graduate waiver in Health and STEM related fields.
 - HSTA waivers cover 8 undergraduate semesters.
 - They can use the graduate waiver regardless of how many undergraduate semesters they used.
 - Currently WVU, Marshall, and Concord provide the HSTA graduate waiver. Eligible majors are listed on the HSTA website.

2. HSTA is not a FREE RIDE
 - The HSTA waiver will be for different amounts and may cover different percentages of costs depending on the college a student attends.
 - There is no scholarship money--the college provides a waiver.
 - How a college chooses to provide the waiver is up to that college.
 - HSTA's central office cannot change how a school chooses to honor the waiver.
 - The individual college sets the rules for how much of the cost it waives, what the requirements are to keep the waiver, and what programs it covers.
 - A student's other financial aid may impact the amount of their waiver.
 - Waivers only cover tuition or a portion of tuition; they do not cover fees, books, housing, etc.

3. HSTA can only be used in West Virginia institutions that are supported by the state
 - The legislation for HSTA only covers state-supported institutions.
 - Private institutions, hospitals, out of state colleges/universities, and adult education that is run by the county do not have to honor the waiver.
 - *Programs provided at the VoTech that are run through a state college like New River will provide the waiver, but not those run through the county.*
 - Some private colleges/universities give a small stipend, but it is a much smaller amount than the percentage given by state-supported institutions.
 - Regardless of any other reciprocal agreement between WV and another state, between WVU and another college, or how close another institution is to the WV border, the HSTA waiver is not accepted at any out of state institution.

HSTA Waiver Rules and Policies

1. The HSTA waiver is only available to students who successfully complete all aspects of the HSTA program.
2. The HSTA waiver is allowed for in the WV State code and is only provided by WV State run Colleges. Private schools, hospitals, and out of state colleges are not governed by the WV State code and therefore do not have to provide the waiver. * A few private colleges will give a small stipend for HSTA students.
3. HSTA students must be enrolled fulltime and making satisfactory progress as determined by federal financial aid guidelines and the college they attend
4. **WV State run colleges provide the waiver so they establish rules and amounts student will receive.** HSTA provides them with no funding, so amounts are strictly determined by the colleges based on their budgets.
 - *Fairmont State/Pierpont only provide the waiver for Health and STEM majors.*
5. **HSTA can only be used for tuition.** Normally, this is only the “base tuition” of a college’s cost. It does **NOT** cover special program fees, or other fees, books or housing.

6. Your other financial aid may affect the amount of your waiver, and therefore the waiver amounts may vary among students. You should contact your financial aid counselor (see attached list) about your waiver and how it fits in with your financial aid the semester before or at least 3 months before coming to campus.
7. HSTA graduates will receive 8 semesters of a waiver for your undergraduate degree unless you graduate early. The HSTA undergraduate portion can only be used for your first bachelor's degree. (no second bachelors, regardless of how many semesters of HSTA waiver you used for the first degree)
8. If you stay in a Health or STEM major you will then qualify for a Graduate school waiver at WVU, Marshall, or Concord. This is a whole new waiver you can use on top of your undergraduate waiver.
9. A HSTA student qualifies for 1) 1 undergraduate waiver, 2) 1 master's level waiver if they attend a qualifying school and major, and 3) 1 Professional school waiver if they attend a qualifying school and major (such as medical school, pharmacy school, dentistry etc.) Marshall, WVU and Concord are currently the only colleges providing the graduate and professional school waivers. You can find a list of qualifying graduate and professional school majors on the HSTA website: <http://wv-hsta.org/resources-events/graduate-resources/hsta-eligible-majors/>
10. If you have questions regarding your waiver now or in the future, please contact the HSTA Transitions and Records Coordinator Kas Kasten at 304-293-0769 or kkasten@hsc.wvu.edu We are here to help you.

HSTA Governance

HSTA Local Governing Board

HSTA decisions and administration are made at the local level by a local governing board (LGB) **If you have an issue that needs to be reviewed by the local governing board, please contact either your local Field Site Coordinator or one of your Local Governing Board representatives for meeting dates and times.** [See website]

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. Proper guidelines are designed to help the student make an appeal for reinstatement before the Local Governing Board and can be found on the website.

WV HSTA Joint Governing Board

The HSTA Joint governing board sets the overall policies and procedure for HSTA and ensures they are followed correctly by the Local Governing Boards (LGBs). The HSTA Joint Governing Board is made up of representatives from all the HSTA regions across the state. The HSTA Joint Governing Board and its subcommittees have final authority over any HSTA decisions.

Student Contract

1. I am a United States citizen, a West Virginia resident, and I attend an approved high school in an approved county served by the HSTA program.
2. I will meet or exceed the semester GPA (Grade Point Average) as stated in Section 5 of the HSTA Policy and Procedures Manual: [9th grade – 2.5 both semesters, and 10th to 12th grade – 3.0 both semesters].
3. I agree to attend 70% of all HSTA meetings per semester and attend all HSTA activities or make special arrangements with the HSTA teacher and HSTA Local Governing Board (LGB).
4. I agree to follow my school's 'Acceptable Computer/Internet Use' policy, all HSTA rules and behavioral and safety guidelines, and recommendations from the HSTA teacher and field site coordinator for all HSTA activities.
5. I agree to complete a yearly science project and present the project at the state Science Symposium. I understand that to remain in the HSTA program, my symposium project presentation must receive a passing score designated by HSTA. I understand that I must complete all aspects of my science project by the given deadlines.
6. I agree to attend at least 2 HSTA Summer Institutes camps before my senior year.
7. I agree to complete at least 75 documented hours of community service prior to filling out the HSTA Waiver application my senior year. I understand that the amount of the HSTA waiver granted by a WV college or university will vary, subject to the policies established by each individual WV college or university.
8. If I am suspended or expelled from school for any reason, I understand that I will be suspended or expelled from HSTA. I will immediately contact my HSTA teacher and the Field Site Coordinator as soon as I am suspended or expelled.
9. I understand that I will be placed on probation for only one semester during my entire participation in the HSTA program for not meeting academic, attendance, or behavioral requirements. If I fail to comply with these requirements and/or

have any major discipline problems, the LGB can terminate my HSTA Club membership, which would result in forfeiture of my eligibility for the HSTA waiver.

10. I agree that if my HSTA membership is terminated, I have ten working days after receipt of written notification from the LGB to make an appeal for reinstatement to the program. In my written appeal I must set forth the reasons that I contend the termination decision is in violation of my rights under this agreement.

11. I agree that within ten working days of receipt of the denial of appeal by the LGB, I have the right to make a written appeal to the HSTA Joint Governing Board (JGB).

12. In the event the HSTA Program in my region is discontinued due to the lack of funding or factors beyond the control of HSTA, this contract may be terminated.

13. I give HSTA permission to include my GPA and test scores for program evaluation purposes. My name and other personal information will not be included with this evaluation data.