

State Fair

Community College

Associate of Applied Science in Behavioral Health Support

Part I: BHS Program Handbook

Additional Policies and Regulations can be found in the SFCC Course Catalog, MySFCC, and the State Fair Community College official website: www.sfccmo.edu

State Fair Community College does not discriminate based on race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St. Sedalia, MO 65301. Inquires also may be directed to the U.S Department of Education, Office of Civil Rights at OCR.KansasCity@ed.gov.

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Disability Resource Center, Yeater Learning Center, Room 159, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832 or online at <http://www.sfccmo.edu/offices-services/disability-services/>

Contents

Purpose of the Student Handbook	2
Nondiscrimination and Student Rights	2
Students with Disabilities.....	2
Special Services Accommodations.....	2
Important Phone Numbers and Email Addresses.....	3
Accreditation Status.....	3
Contacting Program Faculty.....	4
Program Description	4
Program Mission Statement	4
Program Vision.....	4
Program Goals and Outcomes	4
BHS Program Essential Abilities	6
BHS Program Policies	7
Program Courses.....	12
Grading Scale	12
Student Success	12
Technology Requirements	13
Assignments, Quizzes & Exams (Outside of Scheduled Class Time)	13
Testing Policies (During Scheduled Class Time)	13
Attendance.....	15
Program Grievance Policy.....	16
Email and Printing.....	17
Inclement Weather Policy.....	17
Student Success Navigator.....	17
Withdrawal from Program.....	18
Refund of Tuition and Fees.....	18
Probation Policy	19
Review Board Policy.....	19
Classroom Expectations	20
BHS Club: Active Minds at State Fair Community College Participation	20
Behavioral Health Support Program Tuition and Fee Schedule 2024-2025*	21
Directory of Behavioral Health Support Program Affiliations	22

Purpose of the Student Handbook

This handbook is designed to serve as a guide for student's understanding of the Behavioral Health Support Program. It outlines those rules and regulations which will govern the program. It also defines the duties and responsibilities of the student.

Nondiscrimination and Student Rights

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins, Student Services Center, (660)596-7484, or Dean of Student and Academic Support Services, Hopkins Student Center, (660)596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St. Sedalia, MO. 65301. Inquires also may be directed to the U.S Department of Education, Office of Civil Rights at OCR.KansasCity@ed.gov. (Approved June 27, 2005) (Revised February 2013)

Students with Disabilities

Students with documented disabilities who are applying for admission to State Fair Community College's Behavioral Health Support Program are welcome according to guidelines of the Americans with Disabilities Act (ADA) of 1990. Reasonable accommodations will be made for students with documented disabilities, who have the abilities to assume the role and meet expected educational outcomes as required for all students seeking the Associate of Applied Science in Behavioral Health Support Program degree. These abilities are outlined in the Essential Abilities for the Behavioral Health Support Program section of this handbook.

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Disability Resource Office, Yeater Learning Center, Room 159, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

Special Services Accommodations

The student with a disability who requires accommodations must register with the Disability Resource Office in Yeater Learning Center, Room 159. It is the student's responsibility to initiate the request for services. Students are encouraged to establish documentation and a request for accommodations at least two weeks prior to the first day of the semester.

Students with a disability are responsible for providing documentation from the appropriate medical or psychological professional and should make an intake appointment with the Disability Resource Office. Students are responsible for any charges associated with obtaining documentation. The Disability Resource Office shall have the authority to make the final determination as to reasonable accommodations. Students will be expected to meet the technical standards of the specific programs they are pursuing. After accommodations have been established by the Disability Resource Office, a letter will be presented to the student describing the accommodations that he/she qualifies to receive for each class in which he/she is enrolled that semester. A confidential letter will also be presented to the instructor describing the accommodations for which the student qualifies for that class. However, the letter will not contain any specific disability.

**Behavioral Health Support Program
Important Phone Numbers and Email Addresses**

Allison Brosch Dean of Health Sciences	abrosch@sfccmo.edu	660.596.7228 Fielding 263
Deanna L. Barklage, MSW Program Coordinator	dbarklage1@sfccmo.edu	660.596.7355 Fielding 248
Jessica Fairfax Program Navigator	jfairfax3@sfccmo.edu	660.596.7231 Fielding 242
Stefani Eads Administrative Assistant	seads2@sfccmo.edu	660.596.7434 Fielding 246
Student Success Center	success@sfccmo.edu	660.530.5831
Financial Aid	finaid@sfccmo.edu	660.530.5834
Campus Store	campusstore@sfccmo.edu www.sfccbooks.com	660.530.5840

Accreditation Status

The Behavioral Health Support program is accredited by the Higher Learning Commission and is provisionally designated by the Missouri Department of Mental Health in partnership with the Missouri Behavioral Health Council (MBHC).

HLC

Higher Learning Commission
230 South LaSalle Street,
Suite 7-500
Chicago, Illinois 60604-1411
Phone: 800.621.7440 or
312.263.0456
<http://ncahlc.org>
info@hlcommission.org

State of Missouri

Dept of Mental Health
Div of Behavioral Health
1706 E Elm Street
Jefferson City MO 65102
(573) 751-4122
<https://dmh.mo.gov/behavioral-health>

MBHC

Missouri Behavioral Health
Council
Kathy Carter Building
221 Metro Drive
Jefferson City, MO 65109
(573) 634-4626
<https://www.mobhc.org>

Contacting Program Faculty

Students are encouraged to contact instructors by the following methods:

- *E-mail instructor via SFCC email or Canvas.
- *Call an instructor's office phone.
- *By appointment to meet with the instructor.
- *Please do not contact instructors through social media.
- *You may text or call an instructor's cell phone in an emergency situation.

Program Description

The Associate of Applied Science in Behavioral Health Support (BHS) program will provide students with the education and skills needed to work in a variety of behavioral health or substance abuse support roles. Students will train for entry-level positions such as care coordinators, community support specialists, and case managers. Upon completion of the program, students will have the required skills to provide quality case management in a variety of settings to clients in need of guidance and support. Students will be able to properly complete client documentation from intake to discharge including appropriate assessments, safety plans, treatment plans, and discharge summaries. They will be able to identify and utilize case-management treatment modalities for clients in the areas of behavioral health, substance abuse disorders, and chronic health, and family and youth issues. Students will be qualified to work with other behavioral health and medical professionals as part of a treatment team. Finally, students will know how to work within their own competency to provide services to those in need by valuing the dignity and worth of each client and recognizing the importance of the human relationship. Graduates will be prepared to begin working immediately in state, county, and local human service agencies, substance abuse treatment programs, rehabilitation centers, correction facilities, retirement facilities and schools along with various other human service agencies. Prospective students will need to complete an application and pass drug and background checks.

Program Mission Statement

The Associate of Applied Science in Behavioral Health Support (BHS) program will provide students with the education and skills needed to accommodate diverse client populations with competent services in a variety of behavioral health and substance abuse support roles.

Program Vision

State Fair Community College Behavioral Health Support program will provide Missouri communities with professional, compassionate, and competent team members who will go on to become leaders in their field.

Program Goals and Outcomes

Upon completion of the program, SFCC students will:

- Provide quality case management to clients in a variety of settings by identifying barriers to success, recognizing needed resources and providing ongoing support.
- Properly complete client documentation from intake to discharge including appropriate assessments, safety plans, treatment plans, and discharge summaries.
- Identify and utilize case-management treatment modalities for clients in the areas of behavioral health, substance abuse disorders, chronic health, and family and youth issues.

- Utilize strong communication skills to ensure client needs are met and to advocate for the client as part of the treatment team collaboration.
- Provide clients with effective crisis intervention.
- Competently work with other professionals as part of a collaborative team.
- Know how to work within their own competency to provide services to those in need remembering to value the dignity and worth of each individual and recognizing the importance of the human relationship.

BHS Program Essential Abilities

Ability	Standard	Examples of Necessary Activities
Mobility	Ability to sit, stand or move as long as necessary to complete assessments, or required documentation and intervention.	<ul style="list-style-type: none"> • Sit with clients to complete intake assessments. • Move with adults and children as needed for appointments. • Be able to get up and down off the floor if needed while working with children.
Fine Motor Skills	Fine motor abilities sufficient to provide safe and effective patient care in a timely fashion.	<ul style="list-style-type: none"> • Use computers to input case information. • Write legibly so that others can read notes.
Hearing	Auditory ability sufficient to understand clients during assessment communication and to determine safety during crisis intervention.	<ul style="list-style-type: none"> • Have the ability to hear client’s communication of distress. • Recognize inflection and tone and have the ability to determine client intent. • Be able to listen to understand client’s situation, and needs.
Visual	Sufficient observation skills necessary for safe client care.	<ul style="list-style-type: none"> • Detect and respond independently to warning signals from team members and/or clients of impending danger or emergency, i.e. a change in an individual’s physical communication of distress.
Critical Thinking	Critical thinking sufficient for clinical judgment	<ul style="list-style-type: none"> • Interpret and carry out written and verbal communication sometimes in stressful situations. • Identify cause & effect relationship to develop appropriate and safe intervention strategies.
Interpersonal Skills	Interpersonal abilities sufficient to interact with clients, families, groups, team members from a variety of social, emotional, cultural, and intellectual backgrounds.	<ul style="list-style-type: none"> • Establish rapport and maintain professional boundaries; contribute to a calm, therapeutic environment. • Motivate and engage clients in treatment. • Ability to resolve conflict and to respond to feedback in a professional manner. • Ability to work effectively and efficiently as a team member utilizing interpersonal skills in an intra professional setting.
Communication	Communication abilities for interaction with others orally and in writing.	<ul style="list-style-type: none"> • Clearly and accurately, present information to team members, clients and families. • Instruct client and/or family regarding treatment modalities and goals. • Accurately document client progress notes, reports according to facility guidelines and standards.

BHS Program Policies

Professional Behavior Expectation

Professional behavior is expected at all times. This includes behaviors listed in the Field Manual as well as:

- Always treat people with respect.
- Stand up for personal and professional ethical standards.
- Be honest; do not participate in gossip and rumor
- Strive to be excellent. Learn from mistakes and do better.
- Behavior should coincide with values and beliefs.
- Communicate by inviting ideas, opinions, and feedback from others. This is how you grow.
- Take responsibility for your own actions.
- Work in collaboration with others for the benefit of clients.
- Everyone makes mistakes; give people a fair chance and offer grace.
- Keep knowledge and skills up to date. Be a lifelong learner.
- Be active at local, state, and national levels; always advocate for the disadvantaged.

Student Conduct

SFCC expects students to conduct themselves in an appropriate, ethical, and legal manner at all times. Students are also prohibited from engaging in any form of sexual harassment or sexual misconduct. Please refer to the Student Conduct Policy for additional information. <https://www.sfccmo.edu/offices-services/safety-security/policies-regulations/>

Interpersonal Expectations

Disagreement and discussion are a productive part of higher education and are to be expected. There are appropriate and productive ways to handle disagreements and concerns. Remember: question or complain in private; praise in public.

- Talk with your professor or classmate in a positive, professional way
- State what your concern is and how you feel about it
- Discuss the issue and hear each other's side of it
- If you are not able to resolve a disagreement or concern with your instructor, you may contact the BHS Program Director
- Be positive and optimistic

Educational Conduct Evaluation

An educational conduct evaluation may be conducted at any time while a student is enrolled at SFCC with a declared health science or pre-health science major, or when an application has been submitted to a health science program.

The student's educational conduct records will be reviewed in the internal reporting system. If conduct is identified which may make the student unsuitable for the health care profession or the health care educational environment, the concern will be brought before the Health-Science Student Conduct Committee. The committee will review the student's records and determine the student's eligibility to

enroll in the SFCC Health Science program. A student who is found responsible for conduct including but not limited to the behaviors listed below may be disqualified from enrolling in a health science program.

- Academic dishonesty
- Threats against teachers or fellow students
- Intimidating behavior
- Obstructive or disruptive conduct
- Bullying or harassment
- Disrespect for property of others
- Conduct that interferes with the academic environment
- Possession of banned items or substances on campus
- Other items listed in the SFCC student code of conduct (Reg. 2610)

If a potentially disqualifying concern is identified the student will be informed via SFCC e-mail and will have the opportunity to appear before the committee. If the student does not respond to communication within 10 business days or is unwilling to appear before the committee the committee may decide in their absence. If the committee determines that the student is ineligible due to conduct unsuitable for the health care profession or health care educational environment the student will be informed of the committee's decision in writing via their SFCC student e-mail.

The student will then have up to 10 business days to appeal the committee's decision by submitting a written request of appeal. Initial appeals will be heard by the Health Science Dean. If the appeal is denied the Dean will inform the student in writing via SFCC e-mail.

Health Science Student Conduct Committee

The Health Science Student Conduct Committee will consist of three or more full-time SFCC Health Science employees with representation from at least three Health Science specialty areas. The committee will be convened as needed to review student conduct records which may make a student unsuitable for the health care profession.

SFCC Health Sciences Background Check Policy

The Joint Commission on Accreditation of Healthcare Organization (JCAHO), which accredits healthcare facilities across the country, enforced background screening September 2004 and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

As required by clinical facilities contracted by State Fair Community College, all Health Science program students that are enrolled in a clinical course must submit to a criminal background check from the state or states in which they have resided over the past year.

Students are responsible for the payment of their background investigation, and Castle Branch must conduct the investigation.

All background checks will be evaluated according to the exclusionary criteria of the contracted clinical facilities. Failure to complete a background check will prohibit student from participating in clinical education and admission to all State Fair Community College Health Science programs.

Students with criminal histories who desire licensure or registration in Health Science Professions are urged to consult the laws governing licensure or certification in the state they intend to license/certify prior to application to the respective health science program.

The following searches are required for students attending facilities for clinical through State Fair Community College:

1. Missouri Statewide Criminal History Record Search
2. Federal Criminal History Record Search
3. Social Security Number Trace (residential history, state and date issued)
4. National Sex Offender Registry
5. Office of Inspector General Sanction Report
6. General Services Administration
7. Missouri Department of Social Services Request for Child Abuse or Neglect
8. Senior Care Registry (EDL)
9. Family Care Registry
10. Residential History Search
11. U.S. Treasury Department Office of Foreign Asset Control List of Specially Designation Nations

A United States social security number is required to initiate the Family Care Registry check. Students without a United States social security number should contact the Designated School Official (DSO) through the SFCC Student Services office for additional information.

Individuals unable to complete all required background checks or those with exclusionary criteria will be prohibited from participating in clinical education and admission to all State Fair Community College Health Science programs. Individuals who have been convicted of felonies and/or misdemeanors are encouraged to contact the program director prior to program application.

Missouri Department of Health & Senior Services-Family Care Safety Registry

Missouri's Family Care Safety Registry (FCSR) was established by law to promote family and community safety. The registry helps to protect children, seniors, and people with disabilities by providing background information. This service is intended to provide information to help families and employers make informed decisions when hiring employees to work with children, the elderly, and people with disabilities. All BHS student must complete this registry.

Students can register online: <https://health.mo.gov/safety/fcsr/pdf/registrationinstructions.pdf> or by mail.

See <https://health.mo.gov/safety/fcsr/forms.php> for further instruction.

Castle Branch

State Fair Community College Health Science programs utilize Castle Branch for background screening, immunization record and document tracking for students. Upon acceptance to the Behavioral Health Support Program, all students will access www.castlebranch.com and order the appropriate package code. It is the student's responsibility to order through Castle Branch and to upload immunization records and other documents as requested. Students should check their myCB (Castle Branch) account

and student e-mail for alerts if information is needed to process the order and reminders as requirements approach their due dates.

SFCC faculty will have access to view students' records and compliance status from a separate Castle Branch portal. Students will have unlimited, lifetime access to their accounts.

Substance Abuse/Drug Testing Policy for Health Science Programs

Students will be subject to drug testing per the SFCC Health Science policy on a scheduled, random, or for reasonable suspicion basis. A copy was provided to each student at the beginning of the program. Please reference to the policy for further information.

Health Science Communicable Disease and Immunization Policy

Individuals who choose to undertake training for a health science profession should be aware of the risks associated with health care training and professional practice. Healthcare students and professionals utilize standard precautions to reduce the risk of infectious disease exposure, however, these measures do not eliminate the risk that a student or healthcare provider may become infected.

During healthcare training in the lab and clinic setting, students will come into close contact with their instructors, classmates, and patients. With this in mind, students should make informed choices regarding their education and career.

Please review all CDC and WHO links provided below to ensure you are well informed regarding the risks associated with healthcare and with the preventative measures used to mitigate these risks. If you have concerns about your personal risk level, you should contact your healthcare provider.

CDC: Workplace Safety and Health Topics: Health Care Workers

<https://www.cdc.gov/niosh/topics/healthcare/default.html>

CDC: Infection Control: Standard Precautions for All Patient Care

<https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>

CDC: Sequence for Putting on PPE and Safe PPE Removal

<https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>

Upon acceptance to State Fair Community College Health Science programs, students are required to provide proof of immunization against a variety of diseases. Proof includes evidence of vaccination on an official record, school records, or positive titer results. Students must submit proof of immunization using the Medical Document Manager through their CastleBranch account **IF** your program requires it. Students not meeting immunization requirements or not receiving an approved exemption from the clinical site will be prohibited from participating in clinical education and, therefore, will be dismissed from the program. The SFCC immunization policy for Health Science students is determined by the requirements and standards of our clinical partners. The immunization policy applies equally to all students regardless of their specific clinical placement. Should clinical site requirements change,

students will be required to meet the standard or will be prohibited from participating in clinical education.

Students should have received most of these immunizations during childhood, but some immunizations need to be more recent. These immunizations and tests may be obtained for a nominal fee at local county health departments.

The required immunizations include:

- COVID-19 Vaccine
 - Verification of immunization series completion and boosters as required by clinic sites
 - Series of 2 doses of monovalent Moderna or Pfizer **OR**
 - Doses at least 3 weeks apart
 - As of 5/6/23 vaccine is no longer available
 - Single dose of monovalent Johnson and Johnson **OR**
 - As of 5/6/23 vaccine is no longer available
 - Single dose of bivalent Moderna or Pfizer
- Measles, Mumps & Rubella (MMR) Vaccine
 - Laboratory evidence of immunity
 - Laboratory confirmation of rubella, mumps or measles disease **OR**
 - Birth before 1957 does not require immunization
 - Evidence of NO measles immunity need two doses of MMR vaccine, with the second dose administered no earlier than 28 days after the first dose.
- Varicella (Chickenpox) Vaccine
 - Laboratory evidence of immunity **OR**
 - Document of vaccination with 2 doses of varicella vaccine
 - 2 vaccines at least 28 days apart
- Influenza (Seasonal Flu) Vaccine
 - Verification of annual flu vaccine (fall)
- Hepatitis B
 - Laboratory confirmation of Hepatitis B immunity **OR**
 - Series of 3 doses of Engerix B or Recombivax HB over a 6-month period **OR**
 - Series needs to be started prior to beginning program of study and the remainder can be completed after program entry
 - Series of 2 doses of Heplisav-B
 - 2 doses at least 4 weeks apart
- Diphtheria, Tetanus & Pertussis Vaccine
 - Documentation of having received a booster within the last 10 years
- Tuberculosis
 - Student must have a QFT, T-Spot, or a 2-step PPD in the last 12 months with the last step occurring less than 1 month prior to program admission.
 - The 2-step Tuberculin Skin Test (PPD) is 2 tuberculin skin tests completed at least 7 days apart of each other
 - Step 1 – Tuberculin Skin Test administered and result read within 2-3 days
 - Step 2 – A second Tuberculin Skin Test administered at least 7 days after the first test was administered and the results read within 2-3 days.

- TB test (1 step) is required annually (PPD, QFT, or T-Spot)
- Students with a positive TB skin test (PPD, QFT, or T-Spot) must provide evidence of having a positive TB test, and submit a negative chest x-ray report and negative TB questionnaire. A negative TB questionnaire is required annually.
 - Evidence of a positive TB skin test must be documented by one of the following:
 - Chest x-ray report indicating positive TB skin test as the reason for the exam OR
 - Official TB skin test record indicating a positive result
 - If unable to provide evidence of a positive TB skin test, the student must repeat a PPD, QFT, or T-Spot to provide documentation of a positive result

Students with approved immunization exemptions must abide by clinical facility mandates such as PPE or communicable disease testing on a regular basis (possibly at the student's expense).

Students must maintain current immunization records for the duration of the health science program and throughout the course remediation period.

Program Courses

In order to continue in the program, **students must maintain a B in all BHS classes**. Students at any level must successfully complete each course with a B or higher in order to advance to the next course. If a student does not earn a B in any one course they will be dismissed from the program. Students dismissed from the program due to an unacceptable course grade are eligible to conference with the program coordinator regarding reapplication.

Due to the workload necessary during this program, **BHS Students are NOT permitted to be enrolled in any additional/outside courses** while enrolled in the BHS Program unless previously discussed, arranged, and approved by the BHS Program Director.

Grading Scale

A final classroom grade below "B" will be reason for dismissal from the program.

The final classroom grade will be determined by an accumulation of points for competency assessments, quizzes, and assignments. Final classroom grades for each course are based on the following grading scale:

- A = 90.0 – 100
- B = 80.0 – 89.9
- C = 70.0 – 79.9
- D = 60.0 – 69.9
- F = 59.9 and below

Student Success

Students who feel they need academic assistance in a class should talk with the instructor. Instructors may provide individual assistance, help students develop study groups, arrange for formal tutoring, or recommend other student success initiatives as indicated. Faculty tutoring will be scheduled and students may attend as desired unless required as a part of remediation.

Technology Requirements

Students will be required to utilize a personal laptop to complete in-class and out of class quizzes and exams. No iPads or tablets will be permitted for computer-based exams. Laptop must meet the requirements listed in the Minimum Systems Requirements description on the website listed below.

- You may need Adobe Reader and Flash Plug-in as well. These can be easily downloaded from the web at www.adobe.com/downloads/.
- Some configuration options for Internet Explorer might make some features of the online learning management system difficult to use therefore, it is recommended that students use Chrome or Firefox.
- A word-based software program is recommended to open and download course materials. SFCC students must have Microsoft Office available for use. A free download of Microsoft Office is available through their student email account. Instructions are available at <https://www.sfccmo.edu/its-knowledge-base/office-365/>. All written assignments submitted via the online learning management system must be in Microsoft Word (*.doc or *.docx) or Rich Text Format (*.rtf) or in a format approved by the course instructor. The learning management system will display a copy of the attached file for review once it is submitted. It is the student's responsibility to double-check the attachment to ensure that it is the correct file. Resubmission for credit related to technology issues will be considered by the course instructor on a case-by-case basis.

SFCC Help Desk provides technical support 24/7 for students enrolled in SFCC courses. Call extension 7711 (on campus) or toll free at (866) 295-3070 (off campus) for technical support.

Assignments, Quizzes & Exams (Outside of Scheduled Class Time)

Quizzes and exams that are given online and un-proctored will have date and time limitations for when the exam will be available. Exams will automatically be submitted at the end of the time limit indicated whether or not the student has answered every question. Each quiz or exam may be submitted one time only.

Online assignments, quizzes and exams assigned to be completed outside of the classroom, must be taken during the time frame allotted. Online assignment submission deadlines will not be extended related to campus closure (i.e. snow day or other weather-related closure).

If technology issues occur, you must notify your instructor by email or phone before the due date. Having the exam or quiz reset will not be an option if the instructor was not contacted prior to the time the assignment is due. Evidence of technology issue may be requested. A high-speed connection is recommended, but not absolutely necessary. If you have dial-up at home, you can usually find access to high speed internet at your local library or school.

Testing Policies (During Scheduled Class Time)

The following rules and guidelines are in place in an effort to ensure that students have efficient, fair and positive experiences on exam days.

- All students must be in their testing space and ready to start by the designated exam time.

- Students who are not present at the start of the exam will be considered late and will be required to take a make-up exam.
- Students are not permitted to have anything open on their laptops except the testing software.
- If technology issues occur and cannot be resolved with instructor assistance, a loaner computer may be requested to be used during exam. If the student is using a loaner computer but has already downloaded the exam on another device, the student must notify the instructor to request a second download of the exam.
- All laptops must be fully charged when arriving to exam. Plug-ins will not be provided.
- It is the student's responsibility to ensure all parts of each question are answered prior to advancing to the next question.
- Students experiencing technology issues during an exam should immediately notify the exam proctor or course instructor. The instructor will subsequently investigate the cause of the issue and provide the student an opportunity to complete the question(s) or an alternate question(s) if the investigation reveals the issue to be out of the student's control.
- All exams are timed and will be automatically submitted at the end of the time limit indicated, regardless of whether the student has answered every question. Time allowed on exam is provided in the exam instructions.
- Students may only have the following items on their desk: Online exam: laptop, ear plugs and two pencils. Additional items are only allowed in the testing space with instructor/proctor approval.
- No food or drink will be allowed on desk during the exam.
- All personal items including purses, wallet, backpacks, coats, jackets, hats, sunglasses, must be clear of the testing space.
- Hats, earbuds and headphones are not to be worn during exams.
- Additional electronic devices are not allowed: iPad, Pods/music players, tablets, smart watches, MP3 players, fitness bands, jump drives, photographic devices, timers, cameras, or any other electronic devices.
- Personal items may not be accessed until exam has been submitted.
- Cell phones are strictly prohibited and must be turned off and be clear of the testing space. If a student is discovered with a cell phone on your person or at your testing station, he/she will receive a zero for that assessment.
- You are not allowed to communicate with anyone during the exam. If you have a question or a problem, notify the instructor. The instructor will not answer questions concerning the content of the exam.
- Leaving testing space during an exam is not permitted except in extenuating circumstances. If extenuating circumstances exist, you must notify your instructor prior to leaving the testing space.
 - You may not access your personal belongings during the exam.
- If you have documented disabilities, you may be entitled to testing accommodations. Students must contact the Access office and provide documentation prior to a scheduled examination. For more information visit <https://www.sfccmo.edu/offices-services/disability-services/>.
 - After accommodations are established by the Access Office, you are encouraged to email the respective faculty member for each BHS course you wish to initiate your accommodations. The email should include the name of the course and approved accommodations you are requesting to initiate.

- Additional testing policies may be required by a specific instructor and will be provided with exam instructions.

Attendance

General SFCC Attendance Policy: See mySFCC Regulation 2310

Class attendance is essential for student success and students are expected to attend all class sessions and report punctually. Failure to attend a class may result in poor or inadequate performance. The classes and practicum are structured to ensure the student has the knowledge and skill base necessary. Absences may compromise student success.

Students absent from class may contact the course instructor at least one hour prior to absence to request access to the class session. If contacted at least 1 hour prior to the scheduled class, the instructor will notify the student if access will be provided to attend class via web conference, if a recording of the class session will be made available, or if the student should obtain class information in another format. Web conferenced class attendance or a class recording may be available at the instructor's discretion. If instructor is not contacted at least one hour prior to class start time, or if limited bandwidth prevents access or if technology is unavailable then access to class content will not be provided. Any in class activity or participation points given on a class day may be forfeited if the student is not in attendance. Opportunities to earn in-class activity or participating points will be communicated to the student by the instructor.

Extended absence is defined by absence from all classes/practicum for greater than 3 consecutive class/practicum days. Students who provide appropriate documentation of need for extended absence will be allowed to take quizzes remotely during scheduled class time or make up quizzes at a later date either remotely or upon return to campus. Students may be eligible to participate in quizzes beginning on the day documentation is received and may be eligible to make up previously missed quizzes occurring during extended absence. An alternate quiz may be given. Once program director receives and approves submitted extended absence documentation, students must communicate with instructor(s) regarding the extended absence to plan for remote proctoring at the original time of scheduled quiz or to schedule make-up times for missed quizzes (either remote or upon return to campus). If not taken at the scheduled time, the student will forfeit the quiz points unless documentation is provided to the program director from a healthcare entity indicating need for student to be absent for an extended period of time.

Arriving to class after a quiz has begun will result in a zero for the quiz. Any assignments due may be submitted ahead of time for points, but will not be credited (meaning the student receives a zero) when submitted late. **Late** is defined as any assignment turned in after the start of the class or otherwise specified on the course schedule available on the Learning Management System. (Example: If class starts at 8:00 am and assignment is to be submitted in class, the assignment would be considered late at 8:01 a.m. If the assignment is to be submitted in a drop box in Canvas at 8:00 am, the assignment would be considered late if uploaded at 8:01 am.)

If absent for a competency assessment, the student is expected to contact the instructor by email at least 24 hours prior to exams scheduled on Tuesday-Friday or on Friday for exams scheduled on Monday to request approval to take the exam at the scheduled time using remote proctoring software.

Documentation related to the absence may be requested. If the student contacts the instructor in less than 24 hours prior to exams scheduled on Tuesday-Friday or on Friday for exams scheduled on Monday and/or is unable to complete exam at the scheduled time, student must arrange for make-up assessment and five percent of the possible points on the make-up assessment will be deducted from their grade. This applies to absences for any reason other than to attend a funeral for the death of any member of the immediate family (mother, father, grandparent, brother, sister, son, daughter, spouse, or the same relationships to spouse, grandchild, son-in-law, daughter-in-law, or persons for whom the student has guardianship), student hospitalization, or jury duty. Documentation related to the absence must be submitted to the appropriate instructor(s) the day the student returns to school to be considered excused. Documentation of bereavement leave can include a copy of the obituary, death certificate, program from funeral/service, or signed letter of funeral service from the funeral home. Students absent due to jury duty must provide the appropriate instructor(s) a copy of their jury summons or subpoena.

Students absent from class for pre-approved BHS program-related activities will be excused and allowed to make up exams and quizzes without point deduction. An alternate assessment may be given. Students must communicate with instructor prior to the excused absence to plan make-up times for missed assessments and to request the class session be recorded.

All make-up assessments must be completed at the scheduled "make-up" time, which may be on the day the student returns to school. Scheduled make-up assessment times will be determined by the instructor. If the student does not take the make-up assessment at the time the instructor has arranged, an additional 5 percent will be deducted from the number of points possible. The instructor has the prerogative of giving an alternate competency assessment as a make-up.

Program Grievance Policy

All grievances dealing with academic issues, including grade or grading appeals, complaints about instructors or instructional staff, academic policy and procedures, including participation in class/clinics and academic honesty, disciplinary matters related to classroom/clinical behavior and other issues involving credit classes, should be resolved using the following grievance procedure.

- Step 1. Discuss the grievance informally with the appropriate faculty member within 5 days of occurrence.
- Step 2. If unresolved, discuss the grievance informally with the Behavioral Health Support Program Coordinator within 2 working days after discussing occurrence with appropriate faculty member.
- Step 3. If unresolved, present the grievance formally, in writing, to the Behavioral Health Support Program Coordinator within 2 working days after discussing occurrence with the Director.
- Step 4. The Program Coordinator will address the student's concerns and provide the student results in writing within 2 days.

Step 5. If still unresolved, present the concerns in writing to the Dean of Health Science within 2 days of receiving the Program Coordinator's decision. Results of the Dean's decision will be given to the student in writing within 5 working days following the meeting.

Step 6. The academic grievance, if still unresolved, will follow the State Fair Community College formal academic grievance policy outlined on MySFCC.

Email and Printing

Check SFCC email and Canvas course shell announcements associated with each course a minimum of 3 times a week. It is highly suggested you check your Canvas course shells and SFCC email daily to ensure you are aware of the most current information being distributed. Each course instructor may post items in the Canvas course shell that will need to be printed. Each student is expected to have money on his/her student account to cover this expense or to use a personal printer.

Inclement Weather Policy

It is the policy of the Behavioral Health Support program to ensure the safety of its students, adequate clinical supervision, and appropriate professionalism. Inclement weather is any weather that has the probability of interfering with the student's ability to arrive safely at class or clinicals. In the event of inclement weather, the student should make the determination of the prudence of travel. Students will only be excused from practicum for inclement weather when the main Sedalia campus is closed.

Students wishing to delay arrival at the practicum site until road conditions improve should contact both the Field Instructor and the Practicum Coordinator prior to scheduled arrive time. Students who delay arrival or do not attend practicum at all will have the time deducted from their personal time. In accordance with the policy on practicum participation, the student is expected to notify both the Field Instructor and the Practicum Coordinator of the absence prior to the start of the practicum day.

Student Success Navigator

Each SFCC student is assigned a personal navigator to work with in preparing a successful educational journey, staying on course and dealing with issues that could cause detours along the way. The Behavioral Health Support Student Success Navigator is Jessica Fairfax. Her email is jfairfax3@sfccmo.edu and she can be reached by phone at 660-596-7231. She is located in Fielding 252. Student Success Navigators will assist students at all SFCC campuses in creating and maintaining educational plans, enrolling in classes, financial aid assistance, and dealing with life issues that interfere with students' abilities to complete their education. Your navigator is your "personal guide to success" while at SFCC!

Student Advisement

Students should meet with the Navigator on a regular basis to ensure a successful educational journey. The Navigator will assist you in creating and maintaining educational plans.

Each student will be assigned to a BHS faculty member for mentoring. It is required that you meet with your mentor a minimum of once each semester. Advisement should include but is not limited to:

- Providing accurate information about institutional policies, procedures, resources, and programs.
- Assisting students in understanding the nature and purpose of higher education and the value of a general education.

- Assisting students in their consideration of life goals by relating interests, skills, abilities, and values to careers and the world of work.
- Assisting students in developing an educational plan consistent with life goals and objectives (alternative courses of action, alternative career considerations, and selection of course).
- Assisting students in evaluation or reevaluation of progress toward established goals and educational plans.
- Assisting students in self-understanding and self-acceptance.
- Making referrals to other institutional or community support services.

Withdrawal from Program

Students desiring to withdraw from the program must contact the Program Coordinator and submit a written statement giving reason for withdrawal at the time of notification.

Students desiring to withdraw from school must contact the Student Services Office and submit a written statement giving reason for withdrawal within seven (7) calendar days of last day's attendance.

Refund of Tuition and Fees

For students who receive financial aid, tuition and fees will be refunded according to the requirements of the Higher Educational Act Technical Amendments of 1992.

SFCC has adopted the Federal standard refund policy for Title IV recipients who withdraw, are expelled, or stop attending all courses in which they are enrolled during the first 50% of an instructional semester or session. For non-Title IV recipients, the SFCC institutional refund policy will apply.

To withdraw from classes entirely, students will need to complete the Student Withdrawal form in **mySFCC>> Enroll>> I need to... > Withdraw from all classes.**

Students will not be permitted to withdraw from their last class or withdraw from all classes without completing this form. A hold on your account will not prevent you from submitting this request.

IMPORTANT: Notifying your instructor that you wish to drop and/or are no longer attending class is not enough to officially drop the course.

If you do not officially drop by the date published on the Academic Dates and Deadlines, you will most likely receive a grade of F for the course.

Guidelines for Granting Drop & Readmission

A drop - readmission will only be considered for a student with unusual circumstances, requiring student to withdraw from school. The student must have:

- completed a minimum of one semester of the program
- an overall grade average of B or above
- requested leave of absence prior to the first day of the semester following program withdrawal.

- verified facts pertaining to the request for leave and presented them to the Program Director.

Readmission is conditional. In the event that readmission of a student would cause the school to exceed the enrollment caps by one student, the student may be admitted provided that the Director of the Behavioral Health Support Program feels that the student will not overload the faculty or facilities.

Absence shall be for no longer than one year. Any new textbooks must be purchased. Student must abide by rules and regulations as set forth in current student handbook.

Probation Policy

Probation is a formal warning to the student concerning their performance in a particular area. At the time the student is placed on probation, an improvement plan will be developed and the probationary period set. Students may be placed on probation for the following reasons:

1. Academic - Any subject with a grade below a "C", counseling will occur at the first signs of academic difficulties. Faculty will place "flags" in Starfish when students are failing exams or showing signs of academic difficulty. Students failing any class during the first year of the program, will be dismissed from the program. Exceptions may be made for second year students at the discretion of the Program Director.
2. Practicum - Any grade of 85% or below on a Monthly Performance Evaluation by the Clinical Instructor or the Clinical Coordinator will be formally counseled and placed on a Performance Plan by the Clinical Coordinator. An additional grade of 85% or below will mandate the student appear before the Review Board to determine continuance in the program and course of action.
3. Practicum Participation - Probation will be issued when the student has missed the maximum amount of non-participation from their clinical assignment. When a student does not participate in their clinical assignment in excess of the given 80 hours the student must appear before the Review Board, if they would like to remain in the Behavioral Health Support Program. If the student fails to appear before this board on the scheduled time, automatic dismissal will result.
4. Behavioral - Poor attitude, poor interpersonal relationships, hygiene, lack of initiative, academic dishonesty, sleeping in class, etc. Counseling will occur at the first signs of behavioral difficulties and a plan of action will be developed. Students failing to meet the requirements set forth in the plan of action must appear before the Review Board to determine continuance in the program.
5. Essential Qualifications – Student regularly fails to meet the Essential Qualifications for the Behavioral Health Support Program. Counseling will occur at the first signs of difficulties and a plan of action will be developed. Students failing to meet the requirements set forth in the plan of action must appear before the Review Board to determine continuance in the program.

At the close of the stated probationary period, the student's progress will be re-evaluated by the Practicum Coordinator and Program Director. At that time, the student will be removed from probation or required to appear before the Review Board.

Review Board Policy

The Review Board shall meet to consider appeal regarding program dismissal pursuant to academic, clinical, class/clinic participation, behavioral, or Essential Qualifications policies. The board shall include, but is not limited to the following: a member of SFCC administration, the Program Director of Behavioral Health Support, the Practicum Coordinator of Behavioral Health Support, a class representative, and a program advisory board member. Other persons may be designated by the Program Director to serve on the Review Board as deemed appropriate. The board will consider all the facts under the circumstances of each case in deciding whether to grant or deny the relief requested. The Review Board will meet as required.

Procedure for Review Board

1. Student shall present case (15 minutes allotted).
2. Questions and clarification entertained from board members (15 minutes allotted).
3. At this time, the student is dismissed from meeting with date and time to meet with board chairperson, in regards to decision of board.
4. Board discusses appeal and makes decision regarding request. Board chairperson will issue in writing the decision of the board.

If the student is not in agreement with the final decision of the board, student is referred to the Program Grievance Process outlined in this handbook. All information discussed within the Review Board meeting is confidential.

Classroom Expectations

- Students are expected to show up to each class on-time.
- Students are expected to put forth effort to understand the material and be prepared for class.
- Student work should be of high quality.
- Students are expected to behave with professionalism.
- Students should turn in assignments on time. **LATE WORK WILL NOT BE ACCEPTED.**
- Students should allow up to 7 days for assignments to be graded. Most assignments are graded within a few days but some larger or complex assignments may take longer to grade.
- Students are asked to e-mail instructors when needed. Please allow 24 hours for a response. Emails sent over a weekend or holiday may not be received until the next business day.

BHS Student Organization: Active Minds at State Fair Community College Participation

As students entering a field of study committed to promoting social justice and positive social change you strive to be sensitive to cultural and ethnic diversity as well as strive to end discrimination, oppression, poverty and other forms of social injustice. Active Minds at SFCC is your opportunity to learn and sharpen skills such as organizing, advocacy, policy development, action and education. Each student will be required to participate in a minimum of 8 hours community service per semester (or 16 hours per program year) of club activities through membership and participation in club meetings and events.

The event organizer/club advisor will confirm participation by signing the *State Fair Community College BHS Community Service Participation Sheet*. Once the sheet has been signed, it must be scanned and emailed to the club advisor along with your *BHS Community Service Tracking Form*. The community service hours must be tracked on the *BHS Community Service Tracking Form*. This will be electronically stored. If your tracking form is lost, the hours tracked will be lost.

This mandatory (pass or fail) community service assignment will be linked to the Field Practicum 295 course second semester. Program competencies associated with this assignment include:

- Provide clients with effective crisis intervention.
- Competently work with other professionals as part of a collaborative team.
- Know how to work within their own competency to provide services to those in need remembering to value the dignity and worth of each individual and recognizing the importance of the human relationship.

If a student is absent from a club meeting they will be required to complete additional community service hours in place of the missed meeting.

Behavioral Health Support Program Tuition and Fee Schedule 2024-2025*

FIRST SEMESTER (FALL)

	IN-DISTRICT**	MISSOURI RESIDENT
16 Credit hours- Base tuition	\$2,064.00 (\$129/credit hour)	\$3,136.00 (\$196/credit hour)
Technology fee	\$720.00 (\$45/credit hour)	\$720.00 (\$45/credit hour)
BHS 210 course fee: Simucase	\$99.00	\$99.00
FIRST SEMESTER TOTAL:	\$2,883.00	\$3,955.00

SECOND SEMESTER (SPRING)

	IN-DISTRICT**	MISSOURI RESIDENT
16 Credit hours- Base tuition	\$2,064.00 (\$129/credit hour)	\$3,136.00 (\$196/credit hour)
Technology fee	\$720.00 (\$45/credit hour)	\$720.00 (\$45/credit hour)
SECOND SEMESTER TOTAL:	\$2,784.00	\$3,856.00
TOTAL FOR ENTIRE PROGRAM:	\$5,667.00	\$7,811.00

* *Subject to change without notice by the SFCC Board of Trustees*

**In-district tuition applies to residents of the following school districts: Cole Camp R-1, Green Ridge R-VIII, La Monte R-IV, Lincoln R-II, Otterville R-VI, Pettis County R-12 at Dresden, Pettis County R-V at Hughesville/Houstonia, Sedalia 200, Smithton R-VI, and Warsaw R-IX. Active-duty military personnel, reserve, National Guard members, and veterans and their dependents qualify for in-district tuition based on residency (must be in the primary “in-district” service area-Benton & Pettis County). Standard Missouri resident rates apply to active-duty military outside the primary service area.

Estimated Additional Program Related Expenses

There are many expenses that will be incurred in addition to course tuition and fees. While we have tried to be as thorough as possible, expenses may vary from the estimates listed.

NOTE: Additional expenses to consider include printing, supplies (notebooks, binders, and pens), laptop computer, immunizations, fuel, and vehicle maintenance.

Summer Semester (upon acceptance)	Castlebranch- this includes background check, medical document tracker, and drug screen	\$144.00
	Uniforms	\$40.00
First Semester (Fall)	Books	\$850.00
Second Semester (Spring)	Books	\$800.00
	Graduation Package	\$45.00
	Behavioral Health Pin	\$50.00
	Photos	\$35.00
GRAND TOTAL:		\$1,964.00

Directory of Behavioral Health Support Program Affiliations

Burrell Behavioral Health

<https://www.burrellcenter.com/>

Compass Health

<https://compasshealthnetwork.org/>

Katy Trail Community Health

<https://www.katytrailcommunityhealth.org/>

Missouri Behavioral Health Council

<https://www.mobhc.org/workforce-development>



Notes Page



**End of Student Handbook of Policies and Procedures
Associate of Applied Science in Behavioral Health Support**