

Sinclair Community College

Mental Health and Addiction Services



MENTAL HEALTH AND ADDICTION SERVICES STUDENT HANDBOOK ACADEMIC YEAR 2024

The Handbook is intended to be a reference for students enrolled in the Sinclair Mental Health Services and Addiction Services degree programs and certificates. Policies and Procedures are subject to change. Notification of changes will be posted electronically.

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[MHAS Website](#)

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Program Information

Program History

Welcome to Sinclair’s Mental Health and Addiction Services department. The faculty and staff are pleased you selected one of our programs. This handbook contains information for students to become familiar with department policies. All students are required to read this handbook and abide by all policies and procedures. Please contact the department chairperson with questions.

The Mental Health and Addiction Services program began as the Mental Health Technology (MHT) program at Sinclair Community College in September 1967 under partial support of a grant from the National Institute of Mental Health. It was conceived as a joint venture between Sinclair Community College and the State of Ohio Department of Mental Hygiene and Corrections. Since then, approximately 1765 students have graduated from Mental Health and Addiction Services degree programs. Mental Health Services and Addiction Services exert a significant, positive impact upon behavioral healthcare services provided to the Dayton region. Area treatment agencies and other facilities continue to employ Sinclair graduates because of the department’s reputation for producing high quality clinicians who remain in the community to serve our citizens.

Mission Statement

The Mental Health and Addiction Services department is committed to excellence and innovation in preparing qualified individuals to work in a wide variety of social service, mental health, and addiction service settings. The MHAS faculty provide high-quality, student-centered education, to prepare graduates to work in teams to meet the needs of diverse client populations.

MHAS Faculty and Staff

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Mental Health and Addiction Services Profession

Mental Health and Addiction Services (MHAS) professionals are members of a team of clinical care professionals working in a wide variety of clinical settings to evaluate and treat patients of all ages with mental health and substance use disorders. As members of this team, clinicians should exemplify the ethical and professional standards expected of all mental health and addiction services professionals.

Under the supervision of clinical team members, mental health and addiction services professionals may be engaged in a broad range of activities. These clinical activities include but are not limited to the following basic competencies:

- Referral
- Group leadership
- Client advocacy
- Case management
- Crisis intervention
- Community education
- Client interviewing
- Problem centered counseling
- Crisis management
- Chemical dependency counseling
- Data gathering and clinical documentation
- Psychoeducation and relapse prevention
- Behavioral observation
- Service planning

Mental Health and Addiction Services Program Outcomes

Addiction Services Program Outcomes:

- Ethical and Clinical Practice – Students will apply ethical decision making and professional clinical behaviors with a focus on cultural humility and respect for diversity factors.
- Therapeutic skills: Students will demonstrate evidenced-based and chemical dependency specific individual and group intervention strategies.
- Communication Skills: Students will demonstrate effective verbal, non-verbal and written communication skills.
- Effective Interpersonal Skills: Students will use effective interpersonal skills in the classroom and at clinical practicum site.
- Self-Awareness: Students will develop self-awareness and effective self-management.

Mental Health Services Program Outcomes:

- Effective Interpersonal Skills: Students will use effective interpersonal skills in the classroom and at clinical practicum site.
- Therapeutic Skills and Intervention Strategies: Students will demonstrate effective therapeutic skills and evidenced-based interventions.
- Communication Skills: Students will demonstrate effective verbal, non-verbal and written communication skills.
- Self-Awareness: Students will develop self-awareness and effective self-management.
- Ethical and Clinical Practice – Students will apply ethical decision making and professional clinical behaviors with a focus on cultural humility and respect for diversity factors.

Credentials, Employability in the State of Ohio, and Age Restrictions

Upon successful completion of MHT 1130 Fundamentals of Addiction Counseling a student has met the educational requirements to apply for the Chemical Dependency Counselor Assistant Preliminary certification with the Ohio Chemical Dependency Professionals Board.

Upon successful completion of the Addiction Services degree, a student has met the educational requirements to apply for a Licensed [Chemical Dependency Counselor II credential](#).

Upon successful completion of the Mental Health Services degree, a person may meet the requirements for a [Social Work Assistant credential](#) with the Ohio Counselor, Social Worker, Marriage and Family Therapist Board.

Employability

Employment opportunities for graduates of the Mental Health and Addiction Services Associate degree programs can be found in community mental health programs, addiction services agencies, youth programs, half-way houses, senior citizen programs, psychiatric treatment centers, and a variety of social service agencies.

Job titles for graduates include, but are not limited to case manager, chemical dependency counselor, crisis counselor, job coach, prevention specialist, habilitation specialist, mental/behavioral health technician, therapeutic program worker, and child advocate.

Age Restrictions

Students under the age of 18 years may not be permitted by the external sites to participate in clinicals/practicums/field experiences; therefore, this could delay a student's progress in MHT courses.

Both the Ohio Licensing Boards require that applicants be 18 years old when applying for a credential.

PROGRAM REQUIREMENTS

While students can enroll in some online and online with meetings/virtual MHT courses, it should be noted that MHAS degree programs are not fully online thus students are required to attend some face-to-face courses. At this time, face to face courses are offered at the Dayton campus.

Students must complete MHAS Online Orientation to be eligible to enroll in MHT courses that are restricted to major. MHAS Online Orientation is to be completed during MHT 1101 Introduction to Mental Health Services. Later in the program and before taking MHT 2121 Practicum I, Practicum Orientation is to be completed as part of the eligibility process to be placed at a practicum site. Students are required to complete all modules in both online orientations and submit all required forms. The following items are required before a student may enroll in MHT 2121 and MHT 2222.

MHAS Student Health Form

To be eligible to participate in clinical practicum and register for MHT 2121 and MHT 2222, a copy of the MHAS Student Health Form (TB test) must be submitted to the Mental Health and Addiction Services department. Deadlines are established each academic year and students must comply with those deadlines. Failure to comply with deadlines may result in a student being ineligible to complete practicum hours at the assigned practicum site. This will result in also being ineligible to take MHT 2121 Practicum I and MHT 2222 Practicum II for that academic year.

If a student is not compliant with program requirements, the student will be ineligible to participate at clinical settings; each missed clinical day will be counted as an absence. Students are responsible for the cost of all program requirements.

Personal Health Insurance Policy

Students enrolled in Sinclair health sciences programs at Sinclair are strongly encouraged to have in effect personal health insurance prior to enrolling in any course which includes a clinical experience requirement. This is because many clinical sites that accept Sinclair students require such insurance. If a student does not have health insurance, they may not be able to be placed at certain practicum/clinical sites requiring personal health insurance. Sinclair provides accident insurance for students injured in clinical settings. However, the insurance carrier decides what treatment is eligible for reimbursement, and any treatment denied for reimbursement is the responsibility of the student, not Sinclair or the clinical site.

Information about obtaining health insurance:

- [U.S. Department of Health & Human Services](#)
- [Ohio Department of Health](#)

Drug Screen Policy

Sinclair Community College Mental Health and Addiction Services drug screen policy applies to illegal drugs, alcohol, unauthorized use of prescription drugs and over-the-counter drugs, and authorized use of prescription drugs or over-the-counter drugs that impair safety. In general, drug testing policies will be governed by the policy used at a clinical practicum site.

Mental Health and Addiction Services students are subject to drug screening as follows:

Pre-Clinical Screening required by practicum site:

1. The drug screen must be completed at the location designated by practicum site. The drug screen must be completed as designated by the practicum site.
2. Students may be responsible for the cost of the drug screen.
3. Results of the drug screen will be sent directly to the practicum site.
4. Dilute or inconclusive results may require the student to retest within 24 hours of notification. The student may be responsible for the cost of rescreening.

Reasonable Suspicion Screening:

Reasonable suspicion is defined as, but not limited to, the following behaviors:

1. Direct observation of drug or alcohol use and/or the physical symptoms or manifestations of being under the influence such as, but not limited to unusual, slurred, or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; erratic, irrational, and/or threatening behaviors or responses; deterioration in performance; abnormal conduct, such as, absenteeism/tardiness; hand tremors; flushed face; odor of alcohol or any other drug; red eyes; unsteady gait; irritability; mood swings; change in alertness; and/or pupillary changes.
2. Evidence of tampering with drug test.
3. Information that student has caused or contributed to an incident in the practicum site/agency.
4. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in MHAS Programs.

Clinical practicum personnel will follow their own drug testing policies at each site.

If reasonable suspicion is determined, the student will be released from class or clinical practicum for the day and required to proceed immediately and directly to the location designated to conduct the drug screening. The student is responsible for obtaining transportation to the designated location and will not be allowed to drive.

Sinclair faculty and staff may also contact Sinclair Public Safety police officers and/or report this behavior to the Sinclair Behavioral Intervention Team or Student Judicial Affairs.

Consequences:

1. A student has the right to refuse consent for a drug screening. If a student refuses to consent to either pre-Clinical screen or Reasonable Suspicion screening they will be dismissed from the MHAS program.
2. If a student has a positive pre-Clinical practicum test result or fails to complete a drug screen by the specified deadline, they will be dismissed from the MHAS program.
3. Failure to complete the Reasonable Suspicion drug screening or confirmation of a positive result will cause immediate dismissal from the MHAS program and a grade of "F" will be reported for the currently enrolled course.
4. A student dismissed from the program because of the drug screen policy may petition for readmission.
 - a. The student must follow the reinstatement process outlined in the Mental Health and Addiction Services Student Handbook.

- b. The student must successfully complete a substance use disorder treatment program that meets the definition of an “approved treatment program” as defined by the Ohio Board of Nursing. Documentation of successful completion must be sent directly to the MHAS Department.
- c. The student must provide documentation of a negative drug screen with the reinstatement petition as designated by the MHAS Department.
- d. The student is responsible for all costs involved with treatment and screening for readmission petition.

Criminal Background Checks

It is the policy of the Health Sciences division for students enrolled in MHAS programs to obtain a BCI/FBI background check as part of the pre-practicum Practicum Orientation planning process. Community Mental Health and Addiction Services agencies and other employers set their own policies regarding hiring of employees and acceptance of practicum students with documented criminal histories. Some practicum agencies have a zero-tolerance policy. This means they will not accept students or hire graduates with any documented criminal history. Other practicum agencies make these decisions on a case-by-case basis depending on the date and nature of the crimes committed. In some cases, students with recent or extensive criminal histories may not be able to be placed for practicum training, making graduation impossible. Practicum agencies also conduct in-depth interviews and may require screening for illegal drug use and tobacco use. Community agencies have the final word about whether they will accept or retain a student for practicum training.

The policy of some clinical practicum sites and recent rules changes in Ohio about criminal convictions may make employment or practicum placement more difficult.

Rules relating to Medicaid, which the majority of Practice Sites for the MHAS program are, follow a list of [Medicaid Disqualifying Offenses List](#)

Transfer Student/Military Credit

Students who transfer from other colleges must meet the following entrance criteria:

1. Complete the [Sinclair Application of Admission](#)
2. Complete the Sinclair Placement Testing and have successfully completed any developmental courses required from that testing
3. Meet with an academic advisor
4. Submit a copy of transcripts from any colleges attended. Military training credit will be awarded based on the American Council on Education (ACE) recommendations with appropriate documentation
5. An Academic Advisor will evaluate non-Mental Health and Addiction Services transfer courses

The MHAS department chair or designee will evaluate Mental Health and Addiction Services courses taken at other colleges based on credit hours, course content, clinical hours, date taken, and any other pertinent data. Transfer students may be asked to provide course syllabi so course content can be evaluated accurately.

If a student has failed the same course twice in another program or has been denied readmission into another mental health, addiction services or related program, in the last two years, the student will be ineligible for transfer into the Sinclair Mental Health and Addiction Services program's courses with limited enrollment.

Students who transfer from other related programs will be required to complete MHAS orientation and faculty advising appointments provided by MHAS faculty. The purpose of this orientation is to provide a foundation for success at Sinclair. The orientation is intended to bridge any gaps between the past and current curricula, as well as familiarize students to resources and requirements. Upon successful completion of the MHAS orientation and faculty advising appointment, the student may be able to enter courses with limited enrollment on a space available basis.

PROGRAM POLICIES & GUIDELINES

Minimum Standards and Essential Functions for MHAS Students

The following minimum acceptable physical, communication, cognitive, behavioral, and social standards are based on the common essential functions of a mental health and addiction services professional position:

<i>Physical Functions</i>	
Endurance	<ul style="list-style-type: none"> • Tolerate practicum schedule (14 hours/week) • Tolerate sitting in an academic classroom
Illegal Drug and Tobacco Free	<ul style="list-style-type: none"> • Must not use illegal drugs or be physically dependent on non-prescription drugs • May be required to pass drug screens • Some practicum sites require students to be tobacco-free

<i>Communication Functions</i>	
Comprehension	<ul style="list-style-type: none"> • Proficient in English oral and written language • Understand and use professional terminology
Communication	<ul style="list-style-type: none"> • Understand and follow verbal instructions and directives • Respond to environment safety alarms • Understand communication from team members and respond accordingly
Writing	<ul style="list-style-type: none"> • Clear, legible handwriting • Accurate and timely computerized documentation • Write using professional terminology in English language
Reading	<ul style="list-style-type: none"> • Read and understand documents • Read and understand manuals/forms • Read and understand research material
Responding	<ul style="list-style-type: none"> • Respond to and communicate with others with communication disorders (i.e., aphasia, mental health disorders, hearing loss) • Respond to and communicate with others from different backgrounds /or cultures • Accurately report findings/results/plans to other team members one-to-one, and in team meetings using English language and correct professional, clinical terminology

<i>Cognitive/Behavioral and Social/Behavioral Functions</i>	
Critical Thinking	<ul style="list-style-type: none"> • Use critical thinking, problem-solving, and ethically sound clinical reasoning in the delivery of mental health or addiction services including, but not limited to the following:

	<i>Cognitive/Behavioral and Social/Behavioral Functions</i>
	<ul style="list-style-type: none"> • Planning and implementing appropriate client-centered interventions • Making appropriate modifications to therapeutic interventions based on the client’s physiological and psychological responses • Identifying the need for consultation and determining the appropriate resource, (i.e., supervision, co-workers, practicum instructor)
Stress Management	<ul style="list-style-type: none"> • Cope effectively with stress to function safely and calmly under demanding educational and changing clinical environments
Awareness	<ul style="list-style-type: none"> • Be aware of surroundings and alert to potential emergencies; respond appropriately to client situations including pain, changes in physical and/or mental status, and risk for falls • Continued self-awareness and willingness to work on personal issues throughout academic program and clinical practicum placement
Time Management	<ul style="list-style-type: none"> • Manage time effectively; prioritize multiple tasks; maintain composure in situations that require multitasking
Focus	<ul style="list-style-type: none"> • Maintain concentration and focus to attend to demanding and continuous tasks throughout the entire class/lab and/or practicum hours
Self-Management	<ul style="list-style-type: none"> • Demonstrate interpersonal behaviors and functions required to build rapport and effectively interact with faculty, other students, clients, families, caregivers, supervisors, coworkers, and members of the community; exhibit cultural awareness and sensitivity to members of the same or different cultures; treat others, including Sinclair and at clinical practicum settings, with respect, compassion, politeness, and discretion; exhibit social functions necessary for effective collaboration and teamwork • Demonstrate accountability, responsibility, and maturity in the classroom and the practicum environment when giving/receiving constructive feedback • Demonstrate accountability, responsibility, and maturity in the classroom and the practicum environment when engaging in conflict management and problem resolution • Adhere to MHAS program Behavioral Competencies
Ethical Practice	<ul style="list-style-type: none"> • Demonstrate attitudes and actions consistent with the core values and ethical standards of mental health and addiction services professions

<i>Cognitive/Behavioral and Social/Behavioral Functions</i>	
Professional Practice	<ul style="list-style-type: none"> Abide by established policies and procedures of educational and practicum environments

If a MHAS student (or prospective student) has a disability or physical or mental condition (either temporary or chronic) that may impact his/her ability to perform the Essential Functions, the student should register with Sinclair’s Accessibility Services Office as soon as possible and provide all required documentation and information as directed. An employee in Accessibility Services will contact the MHAS Chairperson to discuss whether any reasonable modifications or accommodations should be made to any program or course requirements. These matters will be discussed with input sought from the student before any final decision is made. The final decision of whether a proposed accommodation or modification can be implemented resides with Sinclair Community College.

A student should contact the Office of Counseling and Accessibility Services for further information and clarification.

Grading Scale

All MHT courses will use the following grading scale:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60 – 69
- F = 59 or below

Student Conduct Policy

The MHAS faculty expect all MHAS students to follow the rules and regulations governing student conduct set forth in the Student Code of Conduct, see Student Judicial Affairs Code of Conduct Handbook

The philosophy of the MHAS program reflects a commitment to the belief that every human being has dignity and possesses an intrinsic value. Further, it affirms that the purpose of the program is to prepare the student to be a caring person who assumes responsibility and accountability for their actions. Therefore, it is appropriate that, in addition to standards regarding appropriate behavior in the Student Code of Conduct, all MHAS students will abide by the MHAS Behavioral Competencies.

Codes of Ethics

- [Ohio Chemical Dependency Professionals Board Code of Ethics:](#)
- [Ohio Counselor, Social Worker and Marriage & Family Therapist Board Code of Ethics](#)

Mental Health and Addiction Services Behavioral Competencies

The foundation to everything we do in the Mental Health and Addiction Services department rests on the Behavioral Competencies. Students must complete Acknowledgment of Behavioral Competencies during the MHAS orientation session and/or at the beginning of limited enrollment courses.

All students registered for Mental Health and Addiction Services (MHT) classes, laboratory classes, and practicum training experiences must meet the following five criteria. Failure to meet these Behavioral Competencies with a score of 70% or above may result in sanctions including but not limited to dismissal from MHAS courses, certificate and degree programs and clinical practicum site assignments.

Criteria

1. The student demonstrates ethical, reliable, dependable, and punctual behavior.
2. The student demonstrates accepting, courteous, and friendly behavior and shares thoughts and feelings congruently.
3. The student meets the emotional and physical safety needs of others.
4. The student examines his/her own feelings, values, and behaviors, and listens to the feedback of others even when they do not agree with the feedback provided.
5. The student realizes the effects of his/her verbal and nonverbal behavior on others, makes adjustments to this behavior and meets or exceeds the expectations of the college, the MHAS department and practicum site.

Note: These competencies were adapted from a document prepared by the faculty of the Human Services Program of Southeast Community College - Lincoln Campus, Lincoln, Nebraska, and are used with their permission.

It is impossible to provide an example for every possible violation of behavioral competencies. Students are required to always meet the spirit of the MHAS Behavioral Competencies. For examples of what it looks like to meet or fail to meet the above behavioral competencies, see the handout that was provided in the MHAS Online Orientation session. These competencies are also available on the MHAS student eLearn community. All students will receive a graded rubric in milestone MHT courses.

Removal of a Student for Unsafe or Unethical Practices

A MHAS student may be removed from a course by an instructor and assigned an “F” grade for the course for engaging in unprofessional, unsafe, or unethical practice(s) related to course or program requirements in any college course, laboratory, workshop, or clinical practicum experience. Students may also be removed for violations of Behavioral Competencies, clinical practicum policy and procedure or the Sinclair Student Code of Conduct. Such removal and grade may occur at any time during the term.

A student may be removed from a course by an instructor and assigned an “F” grade for the course, for engaging in unprofessional, unsafe, or unethical practice(s) related to course or program requirements including, but not limited to MHAS Behavioral Competencies and the SCC Code of Conduct. Such removal may occur at any time during the term provided:

1. The student received orientation and/or instruction in the required behavioral and ethical standards.
2. The student demonstrated competence to perform in the role of a student as documented per department specifications including behavioral competencies.
3. The student failed to:
 - Recognize and/or respond to an emergency; or
 - Act in a safe and ethical manner; or
 - Communicate appropriately with the other students, faculty, or any member of the clinical care team, including the client, caregivers, or clinical team members

*Students will not be eligible for reinstatement if they were removed for unsafe or unethical practices.

Procedure for Student Complaints

Students who have an academic grievance should first discuss the issue with their instructor to try and resolve the issue. However, if the situation is not reconciled, the student should next:

- Contact the Department Chair. If not reconciled,
- Contact the Assistant Dean of Health Sciences for an appointment (937-512-2919). If not reconciled,
- student concerns: [Student Concerns Portal](#)

Procedure for Early Failure or Practicum Removal

Facility will recommend to Sinclair the withdrawal of student from the clinical experience if:

1. The achievement, progress, adjustment, or health of the student does not warrant continuation at facility
2. The behavior of the student fails to conform to the applicable regulations of the facility.
3. Facility designee will contact the instructor and outline concerns. The instructor will communicate to the department Chairperson and Division Dean and provide the student with written notification of removal. Written notice will include an explanation of the reasons for the decision.
4. Instructor will submit a non-passing grade of "F" to the Registrar at the end of the term.
5. Students removed or dismissed from practicum site for performance issues, unprofessional, unsafe, or unethical practice(s) are ineligible to complete practicum and due to when Practicum courses are offered, will not be placed at another practicum site within that academic year. Also, these students may be ineligible to be reinstated to their MHAS degree program.
6. Exclusion from facility premises. Facility retains the right to exclude any person, including Sinclair faculty or students, from its premises based on the persons' violations of policy, procedure rules, regulations or conduct deemed disruptive to patient care. If such exclusion occurs, facility will promptly inform Sinclair and parties will cooperate to address the situation and determine appropriate response.

Attendance Policy of Individual MHAS Courses

Students are expected to be present at all scheduled classes, labs, and scheduled practicum site hours. It is the faculty responsibility to define attendance and participation requirements in each course and it is the student's responsibility to read and understand class expectations that are defined in each course syllabus.

In general, and unless otherwise stated in writing by the faculty member of a particular class:

- Students must attend 75% of all classes, and 90% of all clinical practicum.
- After a pattern of missing class is established by a student, warnings will generally be issued by email to remind the student of the policy. Failure to issue such a warning does not excuse the student from all attendance obligations.
- Faculty will make reasonable efforts to accommodate emergency situations.
- Excessive tardiness will count as absenteeism.
- Practicum may be made up in accordance with the requirements of the practicum class and the policy of the practicum site.

Failure to adhere to Course Attendance Policy may result in a failing grade for that course regardless of earned grade.

Group Dynamics, Mental Health and the Family and Family Dynamics of Addiction Policy

If a student is closely related to another student (ex: sibling, parent, partner, spouse, ex-partner), each student must enroll in a separate section of the MHT 2245, Mental Health and the Family, MHT 2235 Family Dynamics of Addiction and/or MHT 2111/2211, Group Dynamics courses.

Attendance at additional Interprofessional Education, seminars/workshops and community service projects are expected. Advance notice will be provided to students.

MHAS Program Quiz/Exam Policy

Students will not be permitted breaks during examinations, no bathroom breaks. (Exceptions will be granted only as part of reasonable accommodations for a disability). Once submitted to faculty, no answers can be changed, and the quiz/exam will be graded accordingly. Instructors have the right to ask that cell phones be turned off and put away.

Recording of exam and quiz review sessions is prohibited. Taking photos/videos of questions on quizzes or exams is also prohibited.

Students arriving late to the classroom or online exam will be required to take it in the remaining allotted test time. Students arriving late may have Participation, Attendance, Cooperation and Effort (PACE) points deducted if their late arrival causes a disruption to other students taking the test. Students are not permitted to take online exams after the due date in eLearn.

Any student caught cheating on any exam or quiz or sharing information about the exam/quiz will receive a zero on that exam/quiz and will be required to leave class immediately and may face conduct violations and dismissal from the program.

MHAS Program Audio and Video Recording Policy

It is permissible to audio record (but not video record) when testable information is presented by the instructor(s). It is also permissible to audio and video record laboratory demonstrations. Any such recordings may only be used for study purposes, may not be shared with anyone who is not a student in the class or faculty member in the MHAS department, and may not be posted online or on social media.

Process:

1. Faculty may announce that audio/video recording is permissible, and students will be reminded and required to turn off recording devices anytime there are concerns about confidentiality, HIPAA, test integrity, or copyright information.
2. Students are required to notify the instructor before audio/video recording.
3. Recording devices must be in clear view of others or if the class is offered on a virtual platform, other students must be made aware of the recording.
4. Students are required to turn off recording devices when any student chooses to share personal information, or any patient/client information is discussed.
5. Students are prohibited from recording during any group discussions (i.e., activities such as dyads, small group discussions, large group discussions, discussion groups, open group, and any other times that personal sharing is expected or invited, unless specifically permitted by the course faculty).
6. Students are prohibited from recording during any quiz or test reviews.
7. If it is determined that a student recorded content other than testable lecture material or used recorded content for purposes other than studying for exams, the student(s) will face sanctions, up to and including dismissal from the MHAS program.

School Closing Policy

Due to varying regional weather conditions or other circumstances, it may be necessary to delay or close one or more campus locations. All emergency notifications on the Sinclair web site and college information line will reflect which locations the schedule change will affect.

The Sinclair web site and college information line are updated immediately following a decision to modify the college schedule. The media is also notified. The decision to modify the schedule is based on multiple sources of information and will be made as early as possible. Notifications are also available through text and email alerts.

Sinclair begins normal business operations at 8 am. When the college delays opening, classes that have 50 or more minutes of meeting time remaining following the opening time will meet. For example, when the college announces a 2-hour delay (opening at 10:00 a.m.), a class that normally meets from 8-10:30 am would be cancelled and a class that ordinarily meets from 9:00 -11:30 am would meet starting at 10:00 am and ending at 11:30 am.

When the college delays opening, practicum will be canceled unless the start time for practicum is after 2:00 p.m. It is the responsibility of the student to notify the practicum site if the student will be absent per the policy of that agency.

When Sinclair closes campus early, all activities should be terminated at the announced time. If campus is closed students are not required to attend practicum nor make up those specified practicum hours. These circumstances should be clearly noted on student's weekly log and time sheet.

The clinical coordinator will work with the clinical practicum site to dismiss students as soon as possible without compromising client safety/care. If a closure is announced for 4:00 p.m. and it takes until 5:00 p.m. to ensure the patients will be properly cared for, that is when the dismissal should occur. If everything can be handled by the time of the scheduled closing, students should be dismissed then.

Reinstatement Policy

Continued Enrollment in a Health Sciences Program

To continue to be enrolled in any Health Sciences Program, a student must:

- Adhere to all applicable college and program policies, including but not limited to academic policies, the Student Code of Conduct, and the program specific Student Handbook.
- Maintain at least a 2.0 cumulative Grade Point Average (GPA).
- Attain a minimum grade of "C" in each course required by the curriculum plan (available in the college catalog).
- Meet each semester's curriculum requirements, as specified by the curriculum plan, and in the sequence outlined by the curriculum plan, unless otherwise approved by the department chairperson or designee (General education courses may be taken prior to, or according to, the curriculum plan).
- Meet stated clinical objectives for each practicum/clinical course in the program.
- Maintain health and immunization records as set forth in the student handbook.
- Complete background checks as required by the division and program.
- Adhere to all applicable policies set forth by affiliating practicum agencies.

A student who fails to comply with the above requirements will be dismissed from the program and will be notified of the dismissal in writing.

Opportunities to be reinstated to the program may be available as determined by each department. Any reinstatement will be on a space-available basis.

Reinstatement to MHAS Program

A student who has withdrawn or been dismissed from a Mental Health and Addiction Services program may petition for reinstatement for one year after the dismissal and pursuant to the procedures and subject to the conditions listed below.

A student who is unsure about petitioning for reinstatement or wants to explore alternate careers in health care is encouraged to meet with an academic advisor.

Eligibility for Reinstatement to MHAS Degree Programs

1. A student who seeks reinstatement must have at least a 2.0 cumulative Grade Point Average.
2. A student may apply for reinstatement after a first unsuccessful attempt to complete any MHAS program or first dismissal.
3. A student is not eligible for reinstatement if he/she were removed from a college classroom, laboratory/seminar, clinical, practicum or internship settings for engaging in unsafe or unethical practice(s).
4. A student is not eligible for reinstatement after a second unsuccessful attempt to complete any MHAS program or a second dismissal.

- a. Notwithstanding this limitation, a student may petition for reinstatement after a second unsuccessful attempt, when the second unsuccessful attempt was a voluntary withdrawal due to non-academic reason(s).

The MHAS Program Reinstatement Committee (PRC) meets one time per semester and will make the decision about a student's petition for reinstatement.

Procedures for Petition for Reinstatement

1. A student who wants to be reinstated to a MHAS Program must petition the PRC as directed in correspondence provided to the student at the time of withdrawal or dismissal. The correspondence will include the petition form for this purpose. Additional copies of the form are available by contacting the MHAS Administrative Assistant. The petition must be submitted by the deadline indicated in the initial correspondence within one year of the dismissal. Deadlines for reinstatement are as follows: July 15 for summer reinstatement, October 15 for fall reinstatement and March 15 for spring reinstatement.
2. The petition must incorporate a thorough analysis of the following:
 - a. Statement of the cause(s) which the student claims led to the withdrawal or which the student was informed were the reasons for dismissal.
 - b. Outline or identification of the steps taken by the student to correct the cause of the withdrawal or dismissal.
 - c. Any other information the student wants the PRC to consider.
3. After submitting the petition, the student must meet with a counselor in Sinclair's Counseling Services. The counselor will provide verification to the MHAS chairperson that the meeting occurred. After this verification is received, the petition will be forwarded to the PRC. Failure to comply with this requirement will result in denial of the petition without any consideration by the PRC.
4. The PRC will meet once during each term to review petitions for reinstatement. The PRC will consider:
 - a. Whether the student met petition deadlines.
 - b. Whether the student attended the required counseling session.
 - c. The written content of the petition.
 - d. Whether the student has demonstrated resolution of issues that caused the withdrawal or dismissal.
 - e. The student's academic history, including Sinclair Community College cumulative GPA.
 - f. The number of attempts (withdrawals or failures identified as a W, D or F) for courses required for the MHAS program, and any previous college dismissals.
 - g. Any prior coaching, warnings, or actions taken due to student's academic or behavior (including attendance) and behavioral competency issues while enrolled in the MHAS program.
 - h. The student's clinical performance evaluations (if applicable).
5. Reinstatement will be on a space available basis. Although a student may meet the eligibility requirements for reinstatement, the program may not be able to accommodate reinstated students depending on enrollment numbers at that time. Those students with the highest scores obtained utilizing a rubric based on the aforementioned items will be granted reinstatement first. In the case of a tie in scores, the date of receipt of the reinstatement petition will be used to assign the petitioner one of the

spaces available. Other students whose petitions for reinstatement have been granted will have their names placed on an eligibility list and will be reinstated to the program if a space become available. The score obtained during the PRC review of petitions will determine the order of reinstatement. There is no guarantee that a space will become available for any future academic year.

6. Reinstatement to the MHAS Program may be conditioned on the student meeting additional conditions, as specified by the PRC. Such conditions may include, but are not limited to:
 - a. If the student will be reinstated into a technical course that includes a clinical experience, the student may be required to attend the technical course(s) of the term that precedes the course(s) to which the student is reinstating. The student will be required to register and pay for these preceding courses even though the student has previously successfully such courses.
 - b. If the student has taken biological or physical science or math courses more than five years preceding the date of reinstatement, or MHT courses more than three years preceding the date of reinstatement, repeat of such courses may be required.
 - c. The student may be required to complete additional courses (such as SCC 1101 or additional ALH courses).
 - d. Other conditions as defined by the PRC such as completing mental health or SUD treatment, a note from a physician that the student's health concern has improved, etc.

7. A student who has been reinstated to a MHAS Program must:
 - a. Have at least a 2.0 cumulative Grade Point Average at the time of actual reinstatement.
 - b. Meet curriculum requirements in place at the time of reinstatement.
 - c. Meet the requirements previously stated for continued enrollment.

Program Reinstatement Appeal Process

If a student is denied reinstatement at the program/department level, the student has the right to appeal to the Assistant Dean of Health Sciences by requesting an appointment (937-512-2919). The Assistant Dean will work with the Program Director or Department Chair to obtain pertinent information before meeting with the student.

Consent for Recording, Confidentiality Policy and Social Media Policy

When students sign the Merged Memorandum of Understanding, they agree to the following policy:

The Health Sciences Division classroom, clinical, and lab experiences provide a supportive, learner-centered environment in which students learn and practice clinical and Interprofessional skills.

It is expected that you understand the goals of the learning session and react accordingly. When involved in simulations, it is expected that you demonstrate the professional behavior of a healthcare clinician. You are to treat the simulated patient with the same care and respect due to an actual patient.

Confidentiality is important in both the healthcare setting (Health Insurance Portability and Accountability Act - HIPAA) and in education (Family Educational Rights and Privacy Act - FERPA). Strict confidentiality must be maintained during classroom, clinical, and lab activities, which include recording:

- You may access and view only recordings assigned to your student account.
- You are not permitted to discuss the activity outside of the simulation or class involved.
- You are not permitted to share information with other students who have yet to complete the simulations or assessments.
- You may not download and/or copy recordings of yourself or others taken during simulation activities or share those recordings with others through any means including but not limited to email or posting to social media.
- If you are found to be in violation of the Confidentiality Policy you may face disciplinary action, including but not limited to formal reprimand, failure of task or competency, or removal from the program.

I understand and acknowledge that during my participation in certain courses at Sinclair College, I may be required to be an observer of or a participant in simulated medical events or other educational or inter-professional activities which are recorded in audio and/or video format.

I understand that reasonable efforts will be made to specifically inform me that a recording is being made, but I acknowledge that no prior notice of such recording is required or guaranteed.

I further understand that these recordings will be maintained as confidential to the extent permitted by law, including but not limited to the Family Educational Rights and Privacy Act ("FERPA").

Social Media

The MHAS department has a student Facebook page. To access this, you must request to be added to the group. To do this, go to the Facebook page called: **Sinclair Community College Mental Health and Addiction Services Club** and then request to be added to the group.

All MHAS students can become a member of this Facebook group. Students keep in touch and share information on this page (i.e., employment opportunities, conference information, requests for textbooks, resources for licensing exams, etc.). The Facebook page contains rules for all members. It is noted that posts are submitted for approval before they appear to all members.

Regarding confidentiality and social media, MHAS has a zero-tolerance policy regarding speaking about anything related to confidential program or practicum experience. The following guidelines apply. Students are prohibited from:

- Revealing something another student shares during class or any interaction
- Revealing what an assignment or exam or quiz was like or sharing any information about classroom activities on social media
- Having pictures of self on social media that are unbecoming (such as pictures with weapons, alcohol, drugs). Remember, clients and colleagues can search on social media
- Revealing information about practicum placement including the agency, client information or information about experiences at the agency. Clients and their families might be able to see what you post
- Revealing anything that should be kept confidential, (i.e. telling someone else's story)

These examples will result in termination at most practicum agencies and other mental health and addiction services employers. This is not an exhaustive list, if a student has questions about what can be posted on social media, they should ask a MHAS faculty member. All posts will be submitted for approval before they can be viewed by other members of the MHAS Facebook pages.

Sinclair Community College Division of Health Sciences
STUDENT ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS
ASSOCIATED WITH LABORATORY PRACTICAL AND CLINICAL
EDUCATION EXPERIENCE

Students signing the Merged Memorandum of Understanding agree to the following:

In connection with my participation in a laboratory or clinical educational experience at Sinclair Community College, I acknowledge that I have read and understand the following statements and agree to abide by and be bound by them.

I understand that during my laboratory or clinical education experience, I may be required to participate in activities which may present a risk to me and which may cause me to sustain illness or injury. These activities include, but are not limited to, exposure to communicable diseases or infections, blood and body fluids, lifting persons and equipment, and performing and receiving invasive procedures or therapies.

I acknowledge that I have been advised to carry my own health care insurance.

I understand that if medical treatment of an illness or injury connected to my participation in a laboratory or clinical educational experience is not covered by Sinclair Community College's liability insurance, that I am solely responsible for the cost of such medical treatment.

I will conduct my educational activities only under the supervision of a Sinclair faculty member or qualified preceptor.

I will comply with all Sinclair rules and regulations and policies and procedures, as well as those of the clinical site.

I understand that Sinclair Community College has the right to remove me from the laboratory or clinical education experience or course at any time and that the clinical facility has the right to remove me from the facility based on my conduct or performance, in accordance with the written agreement between Sinclair and the clinical facility.

I acknowledge that I will not be used to meet minimum staffing requirements, or in substitution for essential personnel while in a laboratory or clinical experience.

I acknowledge my responsibility to maintain confidentiality of and not disclose confidential information I will have access to, including but not limited to student (patient) health information and medical records.

I confirm that I have not been excluded from participating in any federally funded healthcare program, including Medicare and/or Medicaid.

**Sinclair Community College Division of Health Sciences
STUDENT ASSUMPTION OF RISK AND RELEASE OF LIABILITY**

**Sinclair Community College
Division of Health Sciences**

Students signing the Merged Memorandum of Understanding agree to the following:

I understand that there are inherent risks; both known and unknown, associated with the activities required for my participation in the laboratory practical courses and clinical education experiences for my program of study (“the activities”).

I confirm that representatives of Sinclair Community College have explained to me the known risks associated with my participation in the activities.

I understand that although Sinclair Community College and the facility/facilities at which I undertake my clinical experience will make reasonable efforts to assure my safety, there are unavoidable risks involved in the activities.

I accept full responsibility for my safety and well-being by participating in the activities.

I hereby agree to release and hold harmless Sinclair Community College, its employees, officers, agents, and affiliates and to indemnify any or all of them from any and all liability, loss, damages, costs, or expenses which may be sustained or incurred by me as a result of my participation in the activities.

I understand that I am giving up specific legal rights by signing this document.

I understand that this document will remain in effect unless I deliver a signed written statement to the Chair or Program Director of the program of study in which I am enrolled.

I understand that I may not participate in any limited enrollment courses in my program of study without this signed document.

I have read and executed this document with full knowledge of its significance.

Department: _____

Student Signature: _____

Student Printed Name: _____

Date: _____

Each student acknowledges this form when they sign the Memorandum Of Understanding during the MHAS Online Orientation process.

FERPA Release

Authorization for the Release of Student Information

A student requesting a reference from a faculty member must complete the following steps before information will be released.

1. Contact the faculty member and obtain his or her approval to provide a reference.
2. Complete the Federal Education Rights and Privacy Act (FERPA) Release form found on the Mental Health and Addiction Services eLearn Community site.
 - Complete a separate form for each faculty member.
 - Complete a separate form for each place of employment.
 - If the place of employment utilizes an outsourcing firm to obtain initial information, complete the form with the employer’s name and address as well as the outsourcing company name and address.
 - Sign the release form(s). This can be done electronically using the department’s dynamic form.

Submit the FERPA Release form(s) to the faculty member

3. Please note that if your request is during a time that campus is closed or a holiday break, your request may be delayed.

Confidentiality Statement

As an important part of your education at Sinclair Community College, you, as a student, will come into possession of confidential information concerning clinical care services rendered to clients and patients. All treatment information is considered confidential and may not be released except by the patient’s own authorization or by state and/or federal law.

In the case of education, a student may view confidential information that is pertinent to their studies under the supervision of an instructor. The identity of the client must be protected, and the student must never disclose any confidential information linked to the identity of any patient to any person whatsoever for any reason.

Disclosure includes verbally discussing confidential information of an identified client; permitting an unauthorized individual to review the medical record; copying any part of the medical record for an unauthorized individual; making copies of medical documentation for education or research activities without obliterating the patient’s demographic information and abstracting medical data for education or research activities in which the client’s identity is linked to the data.

By signing this statement, you, as a student, recognize that the disclosure of such confidential information may give rise to irreparable injury to Sinclair Community College and/or the owner of such confidential information, and that accordingly, Sinclair Community College or the owner of such confidential information may seek any legal remedies against you which may be available. It is your professional responsibility and duty to protect the confidentiality of all client medical records with which you are associated.

I have read all of the above sections of this statement and understand them as well as the consequences of any inappropriate actions as set forth in this document.

Student Signature: _____ Date: _____

NAME (Please print)

Students will sign a copy of the Merged Memorandum of Understanding as acknowledgment of initial receipt of the above forms. All required forms will be maintained in your permanent record and serve as

documentation that you read and understood all policies and procedures for Sinclair College, Health Sciences Division and the MHAS department.

Incident Report/Student Injury Process

Critical steps include:

Medical Emergency in the Classroom and Lab Setting

If a medical emergency arises:

1. Faculty will direct someone to contact Sinclair Police at 512-2700 or 512-2534. **Do not call 911**, as this will cause a delay in the emergency response.
2. Render first aid if properly trained. Report all medical injuries and accidents to Sinclair Police. Police Officers are certified in the use of CPR, First Aid and AED's.
3. It is important that complete and accurate information be provided when requesting assistance.

In case of human body fluid exposure:

1. Notify Sinclair Police at 512-2700 or 512-2534 in the event of an exposure to human body fluids.
2. If contact is made with skin, wash the area immediately with soap and water.
3. Do not attempt to clean fluids unless properly trained and equipped.
4. Always use rubber or latex gloves when in the proximity of body fluids and consider them as infectious.
5. Gloves that have been in contact with body fluids must be disposed of in a biohazard container and hands must be washed with soap and water.
6. Sinclair Police will contact Facilities Management for the cleanup and the disposal.

Medical Nonemergency in the Classroom, Lab Setting and Clinical

Students must self-identify nonemergency medical illnesses or injuries during class, lab or clinical time. The instructor or lab supervisor will determine if the student can continue with learning activities or needs to be sent home.

The student will be allowed to continue with learning activities if the:

- Illness is not contagious to others
- Injury is minor and does not require medical attention
- Illness or injury does not disrupt learning activities for self or others

The student will be released from clinical if the:

- Illness has the potential of being contagious to others
- Illness or injury requires professional health care
- Illness or injury disrupts learning activities for self or others

When the student is released from class, lab or clinical, the instructor or lab supervisor will recommend a visit to the student's health care provider. The student will assume financial responsibility for his or her own health care needs. The student is responsible for arranging his or her own transportation from the clinical setting. This will count as an absence according to the Attendance Policy. As soon as possible, the student should contact the instructor or lab supervisor regarding how to fulfill or make-up the missed time.

Injury to a Mental Health and Addiction Services Student in the Clinical Setting

In the event of an injury, the instructor will be notified immediately, and the clinical facility policies will be followed. The facility policy will be followed regarding completion of an Accident Report. The injury may require treatment with consent of the student (as fees may be assessed). A Sinclair Community College Health Sciences Incident Report / Student Injury Form must be completed by the faculty member and forwarded to the Dean's office.

If Medical Treatment is necessary, contact the Dean's office by phone (937) 512-2919.

Insurance and Liability

Sinclair provides accident insurance for students injured in the clinical settings. It covers most injuries, however any treatment denied for reimbursement is the responsibility of the student, not Sinclair. Although Sinclair makes the insurance available to students, the insurance carrier decides what treatment is eligible for reimbursement.

Students enrolled in Sinclair health care programs are expected to have personal health insurance prior to enrolling in any course that includes a clinical experience requirement. This requirement reflects the expectation of many clinical sites that accept Sinclair students. If a student does not have health insurance, they may not be admitted into a clinical site, and therefore, not be able to complete the program outcomes. Sinclair provides accident (and liability) insurance for students. However, the insurance carrier decides what treatment is eligible for reimbursement, and any treatment denied for reimbursement is the responsibility of the student, not Sinclair or the clinical site.

Information about obtaining health insurance:

- [U.S. Department of Health & Human Services](#)
- [Ohio Department of Health](#)

If you have any questions, please contact your program's department directly.

Students should be aware that they may incur medical expenses in the event of an accident at the clinical site and may wish to secure their own health insurance.

See below example of the initial Incident Report/Student Injury form to be used

**Health Sciences Division
Incident Report/ Student Injury Form**

DELIVER COMPLETED REPORT TO: Health Sciences Dean's Office, Room 14-310

Student Name: _____

Date: _____

Clinical Facility: _____

Time of Accident: _____

Department Name: _____

Course No.: _____

Location of Accident: _____

Clinical Instructor: _____

Description of injury and related incident: (Please use the back of this page if necessary.)

Intervention:

Signature of person preparing report: _____

Signature of health professional providing treatment: _____

REFUSAL OF MEDICAL/SURGICAL INTERVENTION:

In the event the student refuses treatment of the injury, the following must be completed and signed.

Reason for Refusal: _____

Student Signature: _____

Date: _____

Please provide copies to: Business Services – Room 7323 (original and 1 copy)
Dean's Office HS Department

Technology Policies and Web Enhanced Coursework

The online course management program used at Sinclair Community College is eLearn. Students who want to take online, blended or Competency Based Education courses are required to complete How to Succeed Online (HTS). It is recommended for students taking blended or in-person courses. Anyone with a Sinclair username and password may take [HTS](#).

Please note the following:

1. Students must comply with Sinclair Acceptable Use of Information Technology Policy and Copyright Policy.
2. Students participating in clinical, or practicum experiences must also comply with clinical agencies' policies regarding technology.
3. Students may participate in simulated medical events or other educational activities that are recorded in audio and/or video format.
4. Students must complete Consent for Recording, found within the Merged Memorandum of Understanding in MHAS Orientation at the beginning of limited enrollment courses.
5. Taking photographs at any clinical facility is prohibited. The camera function on any device must be disabled during clinical times.

Students are required to download all required e-books. Students enrolled in health sciences programs may be required to purchase an electronic device for class, labs or clinical. These devices, such as a laptops or tablets, can enhance the learning and assessment experience. Many departments have converted to electronic textbooks (eBooks) and online open educational resources, to provide automatic updates as well as reducing cost to our students. Any program(s) requiring a device will work with the Campus Bookstore so financial aid may be used.

Students must follow all applicable professional guidelines and laws, such as Health Information Portability and Accountability Act (HIPAA) when using technology. Students are responsible for security of password(s) used at SCC and clinical agencies. Individual course instructors will review permissible use of technology during class. In clinical agencies, students may not import, copy, or store data from practicum information systems. Cell phones in the classroom, lab, and clinical settings are limited to academic use. Cell phone volume must be turned off or inactivated when students are in class, lab, and clinical.

Web Enhanced Coursework

In addition to face-to-face courses, the Mental Health and Addiction Services program also uses virtual, online, online with meetings, blended and competency-based delivery of some courses. Due to enrollment, during a given semester, a course may only be offered in one of the above formats and may not be offered in a face-to-face format. Information including syllabi, outlines, assignments, lecture materials, e-mail discussion group and testing will be available online during certain courses. The purpose of this web-enhanced course delivery has proven useful for several reasons:

1. The student can access materials at their convenience and from any location.
2. Early and frequent use of materials allows the student to be prepared for class discussion.
3. Instructors can spend class time expanding on information and emphasizing important skills and principles for the information provided online.

It is not necessary for a student to own a computer. SCC computer labs are available six days a week during the term. The ALH 1101 class prepares the student in the use of computer learning and information access. The web-enhanced coursework is in addition to all regularly scheduled on campus class time.

Statement of Policies and Guidelines

The above listed policies and guidelines apply to all students of Mental Health and Addiction Services Programs, including students currently enrolled in MHAS programs, individuals seeking reinstatement to the Program, transfer students, ADAMHS cohort students, and degree and certificate students.

The Mental Health and Addiction Services is committed to equal opportunity for all applicants and students, and does not discriminate against anyone on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, sexual orientation, gender identity, or non-disqualifying mental or physical disability.

COVID-19

Up to date information and current policies can be found at: [COVID-19 Information for Students](#)

****Updates to the MHAS student handbook will be made electronically**