

Emergency Medical Services

EMT/Paramedic Program

Handbook/Policy Manual



Reviewed and approved by:

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Academic Year: 2016 - 2017

Notice of Equal Access/Equal Opportunity and Nondiscrimination

Santa Fe College is committed to an environment that embraces diversity, respects the rights of all individuals, is open and accessible, and is free of harassment and discrimination based on, but not limited to, ethnicity, race, creed, color, religion, age, disability, sex, marital status, national origin, political opinions or affiliations, veteran status, and genetic information. The College does not discriminate in its programs and activities, including employment and admissions.

In particular, Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the sex of students, employees, and third parties when appropriate, of educational institutions which receive federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Santa Fe College complies with all aspects of this and other federal and state laws regarding non-discrimination.

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

Anyone with questions about compliance or a complaint regarding harassment or discrimination, including sexual harassment and sexual violence as a violation of Title IX, should contact the College's Equal Access/Equal Opportunity Coordinator using the following contact information:

Lela Frye, Equal Access/Equal Opportunity Coordinator

3000 NW 83rd Street, R-Annex, Room 105, Gainesville, Florida 32606

(352) 395-5420

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Santa Fe College's Board Rule 2.8 and procedure 2.8P define its policy prohibiting discrimination and harassment and its grievance procedures for such complaints.

Academic Year 2016–2017

Dear EMS Student:

Welcome to Santa Fe College EMS Programs! The faculty is committed to providing you with the best educational opportunities for you to be successful in the EMS profession that you have chosen.

The mission of our EMS Programs at Santa Fe College (SF) is to be responsive to current and evolving health care needs of our community by providing EMS education. The mission/vision is in keeping with currently accepted social, educational and EMS standards, and is consistent with the mission/vision and values of SF. We add value to our students' lives by offering a student oriented philosophy, which is affordable and accessible to a diverse student population. We recognize that our students are members of the community in which they are receiving their education, and as such, they are stakeholders in the health and welfare of this community.

Being an EMS student at SF, you are making a commitment to adhere to the responsible student standards set by the EMS Programs, including achievement of competency in the skills necessary to provide quality EMS care.

Relevant SF EMS Programs information regarding policies and guidelines is provided in this EMS Programs Policy and Resource Student Handbook. Each EMS process will have specific policies outlined in the syllabus, available online. These policies will be reviewed at the beginning of each semester. Information, policies and guidelines in this handbook are current and are reviewed annually by faculty and administration.

Each of you will be asked to sign and return a statement indicating you have read and intend to comply with all SF and all EMS Programs policies and guidelines contained in this handbook and in your syllabus as you will be held accountable. If you have any questions regarding any policy or guideline, please ask your faculty instructor.

We are all looking forward to your time spent learning with us!

Sincerely,



Louis B. Mallory, MBA, REMT-P

Program Director SF College EMS Programs
Associate Director Institute of Public Safety

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SUCCESSFUL STUDENTS

Successful students exhibit a combination of successful attitudes and behaviors as well as intellectual capacity. Successful students . . .

- 1. . . . are responsible and active. Successful students get involved in their studies, accept responsibility for their own education, and are active participants in it!**

Responsibility means control. It's the difference between leading and being led. Your own efforts control your grade, you earn the glory or deserve the blame, you make the choice. Active classroom participation improves grades without increasing study time. You can sit there, act bored, daydream, or sleep. Or, you can actively listen, think, question, and take notes like someone in charge of their learning experience. Either option costs one class period. However, the former method will require a large degree of additional work outside of class to achieve the same degree of learning the latter provides at one sitting. The choice is yours.

- 2. . . . have educational goals. Successful students have legitimate goals and are motivated by what they represent in terms of career aspirations and life's desires.**

Ask yourself these questions: What am I doing here? Why have I chosen to be sitting here now? Is there some better place I could be? What does my presence here mean to me? Answers to these questions represent your "Hot Buttons" and are, without a doubt, the most important factors in your success as a college student. If your educational goals are truly yours, not someone else's, they will motivate a vital and positive academic attitude. If you are familiar with what these hot buttons represent and refer to them often, especially when you tire of being a student, nothing can stop you; if you aren't and don't, everything can, and will!

- 3. . . . ask questions. Successful students ask questions to provide the quickest route between ignorance and knowledge.**

In addition to securing knowledge you seek, asking questions has at least two other extremely important benefits. The process helps you pay attention to your professor and helps your professor pay attention to you! Think about it. If you want something, go after it. Get the answer now, or fail a question later. There are no foolish questions, only foolish silence. It's your choice.

- 4. . . . learn that a student and a professor make a team. Most instructors want exactly what you want: they would like for you to learn the material in their respective classes and earn a good grade.**

Successful students reflect well on the efforts of any teacher; if you have learned your material, the instructor takes some justifiable pride in teaching. Join forces with your instructor, they are not an enemy, you share the same interests, the same goals –in short, your teammates. Get to know your professor. You're the most valuable players on the same team. Your jobs are to work together for mutual success. Neither wishes to chalk up a losing season. Be a team player!

- 5. . . . don't sit in the back. Successful students minimize classroom distractions that interfere with learning.**

Students want the best seat available for their entertainment dollars, but willingly seek the worst seat for their educational dollars. Students who sit in the back cannot possibly be their professor's teammate (see no. 4). Why do they expose themselves to the temptations of inactive classroom experiences and distractions of all the people between them and their instructor? Of course, we know they chose the back of the classroom because they seek invisibility or anonymity, both of which are antithetical to efficient and effective learning. If you are trying not to be part of the class, why, then, are you wasting your time? Push your hot buttons; is there something else you should be doing with your time?

6. . . . take good notes. Successful students take notes that are understandable and organized, and review them often.

Why put something into your notes you don't understand? Ask the questions now that are necessary to make your notes meaningful at some later time. A short review of your notes while the material is still fresh on your mind helps you learn more. The more you learn then, the less you'll have to learn later and the less time it will take because you won't have to include some deciphering time, also. The whole purpose of taking notes is to use them, and use them often. The more you use them, the more they improve.

7. . . . understand that actions affect learning. Successful students know their personal behavior affect their feelings and emotions which in turn can affect learning.

If you act in a certain way that normally produces particular feelings, you will begin to experience those feelings. Act like you're bored, and you'll become bored. Act like you're disinterested, and you'll become disinterested. So the next time you have trouble concentrating in the classroom, "act" like an interested person: lean forward, place your feet flat on the floor, maintain eye contact with the professor, nod occasionally, take notes, and ask questions. Not only will you benefit directly from your actions, your classmates and professor may also get more excited and enthusiastic.

8. . . . talk about what they're learning. Successful students get to know something well enough that they can put it into words.

Talking about something, with friends or classmates, is not only good for checking whether or not you know something, it's a proven learning tool. Transferring ideas into words provides the most direct path for moving knowledge from short-term to long-term memory. You really don't "know" material until you can put it into words. So, next time you study, don't do it silently. Talk about notes, problems, readings, etc. with friends, recite to a chair, organize an oral study group, pretend you're teaching your peers. "Talk-learning" produces a whole host of memory traces that result in more learning.

9. . . . don't cram for exams. Successful students know that divided periods of study are more effective than cram sessions, and they practice it.

If there is one thing that study skills specialists agree on, it is that distributed study is better than massed, late-night, last-ditch efforts known as cramming. You'll learn more, remember more, and earn a higher grade by studying in four, one hour-a-night sessions for Friday's exam than studying for four hours straight on Thursday night. Short, concentrated preparatory efforts are more efficient and rewarding than wasteful, inattentive, last moment marathons. Yet, so many students fail to learn this lesson and end up repeating it over and over again until it becomes a wasteful habit. Not too clever, huh?

10. . . . are good time managers. Successful students do not procrastinate. They have learned that time control is life control and have consciously chosen to be in control of their life.

An elemental truth: you will either control time or be controlled by it! It's your choice: you can lead or be led, establish control or relinquish control, steer your own course or follow others. Failure to take control of their own time is probably the no. 1 study skills problem for college students. It ultimately causes many students to become nonstudents! Procrastinators are good excuse makers. Don't make academics harder on yourself than it has to be. Stop procrastinating. And don't wait until tomorrow to do it!

From Ten Commandments for Effective Study Skills by L. M. Ludewig, 1992, The Teaching Professor, 6, pp. 3-4; adapted by Dr. Norman E. Cameron.

SF COLLEGE EMS PROGRAMS' STUDENT POLICIES

Policies apply to all EMS Programs unless specified for a specific program

ATTENDANCE POLICIES (including classroom, lab, and clinical)

These policies are presented so students will understand fully the rules governing their progress through the EMS program. Non-adherence to these policies may result in failure in a course and/or being exited from the EMS program.

1. EMS students must follow the appropriate EMS programs' semester calendar, which may differ from the SF college wide calendar. During a natural disaster, EMS students should follow the college's posted and/or announced schedule. Students are encouraged to sign up with SF cell phone notification system.
 - If you are in SF class or labs, and there is a critical incident, i.e., natural disaster, follow administrative directions announced in your class or on the College Website, and proceed accordingly. If at a clinical site doing a clinical rotation, follow faculty directions or the prepared plan of the hospital/agency. Your responsibility as an EMS student is to provide care for your assigned patients, even during extreme emergencies.
 - Contact your immediate faculty should you believe that your particular situation warrants an exception to this directive; together you can develop a plan that satisfies both the educational objectives, standards of the profession and the immediate concerns you have. I would encourage you to think about, develop alternative plans and make arrangements for any personal responsibilities you may have.
2. It is the student's responsibility to get all assignments and announcements made by the faculty.
3. Please note sessions and time and class requirements may be adjusted accordingly for resources, accreditation and/or educational standards.
4. **Excessive absences or tardiness, as defined by the faculty and syllabi, in classroom, lab or clinical areas may result in dismissal from the course and subsequent failure.**
5. Students must notify the appropriate instructor by telephone **prior** to each absence.
6. Students reporting to class late or leaving early may be considered absent by their instructor. Once class/lecture has begun, there will be no admittance until the next break. If a student leaves the classroom during lecture, admittance will be at the next break. Responsibility for any missed content is the student's to obtain from peers, not from the faculty. This policy will reduce the distraction to faculty and peers in the classroom and help to ensure a conducive educational environment.
7. Attendance is required in all assigned experiences in the lab.
8. Students are required to attend all clinical experiences.
9. If a student is absent from clinical, he/she must notify the instructor and clinical area **prior** to scheduled time.
10. All missed clinical time must be made up. Failure to do so will result in failure of the program.
11. When a student is unprepared for a clinical experience and is not allowed to participate in patient care, this is considered an absence. Students may be sent home by the preceptor.
12. **A GRADE OF "I" WILL NOT BE ISSUED IN THE EMS COURSE.** However, if extenuating circumstances exists, the student and/or faculty member may petition the Program Director for a variance. The Program Director will have the final decision.
13. **PARAMEDIC only:** The PARAMEDIC Program is designed to facilitate the student's successful completion of the course and clinical objectives, passing the State PARAMEDIC examination, and preparation for lifelong learning. The student's success in the EMS Program depends on attendance in all learning activities (lectures, clinical, labs

and others). The PARAMEDIC program is a minimum of 1100 contact hours. By State Department of Education guidelines, students are to attend all 1100 hours scheduled. Students are responsible for all content and assignments. Due to the State Department of Education regulation, these are NO excused absences or tardiness. Students reporting to class late or leaving early will be required to fill out a **Missed Time Form**. Excessive absence or tardiness may result in dismissal from the course and subsequent failure (exiting from the PARAMEDIC Program) as determine by the faculty and/or Program Director. **If absences/tardiness accumulate past 8-hours for classroom or 8-hours lab/clinical, the student will be dismissed from the EMS Program.** Additional specifics will be contained in the course syllabi.

14. **Paramedic students MUST** possess a Current Florida EMT license issued by the State of Florida and current HealthCare Provider CPR Card **PRIOR** to entering into Phase I of the EMS Program and **MUST** carry this card on their person while attending class, lab, clinical, or ANY Santa Fe College EMS Function and present the card upon request. **Failure to possess the EMT Certification will result in immediate dismissal from the EMS Program.**

15. **EMT only:** The EMT Program is designed to facilitate the student’s successful completion of the course and clinical objectives, passing the State/National EMT examination, and preparation for lifelong learning. The student’s success in the EMS Program depends on attendance in all learning activities (lectures, clinical, labs and others). The EMT program is a 250 contact hour course. By State Department of Education guidelines, students are to attend all 250 hours scheduled. Students are responsible for all content and assignments. Due to the State Department of Education regulation, these are NO excused absences or tardiness. Students reporting to class late or leaving early will be required to fill out a **Missed Time Form**. Excessive absence or tardiness may result in dismissal from the course and subsequent failure (exiting from the EMT Program) as determine by the faculty and/or Program Director. If absences/tardiness accumulate past 8-hours for classroom or 8-hours lab/clinical, **the student will be dismissed from the EMS Program.** Additional specifics will be contained in the course syllabi.

BACKGROUND CHECKS, NATIONAL AND STATE FOR EMS PROGRAMS

- Effective July 1, 2009, pursuant to Section 456.0635, Florida Statutes, health care review boards shall refuse to renew a license, certificate or registration, issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been convicted or plead guilty or nolo contendere, regardless of adjudication, to a felony violation of: chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application, terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent 5 years) or terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent 5 years). The Florida nursing or allied health licensure or certification application requires disclosure of any criminal history and the disposition of all cases prior to board review. Being convicted of, or having entered a plea of guilty or nolo contendere to, any of the listed felonies in Florida Statute 456.0635 or termination for cause from the statutorily-described Medicaid programs will preclude an applicant from obtaining a nursing or allied health license or certification in the state of Florida. Entry and acceptance into the nursing, allied health, or Emergency Medical Services Program does not guarantee licensure or certification in the State of Florida.

- A federal and state criminal Level 2 and expanded background check is used as a tool to determine your eligibility to enter and remain in the SF EMS Programs. Further and/or additional clinical screening may be required and completed by clinical agencies while enrolled. Dismissal from the program may result from additional screening results.

- Acceptance into the EMS program requires you to remain free of criminal charges or face dismissal from the program. **You are obligated to notify the Program Director and/or faculty of any arrests, incidents and/or criminal charges regardless of adjudication that occurs after acceptance and during enrollment in the EMS program.** Failure to notify the Program Director and/or faculty within five (5) days may be grounds for immediate dismissal from the program.

Attitude

- **The EMS student shall possess a positive attitude at all times.** They shall be self-motivating and have the highest level of respect for themselves, classmates, instructors, hospital and Fire/Rescue staff, and especially patients they come in contact with. There shall be no change in the level of care based upon reasons of race, color, sex, or religion. Any form of discrimination will not be tolerated and may be subject to disciplinary action and/or immediate dismissal from the EMS program.

Good Moral Character

- The Agency for Health Care Administration has established minimum standards of good moral character. The Agency for Health Care Administration shall not grant an exemption to any person who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to: abusing, neglecting, mistreating, or misappropriating the property of, a patient or resident of a EMS facility, hospital health agency, nurse registry, or other health care provider, or sitter, companion or homemaker service registered under §.400.09, F.S. or person who is entered into HRS central abuse registry. Inability to meet this statute may affect employability.

Documentation

- **All EMT STUDENTS** are required to possess and carry: a current valid Healthcare CPR card (which is current through the length of the program) indicating successful completion of BLS and PBLIS information; a current student ID issued by the EMS program; a valid Driver's License to participate in the Emergency Vehicle Operation Course.
- **All PARAMEDIC STUDENTS** must possess and carry: a current valid Healthcare CPR card (which is current through the length of the program) indicating successful completion of BLS and PBLIS information, a current valid Florida EMT Certification, and current student ID issued by the EMS program.
- EMS faculty and clinical affiliates will routinely check students for compliance of this rule. Any student who cannot produce the requested documents will be counseled and subject to dismissal from that learning activity, for that day.
- CPR EXPIRATION – It is a Law (see FS 401.27(4)(e)) that an EMT whose BLS/PBLIS CPR card expires automatically renders the EMT certification invalid, and could be fined as well as the participating agency. Do not allow the required documents to expire or become invalid; immediate dismissal from the program will occur. Students are required to possess a valid and current Health Care CPR card for the duration of the EMS Program.

CALCULATOR POLICY FOR EMS PROGRAMS (Clinical and Classroom)

Classroom Testing:

- **Calculators may not be used in the EMS Programs.**
- Because EMS math errors can have devastating effects on the clients we are caring for, it is the SF EMS Programs' philosophy that the student must demonstrate proficiency in calculating math equations without calculators early in their program. It is important to be able to solve for an unknown, calculate ratio and proportion equations, apply appropriate conversion factors, etc. using basic math rules.

Clinical area calculator use:

- In the clinical area, at the discretion of the faculty/preceptor, calculators may be used during medication administration to check/recheck math calculations.

CLINICAL EXPERIENCE GUIDELINES & EXPECTATIONS

ALL CLINICAL HOURS ASSIGNED ARE REQUIRED • ALL SKILLS, ASSESSMENTS, AND DOCUMENTATION ARE REQUIRED.

Santa Fe College EMS Programs assigns clinical time to meet and/or exceed State of Florida, National Registry, the Department of Transportation guidelines, and our National Accreditation. Clinical dates and times may be changed at the discretion of the clinical coordinator and not the student.

Preceptor / Evaluator / Instructor Authority:

- It is understood that the Preceptor/Evaluator/Instructor is in charge of the Ambulance and/or Medical Facility and all components of the clinical situation. The student is required to comply with the direction given by the Preceptor/Evaluator/Instructor. Failure to do so may result in disciplinary action up to and including dismissal from the EMS Program.

Clinical absence/tardiness:

- All clinical experience time missed, for any reason, must be made up at the discretion of the faculty. Clinical time is at a premium. Students must notify the clinical instructor and the clinical area of expected absence at least 45 minutes before the experience is scheduled to begin. Always obtain name of person at clinical site to whom you speak. Faculty phone numbers are announced each semester.
 - All absences, tardiness and reasons for rescheduling will be documented in the student's file and an Absentee/Missed Time form must be filled out and turned in to the Clinical Coordinator
- Any major illness or injury will require a doctor's release **with NO clinical restrictions** to return to clinical sites. The doctor's release is required for the protection of the student as well as the patient.
- Attendance is required in order to cultivate and master the knowledge, skill, and abilities necessary for successful completion. In addition, State and National standards require a minimum number of hours for successful completion. **No more than two absences/reschedules will be permitted.** The student is allowed two (2) absences/reschedules from a clinical setting. After two absences, the student must add an additional clinical when rescheduling. For example, if a student missed the third clinical, to reschedule, he/she would need to reschedule two additional clinicals. All absences, tardiness and reasons for rescheduling will be documented in the student's file and an Absentee/Missed Time form must be filled out and turned in to the Clinical Coordinator. **Excessive absences may result in dismissal from the program.**
- No student should be late for clinicals. In the event a student has two tardies, the student may be required to repeat the clinical and the absence/missed will be reflected as missed time on the final clinical grade.

Clinical hours:

- Will vary based upon the clinical situation.

HIPAA/Confidentiality/Orientation:

- Federal Law, 45 CFR Parts 160-164, requires specialized training regarding patient privacy and security. All Health Care Providers must complete HIPAA privacy training. The student health care provider in SF College EMS programs will complete initial HIPAA training prior to initial clinical rotation and will continue to receive education related to HIPAA integrated in the programs' curricula. Specific clinical sites may also require additional HIPAA training. Failure to obtaining training as required or violation of the privacy requirements may result in immediate dismissal from the EMS program.
- You will be provided links to HIPAA Privacy Training and Agency Orientation soon after beginning your program. Click on the link(s); review the information for the Agencies indicated by your course instructor. Review each Agency carefully. When complete, you will have several acknowledgement forms to sign and return to your instructor. You MAY NOT begin any clinical rotations until ALL signed paperwork is turned in and approved by your instructor.

Individual conferences:

- Will be scheduled as the need arises and may be initiated by either student or instructor.

Threat to health, safety or welfare of a patient/client:

- Any student who poses an immediate threat to the health, safety or welfare of a patient, and/or is involved with patient/client endangerment or harm, may be suspended and/or exited from a clinical setting/situation upon approval of the coordinator, faculty, and/or Program Director. Criteria are included in the clinical evaluation tool used in the EMS programs. Behavior that threatens the health, safety or welfare of a patient/client or clinical faculty/site may result in the student being exited from the EMS program per faculty, coordinator and/or Program Director recommendation.

Rules and Policies:

- All Santa Fe College Rules and Policies will be adhered to while in the EMS Program. The rules of the Santa Fe College EMS program as well as the rules at each individual institution, Hospital and/or Fire/Rescue agency site shall be followed. **Failure to follow rules and policies may result in immediate dismissal from the EMS program.**
- **EMT and Paramedic students MUST NOT be subject to call while participating in class, clinical, or field sessions (FS 401, Section 64J, Florida Administrative Code). EMT and Paramedic students MUST function under the direct supervision of an EMS preceptor/evaluator and shall not be in the patient compartment alone during patient transport and shall not be used to meet staffing requirements (FS 401, Section 64J, Florida Administrative Code). Failure to follow rules and policies may result in immediate dismissal from the EMS program.**

A student is expected to:

- To adhere to all rules and policies expressed on this document and Santa Fe College (SF).
- Know how to contact the EMS staff and faculty regarding questions and concerns regarding clinicals.
- Know the location of the clinical sites, including the corresponding phone numbers, prior to going to the site.
- Be on time at their designated clinical site.
- Complete all assigned work and turn it in within the assigned time period.
- Report on time to assigned unit in appropriate uniform, identification, and all required equipment.
- Check posting assignment and be prepared for appropriate EMS care on arrival to unit.
- Utilize proper channels of receiving report on your patients.
- Be responsible for taking assignments from Preceptors/Evaluators before beginning care on your patients.
- Be responsible for documentation on all assigned clients in collaboration with primary care staff, preceptor, or instructor, as instructed, including obtaining necessary preceptor signature(s).
- Be aware of patient's status at all times.
- Utilize proper channels of reporting changes in patient's status.
- Be responsible for learning material presented in all classes and being able to utilize this information in the clinical area. Inability to do so may result in an unsatisfactory evaluation for that day's clinical experience.
- To notify clinical faculty if a specific clinical/lab skill has not been checked off/completed successfully by the student, in the lab, prior to initiating the skill in the clinical setting.

Uniforms:

- EMS Students represent Santa Fe College's Programs and are expected to present themselves at all classes, clinical sites, and special school functions in complete uniform as well as maintaining a neat professional appearance. Students who do not follow these guidelines will be subject to disciplinary actions as deemed warranted by the faculty, preceptors, and/or Program Director up to and including dismissal from the EMS program.
- Uniforms are to be worn for college sanctioned events only (Class, Lab, Clinical, and special events). **Uniforms ARE NOT to be worn to non-college sanctioned events (i.e., Bars, Parties, etc.).**
- **Failure to adhere to the uniform policy may result in dismissal from the Program.**

Clinical evaluation:

- Will be based upon your ability to meet the course and clinical objectives.
- Is in each EMS clinical syllabus.
- Requirements are reviewed before each clinical rotation.
- Habitual tardiness and/or absences may result in a clinical grade of unsatisfactory and failure of the course as determined by the EMS faculty and Program Director.
- **Sleeping on a clinical is prohibited and may result in you being sent home and a clinical grade of unsatisfactory and failure of the course as determined by the EMS faculty and Program Director.**

- **Being sent home by the Preceptor/Evaluator/Instructor will result in a grade zero (0) for the clinical.**
- Make-up assignments will be determined by the clinical instructor and EMS faculty.
- Students tardy more than 15 minutes without notifying the clinical instructor and/or preceptor may be sent home. This will be considered a clinical absence.
- When a student is unprepared for a clinical experience, they may be sent home and this is considered a clinical absence.
- Lab performance is pass/fail. Lab check offs must be satisfactory prior to applying the skill in the clinical setting. If the student does not satisfactorily complete a required skill check off, the student will not be allowed to perform the skill during his/her clinical. Failure to complete all skill check offs during the course of the Program may result in failure of the course.
- An 80% grade average must be held by the student PRIOR to going to the clinical area.
- Clinical performance and understanding of theory is evaluated daily using criteria detailed on an evaluation tool. Any areas needing improvement should be noted and brought to your attention, prior to the next clinical assignment.
- Any unsatisfactory overall clinical evaluation, as evaluated by your evaluator/preceptor, will result in failure of the course.
- Tardiness:
 - If you must be late due to an emergency, you must notify the personnel on the assigned unit before your scheduled arrival time. Always ask for the name of the person you are speaking with if your professor is not available. If you will be late due to an emergency, you must notify your instructor at least 45 minutes prior to the start of clinical.
 - If a student is tardy three times without notifying the instructor, you must meet with the clinical coordinator and/or Program Director to explain your tardiness and for counseling which may result in a clinical grade of unsatisfactory and failure of the course as determined by the EMS faculty and Program Director.
 - If you are tardy more than 15 minutes without notifying your professor, you will be sent home. This will be counted as an absence, which the student will be responsible for making up.
- Students are encouraged to have dependable transportation to all clinicals.

Paperwork:

- ALL documentation (run reports) and assignments (i.e. case studies, projects) are to be completed and turned in on time as listed in the syllabus. **Failure to complete these items in the allotted time will result in a 50% grade reduction for that clinical rotation or as the syllabus dictates.** All required (blank) forms should be kept by the student and restocked as needed. When on a clinical rotation, a student should by no means run out of run reports and/or evaluations; not having enough blank paperwork is not an excuse for failing to complete run reports or evaluations. The evaluations are to be signed by the preceptor or evaluator at the clinical site. Any form of falsifying documents or plagiarism will not be tolerated and will result in immediate disciplinary actions and up to and including dismissal from the EMS Program.
- **EMS Run Report narratives must be done in S.O.A.P. Note format.**
 - Failure to do so will result in a "0" for the narrative section of the Run Report.
 - Spelling and grammar count.

Medical Director Involvement:

- The Medical Director may randomly visit clinical sites and EMS units in various areas. The Medical Director may also review various types of student paperwork and student performance from the EMS Programs.
- The Medical Director shall have the duty and responsibility of certifying that graduates have successfully completed all phases of the education program and are proficient in basic or advanced life support techniques, as applicable (§.401.2701, F.S.).
- Failure to demonstrate mastery of EMS procedures and practice to the satisfaction of the Medical Director will result in course and program failure.

Injuries and exposure:

- Programs faculty and staff are concerned about your health and safety. In the event of an injury or a significant exposure to a disease or illness, the student will notify the preceptor or evaluator at the clinical site ASAP! All the procedures at the clinical site regarding exposure or injury will be followed. Immediate documentation of the event will be required. The clinical coordinator will be called ASAP! If the clinical coordinator is unavailable, the student

will contact the lead instructor or Program Director or their designee. ALL paperwork required by the college and the EMS program shall be filled out within 24 hours of the event (example: an accident/incident report form). It is recommended that all suggested treatments be followed. It is up to the student to make the final decision about what course of treatment(s) they receive.

- Per information reviewed in Post Exposure Prophylaxis for Health Care Workers (March 2002), the Florida AIDS Education and Training Center (Florida AETC) recommendation for occupational exposure to HIV includes “post-exposure prophylaxis should be initiated as soon as possible.” If there is an associated cost for this treatment, it is the student’s responsibility. For more information contact: <http://www.cdc.gov> or <http://www.faetc.org> or National Clinician’s Post-Exposure Hotline (PEPLine) at (888)448-4911 or Post-Exposure Prophylaxis for Health Care Workers at (888)737-4448 (888-PEP-4HIV).
- The CDC and the Health Resources and Services Administration have launched a toll-free hotline to provide information, counseling, and treatment recommendations to health care workers who have been exposed to blood-borne diseases and infections on the job. The 24-hour-a-day National Clinician’s Post-Exposure Prophylaxis Hotline (PEPLine) is staffed by specifically trained physicians who can be reached from anywhere in the country by dialing (888)448-4911.
- **All students are required to carry some form of Personal Health and Accident Insurance for the duration of their enrollment. Insurance information is available in the Office of Student Development (R-201).**

Difficulties or Problems at a Clinical Site:

- In the event there is a problem that cannot be taken care of by personnel on-site; the clinical coordinator should be contacted. If there is a disciplinary problem or a conflict of interest between the clinical site, preceptor, or evaluator, or any form of harassment, the clinical coordinator should be contacted immediately.
- Reasonable effort will be made to resolve a conflict.

CODE OF CONDUCT

Each student in the EMS program is expected to conform to professional standards of conduct that foster an environment of honesty, trust, and respect in class, lab, and in the clinical area. Students are expected to adhere to the SF College Student Conduct Code.

Failure to adhere to this code may result in the student being:

- counseled by the faculty, mentor and/or coordinator;
- referred to counseling services on campus;
- warned, with report in student record;
- exited from the program;
- given other recommendations and/or sanctions by faculty and/or Program Director.

COMPUTER PRIVILEGES

All student computer areas are considered SF College Instructional Computer Labs and adhere to the SF College computer policy. **Computers at the Institute of Public Safety are monitored.**

DISABILITIES

Policy for minimum requirements for documentation of a disability

Disabilities Resource Center (DRC): If you are a student with a documented disability that is limiting your academic access, parents of a student with a disability, or faculty instructing students with disabilities, this site: <http://www.sfcollege.edu/student/drc> presents important information about academic adjustments and services established and coordinated through the DRC. There are links to valuable resource and self-support information intended to enhance students' independent decision-making and learning.

Please Note: Bureau of EMS requires any graduate seeking ADA exemption when sitting for State Boards show documentation of diagnosis and documentation of appropriate academic adjustments (if any) given to the student throughout their enrollment in the EMS programs.

DISCRIMINATION and HARASSMENT

SFC is committed to maintaining a work and educational environment free of discrimination and harassment. Any student who alleges discrimination and/or harassment in the EMS programs should contact their faculty and/or Program Director for immediate and appropriate referral to the Director of Student Affairs or to the Human Resources Coordinator, depending on the alleged incident. *Santa Fe College's Board Rule 2.8 and procedure 2.8P define its policy prohibiting discrimination and harassment and its grievance procedures for such complaints.*

ACADEMIC DISHONESTY / MISCONDUCT

The EMS programs require that any student found to be cheating or charged with of academic dishonesty in any course requirement may be counseled by the faculty of that course. Appropriate action will be taken and will follow the guidelines as found in the SFC Student Conduct Code: Rule 7.23. As a professional program, the EMS programs have specified procedures and guidelines to ensure professional standards. Student and/or program sequencing, as well as program integrity will remain intact.

Specific examples, in addition to those mentioned in the code, include, but are not limited to:

- falsifying records in the clinical area or any official documents
- copying or manipulating electronic test material in any way, at any time
- once admitted to the testing area, the student may not access any website other than the assessment site.
- accessing the electronic test at any time, from any site outside of the designated testing site
- criminal actions

NOTE: Faculty may use resources such as turnitin.com to ensure academic standards.

The term "academic dishonesty" includes, but is not limited to:

- **Cheating** - The improper taking or tendering of any information or material which shall be used to determine academic credit. Taking of information includes, but is not limited to, copying graded homework assignments from another student; working together with another individual(s) on a take-home test or homework when not specifically permitted by the instructor; looking or attempting to look at another student's paper during an examination; looking or attempting to look at text or notes during an examination when not permitted; the acquisition of tests or other academic material belonging to a member of the Santa Fe faculty, staff, or student body without express authorization from the instructor (e.g. examination questions on reserve at the library). Tendering of information includes, but is not limited to, giving your work to another student to be used or copied; giving someone answers to exam questions either when the exam is being given or after having taken an exam; giving or selling a term paper or other written materials to another student; sharing information on a graded assignment.
- **Plagiarism** - The attempt to represent the work of another as the product of one's own thought, whether the work is published or unpublished. "Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. This applies to speech and electronic media as well. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling or distributing of term papers or other academic materials.
- **Bribery** - The offering, giving, receiving, or soliciting of any materials, items, or services of value to gain an academic advantage for yourself or another.
- **Misrepresentation** - Any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as a student's own work unless expressly allowed by the instructor; lying to an instructor to increase a student's grade; lying or misrepresenting facts when confronted with an allegation of academic dishonestly.
- **Conspiracy** - The planning or acting with one or more persons to commit any form of academic dishonesty to gain advantage for yourself or another.
- **Fabrication** - The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive in order to gain academic advantage.
- **Failure to cooperate** - Refusal to hand over materials, electronic media, and/or other resources pursuant to a reasonable request by a College official or instructor in their efforts to determine if academic dishonesty has occurred.
- **Any criminal activity**

DISRUPTION of LEARNING

Examples of uncivil behavior and/or disruption of learning in the classroom, lab and/or clinical site may include:

- loud or inappropriate behavior
- entering or exiting the classroom during learning activities, i.e., late to class or leaving class early
- texting or using any cell phone or personal device
- ***rudeness or unprofessional behavior to faculty, peers, EMS staff, Clinical staff, Agency staff, clients, etc.***

DRESS CODE

- EMS Students are expected abide by the Dress Code and/or Appearance Standards and present themselves in a professional manner. When you are in uniform you are representing SFC as well as your own professional image to potential future employers and the public.
- The assigned uniform must be worn to every lecture, lab, clinical shift, and any other program sanctioned event. Information in regard to ordering uniform items from the designated vendor will be provided to you by EMS Programs.
- Uniforms **ARE NOT** to be worn to non-college sanctioned events (i.e., Bars, Parties, etc.).
- Failure to comply with Dress Code and/or Appearance Standards may result in loss of points towards your final grade and/or **dismissal from the program.**

APPEARANCE STANDARDS

- Uniform shirt (and optional cap) purchased from approved vendor.
 - Cap is only to be worn while out of doors.
- Shirt must be tucked in at all times.
- Uniform pants must be long pant-leg, navy blue, plain front (“Dickies” are acceptable).
 - Black belt is to be worn appropriately for pants.
 - Shorts are NOT acceptable.
- Black closed toe shoes or boots that can be polished up to the ankle.
 - No extreme soles (such as Doc Martens).
- Socks must be solid black or navy blue and cover the ankle.
- **NO visible tattoos.**
 - **Any and all tattoos must be covered.**
- **NO Jewelry, with the exception of a watch, is permitted in the Clinical or Lab setting.**
 - Watch with second hand or easy to use digital for heart and respiratory rate checks
 - **NO Visible body piercing.**
- Hair must be maintained in a clean, conservative fashion.
 - **Long hair must be kept off the shoulders and tied back.**
 - Hair that could become tangled in metal or machinery or which would fall onto patient during evaluation is unacceptable.
 - No extremes of color or cut are appropriate.
- Fingernails should be clean and short, no nail polish.
- **Facial Hair must be neatly trimmed or clean-shaven at all times. The program will determine grooming standards and if the student meets such standard.**
 - Students not meeting the grooming standards will be sent home and considered absent.
- Stethoscope approved protective eyewear, penlight, and scissors (discussed in class).
- **CURRENT** and Valid CPR card, EMT certificate for paramedic students **ON PERSON, AT ALL TIMES.**
- Black pen and small pad, evaluation sheet, study materials.
- **ID CARD:** students are required to keep their EMS Student ID Card visibly on their person (clipped to uniform shirt or other approved manner) at every class lecture, lab, and clinical shift.

VALUABLES SHOULD BE KEPT AT HOME.

SFC EMS Programs and clinical affiliates accept NO RESPONSIBILITY for theft or loss of student’s personal belongings.

CLASSROOM PROCEDURES

- ***Etiquette and Respect:*** Students shall address all Faculty, staff, adjunct instructors, preceptors, and substitute instructors with their title and surname (i.e., Doctor, Director, Mr., or Ms.). All non-students shall be considered “guest” of the class and shall be provided respect accordingly. Students shall be respectful of other college instructors, faculty, staff, preceptors, and guests.
- Each student may be assigned a permanent seat in the classroom at the beginning of the program by the Instructor, which is to be used throughout the program, unless otherwise directed.
- Students will be seated at least five (5) minutes prior to the beginning of class. When an instructor enters the classroom, all students will immediately face forward, come to the position of attention, cease all talking and unnecessary activity, and render the proper respect to the instructor. The Instructor and/or Program Director on a class-by-class basis may impose additional requirements.
- To ask a question during class, students should raise a hand and await acknowledgment from the instructor. Once acknowledged, preface the question as appropriate to the subject being discussed while being courteous and respectful. Students may remain seated while asking their questions, but should speak in a manner that allows all other individuals in the classroom to hear the question.
- Students shall not talk among themselves, or otherwise be disruptive, when class is in session.
- Students will maintain an alert and attentive attitude at all times during class.
- Dozing off or sleeping in class will not be tolerated. If a student finds he/she dozing off, he/she should quietly step to the rear of the room and remain standing there until sufficient energy has been regained. **Sleeping in class is subject to disciplinary action.**
- Eating, drinking and tobacco use (including smokeless tobacco) – Drinking is allowed in the classrooms if the drink is contained in a bottle with a screw on lid and is subject to change. Drinks will be permitted as long as the lids are secured while not being used. Eating is permitted in the break room downstairs and in student classrooms only during lunch and dinner breaks. There is no eating or drinking in the auditorium or classroom #6 at any time. There is a designated smoking area outside the rear of the main building in the area of the patio outside the break room. This is the only area where any tobacco (including smokeless tobacco) use is permitted. If using smokeless tobacco the by-products will be placed in a sealed “spit cup” of some kind and disposed of in a trash can located on the patio when finished. Under no circumstances are cigarette butts or chewing tobacco to be discarded on the ground.
- The classroom and lab shall always be left in a neat and orderly fashion at the conclusion of each class.

CAMPUS PROCEDURES

Break time

- Break periods will be provided at the discretion of the instructor. However, the recommended typical “class time” to “break time” ratio will normally be fifty (50) minutes to ten (10) minutes.
- All breaks shall be taken in the areas and manner designated by the staff/instructors. All breaks shall be conducted in a quiet and orderly fashion so as not to disrupt other classes in progress or the routine business of the academy staff.
- All trash and refuse generated by students shall be placed in the trash receptacles provided. These receptacles will be emptied at the end of the class day by the student class.
- Any student returning late to the classroom from a break shall quietly enter the room and take their assigned seat. Student(s) will then provide a written explanation of the reason for the tardiness to the Instructor by the end of that class day.

Campus Telephones

- Students are to use the phone located in the second floor east hallway.
- As a courtesy to others who may wish to use the phone, students should keep their calls as brief as possible.

Cell Phones / Pagers

- Cell phones and pagers are to be kept in the silent or vibrate mode during class.
- Texting or using cell phones during class, lab, or clinicals except in the case of an emergency is prohibited.
 - Violations will result in disciplinary action.
- No cell phones, pagers, or other electronic devices will be allowed during tests and/or quizzes

GENERAL POLICY INFORMATION

GRADING

GRADING POLICIES for EMS Program (classroom, lab, and clinical)

These policies reflect the program policies. In addition to these, each course may have specific policies concerning grading in that course.

- The student is held responsible for learning material presented in all classes and being able to utilize this information in the clinical area.
- Reading assignments for class are expected to be complete prior to class time.
- Course grades are developed with three criteria: 1. Quiz and exam grades, 2. Labs and 3. Clinical experience. All three components **MUST** be successfully completed to obtain a passing grade in a course! In addition, the Program Director and the Medical Director must be satisfied as to the student’s competency in order for a student to receive a passing grade in any course or proficiency.
- All written work must be completed in proper format and graded satisfactory prior to final exam in order to take the final exam.
- Exams/quizzes: Check offs, quizzes, and exams may be offered in different modalities. It is expected that students will take the exam on the day scheduled. Prior notification to the instructor is required if you are unable to take an exam on the day scheduled. If there is a problem (i.e., death in family, illness severe enough to have doctor’s excuse), a different exam may be given at a specific time (which may be outside of regular class time) and place within one week of the date originally scheduled or as determined by the faculty. If arrangements by a student to take a missed exam are not made within one week following this scheduled exam, a score of “0” will be given for that exam.
 - Once an exam has begun (i.e., distribution of exam papers or computer passwords) no student will be permitted to enter the test site. Absence from any test may result in the loss of one letter grade for unexcused absence/tardiness. The student who is late or absent for an exam will take another exam with appropriate points deducted.
- Students must have an 80% grade average minimum in order to receive credit for the course. Grading scale is as follows:

A	=	94 - 100	
B+	=	90 – 93	
B	=	87 – 89	
C+	=	84 – 86	
C	=	80 – 83	C or 80% is the minimum overall passing score
D+	=	75 – 79	
D	=	70 – 74	
F	=	69 and below	

Criteria for rounding final grade: 0.5 and ≥ rounded up, 0.49 and ≤ rounded down

(i.e., 76.5% =77% and 76.4%=76%). Individual test/assignment grades are not rounded until the final calculation.

- Students must satisfactorily meet all lab and clinical requirements to receive credit for any course.
- The clinical grade is based on the paperwork submitted relative to each clinical experience and is **NOT** the sole basis for successful completion of the class. Students must achieve a satisfactory rating on each Clinical Evaluation as indicated by the Preceptor/Evaluator. Elements of evaluation include clinical objectives, assignments, run reports, case studies, attendance, and student competency. The grade must be 80% or higher. Clinical grades below 80% may result in failure of the course and/or dismissal from the EMS Program. Students achieving less than 80% will require approval of the Program Director for any remediation. A minimum grade of 80% is the passing level for all course work. Students must demonstrate satisfactory clinical performance to receive credit, and a grade of 80% or better for the course.
- Additional assignments, testing, guidelines, standards and requirements are in the syllabi (see your syllabus for specifics).
- Exit / Final Exam:
 - A comprehensive Final Written Examination is given and must be passed with minimum score of 80% to complete the EMS Program.
 - A comprehensive Final Practical Examination is given and must be passed with minimum score of 80% to complete the EMS Program.

HEALTH INFORMATION

Medical Emergency:

FIRST, call 911 and make sure you tell them your location because their caller ID may not indicate the accurate campus location of the call. SECONDLY, have another person call ext. 5555, and our police department will send an officer to assist you and a second officer to assist the arriving ambulance.

CPR:

A current CPR certification card with specific expiration date (American Heart Association Course for Health Care Providers: adult and child) is also required prior to orientation day for all EMS programs. **The CPR card must be in effect for the duration of the EMS program.** Each student must have these documents in order to retain their seat in the program.

HBV–HCV–HIV Exposure:

PEPLINE (the National Clinicians’ Post Exposure Prophylaxis Hotline) is a 24–hour, 7–day–a–week consultation service for clinicians managing occupational exposures. This service is supported by the Health Resources and Services Administration Ryan White CARE Act and the AIDS Education and Training Centers and CDC. PEPLINE can be contacted by phone at (888) 448–4911 (toll free). Recommendation for occupational exposure to HIV includes postexposure prophylaxis should be initiated as soon as possible. If there is an associated cost for this treatment, it is the student’s responsibility.

Health and Accident Insurance:

All students are to carry some form of Personal Health and Accident Insurance for the duration of their enrollment. SFC EMS Programs' students have "Certificate of Insurance" from Hartford Life and Accident Insurance Company. Specific and complete details with associated literature are distributed to students during the first of the semester. Please refer to literature and/or coordinator for questions.

Health Status Change:

It is the student’s responsibility to contact the faculty if their health status changes during the program, which may require a release statement from the physician stating "without restrictions."

Incidents/Injuries:

If a student incurs or is involved in an activity resulting in an injury or potential injury, including needle sticks, the student is responsible for notifying their immediate faculty whether in the classroom, lab or clinical in order to follow appropriate procedures and to complete appropriate paperwork and a SFC incident report. In addition, if the incident/injury occurs in the clinical area, procedures/paperwork for that clinical agency must also be completed, as well as the faculty notified of the incident/accident. The SFC incident report must be turned into the main EMS office the following school day following the incident/injury.

Physical examination:

The completed physical examination form is due prior to orientation day for all EMS programs. This includes required immunizations.

Pregnancy:

A student who is pregnant may remain in the program with the student’s physician's permission through delivery. The student may return to the program following delivery with written permission from the student’s physician. Physician's permission (in both instances) must address ability to complete lab and clinical assignments without restrictions. The Medical Director is the final authority on the ability of a student to remain in lab and/or clinicals.

Returning Students:

All students returning to an EMS program need to have the “Physical Form for Returning Students” completed prior to orientation day.

Vaccinations:

- Hepatitis B:
 - The first two Hepatitis B vaccinations, in the series of three, must be completed prior to the first day of clinical for all programs.

- All other vaccinations and Tuberculosis testing must be completed prior to the beginning of the first semester in any program.
- Clinical agencies may require additional annual flu vaccines to be completed at the student's expense.

Latex Advisory:

- The use of latex/latex based products may exist in health care universal precautions and in environments such as, but not limited to, EMS' classrooms and training labs, hospitals, EMS care facilities, laboratories, clinical areas, and medical/dental offices. Individuals with latex allergies should seek expert advice from their health care provider so that they may receive information to make an informed decision regarding their exposure to latex in the health care field.

Immunization Advisory:

- Immunizations are required in order to participate in clinical education. Individuals with allergies to required immunizations should seek expert advice from their healthcare provider so that they may receive information to make an informed decision regarding their exposure to infectious diseases in the healthcare field. A statement from the student's healthcare provider noting that the student may proceed through the program with no limitations will be required of all students declaring an immunization allergy.

SUBSTANCE ABUSE

Students enrolled in the EMS program are prohibited from reporting to duty in a clinical facility, class, lab, or other EMS program activity under the influence of alcohol, unauthorized narcotics, or controlled drugs. Observed impairment of a student may be evidenced and identified by many factors, including but not limited to reasonable suspicion and/or bizarre and unusual behavior. It is the faculty's responsibility to identify students who display physical and/or emotional conditions which may impede clinical judgment and/or practice. Upon identification, such students will be excused from class, lab, or clinical assignment and may be required to submit to blood and/or urinalysis testing with follow-up referral to the Program Director. EMS programs may use random drug testing and screening during the student's attendance in the program. The signed signature form indicates the students understanding and compliance of this rule.

- Observed impairment of a student may be evidenced and identified by many factors, including but not limited to reasonable suspicion. Reasonable suspicion is defined as a belief drawn from specific objective and articulated facts and reasonable inferences drawn from those facts in light of experience. Indicative factors may include, but are not limited to:
 - bizarre and unusual behavior
 - repeated accidents
 - unexplained mood swings
 - an odor of alcohol on the breath
 - disheveled appearance or poor personal hygiene
 - blatant impairment of judgment
 - chronic absenteeism or tardiness
 - unsafe clinical practice to include errors of omission or commission
- Reasonable suspicion that a student is impaired will be documented by at least two faculty members, or one faculty member and a licensed or certified professional at the clinical facility where the student is assigned.
- After documentation, the student will be relieved of patient care responsibilities and will be given the opportunity to discuss the behavior with the two witnesses to the behavior. At this time, it is the responsibility of the student to disclose any prescription or nonprescription medications or drugs that the student is taking or any other relevant information.
- The faculty member will then contact the appropriate staff members, who, in conjunction with the EMS Program Director, will assess the situation and plan appropriate interventions which may include, but are not limited to, dismissal from the program, counseling, drug testing, and referral to the appropriate administrative official. All expenses incurred will be the responsibility of the student.
- Any student who poses an immediate threat to the health, safety or welfare of a client may be suspended and/or exited from a clinical setting/situation upon approval by the faculty, preceptor, evaluator, and/or Program Director. Criteria are included in the clinical evaluation tool used in the EMS programs. Exit from the EMS program may occur per faculty and administration recommendation.

- IPN: The Intervention Project for Nurses is open to EMS students who are drug and/or alcohol dependent or have mental health problems. IPN is the recovery resource for Florida nurses. IPN was established in 1984 through legislative action to ensure public health and safety through a program that provides close monitoring of nurses who are unsafe to practice due to impairment as a result of misuse or abuse of alcohol or drugs, or both, or due to a mental of physical condition which could affect the licensee's ability to practice with skill and safety.
- If you are interested in additional information on Florida's impaired practitioner:
 - <http://www.flprn.org/about.html>
 - The program Medical Director is the final authority for approval for any student health or safety issue. The Medical Director may suspend a student's ability to participate in any clinical setting at any time!

NAME AND/OR ADDRESS CHANGES

- Students are instructed to keep current the information in their college student record.
- When a change is necessary, the student is directed first to the Records Office in R-101 to make an official change in their record.
- The student next visits the Selection Center to get a change of information form from the EMS programs' administrative assistant.
- The administrative assistant verifies with SFC Records Office that the information has been changed. (Student EMS records cannot be changed until verification is made. If verification cannot be made, it is the student's responsibility to follow up with SFC Records Office to ensure the record is changed and to notify the EMS Programs' administrative assistant again.)
- Upon verification, the student's EMS records will be changed, and the faculty and administrators will be notified by the administrative assistant.

WITHDRAWAL, EXIT, REPETITION, RETURNING STUDENT SELECTION CRITERIA AND TRANSFER for EMS

Withdrawal:

- The student withdrawal procedure is as follows:
 - After the allowed drop and add period of registration and before the published date for withdrawal:
 - Meet with the appropriate faculty or program advisor for counseling and review of EMS Student Exit/Dismissal Form.
 - Pick up withdrawal form from Records. Go to Records in R-110 to withdraw from course.
 - Fill out form with course and section numbers.
 - Obtain proper signatures, if necessary.
 - Return to Records for processing after the last printed date for withdrawal.
 - After the published date for withdrawal:
 - Follow step 1, as above.
 - Obtain petition form from Records in R-101.
 - Complete and return to Registrar's Office, R-250.
- If the student fails to comply with the withdrawal procedures, reapplication to the program must be made through regular admission procedures.

Exit

- If a student is exited from the program for academic and/or clinical failure, disciplinary reasons, or for any other reason, the student must meet with coordinator or academic advisor for counseling and review of exit form, in a timely manner as defined by the coordinator, in order to be considered for reapplying or returning to the EMS program.
 - If space limitations do not allow a student to be readmitted to the process previously exited, they may apply as a new student to an EMS Program the following admission cycle. The student is expected to have completed the exit requirements specified previously.
- If the student fails to comply with the readmission requirements as outlined on the student's exit form, reapplication to the program must be made through regular admission procedures.
- If a student is failing and chooses to not exit a program, the student may attend classes only (may not take exams, may not attend labs or clinical).

Repetition/Readmission

- If a student wishes to repeat a course, the following guidelines apply:
 - If a student fails or drops a course, no more than one year may lapse before taking the course again. If more than one year elapses, reapplication to the EMS program is necessary. All required certificates, prerequisites, and as needed licenses, must be current.
 - **If more than two years have elapsed since the last course taken in the program, the student will be required to repeat the EMS program in its entirety.** All required certificates, prerequisites, and as needed licenses, must be current.
- If a student is unsuccessful in any EMS program, the student may not be admitted to another program without an extensive review by the Program Director considering the following:
 - The student's didactic, clinical, and/or behavioral performance in the previous EMS program.
 - Faculty input
 - Availability of resources.
- If admitted to a program, the student may repeat no more than one course in the second program attempted.
- When repeating a course, students must submit a "Letter of Intent" (via certified mail) to the EMS Program Director for review. This letter must be submitted and postmarked by February 1, May 1, October 1 (which is at least three months) prior to the first day of semester in which the student is eligible to return.
- The Program Director will consider a student request for readmission based on all of the following:
 - Letter of Intent.
 - Student's response to recommended strategies outlined on the exit form. The committee may request documentation from the student on items or statements in the Letter of Intent or pertaining to strategies detailed on the exit form. The committee will recommend the student for readmission or non-readmission.
 - Successful resubmission and verification of FDLE background check (through the EMS Office).
- If there are more students than room available in a class, students will be given the following priority:
 - First: SF College students repeating the course.
 - Second: Students from other EMS programs.
 - Third: Graduates taking the course for licensing requirements.
- Students repeating any course must satisfactorily complete all the requirements of the course.
- Admission Policy for Students Returning through Regular Application Procedures. The Admission and Retention Committee for the EMS programs will determine whether admission of the student is appropriate. The factors that will be considered are:
 - The student's previous admission experience/outcome.
 - EMS faculty input.
 - Availability of resources.
- The Program Director of the EMS programs will review the findings and recommendations of the Admission and Retention committee.

Returning Students Selection Criteria

All students who wish to reenter the EMS programs must submit a Letter of Intent via certified mail, addressed to the EMS Admission's office, IPS Selection Center, postmarked no later than three months prior to the first day of the semester in which they are eligible to return. A completed Returning Student Physical Form must also be submitted prior to readmission.

Letter of Intent:

- A one-two page statement from the student which includes the following areas:
 - Withdrawal reason.
 - Documentation submitted related to specific problem areas identified on exit form, i.e., concerns related to clinical performance, academic issues, and professional behaviors.
 - Plans to improve likelihood for success in programs.

Selection for Space Available:

In addition to the Letter of Intent, the guidelines below will be used to select returning students:

- Attendance throughout the program
- Professional behavior throughout the program
- Clinical evaluations throughout the program
- Affective domain throughout the program
- Grade Point Average (GPA) of previous EMS courses:

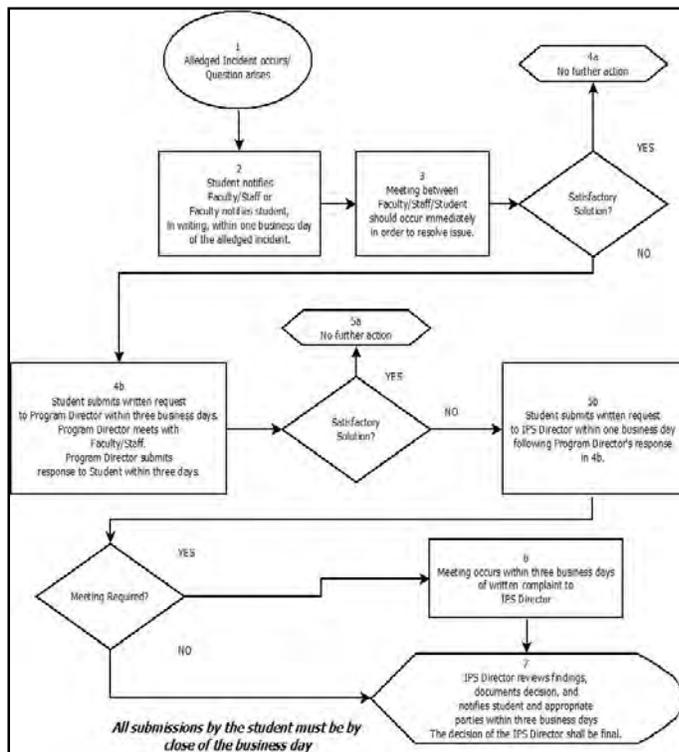
A	=	94 - 100	
B+	=	90 - 93	
B	=	87 - 89	
C+	=	84 - 86	
C	=	80 - 83	C or 80% is the minimum overall passing score
D+	=	75 - 79	
D	=	70 - 74	
F	=	69 and below	

EMS Programs Procedure/Policy Appeal Process

SF EMS Programs include but are not limited to (as determined by the Program Director):

Cardiovascular Technology, Dental, EMS, Diagnostic Medical Sonography, Respiratory Care, Surgical Technology, Radiologic Programs and EMS Counseling, follow College Rules, policies and procedures, including SFC Student Conduct Code Rule 7.23, Student Complaint Procedure: Students and Administration: Rule 7.36, and Student Records and Support: Right to Privacy Rule 7.20. Included in these rules is the section under challenge of accuracy which states that grades can only be corrected for accuracy.

All EMS Programs have specific published policies, procedures and guidelines. These policies directly relate to each program's



objectives and specific professional standards. Students enrolled in EMS Programs have access to these policies and acknowledge receipt and willingness to comply with all policies and procedures by signature. Therefore, no policy may be appealed under this process. However, if a student is concerned about the administration and outcomes of a specific policy or procedure, this appeal process should be utilized. An appeal only relates to an individual student's perceived violation of the application of a program policy or procedure and resulting outcomes. Appeals may not be submitted by one student on behalf of another student.

The sequential nature of the professional courses with associated mandatory clinical rotations requires that this due process appeal be handled as expeditiously as possible. Therefore, the specific time frame outlined in this appeal process, reflects the immediacy and is in the best interest of the student and program. The Program Director will review findings, document the decision and will notify the student and appropriate parties in writing within three days after receiving a

student complaint in writing. A student may request a review by the Director of the Institute of Public Safety of the outcome of the appeals process. An appeal of the Program Director's decision shall be **in writing** and delivered to the Director within one business day, by close of business, after receiving notification of the Program Director's decision. The student must provide, **in writing**, to the Director of the Institute of Public Safety **all** issues the student wishes to appeal. The Director will review and notify the student and Program Director of the decision. The decision of the Director will be final. Failure to comply with the procedure outlined below may result in forfeiture of the student's right to appeal. *Note: All time frames listed below may be modified by the Program Director to meet the needs of the review process.*

Narrative Clarification for EMS Programs Procedure/Policy Appeals Diagram

Step 1 – Alleged incident occurs/question arises

Step 2 – The student notifies the faculty/staff or the faculty/staff notifies the student within one business day of the alleged incident in writing. The time reference will be a working day for the specific faculty member or staff member in question. For example, if a part-time faculty member teaches a course on Monday – Wednesday - Friday for which the student is enrolled, the student should notify the part-time faculty member or the faculty member notify the student at the next class day following Step 1.

Step 3 – Meeting between faculty/staff and student should occur immediately in order to resolve the question. "Immediately" means the first mutually agreeable time and date for both the faculty/staff and student. The meeting should take place as soon as possible at a time that is feasible for both parties.

Step 4B – Student submits written request to the Program Director. Faculty/staff and student meet with lead Instructor or coordinator within three business days of written request submission.

Note: Student complaints about a Program Director as an administrator or as faculty will be directed to the Director of the Institute of Public Safety – Room 100 – IPS (if necessary) for resolution within the context of Rule 7.36.

When the Written Request is submitted, the Program Director will contact the lead faculty, preceptor, evaluator, or coordinator to arrange a meeting with faculty/staff – student within three business days of the submission of the Written Request. EMS staff will not accept a Written Request from a student to give to a Program Director. This form must be handed, in person, directly to the Program Director. The Program Director reviews findings, documents decision and notifies student and appropriate parties within three business days after receiving a student complaint in writing.

Step 5B – If the issue has not been resolved, the student may submit a written request to the Director of the Institute of Public Safety with one business day, by the close of business, following the Program Director's response.

Step 7 – The Director of the Institute of Public Safety reviews findings, documents decision and notifies student and appropriate parties within three business days after receiving a student complaint in writing.

This step represents the completion of Appeals Procedure with due process. The decision is final and based on stated policies and procedures, findings based on the appeals process, Program Director's and Director's expertise and in conjunction with VP of Academic Affairs evaluation, as indicated. Further review of the administration of appeals process lies with the VP of Academic Affairs, as needed. Review request must be initiated by the student and within 48 hours of the receipt of the Director's decision.

Note: All submittals must be done by close of business. Close of business is 4:30 PM on normal college operation days.

STUDENT RIGHTS & RESPONSIBILITIES

The purpose of this document is to provide students with a general overview of both their rights and responsibilities as members of the Santa Fe College community. This list of student rights and responsibilities was developed using various documents that mandate College policies, rules and procedures. This document is not intended to create new or additional rights or responsibilities or to supersede or supplement existing rules and procedures, but merely to serve as a helpful guide for students. In the event a rule or procedure is modified, the terms of that rule or procedure will govern the students' rights and responsibilities rather than this summary document.

Academic Freedom. Students have the right to be taught by faculty who have the freedom to 1) teach and discuss any aspect of a topic pertinent to the understanding of the subject matter of the course that he/she is teaching and 2) act and speak in his/her capacity as a citizen without institutional censorship or discipline. Santa Fe College has had a long history of responsible academic freedom in which it takes justifiable pride. http://dept.sfcollege.edu/rules/content/media/PDF/Rule_1/1_5.pdf

Academic Objectives. Students are responsible for satisfying the entire range of academic objectives as they are defined by the instructor in any course. Failure to satisfy any of the course objectives may have an adverse effect on the grade earned in the course or may result in the student receiving no credit in the course. Attendance requirements are included in the academic objectives of each course and shall be presented in writing by the instructor at the beginning of each term. http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_21.pdf

Academic Standards of Progress. Students have the right to be informed about academic standards of progress. To be considered in good standing and continue successfully toward a degree, a student must earn the grade points necessary to maintain a 2.0 ("C") cumulative grade point average while at Santa Fe. Students not meeting this requirement may be placed on Academic Warning, Academic Probation, or Academic Suspension. http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_9.pdf

Articulation Agreement. Students earning the AA degree at Santa Fe College have the right to general admission into one of the state universities, but not necessarily to the university of choice or to a limited access program, according to the Community College Associate in Arts Articulation Agreement. Upon transferring to a state university, AA degree graduates will be awarded at least 60 credit hours towards the baccalaureate degree. The university catalog in effect the year the AA degree student first enrolled at the community college will remain in effect for the student's program, provided the student maintains continuous enrollment as defined in that catalog. Once a student has completed the General Education Core and this is so noted on the transcript, regardless of whether or not an AA degree is awarded, no other state university or community college to which the student may transfer can require additional courses to the general education core. When transferring among institutions participating in the Statewide Course Numbering System, a receiving institution must accept all courses taken at the transfer institution if the same course with the same course number is offered at the receiving institution. Credits earned through acceleration mechanisms (e.g. College Level Examination Program, Advanced Placement, Early Admission, International Baccalaureate, and Dual Enrollment courses) within the AA degree at the community college will be transferable to the state university. <http://www.sfcollege.edu/advisement/index.php?section=rights>

Audit Courses. Students are responsible for indicating whether they intend to receive credit for or audit a college course at the time of registration. A student may not switch from credit to audit or from audit to credit after the drop/add period. No credit is granted when the course is completed, nor can any be given at a future date. Audit students pay the same tuition fees, application fees, laboratory fees and special fees as credit students. <http://dept.sfcollege.edu/catalog/2000-2001/ceaudit.htm>

College Catalog. Students have the right to be governed by the college catalog in effect during the year for which they first enrolled in the College. The college catalog in effect the year the AA degree student first enrolled at the college will remain in effect for the student's program, provided the student maintains continuous enrollment as defined in the current college catalog. <http://www.sfcollege.edu/docs/catalog/>

Complaints. Students have the right to voice complaints about any employee, policy or requirement. Moreover, the College is committed to helping students resolve any issues, conflicts or disputes related to the College and provides rules, procedures and methods for obtaining such resolution. The complaint process has a basic, tripartite structure: 1) Informal Complaints 2) Formal Complaint and 3) Appeals. While the College encourages students to resolve issues informally whenever possible, it also realizes that informal resolutions are not always practical. When informal means do not resolve the complaint, students may avail

themselves of the College's formal complaint process. Available resources to assist students in resolving complaints include the College-provided Ombudsperson, who works to foster continual dialogue in resolving academic and personal issues. Additionally, students have the right to complain to any College supervisor (chairs, AVP, etc.) about a faculty member or class. With regard to harassment or discrimination, students can also complain to the College's Equal Access/Equal Opportunity (EA/EO) Coordinator, any department chair or director, any counselor employed by the Counseling Center, the Director of Human Resources or the Associate Vice President for Student Affairs. Students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

<http://www.sfcollege.edu/about/index.php?section=complaints>

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_2/2_8P.pdf

http://www.sfcollege.edu/records/index.php?section=access_to_records

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_36.pdf

<http://www.sfcollege.edu/ConsumerInfo/content/media/Student%20complaint%20process.docx>

Computer Access. Students are responsible for obtaining access to an Internet-connected computer for successful completion of college programs. Santa Fe College expects and requires that all students acquire access to the computer hardware and software necessary for their programs. The cost of meeting this requirement varies from student to student, but may include purchase or lease of a computer, Internet access fees, software purchases, and cost of maintenance and supplies. Costs of meeting this requirement will be included in financial aid considerations. No student will be denied access to Santa Fe College because of an inability to purchase or lease a computer, and accordingly, the College offers access to computers through its computer labs and the library.

<http://dept.sfcollege.edu/catalog/2002-2003/cecptpolicy.htm>

Counseling Services. Students have the right to meet with a trained counselor for personal, academic and career guidance. Santa Fe College will provide a staff of certified, professionally trained counselors to provide assistance to students in interpersonal growth, career exploration, academic planning, enrollment for further education, and to encourage the implementation of the student-centered philosophy of the College. The College does not provide licensed mental health counseling or therapy; the Counseling Center serves as a referral source for such counseling.

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_7.pdf

Degree Audit. Students are responsible for accessing the degree audit for degree requirements, graduation status, grades, GPA and university admission requirements prior to registration. Degree audits are available online via eSantaFe.

http://www.sfcollege.edu/advisement/index.php?section=degree_audit

Disabilities. Students have the right to reasonable substitutions and reasonable accommodations for admission and graduation requirements based on documented disabilities if they do not constitute a fundamental alteration in the nature of a program. Santa Fe College is committed to providing reasonable academic adjustments and auxiliary aids and services to individuals with disabilities in order to facilitate equal access to the college's facilities, programs, and services. Students with disabilities have the right to an equal opportunity to participate in and benefit from courses, programs, services, and activities offered through the College; to an equal opportunity to learn, and to receive reasonable accommodations, academic adjustments, and/or auxiliary aids and services; to appropriate confidentiality of all disability related information and to choose to whom, outside of the College, disability related information will be disclosed, except as disclosures are required/permitted by law; and to information, reasonably available in accessible formats. Students registering with the Disability Resource Center are responsible for self-identifying as an individual with a disability when an accommodation is needed; meeting qualifications and maintaining essential institutional standards of courses, services, and activities; seeking information, counsel, and assistance as necessary; demonstrating and/or documenting (from an appropriate professional) how the disability limits their participation in courses, programs, services, or activities; and following published procedures for obtaining information, services and reasonable accommodations.

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_2.pdf

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_2P.pdf

http://www.sfcollege.edu/student/drc/index.php?section=faculty_resources/rights_responsibilities

Disciplinary Disclosure. Students are responsible for disclosing on their applications for admittance all criminal and disciplinary charges to the Office of the Registrar. Santa Fe College may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment to an applicant because of misconduct if determined to be in the best interest of the College. In addition, current students and former students applying for readmission have a continuing responsibility to disclose to the Office of the Registrar any criminal or disciplinary charges that occur after their initial admission to the College.

Students must use the Disciplinary History Disclosure Form for such disclosures and the form must be submitted as soon as possible after any criminal or disciplinary incident. Failure to do so may result in disciplinary action or revocation of admission. Applicants or students have the right to appeal a decision to deny admission to the Vice President for Student Affairs.
<https://ss2.sfcollege.edu/vghhtml/Adm-Disciplinary%20Form.pdf>

Discrimination. Students have the right to study and grow in an environment that is free from discrimination. SF is committed to maintaining an educational and work environment free of discrimination with respect to race, creed, color, religion, age, disability, sex, marital status, national origin, political opinions or affiliations, genetic information, and veteran status. SF prohibits discrimination in educational programs, services, and activities, and in employment programs, policies, and practices. This commitment applies both on and off campus to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and the general public. Accordingly, SF shall take all complaints seriously and will strive to promptly and thoroughly investigate all complaints within 30 working days. As promptly as possible and within 90 College working days following an alleged incident, a student who believes that he/she has been the subject of discrimination and who has not resolved the issue with the alleged offending party must report any offenses to one of the following: the College's Equal Access/Equal Opportunity (EA/EO) Coordinator, any department chair or director, any counselor employed by the Counseling Center, the Director, Human Resources, or the Associate Vice President for Student Affairs. Students are responsible for cooperating during the course of discrimination investigations. It is a violation of this policy for any student or employee to knowingly impede, obstruct, or delay the progress of any such investigation.
http://dept.sfcollege.edu/rules/content/media/PDF/Rule_2/2_8.pdf

Drugs and Alcohol. Students have the right to learn in an environment free from drug and alcohol abuse. Santa Fe College recognizes that substance abuse constitutes a serious threat to the health and well-being of its employees and students and significantly impedes the learning process. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited in the workplace, either on College property or as part of any College activity.
http://dept.sfcollege.edu/rules/content/media/PDF/Rule_3/3_36.pdf

Educational Records. Students have the right to inspect and review educational records within 45 days after the College receives a request for access. Written requests should be submitted to the College Registrar or Vice President of Student Affairs. Students have the right to challenge the accuracy of educational records through informal hearings or formal proceedings which will be conducted in compliance with, but not limited to, the provisions of FERPA and 34 CFR Part 99, and the rules of the State Board of Education.
http://www.sfcollege.edu/records/index.php?section=access_to_records
http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_20.pdf

Facilities. Students have the right to use certain Santa Fe College facilities in accordance with approved procedures when not in conflict with scheduled College events, functions, or business. Student organizations may use classrooms, meeting rooms, or the campus concourses and grounds for functions approved by the Director of Student Life.
http://dept.sfcollege.edu/rules/content/media/PDF/Rule_6/6_4.pdf

Fee Deferment. Students have the right to receive fee deferments under certain circumstances. Payment of registration and tuition fees may be deferred for any student who has qualified for financial assistance from federal or state sponsored financial aid programs when the College Financial Aid Office has evidence that the financial aid funds have been delayed in being made available to a student through circumstances beyond the control of that student. An eligible veteran or other person who presents a certificate of eligibility to receive educational benefits from the Veterans Administration, or applies for such certification through the College, shall be granted, at his/her request, one 60-day deferment for payment of registration fees. Charges for tuition, fees, books, and supplies may be deferred and held in accounts receivable for students for which the College has received written authorization for payment from a business, industry, governmental unit, non-profit organization, or civic organization provided that the Bursar, as the Board's designee, has approved such organization for underwriting such an obligation. <http://www.sfcollege.edu/search?q=rule+7>

Fee Waivers. Students who are state employees or senior citizens have the right to use fee waivers for courses if they register on the last day of drop/add for any term/session. Any registrations prior to this date will not be eligible for a fee waiver.
<http://dept.sfcollege.edu/records/content/docs/state-employee-waiver.pdf>
<http://dept.sfcollege.edu/finance/content/FORMS/SeniorFeeWaiver.pdf>

Financial Aid. Students have the right to apply for financial aid. The objective of financial aid at Santa Fe College is to enable students to attend who would not otherwise have the financial resources to enroll and, therefore, to encourage a student

population which is culturally, economically, socially, and geographically diversified. Students have the right to be informed of: correct procedures to apply for aid; cost of attendance; aid available; how financial need is determined; criteria for awarding aid; how academic progress is determined; requirements for continuing aid; the type and amount of assistance; how much need has been met; how and when funds will be disbursed; appeal procedures; the contents in the financial aid file; the conditions of accepted loans; and the job description and pay rate for any job held or for which one may apply. Students seeking financial aid are responsible for completing applications correctly and on time; reading and understanding all materials sent from the Financial Aid Office (FA) and other financial aid agencies or provided on the FA Web site; keeping copies of all submitted forms and materials; knowing and complying with the rules governing aid; providing all documentation and information requested by FA; complying with the provisions of any promissory note and all other agreements signed; registering for the number of hours required for aid disbursement; maintaining satisfactory academic progress; notifying FA of all resources not listed on the award letter; using aid only for expenses related to attending Santa Fe College; checking eSantaFe accounts often for updated financial aid info; and keeping email and mailing addresses up to date with Santa Fe College, as well as the state aid and federal aid processors. Santa Fe College has partnered with Higher One, a company that specializes in student refund payment services, to provide students with free direct deposit of Financial Aid checks from Santa Fe via the SF SmartCard. With the SF SmartCard, payments are delivered in the manner the student chooses – Easy Refund to the student’s OneAccount, ACH transfer (direct deposit) to the student’s bank account, or via a check mailed via US Mail (after 21 days) if no deposit selection is made. All Financial Aid awards are disbursed through Higher One Bank. SF students are mailed a Higher One debit MasterCard to the current address on file with the College. The card arrives in a bright lime-green envelope from Higher One and must be activated as soon as received. This card remains in effect for the duration of enrollment. Students have the right to appeal financial aid decisions concerning awards, academic progress, and other matters relating to the administration of financial assistance. A completed appeal form with supporting documentation must be submitted to the Office of Financial Aid, for review by a committee which meets weekly. The student may also appeal the decision of the committee, in writing, to the Vice President of Student Affairs.

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_27.pdf

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_27P.pdf

http://www.sfcollege.edu/StudentLife/index.php?section=SFsmartcard_FAQs

http://www.sfcollege.edu/financialaid/index.php?section=rights_and_responsibilities

Financial Obligations. Students are responsible for paying all financial obligations and accounts owed to Santa Fe College when due. Delinquent student accounts may lead to the cancellation or prevention of registration. Registration, graduation, granting of credit, or release of transcripts may be withheld on any student who has an outstanding financial obligations to the College.
http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_28.pdf

Firearms and Weapons. Students are responsible for knowing and obeying the no-weapons policy on campus. No person, other than a law enforcement officer or other person as authorized by Florida law or the College shall exhibit or possess any firearm, electric weapon or device, destructive device, explosive, dangerous chemical, or other weapon, including a razor blade or box cutter, on College premises. Students are responsible for reporting any sightings or information about the unlawful possession of a firearm, electric weapon or device, destructive device, explosive, dangerous chemical, or other weapon on College premises to the appropriate College authorities, including the President, the Provost, the Santa Fe College Chief of Police/designee, any SF police officer, any Vice President, Associate Vice President, or Assistant Vice President, the Dean of Educational Centers and Economic Development, or any director, chair, or coordinator.

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_3/3_38.pdf

Free Speech. Students are responsible for disseminating information on College premises in a way that is consistent with the educational mission of the College, its orderly operation, cleanliness, aesthetics, and the safety of its students, faculty, and staff. Santa Fe College is committed to the support of free speech within the appropriate context of time, place, and manner. Students are responsible for knowing and obeying free speech laws. All entities involved in the dissemination of information on campus are subject to all city, state, and federal laws and regulations that govern a person in the practice of his or her rights of expression, including those validly limiting the exercise of free speech.

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_2/2_10.pdf

Graduation. Students are responsible for knowing and fulfilling all graduation requirements as well as pre- professional requirements for the selected program of study. In order to meet that goal, students are responsible for attending New Student Orientation to receive advisement prior to the first term of enrollment; meeting with an advisor on a regular basis about graduation requirements and understanding admission requirements for advising tracks; reviewing the degree audit to ensure the remaining degree requirements are understood; seeking advisement when in academic difficulty; maintaining personal

academic records, including the catalog of the year of admission to Santa Fe, transcripts, degree audits, evaluation of transfer work, and notes from previous advising sessions. Students are responsible for applying for graduation through eSantaFe before the deadline during the semester for which they plan to graduate. Graduation deadlines are noted in the SF calendar online. Students have the right to petition to waive or substitute graduation requirements. Petitions, signed by an academic advisor, must be presented to the Advisement Office. Students have the right to graduate with honors. Graduation with honors is awarded to students who have earned a degree and have achieved a 3.5 grade point average or above on all college work.

<http://www.sfcollege.edu/about/index.php?section=advisement>
<http://www.sfcollege.edu/records/index.php?section=commencement>
http://www.sfcollege.edu/records/index.php?section=graduation_waiver
http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_19.pdf

Harassment. Students have the right to learn and work in an environment that is free from harassment. Santa Fe College will not tolerate any form of harassment, including unwelcome sexual advances, requests for sexual favors, and any other physical, verbal, or visual conduct of a sexual nature; implied or overt threats of physical violence; assault upon another's property; demeaning jokes, taunting slurs and derogatory nicknames; or visual displays depicting slurs or derogatory language. This commitment applies both on and off campus to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and the general public. Harassment is demeaning and degrading, may affect an individual's self-esteem, and may have a negative impact on an individual's performance in class or work. Any person determined to have harassed another is subject to disciplinary sanctions up to and including discharge or expulsion. As promptly as possible and within 90 College working days following an alleged incident, a student who believes that he/she has been the subject of harassment and who has not resolved the issue with the alleged offending party must report any offenses to one of the following: the College's Equal Access/Equal Opportunity (EA/EO) Coordinator, any department chair or director, any counselor employed by the Counseling Center, the Director, Human Resources, or the Associate Vice President for Student Affairs. Students are responsible for cooperating during the course of discrimination and/or harassment investigations. It is a violation of this policy for any student or employee to knowingly impede, obstruct, or delay the progress of any such investigation.

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_2/2_8.pdf

HIV/AIDS, Blood-borne Pathogens and Tuberculosis. Students have the right to confidentiality regarding HIV/AIDS, blood-borne pathogens and tuberculosis status. The College will ensure confidentiality about all medical information in accordance with state and federal law. Additionally, students have the right to study in an environment free from discrimination with respect to HIV/AIDS, blood-borne pathogens and tuberculosis status. Santa Fe College does not discriminate against persons who have HIV/AIDS, blood-borne pathogens, or tuberculosis.

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_2/2_7P.pdf

Housing. Students are responsible for making their own residence arrangements. The College has no dormitories or housing facilities. The College assumes no responsibility for supervising or locating housing for students.

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_6/6_9.pdf

Immigration Requirements. Students are responsible for complying with all non-immigrant alien requirements as stated under the United States Federal Law, Immigration and Nationality Act. Santa Fe College is authorized by United States Federal Law, Immigration and Nationality Act to enroll non-immigrant alien students.

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_6.pdf

Information about Santa Fe College. Students have the right to be informed about the institution, its financial aid options, and its institutional policies and programs. Students may find information regarding the cost of attendance, financial aid, graduation & completion rates, student body diversity, academic programs and facilities, faculty & professional staff, GEDs, accreditation, school policies on vaccinations, Family Educational Rights and Privacy Act (FERPA), special facilities & services provided to handicapped students, policies & sanctions related to copyright infringement, the Student Conduct Code, textbook information, school policies on transfer of credit, statewide articulation agreements, withdrawal and refund policies, the student complaint process, campus security, drug and alcohol prevention, gainful employment; and equity in athletics on the Consumer Information page of the College website. Santa Fe College is committed to informing all enrolled students and the general public about the college and its operations.

<http://www.sfcollege.edu/ConsumerInfo/>

Intellectual Property. Students have the right to hold intellectual property rights over the materials that they create. Ownership of intellectual property created by a student resides with the student, unless a) the property is developed for the College within

the scope of employment with the College, b) the property is generated with College support, including extraordinary allowances or substantial financial, personnel, technology, facilities, or other resources c) the property is the result of a contribution from a student working, as part of coursework or research, on a project sponsored by or on behalf of faculty, staff, or the College , or d) a written agreement dictates otherwise.

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_2/2_13.pdf

Library. Students are responsible for returning library books. Student records will be flagged for library items not returned by the due date. Flags will be removed when the item is returned or when the borrower has paid either the replacement cost or the estimated cost as determined by the College if the item is not currently available.

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_31.pdf

Official College Notifications. Students are responsible for accessing student records and student notifications via eSantaFe. Santa Fe College uses eSantaFe to send official notifications to students. These notifications include, but are not limited to, alerts regarding financial aid, student records, admissions, registration and academic status. Students receive email reminders about notifications. Students should regularly and frequently check eSantaFe accounts and keep email addresses up to date in Santa Fe's student records system. Failure to do so may cause students to miss critical information. Santa Fe College provides emergency notifications and mass messaging in the event of a campus emergency. Students can choose to receive emergency notifications through e-mail, text or voice call. Emergency notifications are also posted to the SF College Website.

<https://ss2.sfcollege.edu/vghtml/help.html>
http://www.sfcollege.edu/pd/index.php?section=emergency_notifications
<http://www.sfcollege.edu/docs/catalog/>

Ombudsperson. Students have the right to speak with the College-provided Ombudsperson. The Ombudsperson works to provide an alternate communication channel that fosters continual dialogue in resolving academic and personal issues to bring about positive, productive changes within the classroom. Students having questions about obtaining access to a course or courses which, if not taken, could impede their progress toward a degree, should contact the Ombudsperson.

<http://www.sfcollege.edu/studentaffairs/?section=Ombudsperson>
<http://www.sfcollege.edu/ConsumerInfo/content/media/Student%20complaint%20process.docx>

Parking & Traffic. Students are responsible for knowing and obeying the established traffic and parking regulations for use of motor vehicles and bicycles on the campuses and property of Santa Fe College. Students are responsible for notifying the police department whenever vehicles are left on campus overnight. Vehicles left on campus for more than three days without making arrangements with the SF Police Department will be considered abandoned and may be towed and impounded at the owner's expense. Students have the right to appeal parking violation notices. Appeals are made by submitting an online Student Parking Ticket Appeal Form, which is available at the Student Parking Ticket Appeals website and must be received within ten business days following the issuance of the Parking Violation Notice. Bicycle traffic shall be restricted to those roadways open to motor vehicles. All other sidewalks, passageways, concourses, and hallways are closed to bicycle traffic unless clearly marked and designated for such traffic.

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_6/6_7.pdf
http://dept.sfcollege.edu/rules/content/media/PDF/Rule_6/6_8.pdf
http://dept.sfcollege.edu/rules/content/media/PDF/Rule_6/6_8P.pdf

Placement Tests. Students are responsible for completing all placement tests and enrolling in college preparatory classes, as needed. Applicants who plan to enter degree programs will be tested for reading, writing, and mathematics proficiency prior to initial registration. Students earning scores below established thresholds are required to enroll in specified college preparatory communication and/or computation course(s). Students earning scores above those listed will be placed in appropriate college level course(s). http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_8.pdf

Privacy/FERPA. Students have the right to privacy with regard to personally identifiable information in their educational records. Certain information contained in student records is exempt from disclosure under the public records law and shall be released only in accordance with applicable laws. According to College Rule 7.20, protected records may include health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcript or student permanent academic records, student permanent records, other personally identifiable information except for directory information, and other items as designated by the College. In accordance with the Family Educational Rights and Privacy Act (FERPA) and Florida Statutes (Privacy Rights of Parents and Students), the college has identified as "directory information" a student's name, local address, telephone number, date of birth, major field of study, participation in officially recognized activities

and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. This information is available to the public. Other information about students can be released only when a written authorization, signed by the student, is presented to the college. Any student who does not want this directory information released must file a directory information exclusion request with the Office of Records. Parents or guardians desiring access to the records of a student who is their dependent should ask the student to grant permission in writing to the college. Without written permission from the student, the parents or guardians must certify in writing to the Office of Records that the student is economically dependent upon them as defined by Section 152 of the Internal Revenue Code of 1954, and must document this dependency by providing a copy of the previous year's income tax return. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_20.pdf

http://www.sfcollege.edu/records/index.php?section=access_to_records

Readmittance. Students who have previously attended Santa Fe College have the right to request readmittance online through eSantaFe. There is no fee to readmit. http://www.sfcollege.edu/admissions/index.php?section=readmit_student

Refunds. Students who withdraw from the college for one or more courses during the first five instructional days of fall, spring and summer terms, or during the first three instructional days of flexterm, have the right to receive a full refund of fees paid for the course work officially discontinued. The official deadline date for fee refunds will be published in the college registration guide. These refunds are automatically processed without further action by the student. All fee refunds are disbursed through Higher One Bank to the student's SF SmartCard. Students have the right to petition to adjust records regarding late withdrawal. The College Petitions Committee shall meet weekly and have responsibility for reviewing and making decisions on student petitions. A petition form may be secured from the Office of the Registrar or online, and must be submitted, with all appropriate documentation, at least five business days prior to the committee's scheduled weekly meeting.

http://www.sfcollege.edu/about/index.php?section=fee_information

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_22.pdf

Registration Procedures. Students are responsible for attending New Student Orientation on campus prior to registration. The purpose is to provide new incoming students with a comprehensive view of what the Santa Fe experience will be, and expectations and responsibilities of being a SF student. <http://www.sfcollege.edu/orientation/index.php?section=faq>

Religious Observances. Students have the right to religious observances. Santa Fe College will reasonably accommodate the religious observance, practice, and belief of individual students in regard to admissions, class attendance, and the schedule of examinations and work assignments. Any student who believes that he/she has been unreasonably denied an educational benefit due to his/her religious belief or practice may seek redress through other appropriate College procedures.

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_25.pdf

Repeated Course Attempts. Students are responsible for paying 100% of the cost of their courses (equivalent to out of state fees) after the second try. A student enrolled in the same college credit course more than two times shall pay the full cost of instruction. Moreover, students cannot take a class more than three times without an appeal.

http://www.sfcollege.edu/records/index.php?section=withdrawal_repeat

ROTC. Students are responsible for returning property borrowed from ROTC. Any student who fails to return issued property as required shall not be issued a transcript for courses. http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_29.pdf

Safety. Students have the right to expect that the College will promote safety and security in their learning environment. The mission of the SF Police Department is to provide for the safety and security of the students enrolled at the College, the employees of the College, and the general public while on or in any property or facility of the College. In order to advance this mission, the SF Police Department has the authority to preserve the peace, provide general police services to the College, and enforce the laws of the State of Florida, applicable county and municipal ordinances, and rules and regulations of the College. In accordance with the Clery Act, Santa Fe is committed to providing students and prospective students with access to information about crime on, and adjacent to, the campus. An Annual Security Report is available on the College Website.

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_3/3_37.pdf <http://www.sfcollege.edu/pd/index.php?section=clery>

Skateboards, Scooters, Roller Skates and In-Line Skates. Students are responsible for knowing and obeying College rules regarding skateboards, scooters, roller skates and in-line skates on campus. Skateboards, scooters, roller skates, and in line skates may not be ridden anywhere on the property of Santa Fe College.

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_6/6_7.pdf

Smoking. Students are responsible for knowing and obeying the no-smoking policy on campus. Faculty, staff, students, and visitors who choose to use tobacco products may do so only in their private vehicles, in the parking lots, and in certain designated outdoor areas. Violation of this policy may result in a Smoking Violation Referral from the Santa Fe College Police Department. Student violators are required to schedule and attend a tobacco education workshop and/or to contest the referral. Failure to comply may result in student records being flagged. Repeated violation of the tobacco use policy may result in a referral to the Office of Student Judicial Affairs for disciplinary action. Repeated violation of the tobacco use policy by College employees may result in institutional disciplinary or administrative action. Repeated violation of the tobacco use policy by visitors who are not students or employees may result in a trespass warning to deny future access to College premises.

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_6/6_4.pdf

Student Conduct Code. Students are responsible for knowing and abiding by the Student Conduct Code. In order to ensure an environment where these goals can be realized safely, the College promotes civility, integrity, and harmony among its College community through the Student Conduct Code. This Code sets forth the conduct prohibited for students and other members of the College community. The Student Conduct Code has been designed to protect the College community, the College's property, and create an educational environment that is conducive to the College's academic mission. Misconduct subject to the disciplinary sanctions outlined in the Code includes: acts of dishonesty; disruption or obstruction or interference with the conduct of college business; abusive behavior; all forms of harassment and discrimination; attempted or actual theft or vandalism of and/or damage to property; hazing; failure to comply with directions of college officials or law enforcement officers when requested to do so; unauthorized possession, duplication, or use of keys to any college premises; unauthorized entry to or use of college premises; violation of published college policies, rules, or regulations; violation of federal, state, or local law(s); use, possession, or distribution of narcotics or other controlled substances, use, possession, or distribution of alcoholic beverages; possession of firearms, explosives, destructive devices, other weapons, or dangerous chemicals on college premises; failure to promptly report the possession of firearms, explosives, destructive devices, other weapons, or dangerous chemicals on college premises to the appropriate SF authorities; participation in a demonstration which disrupts the normal operations of the college or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities; obstruction of the free flow of pedestrian or vehicular traffic on college premises; conduct which is disorderly, lewd, or indecent; breach of peace or aiding, abetting, or procuring another person to breach the peace; theft or other abuse of computer time and facilities; abuse of the judicial system; and failure to cooperate in the investigation of code violations. Students have the right to appeal decisions reached by the Judicial Body or sanctions imposed by the Judicial Advisor. Such appeals shall be in writing and shall be delivered to the Vice President for Student Affairs within ten days from the date on the letter notifying the student of the decision.

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_23.pdf

Transfer Credit. Students have the right to transfer college credits from other institutions upon review and approval. The Records Office of Santa Fe College provides students with transfer equivalency results. Received transcripts are evaluated and each student is given a record of all transferred courses, a description of which transferred courses match those at SF and are valid substitutions, and a summary of graduation requirements.

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_4/4_4.pdf

Transfer Policies. Students have the right to transfer credits from accelerated mechanisms to state universities. Credits earned through acceleration mechanisms (e.g. College Level Examination Program, Advanced Placement, Early Admission, International Baccalaureate, and Dual Enrollment courses) within the AA degree at the College will be transferable to the state university. Students have the right to automatically transfer courses that are designated by the Statewide Course Numbering System. When transferring among institutions participating in the Statewide Course Numbering System, a receiving institution must accept all courses taken at the transfer institution if the same course with the same course number is offered at the receiving institution. Students have the right to transfer a completed general education core. Once a student has completed the General Education Core and this is so noted on the transcript, regardless of whether or not an AA degree is awarded, no other state university or community college to which the student may transfer can require additional courses to the general education core.

<http://www.sfcollege.edu/advisement/index.php?section=rights>

Withdrawal. Students have the right to officially withdraw from one course or from the college prior to the late withdrawal deadline. Students are responsible for completing a Santa Fe College withdrawal form to avoid receiving a failing grade for a course that is no longer being attended. Students who wish to withdraw from a course and receive a W may do so via eSantaFe or in the Office of Records up until the official withdrawal date each term/session. The deadline to withdraw from classes is published in every SF class schedule and is located on the registration dates webpage. A student may have only three attempts per course including original grade, repeat grades and withdrawals. As a result of the Higher Education Act of 1965, as amended, a student who completely withdraws may be required to repay a percentage of Title IV Federal Financial Aid funds received. College refund policy dictates that fees will be refunded in full for course work dropped during the drop/add period or canceled by the college. However, the federal refund/repayment policy supersedes the college refund policy for students receiving financial aid and completely withdrawing from the college. Students have the right to petition to adjust records regarding late withdrawal. The College Petitions Committee shall meet weekly and have responsibility for reviewing and making decisions on student petitions. A petition form may be secured from the Office of the Registrar or online, and must be submitted, with all appropriate documentation, at least five business days prior to the committee's scheduled weekly meeting.
http://www.sfcollege.edu/records/index.php?section=withdrawal_repeat
http://www.sfcollege.edu/records/index.php?section=course_withdraw
http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_22.pdf

SIGNATURE SHEET

I have received, read, and understand my obligations for the EMS Programs. I agree to abide by the requirements of the EMS Programs Handbook, Syllabi, requirements for the EMS Programs, and rules and policies of Santa Fe College. I understand that failure to do so may result in failure and/or dismissal from the EMS Program.

Your signature below acknowledges that you have read, understand, and will honor these documents.

Please submit the signed acknowledgement to the Instructor by the first day of class.

EMS Student Name (Print): _____

EMS Student (Signature): _____ Date: _____

Witness Name (Print): _____

Witness (Signature): _____

Date Received by Instructor: _____

Instructor Name: _____