



SCHOOL OF
HEALTH PROFESSIONS

Student Policy Manual

Academic Year 2025 - 2026

All students in the School of Health Professions (SHP) are responsible for the information contained within this manual. This manual supports the CCBC college catalog and the CCBC student handbook and delineates policies specific to SHP programs. Please refer to these publications and individual SHP program handbooks for further information.

A Letter from the Dean

Dear School of Health Professions Student:

On behalf of the administration, faculty and staff of the School of Health Professions (SHP), I congratulate you on your admission. The SHP programs and graduates are highly valued in the community because of the quality of instruction and the expertise of our faculty.

You are entering one of our programs at a time when we are in the post COVID-19 pandemic. The Pandemic has shed much light on “front line” healthcare workers and the challenges they face on a daily basis. Many of these healthcare professions are faced with life and death situations and thus the training of these individuals is rigorous and demanding. You will find your specific program to reflect these demands which may also place challenges on your personal life. To be successful, it is imperative that you manage time effectively and create plans to deal with life’s issues. Life issues are often a barrier to student success. Please avail yourself of the many resources that are available to you within the SHP and Community College of Baltimore County.

This Policy Manual is a publication that is a supplement to the CCBC Student Policies. The Student Policies can be found in the CCBC College Catalogue. The SHP Policy Manual provides additional policies and procedures that will help prepare you to enter the healthcare environment where ethics and standards of behavior are imperatives. Therefore, SHP policies may supersede those of the College. The environment that you will experience during the course of your study will mirror the demands of the healthcare professional you aspire to be.

Please carefully read, understand, and practice these policies and procedures during the course of your study. SHP has an excellent reputation in our community. Please remember that you represent CCBC School of Health Professions and professional behavior is expected at all times. I wish you much success in your program.

Sincerely,



Shawn P. McNamara, Ed.D., M.S.N., R.N., FAADN
Academic Dean, School of Health Professions

School of Health Professions

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Table of Contents

Purpose of this Policy Manual	2
SHP Vision, Mission, Philosophy, and Values.....	2
Vision.....	2
Mission.....	2
Philosophy.....	2
Values	3
Code of Ethics.....	3
SHP Honor Code.....	4
CCBC Code of Academic Integrity	4
Preamble and Purpose.....	4
SHP Honor Pledge.....	5
Honor Code Violations	5
Honor Council	6
Professional Conduct.....	6
Code of Classroom Conduct and Classroom Etiquette	7
Religious Holidays.....	8
Clinical Placement Conduct.....	10
School of Health Professions Policy on Social Media.....	10
Core Competencies	12
DegreeWorks	13
Students with Documented Disabilities.....	14
CCBC Community College Outreach Services	14
Professional and Academic Standards.....	15
SHP Student Appeals Committee Policy	15
Student Recognition and Commencement Activities	16
Student Awards	16
Lucille E. Hoilman Scholarship.....	16
Alpha Eta Society	16
Alpha Delta Nu Honor Society.....	16
CCBC Commencement	17
CCBC Completion Requirements	17
Readmission/Reinstatement	18
Articulated Credit	18

Exposure to Infectious Diseases	18
Health Records	18
Personal Health Insurance	18
Criminal Background Checks and Drug Screening.....	19
Medical Marijuana/Cannabis Policy	19
Professional Liability Insurance	20
Appendices.....	21
Appendix A.....	21
Honor Code	21
Appendix B.....	34
Student Appeals Policy	34
Appendix C.....	41
Student Services	41
Appendix D.....	42
Accrediting Organizations.....	42
Appendix E.....	44
Student Agreement Statement	44
Release of Information Form.....	44

Purpose of this Policy Manual

Healthcare is very different from working in a business entity. Most apparent is the potential to harm a patient if the clinician is not functioning within what is considered “standard practice.” In addition, you will be working closely with individuals from a vast array of cultures and backgrounds. These people may pose challenges to your religious beliefs, values and morals. You must be able to perform your professional duties without judgment or bias. As a member of the healthcare team, you will be expected to advocate for all who are marginalized because of their sexual orientation, race, mental illness, social economic status and/or substance abuse.

In healthcare there is the recognition that no one clinician can meet all the needs of the patient. Therefore, you will find yourself a part of the healthcare team. You will be expected to represent your profession but also acknowledge and utilize the services of the rest of the team to meet the needs of the patient. The patient and his/her safety must always be the prime focus of the healthcare team.

In sum, the overarching purpose of the SHP Student Policy Manual is to begin to socialize you into the field of healthcare, recognizing safety of the patient is paramount. To ensure this it is imperative all healthcare practitioners adhere to Standards of Practice and the Code of Ethics. This starts in your first semester in your respective program and is reinforced via the expectations outline in this manual. **Please sign the *Student Agreement Statement* (page 47) and return it to your Program Director.**

SHP Vision, Mission, Philosophy, and Values

Vision

The School of Health Professions will demonstrate nationally recognized leadership and innovation in the education of health care professionals.

Mission

Shaping the future of healthcare, the School of Health Professions will educate students to become highly qualified professionals who can practice across the spectrum of healthcare and within an interprofessional environment.

Philosophy

The School of Health Professions exists to prepare qualified and highly motivated health care professionals to be integral members of the healthcare community. The faculty is a resource and guide and encourages students to become well prepared, lifelong, self-directed learners who conduct themselves with integrity, respect, professionalism, and social concern. The School of Health Professions graduates will work as vital members of the healthcare team collaborating with other professionals to provide superior medical care for patients.

Values

In keeping with its Vision and Missions statements, the faculty and staff of the School of Health Professions embrace the following values:

- Provide opportunities and support for/to all college students;
- Seek a diverse student population which represents the surrounding community;
- Reinforce the importance of being a culturally competent practitioner;
- Make patient/client safety a priority at all times;
- Support student retention, success and completion of health career programs;
- Facilitate professionalism and leadership skills in students;
- Produce graduates who demonstrate current interprofessional competencies;
- Provide students with access to state of the art technology to support learning;
- Maintain national standards for accreditation;
- Uphold professional ethics at all times;
- Foster a standard of excellence that attracts national recognition; and
- Promote lifelong learning and professional development.

Code of Ethics

SHP recognizes its responsibility to aid the student and graduate in maintaining the highest standards in the provision of quality and accessible health care services. In accordance with the mission, vision, philosophy, and values of the SHP, the following principles provide guidance for the standards governing the conduct of all health care professionals. This code provides the basis of ethical responsibilities but does not encompass all ethical obligations of health professionals. The cornerstone of ethical behavior is that healthcare professionals and individuals hold themselves with mutual respect and courtesy as a model to our communities. Therefore, clinical staff, faculty and SHP students shall:

1. Be committed to providing competent medical care cognizant that their primary responsibility is the health, safety, welfare, and dignity of all individuals;
2. Place service before material gain and carefully guard against conflicts of personal and professional interest;
3. Uphold the doctrine of confidentiality regarding privileged patient, student and colleague information;
4. Have a duty to respect the law and all institutional policies;
5. Take personal responsibility for being cognizant of and adhering to all federal/state laws applicable to the practice of their profession;

6. Provide only those services for which they are qualified by education and/or experience and by pertinent legal regulatory processes;
7. Not misrepresent in any manner either directly or indirectly their skills, training, professional credentials, identity or services;
8. Report unethical behavior to the appropriate source;
9. Avoid a relationship or activity with the patient, faculty or staff that interferes with professional judgment and objectivity; and
10. Function with discretion and integrity in relations with other health care team members.

SHP Honor Code

As an academic community, SHP strives to educate future clinicians to uphold the professional standards necessary for the professions they are aspiring to enter. The SHP Honor Code applies to all academic activities that take place on all of the College's campuses, in clinical settings, at off-campus professional activities, and in situations when the student represents the SHP (including social media venues).

CCBC Code of Academic Integrity

SHP acknowledges the authority of the College and the tenets of the CCBC Code of Academic Integrity. For the College to make its maximum contribution as an institution of higher learning, the entire college community must uphold high standards of integrity, honesty, and ethical conduct. In seeking the truth, in learning to think critically, and in preparing for a life of constructive service, honesty is imperative. In keeping with these values, students are expected to complete their course work according to their professors' instructions and without any kind of unauthorized assistance. Students also must submit work that is uniquely their own or provide clear and complete acknowledgement of the use of work attributed to others. The SHP has implemented the SHP Honor Code to ensure that its students are committed to these high standards.

Preamble and Purpose

The School of Health Professions (SHP) is an academic community comprised of students, faculty, staff and administrators. This community recognizes the need to establish guidelines which clearly state the goals and values of health care professionals. All members of the school are responsible for upholding principles of academic honesty and integrity and promoting an environment of mutual respect and trust. If the highest standards are not maintained, the reputations and integrity of the College, SHP and the individual are compromised, and a disservice is done to the community and society as a whole.

The SHP Honor Code is not a list of rules, but a philosophy of conduct based on the belief that all community members take responsibility for their own actions. Honorable behavior demands

that all community members tell the truth, advance only on personal merit, and demonstrate honesty in all aspects of academic and professional behavior.

SHP Honor Pledge

Academic honesty and integrity are expected of students in the CCBC School of Health Professions. In recognition of the Honor Code, students are asked to sign a Student Agreement Statement to abide by the Honor Code. This attachment can be found under the appendices on page 47. Students who refuse to sign the Student Agreement Statement must explain their refusal to the appropriate faculty member.

Honor Code Violations

Violations of the SHP Honor Code consist of any form of academic misconduct or dishonesty, including, but not limited to, the commitment of any of the following acts:

1. Cheating which includes, but is not limited to, intentionally using or attempting to use unauthorized materials, information, technology, or study aid in any part of the academic program. Cheating includes copying from another student or allowing another student to copy from you. This includes any act of academic dishonesty including obtaining advanced information about exams, quizzes, or simulation experiences.
2. Falsifying or misrepresenting any information to faculty/administrators of SHP and/or College, or in connection with activities at clinical settings or during other professional or academic activities, including but not limited to, intentional and unauthorized changing or misrepresenting data or other significant information in any academic exercise.
3. Facilitating academic dishonesty by intentionally or knowingly helping or attempting to help another to violate any provision of the SHP Honor Code or by failing to report immediately any and all observed or reported violations of the SHP Honor Code.
4. Using any devices during an examination or quiz unless directed to do so by the proctor.
5. Communicating with anyone other than the proctor during the examination/quiz.
6. Failing to demonstrate respect and courtesy to all faculty, instructors, staff, clinical preceptors, patients, fellow students, and guests.
7. Attending a clinical site under the influence of alcohol or illegal substances.
8. Bribing or attempting to bribe others by providing, offering, or taking rewards, or something of value with the intent of influencing a grade or receiving aid in an academic exercise.
9. Threatening or intimidating others, including but not limited to, the purpose of receiving an unearned grade or to prevent the reporting of a SHP Honor Code violation.
10. Plagiarizing intentionally or unknowingly the work of another individual and representing such work as one's own in any academic exercise. This includes plagiarism of yourself,

including using a paper you have previously submitted when retaking a class or in another class.

11. Inappropriate or unprofessional conduct, including but not limited to, violating confidentiality rules and engaging in unauthorized or unsupervised procedures in a lab or clinical setting.
12. Using generative artificial intelligence (AI) to complete any assignment or exam, or any portion thereof, without express permission from the instructor.
13. Violation of student's specific SHP Program Policies.

Honor Council

Students who are suspected of an Honor Code violation must appear before the Honor Council. The Honor Council consists of students and faculty (not within the student's program of study). If the Honor Council has determined that an Honor Code violation has occurred, they can recommend one or more of the following sanctions to the Dean of the School of Health Professions:

- Warning
- Academic Probation
- Course Failure
- Suspension
- Expulsion
- Other Sanctions

If a student from a program in SHP is dismissed as a result of an Honor Council violation, that student is ineligible to apply to any other program in the School of Health Professions. The full Honor Code policy can be found under Appendix "A".

Professional Conduct

SHP expectations for professional conduct have already been delineated. The student is reminded that the following behaviors may result in referral to the SHP Honor Council Hearing Board and/or automatic and immediate dismissal from the program. This list is not all inclusive.

1. Behaviors that compromise or interfere with the delivery of safe client care in the clinical setting
2. Behavior considered unprofessional or abusive to faculty, staff or clients;
3. Use of any cooperating agency to procure or distribute illegal substances;
4. Initiating exploitative student-client relationships which:
 - a. Are incongruous with the student role;

- b. Result in financial gain;
 - c. Result in illegal transactions; and
 - d. Involve professionally unacceptable behavior.
5. Failing to report errors or accidents;
 6. Non-compliance with CCBC Code of Academic Integrity and/or SHP Honor Code;
 7. Criminal behavior, felony/misdemeanor;
 8. Falsification of reports;
 9. Rendering client care while under the influence of alcohol, illegal substances, narcotics, or other controlled dangerous substances- including the use of prescription or over-the-counter medications in excess of therapeutic amounts without valid medical justifications- is strictly prohibited. Also, refer to the Medical Marijuana/Cannabis Policy on page 20 of this manual.
 10. Leaving the clinical area or campus labs without permission of the appropriate faculty;
 11. Being mentally, emotionally or physically unable to perform tasks safely in the clinical area.

Code of Classroom Conduct and Classroom Etiquette

The development of professional behavior begins in the classroom/laboratory setting and is crucial for students' preparation for the clinical setting and for obtaining employment.

1. Students will at all times demonstrate respect for and courtesy to all faculty, instructors, fellow students and guests.
2. Students will follow all published guidelines and policies on classroom attendance and behavior.
3. Students will arrive sufficiently early for scheduled classes, labs and other classroom activities to be seated, settled and ready to begin at the scheduled start time for class.
4. Students arriving late due to an emergency will enter the lecture hall/classroom quietly, take the nearest available seat, and settle themselves quickly causing the least possible disruption.
5. Once class has begun students will remain seated and attentive until the instructor

announces a class break or formally dismisses the class.

6. If a true emergency arises necessitating that a student leaves the classroom before dismissal, the student will leave and return (taking the nearest available seat to the door) as quietly as possible and apologize to the instructor at the first appropriate opportunity and provide an explanation for this breach in classroom etiquette.
7. Upon commencement of instruction, please stop all side conversations and focus your attention on the class. Feel free to ask or answer questions but refrain from side conversations which are distracting to your classmates.
8. Students will address faculty, instructors, and guests by their appropriate titles: Dean, Professor, Dr., Ms. or Mr. and so on.
9. Students questioning or challenging material presented, instructions or test questions will do so courteously and respectfully, appropriately recognizing that they are interacting with professional staff and faculty.
10. Students failing to follow the Code of Classroom Conduct and Etiquette may receive verbal or written warning regarding their conduct and may be asked to leave the classroom upon committing an infraction. Students may also be referred to the SHP Honor Council Hearing Board and subject to sanction(s).
11. Students will not use cell phones during class sessions. Cell phones may be left on silent mode or vibrator alert and responded to only in the case of an emergency.
12. Students disrupting the classroom environment by any means will be asked to leave.
13. Food and drink are prohibited from the classroom/laboratory except with permission of the instructor.
14. Students are expected to attend class, lab sessions, and all academic-related activities in attire that is **appropriate, modest, and professional**, taking into consideration **safety, hygiene, and the expectations of a learning environment**. Clothing should not distract from the educational process or create discomfort for others.

The **instructor, lab assistant, or program director** reserves the right to **dismiss a student from class or lab** who is not dressed in accordance with these guidelines. Repeated violations may result in further disciplinary action.

Inappropriate attire includes, but is not limited to:

a. **Clothing with offensive or inappropriate content** – Any garment that displays language, slogans, or imagery that is denigrating, sexually explicit, suggestive, vulgar, violent, discriminatory, or promotes the use of drugs, alcohol, or illegal behavior.

b. **Overly revealing or immodest clothing** – This includes, but is not limited to:

- Tank tops, halter tops, tube tops, or spaghetti-strap tops without appropriate coverage.
- Crop tops or any clothing that exposes the midriff or abdomen.
- Low-rise pants that reveal undergarments or gluteal cleavage.
- Excessively short shorts or skirts that do not provide adequate coverage while seated or moving.

c. **Beachwear or lounge attire** – Bathing suits, pajamas, or loungewear are not acceptable classroom attire.

d. **Clothing that interferes with lab or clinical safety** – In lab or clinical settings, students must comply with additional safety dress requirements. This includes:

- Closed-toe, non-slip shoes.
- Long pants or skirts that fully cover the legs.
- No loose jewelry, scarves, or accessories that may pose a hazard.
- Hair must be tied back if it interferes with tasks or equipment.

e. **Unclean or unhygienic clothing** – Students should wear clean clothing free from strong odors (including smoke, excessive perfumes, or body odor) out of respect for classmates, faculty, and patients/clients in clinical or shared spaces.

15. Refer to your program’s handbook for any additional requirements specific to your program.

Religious Holidays

As per the CCBC Academic Accommodation for Sincerely Held Faith-Based or Religious Beliefs policy:

CCBC is home to college community members who practice all forms of religious worship. The College recognizes each student’s right to observe sincerely held faith-based or religious holidays and participate in organized religious activities without experiencing any negative impact related to their attendance or education at CCBC.

Students will be given reasonable alternative accommodations, including excused absences, to observe faith-based or religious holidays or to participate in organized religious activities. An accommodation requested under this policy will be considered reasonable if it is required for the student to practice a sincerely held faith-based or religious belief and it does not impose an undue hardship upon the Institution or fundamentally alter the essential nature of the course or program.

Students must request accommodations in advance, as indicated in the syllabus, by providing written notification to their instructor(s). The faculty will address any potential scheduling issues and reasonable alternative accommodations associated with the observance of sincerely held faith-based or religious holidays or participation in organized religious activities.

A student can appeal a denial of accommodations if a student believes that their accommodation was wrongfully denied by a faculty under this policy. Please see the entire grievance procedure on the college website.

Clinical Placement Conduct

Please remember that CCBC students are guests at the clinical facility. This requires that we conform to professional standards of behavior. These facilities are the same facilities that will be hiring you upon your program completion. The following are professional expectations. Your program of study may have additional requirements published in the student program manual. Arrive on time and complete all assigned clinical hours with no absences (see individual program absence policies);

1. Wear the appropriate program attire to the clinical site. The clinical site/clinical instructors reserve the right to send a student home if the attire is deemed unsatisfactory for the day's assignment;
2. Not attend the clinical site under the influence of alcohol or illegal substances. If in the judgment of the clinical preceptor or program faculty, the student's behavior is impaired due to drug or alcohol use, the student will be sent home and referred to the SHP Honor Council Hearing Board. The student will be required to submit to a drug test at the student's expense; the dean may dictate the drug testing site. The test results are to be submitted as a pdf file or a hard copy as they are received from the testing site. The drug test should take place within 24 hours of the occurrence.
3. Be mentally and physically able to perform patient care activities in a way that does not pose a risk to patient safety. Program faculty and clinical preceptors reserve the right, in their professional judgment, to remove students from the clinical setting whenever the faculty or preceptor concludes that the clinical performance of the student poses a risk to patient safety;
4. Uphold the confidentiality requirements of Health Insurance Portability and Accountability Act (HIPAA) of 1996; and
5. Adhere to all policies of the clinical site (e.g. parking, badge, schedule, policies/procedures, etc.). Not respecting or adhering to the clinical site's policies/procedures is grounds for dismissal from the site and failure of the clinical experience.

School of Health Professions Policy on Social Media

While the SHP recognizes the significant benefits to social networking in terms of keeping connected to family and friends across the world it is extremely important that students understand the potential issues that may arise from the use of these social networking sites.

Social media refers to digital platforms, applications, and websites that enable users to create, share, and interact with content and with each other. These platforms are commonly used for communication, networking, collaboration, and self-expression. Examples of social media platforms include but are not limited to: Facebook, Instagram, X, TikTok, Snapchat, and LinkedIn. Users should be aware that all activity on social media- whether personal or professional- can have public, professional, academic and legal implications. This includes

group chats.

As a student in the School of Health Professions please observe the following guidelines when using social networks:

1. Present yourself professionally in terms of your postings and communications. This includes written communication and photographs;
2. Never divulge patient/client information;
3. Do not post insensitive, inflammatory and/or offensive statements against faculty or other CCBC employees, students, patients, clinical sites and clinical staff;
4. Be aware of the potential for violating the Code of Ethics which will be considered unacceptable behavior;
5. Do not distribute test question information and/or written work which could be considered plagiarized and/or lead to copyright issues;
6. Do not use any college logo or distinguishing college graphic on your social network site. This is because your social network site is not condoned by or a part of Community College of Baltimore County website;
7. Do not communicate with faculty or clinical preceptors via social network sites;
8. It is strongly recommended that students and faculty will not “friend” one another using social networks;
9. Do not post any insensitive, inflammatory and/or offensive statements (political or otherwise) on a social network site where you have identified yourself as a student in the School of Health Professions at CCBC; and
10. Do not use pseudonyms.

The above list is NOT all inclusive. The School of Health Professions Honor Council Hearing Board will take action and issue sanction recommendations to the Dean of the SHP if any of the above or additional concerns are raised via students using anyone of the social networking sites.

Core Competencies

The School of Health Professions has identified core competencies listed below that students in all programs are expected to demonstrate. These core competencies directly relate to and support patient safety in the clinical area.

1. Effective written and oral communication skills;

a. Writing Policy

Clear, correct and concise use of language is characteristic of an educated individual. Failure to use clear and concise written English language reflects poorly on the individual, the program, and college and ultimately on the student's chosen profession.

Poor writing may even jeopardize patient safety and may result in patient injury or death. Students will be judged on the quality of their writing ability both in the classroom and the clinical setting.

Written assignments prepared for any SHP program must demonstrate a high level of writing skill. All SHP programs evaluate written work not only on its content but also on writing skills. Poor writing may cause a failing grade on a paper and in extreme cases a failing grade in a course. In general, SHP programs require adherence to the current American Psychological Association Writing Guidelines.

b. Oral Communication

Ability to communicate orally in the English language is essential not only to success in the classroom, but in the clinical setting as well. All SHP students must demonstrate a high level of ability to communicate orally in English. One's ability to give appropriate and safe oral instructions in the clinical setting is dependent upon English speaking ability and upon clarity, enunciation and understandability. Many professional boards will deny credentialing on the basis of inability to communicate well in English. SHP programs may list spoken English ability in their technical standards. Minimum oral communication standards include ability to:

- i. Communicate adequately and safely with other personnel involved in the care of patients/clients.
- ii. Respond appropriately to verbal inquiries.
- iii. Obtain, interpret and document relevant clinical data.
- iv. Demonstrate comprehension of healthcare provider requests.
- v. Sound judgment and methodical critical thinking skills.

c. Excellent interpersonal skills:

- i. Empathy, compassion and caring.
- ii. Professional attitude – team orientation with co-workers.

- iii. Ability to adapt to change.
 - iv. Respect for others as demonstrated through demeanor, dress, and use of language.
- d. Cultural competency.
- e. Solid foundation in basic math, statistics and science.
- f. Understanding of professional/ethical issues:
 - i. Understanding ethical and legal practices; and
 - ii. Knowledge of state regulations.
- g. Strong work ethic.
- h. Achievement of core competencies of one's chosen profession:
 - i. Critically critique professional literature to make evidence-based decisions.
 - ii. Required clinical skills in a time factor acceptable in clinical practice.
 - iii. Professional Standards.

Each program publishes its own essential functions and professional technical standards pertinent to the practice of that profession. These documents may reflect physical ability, interpersonal skills, intellectual and emotional stability and environmental requirements. In most cases the program will require students to provide verification from their physician of their ability to perform these functions.

- i. Life-long learning skills:
 - i. Participation in education; and
 - ii. Acceptance of responsibility for one's own education.
- j. Interprofessional and collaborative care skills.

DegreeWorks

DegreeWorks is a software program at the Community College of Baltimore County that helps enrolled students keep “track” of courses that have been completed and identifies courses still needed in order to graduate. Being accepted into a SHP program does not imply that students have completed all prerequisite or general education requirements.

It is strongly recommended that students log into DegreeWorks sometime during the first semester in the program to make sure all the courses that should have been transferred in to satisfy the general education and/or prerequisite courses appear listed in DegreeWorks. If courses are missing or were not brought in from another institution, NOW is the time to go to an Academic Advisor and find out what happened. Waiting till later semesters to address this

issue could potentially delay graduation. Monitoring the accuracy of DegreeWorks is each student's responsibility.

Students Requiring Accessibility Services

The School of Health Professions along with CCBC is committed to providing equal access to educational opportunities for all students. Students having a documented disability requiring reasonable accommodations should contact the Student Accessibility Services Office (SAS) on the campus where their classes will be located before the start of the program. Please be aware that an appointment needs to be scheduled within a time period that allows staff adequate time to respond to the special needs of the student.

Students will be asked to provide current documentation of the disability to the SAS team. If it is determined that the student is eligible for reasonable accommodations, it is the student's responsibility to ensure the instructor has received an accommodation letter from the SAS team at the start of each course and semester.

Students receiving accommodations must notify the instructor as soon as the accommodation is received. If an accommodation is given to the instructor on the day of an exam, the accommodation cannot be honored until the next exam. Accommodations of additional time for clinical skills in the lab and/or at the clinical site, is not considered a reasonable accommodation and cannot be given.

CCBC Community College Outreach Services

Community College of Baltimore County recognizes that for students to be successful in an academic program they must manage distractions and stresses of personal life issues. These issues could include things like need for stable housing, food, childcare support, and transportation to and from school, money for textbooks, and access to mental health services, obtaining health insurance, and help with utility bills. This list is not all inclusive and CCBC through the College Outreach Services may be able to assist students with these and other life issues that interfere with attending college and being successful academically. To access these services students are encouraged to reach out to the "Success Navigator" on their campus. Contact information is listed below:

Success Navigators			
Campus	Navigator	Location	Phone Number
CCBC Catonsville (Director)	Heather Griner	Student Services Center Room 166E	410-241-7048
CCBC Catonsville	Faye Bradstock	Student Services Center Room 166D	443-452-8114

CCBC Dundalk	Jelessa Thomas	College Community Center Room 204	443-452-8082
CCBC Essex	Alita Credell	Student Services Center Room 103B	443-452-8027
CCBC Catonsville	Kelly Angelos	Student Services Center Room 166E	443-452-8012

Professional and Academic Standards

Each SHP program adheres to CCBC published academic standards. The college requires a minimum grade point average (GPA) based upon the number of credits the student has completed. Students who do not meet minimum requirements are placed on CCBC academic probation by the Dean of Student Development.

However, selective admissions programs of the School of Health Professions generally have far higher academic standards than the published college minimums and higher expectations for student professionalism and conduct. In addition to the standards and guidelines published in this manual, each program has its own expectations for conduct and academic achievement. Students are referred to their specific program policy manual for more information. Students will be asked to sign a statement abiding these program specific policies upon entrance into the program. The School of Health Professions has developed the following policy regarding academic and professional standards.

Health profession programs by their very nature demand much higher academic standards than other disciplines within the college. SHP students are preparing for careers with a high level of responsibility and therefore are held to more rigorous standards than fellow students in other disciplines. At minimum students must maintain a “C” average for all program course work. Additionally, students must meet all academic standards published by the program. Standards established by specific programs are often a result of the requirement of external accrediting agencies and are in place to assure that graduates meet the minimum standards of their selected profession and of the medical community.

SHP Student Appeals Committee Policy

SHP has a specific process for appeals submitted by students. The Student Appeals Committee (SAC) will hear an appeal from a student who believes to have been treated unfairly or differently with regard to program policy. The student must first attempt to resolve the issue with the involved faculty member(s), course coordinator, or program director.

If the issue remains unresolved, the student can initiate the process to bring their issue to the Student Appeals Committee. SAC procedures and forms can be obtained from the program administrative assistants.

Students who choose to appeal must identify a specific policy that was unfairly applied. For instance, receiving a failing grade in a course is not in itself appealable. However, if a student received a failing grade in a course because they were not given the opportunity to make up an examination where other students in the course were given the opportunity- this is an appealable event. When submitting an appeal, students must identify a specific policy they believe has been applied unfairly. The Student Appeal Policy can be found in Appendix “B”.

Student Recognition and Commencement Activities

Lucille E. Hoilman Scholarship

This scholarship was established in 2007 to honor the life of Lucille E. Hoilman (1948-2007), former senior administrative assistant for the Dean of the School of Health Professions. Mrs. Hoilman was a champion of the School of Health Professions’ students and staff. She valued all of the characteristics that make a good healthcare professional, such as honesty, integrity, concern for others, scholarship, and service.

The School of Health Professions is pleased to offer scholarships in Mrs. Hoilman’s honor to students, from programs in the School of Health Professions. Following is a list of the selection criteria.

- Must have successfully completed at least one semester of the program;
- Must be in good standing with the program; and
 - a. Must have a minimum overall CCBC GPA of 2.5.
 - b. Must have a minimum GPA in program courses of 2.5.
 - c. Must be actively enrolled in the program.

For further information regarding the application and deadline, please see your program director.

Alpha Eta Society

The CCBC School of Health Professions is a participating member of the Alpha Eta Society. This is an honor society that seeks to recognize excellence in Allied Health degree students. The purpose of the Society shall be the promotion and recognition of significant scholarship, leader-ship, and contributions to the Allied Health professions. It is the intent of the Society to recognize potential and actual professional attainments of individuals in different allied health programs. Demonstrated academic, scholarly and clinical excellences are to be part of the criteria for eligibility for membership.

Up to 20% of students from any SHP associate degree program may be nominated provided the following criteria are met.

- Student must be in an associate degree allied health program.
- Student must have a minimum overall program GPA of 3.5.
- Student must have completed a minimum of half of the program courses.
- No more than 20% of students from an individual program may be nominated, in those programs with fewer than ten students; no more than two students will be invited to membership in any given academic year.
- Student must have demonstrated leadership ability and a high level of professionalism.

Students are awarded this honor at the SHP Alpha Eta Induction Ceremony held once per year. Those students who are awarded such an honor must maintain a GPA of 3.5 or higher and be an active participant in leadership roles throughout the School of Health Professions Charity/Community events.

Alpha Delta Nu Honor Society

The CCBC Associate Degree Nursing Program is a participating member of the Alpha Delta Nu Honor Society – Omicron Chapter. This Honor Society is through the Organization for Associate Degree Nursing (OADN). The Society encourages the pursuit of advanced degrees in the profession of nursing as well as continuing education as a lifelong learner. Members must have a GPA of at least 3.0 and completion of a community project approved by the Chapter President.

CCBC Commencement

Students graduating from one of the School of Health Professions associate degree programs are members of the CCBC graduating class. CCBC holds an annual commencement ceremony, which includes students, faculty, staff, and administrators from all three main campuses and extension centers. CCBC graduates from degree granting programs are expected to attend commencement. The date is announced in the spring schedule booklet and on the CCBC web site. The individual Program Directors will provide more specific information during the final semester of the program.

CCBC Completion Requirements

All students must apply for a degree or certificate. Applications are available at all campus Records and Registration offices or on-line at www.ccbcmd.edu. The fee for a certificate application is \$50.00. The fee for an associate degree application is \$75.00. Students must complete the application and deliver or mail the application and fee to the Records and Registration office on the appropriate campus. Applications are due by the following dates:

- March 15 for May completion.
- May 15 for August completion.
- September 15 for December completion.

Readmission /Reinstatement

Each program has specific readmission/reinstatement policies. See the specific program policy manual for information.

Articulated Credit

Students who transfer to CCBC from another institution requesting advanced standing in a SHP program may have the option to present documentation to the Program Director for consideration. These requests are handled at the discretion of the PD and on a case-by-case basis. Students should refer such questions for consideration of transfer credit, which is program specific, to their program director.

It is the responsibility of the student to monitor their DegreeWorks and work closely with an academic advisor to ensure that all prerequisite and general education courses from another institution have been officially transferred into CCBC.

Exposure to Infectious Diseases Health Records

Students are required to provide health records including documentation of completed immunizations/titers/physical exam/etc. as per the individual program policy prior to the start of clinical experience. Students are responsible for any costs incurred. Please see the specific program policy manual for details.

At clinical sites, students may be exposed to hazardous chemicals, radiation, infectious agents or other health hazards. Students should discuss existing health concerns with their physician and if indicated, the program director.

Personal Health Insurance

School of Health Professions students may be required to carry some form of personal health insurance and to provide verification to their program by the start of each semester. Please check the policy of the specific program you are enrolled in at SHP. Most programs involve some type of clinical education within hospitals, clinics or other settings. Students are not covered by standards that require clinical sites to provide care for employees who may become injured on the site. Therefore, should a student be involved in a needle stick accident, for example, the cost for blood tests and any necessary treatment is the responsibility of the student. In the case of a physical injury, most clinical affiliates of the School provide only first aid; any additional care is the sole responsibility of the student. In the event of a health incident, students should seek care immediately from their personal healthcare provider. The health insurance requirement is for the protection of the individual student.

Criminal Background Checks and Drug Screening

Many healthcare organizations mandate criminal background checks and urine drug screenings be performed on all persons working in healthcare facilities. This includes employees, volunteers and students.

All students entering the SHP are required to complete a criminal background check and drug urine screening. Students are responsible for all costs incurred with the criminal background check and drug screening (if indicated).

The criminal background checks and drug screenings must be completed by the due date established by your program. Students who fail to complete the criminal background check and/or drug screen will not be permitted to participate in clinical/practicum experiences and cannot proceed in the program. Students may not request to be assigned to sites that do not require a criminal background check and/or drug screening.

A criminal background check revealing a conviction for certain crimes and/or a positive urine drug test may result in a ban from participating in clinical rotations and thus prevent program completion and graduation. Students who are convicted of a felony after their criminal background has been completed, must report the incident to the Program Director.

Currently, it is the belief of SHP that these screenings can be performed once during a student's enrollment in an academic program. However, depending upon the specific program sequencing and each student's individual situation, a second background check and drug screening may be required. The student will be responsible for all costs incurred. Students are encouraged to contact their Program Director if they have questions.

Please note that in the event faculty has cause to suspect the student is impaired, SHP reserves the right to request additional drug testing. In this event, the Program Director will request a student to obtain a drug screen through Castle Branch and it must be completed within 24 hours. If the test is not completed within 24 hours, the student will not be permitted to complete the course and it will result in a course failure. The student will also be referred to the SHP Honor Council. All cost for drug testing is the responsibility of the student.

Medical Marijuana/Cannabis Policy

Maryland legislation under MARYLAND MEDICAL CANNABIS LAW/NATALIE M. LAPRADE MEDICAL CANNABIS COMMISSION (Code of Maryland Regulations (COMAR) 10.62.01.00) allows for the controlled use of medical marijuana in the State. Thus, Maryland citizens may legally obtain a medical marijuana "identification card" from the NATALIE M. LAPRADE MEDICAL CANNABIS COMMISSION. However, Federal law outlined by the Controlled Substances Act of 1970 (CSA) has classified marijuana as a schedule 1 drug which prohibits the use, possession and/or cultivation of cannabis and contains no "medical necessity" exception. Therefore, the use, possession, cultivation or sale of marijuana/cannabis in any form violates federal law. Further, facilities that receive federal funding are required to abide by the Drug-free Workplace Act of 1988, which cannot accommodate medical marijuana.

Any student testing positive for Cannabis currently cannot be accepted into a clinical rotation by Maryland hospitals or health care facilities (including veterinary facilities). Any student testing positive for Cannabis during the program will not be permitted to continue clinical rotations. Inability to complete the clinical/practicum components of the programs results in students being unable to complete course requirements and thus successfully complete the program.

Professional Liability Insurance

Risk is a part of life, particularly for those involved in healthcare. Even the most meticulous adherence to risk management techniques cannot entirely free the healthcare professional from liability in matters of treatment errors or omission. A common and wise way of handling professional liability risk is to transfer it contractually to another party in the purchase of liability insurance.

CCBC carries liability insurance for all SHP students assigned to a medical setting for training in order to protect the college and its affiliates from damage claims involving alleged malpractice. It is widely recommended, however, by many legal authorities that students are best protected personally by carrying an individual policy. Some programs require students to provide verification that they have their own individual policy. Please see the specific program policy manual for more information and requirements.

Appendices

Appendix A

COMMUNITY COLLEGE OF BALTIMORE COUNTY SCHOOL OF HEALTH PROFESSIONS

HONOR CODE

1. PURPOSE

The Honor Code exists to provide a clear framework for acceptable behaviors within the School of Health Professions.

2. PROCEDURE

a. Preamble and Purpose

The School of Health Professions (SHP) is an academic community composed of students, faculty, staff and administrators. This community recognizes the need to establish guidelines which clearly state the goals and values of health care professionals. All members of the school are responsible for upholding principles of academic honesty and integrity and promoting an environment of mutual respect and trust. If the highest standards are not maintained, the reputation and integrity of the College, SHP and the individual are compromised, and disservice is done to the community and society.

The SHP Honor Code is not a list of rules, but a philosophy of conduct based on the belief that all community members take responsibility for their own actions. Honorable behavior demands that all community members tell the truth, advance only on personal merit, and demonstrate honesty in all aspects of academic and professional behavior.

b. **CCBC Student Code of Conduct**

SHP acknowledges the authority of the College and the tenets of the CCBC Code of Conduct. For the College to make its maximum contribution as an institution of higher learning, the entire college community must uphold high standards of integrity, honesty, and ethical conduct. In seeking the truth, in learning to think critically, and in preparing for a life of constructive service, honesty is imperative. In keeping with these values, students are expected to complete their course work according to their professors' instructions and without any kind of unauthorized assistance. Students also must submit work that is uniquely their own or provide clear and complete acknowledgement of the use of work attributed to others. The SHP has implemented the SHP Honor Code to ensure that its students are committed to these high standards.

c. **SHP Honor Code**

The Administration and Faculty of SHP expects that its students will adhere to high standards of academic integrity, ethics, and professional conduct. The Honor Code applies to all academic activities that take place on all College's campuses, in clinical settings, at off-campus professional activities, and in situations where the student represents SHP (including social media venues). All students accepted into any program in SHP shall receive a statement explaining the community's commitment to academic honesty and

integrity. All students are provided with an orientation to the Honor Code at the SHP New Student Orientation. Questions concerning the SHP Honor Code can be referred to any SHP administrator or faculty.

d. Faculty and Staff

All faculty and staff are expected to endorse, adhere, and support the principles of the SHP Honor Code and apply its rules and procedures.

e. Students

All students entering a SHP program shall sign an acknowledgement of the SHP Honor Code and the policies and procedures set forth by SHP and each program. Students who refuse to sign the pledge must explain their refusal in writing to the appropriate faculty member. Failure to sign the acknowledgement may result in failure to proceed in the academic program.

The following Honor Pledge will be at the beginning of each exam and must be signed by the students:

"Academic honesty and integrity are expected of students in the CCBC School of Health Professions. In recognition of the Honor Code, I certify that I will neither give nor receive unauthorized aid on this examination and that I will report any and all violations I observe."

f. In Class Examination Procedure

All faculty and staff are responsible for following and implementing the following testing procedures:

- i. Students' personal belongings must be placed at the designated location in the classroom. Only items specified by the proctor may be taken to a testing seat.
- ii. Once the test has begun, there will be no talking. Any questions must be directed to the proctor.
- iii. No one will enter or leave the room without the proctor's permission. If a student must leave the room, he or she must turn the exam into the proctor; and
- iv. Students may not use any electronic devices (not previously approved by the instructor) from the time the exam is distributed. Electronic devices may not be with the student at their testing seat. Students who have documentation about disabilities requiring accommodation must notify the faculty **at the beginning of the semester** so that appropriate accommodation can be made. Failure to notify the faculty will result in the student being unable to receive accommodation for their exam.

3. HONOR CODE VIOLATIONS

- a. Cheating which includes, but is not limited to, intentionally using or attempting to use unauthorized materials, information, technology, or study aid in any part of the academic program. Cheating includes copying from another student or allowing another student to copy from you. This includes any act of academic dishonesty including obtaining

- advanced information about exams, quizzes, or simulation experiences.
- b. Falsifying or misrepresenting any information to faculty/administrators of SHP and/or College, or in connection with activities at clinical settings or during other professional or academic activities, including but not limited to, intentional and unauthorized changing or misrepresenting data or other significant information in any academic exercise.
 - c. Facilitating academic dishonesty by intentionally or knowingly helping or attempting to help another to violate any provision of the SHP Honor Code or by failing to report immediately any and all observed or reported violations of the SHP Honor Code.
 - d. Using any devices during an examination or quiz unless directed to do so by the proctor.
 - e. Communicating with anyone other than the proctor during the examination/quiz.
 - f. Failing to demonstrate respect and courtesy to all faculty, instructors, staff, clinical preceptors, patients, fellow students, and guests.
 - g. Attending a clinical site under the influence of alcohol or illegal substances.
 - h. Bribing or attempting to bribe others by providing, offering, or taking rewards, or something of value with the intent of influencing a grade or receiving aid in an academic exercise.
 - i. Threatening or intimidating others, including but not limited to, the purpose of receiving an unearned grade or to prevent the reporting of a SHP Honor Code violation.
 - j. Plagiarizing intentionally or unknowingly the work of another individual and representing such work as one's own in any academic exercise. This includes plagiarism of yourself, including using a paper you have previously submitted when retaking a class or in another class.
 - k. Inappropriate or unprofessional conduct, including but not limited to, violating confidentiality rules and engaging in unauthorized or unsupervised procedures in a lab or clinical setting.
 - l. Using generative artificial intelligence (AI) to complete any assignment or exam, or any portion thereof, without express permission from the instructor.
 - m. Violation of student's specific SHP Program Policies.

4. ADMINISTRATION OF THE SHP HONOR CODE

a. Introduction

Adoption of the SHP Honor Code necessitates the creation of an Honor Council. The purpose of the Honor Council is to provide a fair and just forum for the adjudication of alleged violations of the SHP Honor Code. Deviations from prescribed procedures DO NOT necessarily invalidate a decision, unless significant prejudice to an accused student occurs.

b. Composition of the SHP Honor Council

The Administrator of the Honor Council is appointed by the Dean of the School of Health Professions each fall.

The Honor Council will be composed of:

- i. A minimum of three (3) student members from at least three (3) different SHP programs; and
- ii. A minimum of two (2) faculty from at least two (2) different SHP programs.

Any SHP student who serves on the Honor Council must:

- i. Be in good academic standing.
- ii. Be enrolled in at least the second semester of their program of study.
- iii. Obtain endorsement from their Program Director; and
- iv. Not be from the program that the alleged violating student is enrolled in.

Faculty members may volunteer to be members of the SHP Honor Council. Faculty members must:

- i. Have a minimum of one year experience within SHP; and
- ii. Not be from the program that the alleged violating student is enrolled in.

c. Authority and Responsibility

Honor Council members shall have the following authority and responsibilities to:

- i. Assist in conducting hearings before the Council with the utmost integrity and unbiased perspective.
- ii. Determine whether allegations of violations of the SHP Honor Code are established by clear and convincing evidence.
- iii. Maintain confidentiality of all parties involved in a hearing before the Council.
- iv. Recommend sanctions for violations of the SHP Honor Code and to forward those recommendations to the Dean of SHP.
- v. Advise and consult with faculty members and administrators on matters related to the SHP Honor Code.

- vi. Assist in the development and promotion of programs about academic integrity, the SHP Honor Code, and the Honor Council; and
- vii. Recuse himself/herself if he/she has prior knowledge of bias regarding an alleged situation or persons involved in a matter that comes before the Council.

d. SHP Honor Council Administrator

The Dean of the SHP shall appoint a Program Director or Faculty member to serve as the Honor Council Administrator. The Honor Council Administrator will have the following responsibilities to:

- i. Serve as first point of contact when an alleged SHP Honor Code violation has occurred.
- ii. Determine if allegations meet the criteria for convening the Council.
- iii. Assemble the Council for the purposes of convening the hearing.
- iv. Communicate with the student involved in the allegation.
- v. Assist the Student Chair during the proceedings.
- vi. Distribute relevant materials related to an allegation to the members of the Council.
- vii. Collect copies of relevant materials distributed to the Council for shredding; and
- viii. Submit the findings and recommendations to the Dean of the School of Health Professions.

e. Honor Council Hearing Board Procedures

A faculty member who observes an apparent Honor Code violation or receives an allegation of academic dishonesty will investigate the incident or allegation. The faculty members will discuss the allegations with their Program Director and determine what action is warranted by the evidence. If the evidence is convincing that an SHP Honor Code violation has occurred, faculty member shall meet with the student involved to inform him/her of the allegation and the intent to inform the Honor Council. The decision to move forward with an Honor Council hearing must occur within five (5) business days of observing or being aware of an alleged Honor Code violation. The faculty member completes and presents an SHP Honor Code Referral to the student at the time of the meeting. After the meeting, the faculty member completes an SHP Honor Code Incident Report for the Honor Council and submits the copy of the SHP Honor Code Referral.

The SHP Honor Council Incident Report, SHP Honor Code Referral and any evidence supporting the allegation must be presented to the Administrative Assistant to the Dean who will initiate the case file. The Administrative Assistant will forward the documentation to the Honor Council Administrator within 48 business hours. The Honor Council Administrator will have up to five (5) business days to review the allegations and determine if there are reasonable grounds to believe the SHP Honor Code may have been violated. If such grounds do not exist, the student will be notified in writing by the Honor Council Administrator that no grounds exist, and no further action will be taken.

If the Honor Council Administrator determines that there are reasonable grounds to believe that an honor code violation has occurred, the Administrator will notify the student in writing and specify the item(s) of the Honor Code that were allegedly violated. The student can request to be assigned to a faculty advisor or to the Honor Council Administrator to mentor them through the Honor Council process.

f. **Hearing Procedures**

- i. The Honor Council Administrator shall provide written notice of the hearing date and the specific allegations against the student at least five business days in advance of the hearing. All notifications from the Honor Council Hearing Board will take place via the college email system; it is the student's responsibility to read all electronic communications.
- ii. The Honor Council may summon relevant witnesses to the hearing after consultation with the Honor Council Administrator. The Honor Council Administrator will identify relevant witnesses through discussion with the Respondent and the faculty member involved in the allegation. College students and employees are expected to comply with a request to appear before a Council unless compliance would result in significant and unavoidable personal hardship, or substantial interference with normal college activities, as determined by the Dean of SHP. The Honor Council Administrator may adjourn the hearing until such time as indispensable witnesses are available.
- iii. Accused students who fail to appear after proper notice will be deemed to have pled "No Contest" and therefore will be deemed guilty of the charges against them.
- iv. Faculty or Program representatives who brought forth an allegation are expected to appear at the Hearing. Failure to appear will result in forfeit/dismissal of the violation.
- v. Council hearings are closed and not open to the public.
- vi. The Honor Council Administrator and Student Chair shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the accused student, who disrupts the hearing may be excluded by the Honor Council Administrator and Student Chair.
- vii. Formal rules of evidence shall not be applicable. The Honor Council Administrator and Student Chair shall give effect to the rules of confidentiality and privilege but shall otherwise admit all matters into evidence which reasonable persons would accept as having probative value in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded.
- viii. Prospective witnesses, other than the person bringing the charges and the Respondent, may be excluded from the hearing during the testimony of other witnesses.

g. **Timeframe**

- i. The Council hearing will be scheduled within 10 business days from the initial referral. If there is a delay in the timeframe, the student will be notified by email.

- ii. Following the hearing, the committee chair will forward the written outcome within five (5) days of the hearing to the Dean of the School of Health Professions; and
- iii. The Dean will notify the student in writing with the outcome of the hearing within ten (10) business days of the hearing.

h. Interpretations of SHP Honor Code

The purpose of publishing the SHP Honor Code is to make students aware of prohibited behaviors within the academic environment. This SHP Honor Code is not written with the specificity of a criminal statute.

i. Sanctions

Sanctions that may be imposed for any violation of the SHP Honor Code may include, but are not limited to:

- i. Warning: a written reprimand for violation of specified regulations, including a written warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary or academic action. Notice of warning will be placed in the student's SHP academic folder until the completion of the program.
- ii. Academic Probation: exclusion from participation in privileged academic activities for a specified period. Additional restrictions or conditions may also be imposed. Violation of the terms of academic probation, or any other violation of the SHP Honor Code during a period of probation could result in suspension or expulsion from the SHP Program and/or College. Notice of this action will appear in the student's academic folder.
- iii. Course Failure: notice in writing that the student failed the course because of academic dishonesty. The course may be repeated if the program policies allow.
- iv. Suspension: exclusion from the academic program and other privileged activities as set forth in the suspension notice. Notice of this action will appear in the student's academic folder. The committee determines the time frame not to exceed one academic year.
- v. Expulsion: permanent termination of student status and exclusion from SHP privileges and activities. The SHP Admission's Office and College Registrar are notified. The student may not re-apply or enter any SHP program; and
- vi. Other Sanctions: other sanctions may be imposed instead of, or in addition to, those specified in this section.

Attempts to commit acts prohibited by the SHP Honor Code may be punished to the same extent as completed violations.

j. Decision Appeal

Following the outcome of the Honor Council, the student has five (5) workdays (from the date on the notification email) to appeal the decision with the Dean of the School of Health Professions. The Appeal must be in writing and clearly state why you feel the decision is incorrect and include additional evidence. The Dean will render his decision based on the student's documentation within seven (7) days. The decision is based solely on the student's documentation and no further meetings will occur. Dean's decision is the final decision and there are no further appeal options.

**The Community College of Baltimore
County SCHOOL OF HEALTH
PROFESSIONS**

SHP Honor Code Referral Report

Student Name: _____ Student (900): _____

Student CCBC Email: _____
(Note this will be utilized for all communication)

Faculty member(s): _____

Student's Program: _____

Course Number/Title associated (if applicable): _____

Date of Incident: _____

Date of Meeting with Student to notify of allegation: _____

Date of Submission to Dean's office: _____

Honor Code Violation (indicate # and related verbiage):

Identify/describe the alleged Honor Code violation:

*Copy of this completed form is to be provided to the student and submitted for Honor Council Review.

**The Community College of Baltimore
County SCHOOL OF HEALTH
PROFESSIONS**

SHP Honor Code Incident Report

Student Name: _____ Student (900): _____

Student CCBC Email: _____
(Note this will be utilized for all communication)

Faculty member(s) who will attend the Hearing:

Date of Incident: _____

Date of Meeting with Student to notify of allegation: _____

Attach a written statement supporting the allegation. Include supporting evidence or documentation of how the allegation was discovered, when the allegation occurred, the outcome from presenting the allegation to the student, etc.

**THE COMMUNITY COLLEGE OF BALTIMORE COUNTY
SCHOOL OF HEALTH PROFESSIONS**

SHP HONOR CODE PROCESS COVER FORM IDENTIFYING DATA

Name of Student: _____

Student's Program: _____

Student CCBC Email: _____

Student ID Number: _____

Faculty Initiating Process: _____

REQUIRED PROCESS DATES

ACTION	DATE	TIME
1. Notification to the student of alleged Honor Code Violation.		
2. Submission of packet to the Administrative Assistant to the Dean. (Packet to include SHP Honor Code Process Cover Form, SHP Honor Code Referral Report, SHP Honor Code Incident Report, and any supporting documentation)		
3. Honor Code Administrator notified of alleged Honor Code Violation.		
4. Notification to the student of Honor Council Hearing.		
5. Completion of Honor Council Hearing.		
6. Report/recommendations by Honor Council Administrator to Dean, School of Health Professions.		
7. Email/letters sent to: a. student b. faculty member(s) involved c. Program Director		

**COMMUNITY COLLEGE OF BALTIMORE COUNTY
SCHOOL OF HEALTH PROFESSIONS**

HONOR CODE TIMELINE

<i>Day</i>	<i>Date</i>	<i>Activity</i>
0		Referral initiated
10		Completion of Hearing
20		Deadline for student notification

Appendix B

THE COMMUNITY COLLEGE OF BALTIMORE COUNTY SCHOOL OF HEALTH PROFESSIONS

STUDENT APPEALS POLICY

1. PURPOSE

The Student Appeals Committee (SAC) is responsible for ensuring equitable application of program policy for all programs within the School of Health Professions (SHP). The SAC shall hear a student appeal when the problem cannot be resolved through consultation with the involved faculty member(s), the course coordinator (if different from the faculty member), and Program Director whether a student has been treated unfairly or differently in the application of program policy and make a recommendation to the Dean of the School of Health Professions.

2. MEMBERSHIP

- a. The chairperson shall be appointed by the Dean of the School of Health Professions each fall.
- b. SAC membership shall consist of five (5) people, including three (3) SHP faculty representatives and two (2) student representatives from the SHP programs. No program will be represented by more than two (2) faculty.
- c. When a student appeal is submitted, a call for faculty and student volunteers will be sent out by the SAC chairperson.
- d. There will be no representative on the committee from the program in which the student appealing is enrolled.

3. AREA OF RESPONSIBILITY

- a. If the appeal involves a clinical failure, the student will not be permitted to continue in the clinical setting until the appeal has been resolved. If the student appeal is upheld, the Program Director will provide for clinical makeup.
- b. For appeals not involving a clinical failure, but where clinical rotations are nonetheless involved, the issue of the student's continuation in the clinical setting will be decided by the program director.
- c. For appeals that involve a program course failure, not a clinical failure, students will be permitted to progress through the program until the appeal has been resolved.
- d. The SAC has the responsibility to maintain confidentiality of appeals presented.

- e. The SAC is charged to review student appeals regarding administrative decision(s) or application of policy. The SAC will interview all parties involved in the appeal.
- f. The SAC cannot change program policy. However, the SAC will review an appeal to ensure that existing policies have been equitably applied. After viewing all submitted statements regarding the appeal, the SAC will vote by secret ballot. When unfair application of program policy is determined, the student appeal will be upheld. When equitable application of the program policy is determined, the faculty decision regarding the student's progression in the program will be upheld.
- g. The SAC has the responsibility to objectively review all written and/or verbal testimony presented. The Chairperson of the SAC will forward the committee's recommendations in writing to the Dean, School of Health Professions.

4. **BACKGROUND**

- a. The student must identify the program policy that they feel has not been applied fairly.
- b. Students cannot appeal exam grades unless the student feels they were held to a different standard from other students in the class.

5. **REVIEW PROCEDURE**

- a. A student with an appeal must first try to resolve the issue by: Meeting with the (in this order):
 - i. Involved faculty member(s).
 - ii. Course Coordinator (if different from the faculty member).
 - iii. Program Director

THESE MEETINGS MUST BE ACCOMPLISHED WITHIN TEN (10) BUSINESS DAYS OF THE COURSE OR PROGRAM DECISION/GRADE/ACTION.

- b. If unable to resolve the appeal to the student's satisfaction after conferences with the involved faculty, course coordinator (if different from the faculty member), and Program Director, the student must obtain a 'School of Health Professions Student Appeals Policy' and file an 'Appeal Statement Form' (attached) with any administrative assistant of the School of Health Professions within five (5) college business days of the meeting with the Program Director.
- c. The involved faculty member(s), course coordinator or Program Director, will complete the 'Conference Form' and the Program Director will then submit (attached).
- d. The Dean, School of Health Professions, will then inform the SAC chairperson within two (2) college business days of the receipt of a written appeal.
- e. The SAC, the involved student, the appropriate faculty member(s), the course coordinator (if different from the faculty member), and program director will meet within ten (10) college business days of notification by the SAC chairperson to review the appeal.

- f. In general, Robert's Rules of Order will govern the procedures for conducting the meeting and voting.
- g. An appeal may be withdrawn at any time in the process if the student submits a written statement to the Dean, School of Health Professions. Once the appeal is withdrawn, it may not be reintroduced.
- h. In the event a student appeal is initiated for a student that has already been through a SHP Honor Council hearing, any persons (student, faculty and/or chair) who were members of the Honor Council hearing cannot serve as members of the SAC.
- i. The SAC chairperson shall send the committee report and recommendations to the Dean, School of Health Professions within five (5) college business days after the committee has convened.
- j. The student, the involved faculty member(s), course coordinator (if different from the faculty member), and program director shall be notified by their CCBC email concerning the committee's decision by the Dean, School of Health Professions within five (5) college business days after receipt of the committee's final report and recommendation(s).
- k. Following the outcome of the Appeal Committee, the student has five (5) working days (from the date on the notification email) to appeal the decision with the Dean of the School of Health Professions. The Appeal must be in writing and clearly state why you feel the decision is incorrect and include additional evidence. The Dean will render a decision based on your documentation within seven (7) days. The decision is based solely on documentation and no further meetings will occur. The Dean's decision is the final decision and there are no further appeal options.

**THE COMMUNITY COLLEGE OF BALTIMORE COUNTY
SCHOOL OF HEALTH PROFESSIONS**

Student Appeal Conference Statement

Student Name:	ID #:
SHP Program:	Program Director Signature:
Summary of Issue: 	
Conference Documentation In Attendance: Date of Conference: Check appropriate outcome: <input type="checkbox"/> Appeal Resolved <input type="checkbox"/> Appeal Unresolved Explanation of Decision: 	

Program Director Signature: _____ Date: _____

**THE COMMUNITY COLLEGE OF BALTIMORE COUNTY
SCHOOL OF HEALTH PROFESSIONS**

Student Appeal Statement Form

To be completed by student and submitted with all relevant written supporting documentation to an administrative assistant of the School of Health Professions.

1. IDENTIFYING DATA

Student Name:	
Student ID:	
Student CCBC Email Address:	

2. APPEAL STATEMENT

Program:	
Course Number:	
Course Title:	
Involved Faculty:	
Policies Violated (cite document, page and paragraph)	

Attach a written statement supporting the allegation of an unfair application of policy. Explain how you have been treated differently from other students. Include supporting evidence or documentation if appropriate (e.g. evaluations, written assignments, etc.)

**THE COMMUNITY COLLEGE OF BALTIMORE COUNTY
SCHOOL OF HEALTH PROFESSIONS**

Student Appeal Process Cover Form

To be completed by the Dean, School of Health Professions and submitted to the chairperson, Student Appeals Committee with all relevant written materials.

3. IDENTIFYING DATA

Name of student: _____

Student ID Number: _____

Student CCBC Email Address: _____

4. REQUIRED PROCESS DATES

ACTION	DATE	TIME
1. Notification to student of course/program decision/grade/action.		
2. Conference with involved faculty member(s).		
3. Conference with course coordinator (if different from faculty member)		
4. Conference with program director.		
5. Request by student of School of Health Professions Student Appeals Policy from SHP administrative assistant.		
6. Filing by student of appeal statement form with SHP administrative assistant.		
7. Filing of Student Grievance Form and Conference Form to Dean, School of Health Professions.		
8. Student Appeals Committee chairperson notified of appeal.		
9. Notification to student of Student Appeals Hearing.		
10. Completion of Student Appeals Hearing.		
11. Report/recommendations by SAC to Dean, School of Health Professions.		
12. Email/letters sent to: a. student b. faculty member(s) involved/course coordinator (if different from faculty member) c. Program Director		

**THE COMMUNITY COLLEGE OF BALTIMORE COUNTY
SCHOOL OF HEALTH PROFESSIONS**

Student Appeal Process Timetable

<i>Day</i>	<i>Date</i>	<i>Activity/Action</i>
0		Occurrence
10		Deadline for completion of required conferences
15		Deadline for submission of written appeal to the Dean
17		Deadline for Dean to submit to SAC
27		Deadline for SAC Meeting with student
32		Deadline for SAC finding to be received by Dean
37		Deadline for Final Decision Letter to be mailed

Appendix C

STUDENT SERVICES

Students are encouraged to seek counseling from College resources to meet their individual needs. Students may be referred by faculty or be self-referred. Referrals are always handled in a confidential manner. The following services are available on campus; however, this is not an inclusive list. For more information on special support services, please refer to the college catalog.

SERVICE	CCBC CATONSVILLE	CCBC ESSEX	CCBC DUNDALK
General Information	443-840-2222	443-840-2222	443-840-2222
Academic Advising	443-840-4382	443-840-1973	443-840-3816
Admissions	443-840-4991	443-840-2991	443-840-3981
Bookstore	443-840-4320	443-840-1561	443-840-3552
Business/ Bursar's Office	443-840-4313	443-840-1350	443-840-3255
Cafeteria	443-840-4263	443-840-1600	443-840-3818
Child Care	443-840-4242		
Career Development Services	443-840-4435	443-840-1732	443-840-3131
Counseling and Advisement	443-840-4382	443-840-4987	443-840-3774
Student Accessibility Services	443-840-5617	443-840-1741	443-840-3774
Enrollment Services	443-840-2222	443-840-2222	443-840-2222
Financial Aid	443-840-4170	443-840-2170	443-840-3160
Learning Assistance Center	443-840-4715	443-840-1473	443-840-3455
Library	443-840-4586	443-840-1426	443-840-3645
Multicultural Affairs	443-840-4145	443-840-1570	443-840-3170
Registrar's Office	443-840-2222	443-840-2222	443-840-2222
Security & Public Safety	443-840-1111	443-840-1111	443-840-1111
Student Activities	443-840-4322	443-840-1572	443-840-3350
Tutoring Services	443-840-5959	443-840-1820	443-840-3666

Appendix D

ACCREDITING ORGANIZATIONS

The following is a list of the organizations that accredit the various health education programs in the SHP. For more information on the accreditation process that each program must complete for initial and continuing accreditation, visit the web site(s) listed beneath each program.

Anesthesia Technology Program

American Society of Anesthesia Technologists and Technicians, 7044 South 13th Street, Oak Creek, WI 53154, (414) 908-4942 x450, www.asatt.org

Dental Hygiene Program

American Dental Association, Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL 60611, (312) 440-4653, <https://coda.ada.org/>

Emergency Medical Technology Program

Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL, 33763, 727-210-2350, www.caahep.org
Maryland Emergency Medical Services Board, c/o The Maryland Institute for Emergency Medical Services Systems, 653 W. Pratt Street, Baltimore, MD 21201, 410-706-3666, www.miemss.org.

Health Informatics and Information Technology

Commission on Accreditation for Health Information and Informatics Management (CAHIIM), 200 East Randolph Street, Suite 5100, Chicago, IL 312-235-3255, www.cahiim.org.

Histotechnology Program

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont IL 60018-5119, 773-714-8880 www.naacls.org

Medical Laboratory Technology Program

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont IL 60018-5119, 773-714-8880 www.naacls.org

Mortuary Science Program

American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, New Jersey 08097; 816-233-3747; Web site: www.ABFSE.org.

Nursing – RN Program

Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE,

Suite 850, Atlanta, GA 30326. 404-975-5000, www.acenursing.org

Maryland Board of Nursing, 4140 Patterson Avenue, Baltimore, MD 21215, 410-5851900, <https://health.maryland.gov/mbon/pages/default.aspx>

Nursing – PN Program

Maryland Board of Nursing, 4140 Patterson Avenue, Baltimore, MD, 21215, 410-5851900, <https://health.maryland.gov/mbon/pages/default.aspx>

Occupational Therapy Assistant (OTA) Program

Accreditation Council for Occupational Therapy Education, 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929, 301-652-2682, www.acoteonline.org.

Radiation Therapy Program

Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, 312-704-5300, www.jrcert.org

Radiography Program

Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, 312-704-5300, www.jrcert.org

Respiratory Therapy Care Program

Committee on Accreditation for Respiratory Care Programs, 264 Precision Blvd, Telford, TN, 37690, www.coarc.com

Surgical Technology Program

Accreditation Review Council on Education in Surgical Technology (ARC-STSA), 19751 East Mainstreet, Suite #339, Parker, CO 80138, 303-694-9262, www.arcstsa.org

Veterinary Technology Program

American Veterinary Medical Association, Committee on Veterinary Technician Education and activities (CVTEA), 1931 North Meacham Road, Suite 100, Schaumburg, Illinois 60173-4360, www.avma.org

STUDENT AGREEMENT STATEMENT

I have carefully read, understand and agree to abide by the School of Health Professions Policies and Honor Code. I agree that I will neither give nor receive unauthorized aid on an assignment/examination and I will report all allegations I observe. Failure to report violations I observe in an Honor code violation. I accept responsibility for adhering to these policies. Failure to acknowledge receipt of this manual does not prohibit my responsibility in adhering to its contents and policies.

Student Name

Signature

Date

RELEASE OF INFORMATION FORM

I, _____, am a student at Community College of Baltimore County. I understand that clinical facilities may require that they be provided the following confidential information as a condition of participation in a clinical experience at the Facility (collectively “Confidential Information”):

- 1. Health Information: TB test documentation; adequate evidence of receipt of immunizations/vaccinations and tuberculin survey status;
- 2. Personal information and address;
- 3. OSHA compliance; and
- 4. Criminal background and drug testing

I hereby authorize CCBC to release the Confidential Information to the appropriate administrator at the Facility.

This Consent to Release Confidential Information shall be effective on the date below and shall remain in effect until one year after the completion of the clinical experience.

Date: _____ Student: _____

If student is under 18 years old, the student’s legal guardian must sign this release.

Date: _____ Legal Guardian: _____